



REPORT

From the office of the...
EFRT Program Director

TO: Members of the Executive Board
FROM: Jake Howran
SUBJECT: EFRT Report 1
DATE: June 8th, 2022

Yearplan Update

This is my first of my EB reports for the Emergency First Response Team (EFRT). There are no new edits to EFRT's year plan (submitted June 5th). The current report outlines EFRT's Summer Projects and activities.

Events, Projects, & Activities

General Service Usage

EFRT Summer operations began June 1st at 0900h. We operate from 0900h to 1700h Monday to Friday until August 26th. Typical summer usage is significantly reduced from the academic year, though we anticipate ~25+ calls per month.

EFRT has received 1 call already in the month of June.

Projects & Events: Exec Hiring and Onboarding (Complete)

EFRT Executive members are hired each year to fill the positions of Director, Assistant Director, Training Coordinator, Response Coordinator, Internal Coordinator, and Public Relations Coordinator. Each of the executive have been hired for the 2022-2023 school year with the addition of 2 summer supervisors who will act as proxy executives during the summer months in place of unavailable executives.

The onboarding process is a continuous process that will last most of the summer as new projects and executive responsibilities are flushed out. Each executive has completed a transition meeting with their predecessor and have received a transition document to consolidate major executive functions and operations.

3 Meetings have been held so far with the whole executive team, and we will meet weekly on Sundays throughout the summer to ensure both summer and year operations are maintained.

Projects & Events: Summer Response Program (Ongoing)

EFRT is responding during the summer months from June 1st – August 26th from 0900h to 1700h Monday to Friday. This response program will provide confidential medical support to the campus during the summer months. There will be a series of trainings, practice scenarios, and collaborations with EFRT Alumni to maintain EFRT skills over the summer and ensure that the EFRT is available for events on campus and summer camps.

Given that we have not received our funding yet- I may need some help from MSU members with advocating for the funding to get access to it sooner (since we have started our summer program already).

Projects & Events: SFA and BLS Courses (Upcoming)

EFRT has provided Standard First Aid and Basic Life Support classes to the McMaster Community and the Public for many years. We are finally getting these courses back up and running following our COVID-19 Hiatus and will be offering SFA/CPR-C/BLS trainings June 18-19, July 9-10, July 23-24, and August 6-7. These are a great source of income for the EFRT but it has also come to my attention recently that McMaster recreation has begun running their own SFA courses, a responsibility historically befallen to the EFRT. This may introduce some complications with EFRT training attendance now that there is an internal competitor.

If possible, It would be great for some PR support from MSU and other services for our SFA and BLS courses. This will help us reach a wider audience.

Projects & Events: EFRT HPS Relations (Upcoming)

EFRT works closely with Hamilton Paramedic Services (HPS) to ensure cohesive hand-offs at calls requiring immediate hospital transport. Recently, HPS reached out to me to discuss potential interagency trainings and to work in collaboration with the Special Constables to create a shared language between our 3 organizations. I will be meeting with a Primary Care Paramedic, a PCP Superintendent, and possibly the HPS Deputy Chief to discuss our working relationship and create a shared repository space for resources and scope-of-practice guidelines.

Outreach & Promotions

Summary

The EFRT Public Relations coordinator has been in contact with the MSU and other partners to begin the development of content for EFRT's summer response, SFA/BLS courses, and will begin outreaching for welcome week and hiring promotions soon (as these begin in august/september).

We are hoping to work alongside the MSU (Will, Michael, Paula, etc) to promote upcoming service information and may reach out to Hamilton Health Sciences among other external partners to expand community engagement.

Promotional Materials

EFRT is using its Instagram to promote its return to service and upcoming SFA courses. Multiple upcoming posts are being prepared for our courses.



Social Media Engagement since the Previous Report

EFRT's Social Media Engagement remains mostly unchanged with a slightly increase in Instagram followers up from 888 in April to 910 in May. No other current updates.

Finances

Budget Summary

EFRT is currently awaiting confirmation from McMaster University on approval for our Summer Program funding. This funding agreement has been instated by the University since 2005 but EFRT has been unable to use it since 2019 due to the interruptions from the COVID-19 pandemic.

In the meantime, I am working on organizing POs that I want to apply against the summer funding and POs that I want to apply against our year-budget. So far, a few payments have been made for certifications from the last academic year and I have established some standing orders against regular vendors like Pharmasave.

ACCOUNT CODE	ITEM	BUDGET / COST
	Pharmasave Standing Order	\$1,500.00
	ZOLL AED Pad Replacements	\$501.75
	ProResp Oxygen Standing Order	\$1,000.00
Equipment	TOTAL SPENT IN LINE	\$3001.75
5315-0107	REMAINING IN LINE	\$14,998.25
	Red Cross Standing Order	\$7,000.00
Public Educ.	TOTAL SPENT IN LINE	\$7,000.00
6804-0107	REMAINING IN LINE	\$11,000.00
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$75,200.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$10,001.75
REMAINING DISCRETIONARY SPENDING		\$65,198.25

Executives & Volunteers

Training Coordinator – Currently working on Summer Training Modules and Team Retraining Concepts for August.

Response Coordinator – Currently working on scheduling and inventory for the summer.

Internal Coordinator – Contacting administration to organize bike and office maintenance.

Public Relations Coordinator – Setting up PR schedule for the summer and organizing posts for SFA/BLS courses.

Assistant Director – Scheduling and organizing upcoming SFA/BLS courses.

Summer Supervisors – Training Meeting took place May 30th

Summer Volunteers – Began 0900h-1700h shifts starting June 1st

Year Volunteers – will not require retraining until August.

Overall, the team has appreciated the month-long break we have taken to recover from the busy and straining 2021-2022 school year. The executive members are excited to get started and volunteers are engaged in

Successes

EFRT is currently responding for all Convocation Events to provide medical care to attendees and students. This has been a great opportunity to re-engage with the McMaster community outside of regular operations.

Current Challenges

No information was originally passed to me on the matter of Summer Program Funding so the application and process were delayed significantly (i.e. by a whole month). While I am hoping the funding is approved soon, there is little that can be done until then. For now, I am working through necessary finances and setting up POs to be submitted for equipment that is expired or broken.

Miscellaneous

I am bringing forward multiple OP changes to the EB/SRA to update EFRT's executive functioning. These changes will include the introduction of a new Professional Response Instructor position as well as the addition of a pre-existing Summer Supervisor position. There are also modifications to be made for Internal Coordinator and Response Coordinator general descriptions.

NB: A professional response instructor (PRI) is a position recruited internally to provide our new responders First Responder (FR) and Emergency Medical Responder (EMR) certifications. These certifications are required for EFRT to operate, and by doing the training internally, we will save ~\$4000 in training fees that can be reallocated toward new training models to bolster the training quality.