



# REPORT

From the office of the...  
**EFRT Director**

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TO: Members of the Executive Board  
FROM: Ivy Quan  
SUBJECT: EFRT Report 8  
DATE: February 15, 2022

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## **Yearplan Update**

Since my last report, we have finished our hiring process and have now begun integrating and training the new hires. We now have 37 active responders on the team, 12 of which are shadowing more senior responders. By February 20, 2022, we aim to have fully trained and certified the new hires to complete their transition into the team.

## **Events, Projects, & Activities**

### *General Service Usage*

Now that campus has become busier, we have been noticing high call volumes. Although, I believe we would see more service usage if more people knew about our number and what we do.

### *Projects & Events: First Responder/ Emergency Medical Responder Training (Ongoing)*

First Responder (FR) and Emergency Medical Responder (EMR) trainings are currently in progress for the new hires and last year's hires respectively. We are currently having in-house FR instructors for the first time so the new hires are being taught by our own responders rather than a third-party company. By February 20, 2022, the 2020-2021 hires will all be trained in EMR and the 2021-2022 hires will all be trained in FR.

### *Projects & Events: February Monthly Training (Upcoming)*

This project, led by our Training Coordinator, will be focused on training our team on how to administer symptom relief medications that are prescribed within our medical directive. Our Medical Director will be joining virtually to give a presentation. The presentation will be followed by practice scenarios.

### *Projects & Events: St. Patrick's Day Response (Upcoming)*

Our Response Coordinator and I have been communicating with Security and Hamilton Police in organizing some potential off-campus response for St.

Patrick's Day. This will be the first time we expand the boundaries of our responding to encompass specific streets of student housing.

## Outreach & Promotions

### Summary

This month, we have continued with our PR booths outside our office and have had our new hires lead these events. Our PR Coordinator has also tried reaching out to professors to do class talks, but we haven't received much of a response yet.

## Finances

### Budget Summary

Our budget is looking decent for now. We have purchased another round of equipment since my last report and our equipment budget line is almost fully used up. We will also be ordering uniforms for our new hires soon and depending on how much clothing they order, that may deplete our team uniform budget line.

Account Code	Item	Cost
<b>5003-0107</b>	<b>EFRT - OFFICE SUPPLIES</b>	<b>\$ 600</b>
	Batteries, frisbee, swifer pads, paper bags	\$97.32
	Ikea linens and doormat	\$91.47
	Amazon batteries, floor wipes, temp probes	\$315.99
	<b>Total Spent in Line</b>	\$504.78
	<b>Remaining in Line</b>	\$95.22
<b>5315-0107</b>	<b>EFRT - TEAM SUPPLIES</b>	<b>\$ 10,000</b>
	Humanities scheduling software fee	\$1,116.00
	Wildmedkits equipment order	\$4,097.21
	Pharmacy Aug 25	\$1,422.63
	AED Battery	\$339
	Small gloves	\$222.89
	Cleaning wipes	\$225.99
	Medium gloves	\$508.49
	Tourniquets	\$211.85
	Hard and Fast CPR January 2022	\$488.27
	D2DPPE Jan Order (gowns and cleaning wipes)	\$418.10
	Fisher Scientific (gloves and face shields)	\$430.92
	<b>Total Spent in Line</b>	\$9,760.39
	<b>Remaining in Line</b>	\$239.61

<b>5501-0107</b>	<b>EFRT - REPAIRS &amp; MTCE</b>	<b>\$ 1,000</b>
	Big bike repair for 3 main bikes	\$415.69
	<b>Total Spent in Line</b>	<b>\$ 415.69</b>
	<b>Remaining in Line</b>	<b>\$ 584.31</b>
<b>5715-0107</b>	<b>EFRT - RENT EXPENSE - EQUIPMENT</b>	<b>\$ 600</b>
	<b>Total Spent in Line</b>	<b>\$ -</b>
	<b>Remaining in Line</b>	<b>\$ 600</b>
<b>6201-0107</b>	<b>EFRT - CONFERENCE EXPENSES</b>	<b>\$ 3,500</b>
	ACERT Membership	\$100.00
	<b>Total Spent in Line</b>	<b>\$ 100</b>
	<b>Remaining in Line</b>	<b>\$ 3,400</b>
<b>6300-0107</b>	<b>EFRT - MAC SUMMER FUNDING EXPENSES</b>	<b>\$ 4,000</b>
	2000 Surgical Masks	\$238.74
	D2DPPE order (alcohol wipes, gowns, medium gloves)	\$1,141.26
	Fisher Scientific order (S/L gloves, hand sanitizer, goggles, face shields)	\$835.92
	eGrimes order (N95 1870+)	\$748.37
	Thankyou cards and calbe ties	\$25.40
	UberEats exec retraining alumni gifts	\$100.00
	UberEats full team retraining alumni gifts	\$375.00
	Sharpies, paper bags, watches, swiffer	85.78
	Clipboards	\$23.70
	<b>Total Spent in Line</b>	<b>\$ 3,574.17</b>
	<b>Remaining in Line</b>	<b>\$ 425.83</b>
<b>6415-0107</b>	<b>EFRT - RECOGNITION AWARDS</b>	<b>\$ 3,000</b>
	Last year's team appreciation gifts	\$1,139.04
	<b>Total Spent in Line</b>	<b>\$ 1,139.04</b>
	<b>Remaining in Line</b>	<b>\$ 1,860.96</b>
<b>6501-0107</b>	<b>EFRT - ADV. &amp; PROMO.</b>	<b>\$ 3,500</b>
	EFRT Pens	\$1,121.61
	EFRT Back to Call Promo Package (Underground)	\$300.00

	UberEats giftcards giveaway	\$50.00
	EFRT Pens round 2	\$189.15
	EFRT Physical Posters	\$100.00
	EFRT Pens and stickers	\$364.15
	<b>Total Spent in Line</b>	<b>\$ 2,124.91</b>
	<b>Remaining in Line</b>	<b>\$ 1,375.09</b>
<b>6633-0107</b>	<b>EFRT - TEAM UNIFORMS</b>	<b>\$ 4,000</b>
	Team Cotton Masks	\$345.11
	Team clothing order Fall Semester	\$428
	<b>Total Spent in Line</b>	<b>\$ 773.11</b>
	<b>Remaining in Line</b>	<b>\$ 3,226.89</b>
<b>6803-0107</b>	<b>EFRT - PUBLIC EDUCATION</b>	<b>\$ 14,000</b>
	<b>Total Spent in Line</b>	<b>\$ -</b>
	<b>Remaining in Line</b>	<b>\$ 14,000</b>
<b>6804-0107</b>	<b>EFRT - VOLUNTEER TRAINING</b>	<b>\$ 20,000</b>
	2 BLS certifications	\$116.00
	SFAI/BLSI (6) and EMRI (3) course	\$3,313.27
	<b>Total Spent in Line</b>	<b>\$ 3,429.27</b>
	<b>Remaining in Line</b>	<b>\$ 16,570.73</b>
<b>6912-0107</b>	<b>EFRT - TRAVEL</b>	<b>\$ 500.00</b>
	Uber to and from BLS course	\$53.63
	<b>Total Spent in Line</b>	<b>\$ 53.63</b>
	<b>Remaining in Line</b>	<b>\$ 446.37</b>
<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		\$64,700.00
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		\$25,515.64
<b>REMAINING DISCRETIONARY SPENDING</b>		\$39,184.36

### Executives & Volunteers

The morale of the team after hiring has been high. I get the sense that more senior responders enjoy having a little buddy they can integrate into the team. Having new hires has also made the team environment livelier as responders are eager to show them what they love about EFRT. However, I am aware that the

youngest 2 classes of responders are headed into a couple weekends of intense training which may take a toll on their well-being. Both the 2020 and 2021 hiring classes have their certification weekends on February 12/13 and 19/20 in addition to February monthly training on the 18<sup>th</sup>. The executive team have informally checked-in with the new hires and have responded to many of their initial worries, but we will schedule more formal checkins for the entire team prior to returning on call post-reading week.

I am also worried about executive burn-out, and am looking to perform inter-exec checkins next week.

### **Successes**

A huge success has been the completion of our Orientation process and the hiring of our new rookies. It is a truly exciting time and I know the exec and the team look forward to seeing these new hires grow.

### **Current Challenges**

The main challenge has been trying to prevent or at least mitigate responder burnout and balancing that with the necessary trainings needed to keep up our standard of care. The timeline of events this year has been compressed because we are essentially working with two rookie classes that both need their standard certifications and EFRT-specific trainings.