



REPORT

From the office of the...

EFRT Program Director

TO: Members of the Executive Board
FROM: Fezan Khokhar
SUBJECT: Emergency First Response Team Report 9
DATE: March 25, 2024

Year Plan Update

EFRT is on track as per the year plan. Responders are providing a high quality of care to the McMaster campus.

Events, Projects, & Activities

General Service Usage

There are no concerns with service usage. Call volume is consistent with previous reports. EFRT expects to see a higher volume of mental health related calls as students enter exam season. Responders are prepared.

Projects & Events:

EFRT Assistant Director Hiring (Complete)

The Assistant Director has been hired and I look forward to assisting in the transition.

March Monthly Training (Complete)

The Assistant Director and Training Coordinator organized March Training which serves as a BLS recertification for the entire team. This training ensures that all responders are well prepared for high acuity call types.

Uniform Pants Order (Complete)

The uniform pants ordered in early February have come in. The team is extremely appreciative of the professional wear. I look forward to the uniform budget to be expanded in the next fiscal year to include professional pants for all EFRT responders moving forward.

EFRT Recognition Night (Ongoing)

Each year, EFRT runs a year-end recognition event at the end of March before the team is swamped by their own exams. The importance of these events is that it ensures that responders know and understand just how appreciated they truly are. Typically, we organize a number of superlatives, awards, dinner, speeches, and year-end videos. This is a time to celebrate the team and truly reflect on the

family that we have built over the years.

EFRT Year End Recognition Gifts (Ongoing)

After a full year of hard work, it is very important that responders feel recognized for their dedication. This is partially accomplished through the purchasing of a year-end gift for every responder (pants, bags, hats, etc.). These are a form of “single issue” items that only that specific cohort will have access to, creating somewhat of a memento for each of the EFRT teams from year to year.

Executive Hiring (Ongoing)

To prepare the team for the 2024-2025 operating year, the executive team will be hired during the month of April for each of them to have an easier transition into their roles before the start of next year’s summer response program.

Outreach & Promotions

Summary

EFRT is still hosting biweekly PR booths outside of our office. The booths span a total of 3 hours and our newest responders run them with the support of the PR Coordinator. PR materials were handed out and the student population were able to interact with responders. The focus of the booths is to inform the public of EFRTs role on campus and how to activate EFRT.

Promotional Materials

EFRT has been posting on our Instagram, Facebook, Twitter, and LinkedIn. We have found that Instagram is the most effective means of interacting with the student body but are remaining diligent in posting across all social media. Recently the PR coordinator has posted many updates, summarizing the events that took place this semester. The Airpod Giveaway winner has also been announced. The giveaway was successful and 237 accounts entering the giveaway. We are considering filming a second “day-in-the-life” promotional video.

Social Media Engagement since the Previous Report

Below are the analytics for EFRT Instagram and Facebook accounts over the past 30 days.

Figures 1: Facebook Analytics



Finances

Budget Summary

The EFRT budget is being responsibly allocated with no major concerns. I anticipate using all the McMaster Summer Funding, Team Supplies Funding, and Volunteer Training Funding to ensure that next year is well prepared

6633-0107-0200 EFRT - TEAM UNIFORMS		EFRT - TEAM UNIFORMS	\$5,000.00		
6633-0107-0200	EFRT - TEAM UNIFORMS	Campus Store Clothing Order	\$2,878.11		130138
6633-0107-0200	EFRT - TEAM UNIFORMS	Nike Clothing Order	\$2,367.58		130139
6633-0107-0200	EFRT - TEAM UNIFORMS	Uniform Pant Order	\$4,130.15		
6633-0107-0200	EFRT - TEAM UNIFORMS				
6633-0107-0200	EFRT - TEAM UNIFORMS				
6633-0107-0200	EFRT - TEAM UNIFORMS				
6633-0107-0200	EFRT - TEAM UNIFORMS				
6633-0107-0200	2				
6633-0107-0200	92				
6633-0107-0200	92				
6633-0107-0200	92	TOTAL SPENT IN LINE	\$9,375.84		
6633-0107-0200	92	REMAINING IN LINE	-\$4,375.84		
6415-0107-0200 EFRT - VOLUNTEER RECOGNITION		EFRT - VOLUNTEER RECOGNITION	\$3,750.00		
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	Alumni Orientation Appreciation	\$390.00		129883
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	Backpack order (Overflow from previous fiscal year)	1983.15		
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	Holiday Party Groceries	\$133.27		130140
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	Flying Squirrel Trampoline Bonding Event	\$830.00		130316
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	Flying Squirrel Trampoline Bonding Event	\$300.00		Reimbursement
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION				
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION				
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION				
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION				
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION				
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION				
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	TOTAL SPENT IN LINE	\$3,636.42		
6415-0107-0200	EFRT - VOLUNTEER RECOGNITION	REMAINING IN LINE	-\$113.58		

6804-0107-0200 EFRT - VOLUNTEER TRAINING		EFRT - VOLUNTEER TRAINING	\$20,000.00		
6804-0107-0200	EFRT - VOLUNTEER TRAINING	Executive Rescheduling Fee - Retraining	\$149.31		Reimbursement
6804-0107-0200	EFRT - VOLUNTEER TRAINING	FR Lunch	\$63.00		129960
6804-0107-0200	EFRT - VOLUNTEER TRAINING	PHTLS Textbooks	\$1,150.54		130032
6804-0107-0200	EFRT - VOLUNTEER TRAINING	FR Training	\$7,627.50		129991
6804-0107-0200	EFRT - VOLUNTEER TRAINING	PHTLS Training	\$9,492.00		130033
6804-0107-0200	EFRT - VOLUNTEER TRAINING	EMR Training	\$6,893.00		130281
6804-0107-0200	EFRT - VOLUNTEER TRAINING	January Monthly Training Shout-Out Gift	\$57.92		130360
6804-0107-0200	EFRT - VOLUNTEER TRAINING	Midyears Uber Order for Evaluators	\$115.06		Reimbursement on PO130402
6804-0107-0200	EFRT - VOLUNTEER TRAINING	Midyears Lunch Order for Evaluators	\$111.75		130401
6804-0107-0200	EFRT - VOLUNTEER TRAINING				
6804-0107-0200	EFRT - VOLUNTEER TRAINING				
6804-0107-0200	EFRT - VOLUNTEER TRAINING	TOTAL SPENT IN LINE	\$25,660.08		
6804-0107-0200	EFRT - VOLUNTEER TRAINING	REMAINING IN LINE	-\$5,660.08		

6300-0107-0200 EFRT - MAC SUMMER FUNDING EXPENSES		EFRT - MAC SUMMER FUNDING EXPENSE	\$42,000.00		
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRT Parking Pass	\$1,356.75	18-May-23	129397
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRT June Monthly Training Food	\$59.20	20-Jun-23	129528
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Office Snack Order	\$117.67	June 20, 2023	129519
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Responder Meal Plans	\$2,500.00		129529
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Inventory Order	\$2,937.21	6-Jul-23	129549
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Nalgene Order	\$1,336.36		129548
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	EFRTxSWHAT Welcome Week PR magnets	\$620.00		129612
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	July monthly training food	\$59.20		129611
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Executive Training Food	\$116.37		129638
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Humanity Scheduleing Fee	\$1,610.55		129530
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Welcome Week Office Food	\$149.97		129570
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 3 Food (Sushi)	\$167.00		129718
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 2 Food (Pizza)	\$132.41		129719
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 1 Food (Subway)	\$232.73		129720
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Starbucks	\$45.08		129721
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Retraining Day 1&2 Breakfast	\$111.49		129722
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation 1 and 2 breakfast	\$164.44		129782
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Upbrief, SFA Tests, Orientation 1, Orientation 2 Pizza	\$635.26		129783
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation 1 Day 2 Subway	\$248.55		129780
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Orientation Starbucks	\$90.17		129781
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Executive Appreciation Gift	\$861.97		129677
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	CIBC Hall Fee	\$336.30		129860
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Responder appreciation gifts	\$1,308.22		129676
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Mental Health First Aid Training	\$3,000.00		130191
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	Summer Supervisor Honorarium	\$6,000.00		129531
		Suction Catheter + Unit, Chest Seal, Ariway Manniken, Tourniquets,	\$6,334.90		130305
		Equipment Modules for response and training	\$1,057.64		130398
		Airway, Meds, Adjunct, Modules for training packs	\$180.72		130397
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	18 Radio Batteries and 6 Lapelles	\$4,360.54		129751
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	TOTAL SPENT IN LINE	\$36,130.70		
6300-0107-0200	EFRT - MAC SUMMER FUNDING EXPENSES	REMAINING IN LINE	\$5,869.30		
6201-0107-0200 EFRT - CONFERENCE EXPENSES		EFRT - CONFERENCE EXPENSES	\$9,000.00		
6201-0107-0200	EFRT - CONFERENCE EXPENSES	NCEMSF Conference Tokens (28)	\$3,712.64		130239
6201-0107-0200	EFRT - CONFERENCE EXPENSES	Hotel Fee Cost	\$4,090.00		
6201-0107-0200	EFRT - CONFERENCE EXPENSES	Notebooks, highlights, pens	\$178.09		
6201-0107-0200	EFRT - CONFERENCE EXPENSES	Food, drink, and items for 10 bus travel	\$179.59		
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES				
6201-0107-0200	EFRT - CONFERENCE EXPENSES	TOTAL SPENT IN LINE	\$8,160.32		
6201-0107-0200	EFRT - CONFERENCE EXPENSES	REMAINING IN LINE	\$839.68		
5501-0107-0200 EFRT - REPAIRS & MTCE.		EFRT - REPAIRS & MTCE.	\$2,000.00		
5501-0107-0200	EFRT - REPAIRS & MTCE.	Office Printer	\$402.83		130455
5501-0107-0200	EFRT - REPAIRS & MTCE.	Office Desk (130400) + Office Pillows (130465)	\$326.54		130400 + 130465
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.				
5501-0107-0200	EFRT - REPAIRS & MTCE.	TOTAL SPENT IN LINE	\$729.37		
5501-0107-0200	EFRT - REPAIRS & MTCE.	REMAINING IN LINE	\$1,270.63		

5003-0107-0	EFRT - OFFICE SUPPLIES	EFRT - OFFICE SUPPLIES	\$800.00		
5003-0107-0200	EFRT - OFFICE SUPPLIES	Amazon Office Order	\$242.70		129692
5003-0107-0200	EFRT - OFFICE SUPPLIES	Printer Ink	\$175.12		Reimbursement
5003-0107-0200	EFRT - OFFICE SUPPLIES	Accordion Folders for reports and contracts	\$70.04		130004
5003-0107-0200	EFRT - OFFICE SUPPLIES	Swiffers, bike clamps, paper plates, ink,	\$336.52		130337
5003-0107-0200	EFRT - OFFICE SUPPLIES				
5003-0107-0200	EFRT - OFFICE SUPPLIES				
5003-0107-0200	EFRT - OFFICE SUPPLIES				
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5003-0107-0200	EFRT - OFFICE SUPPLIES				
5003-0107-0200	EFRT - OFFICE SUPPLIES				
5003-0107-0200	EFRT - OFFICE SUPPLIES	TOTAL SPENT IN LINE	\$824.38		
5003-0107-0200	EFRT - OFFICE SUPPLIES	REMAINING IN LINE	-\$24.38		
5315-0107-0200	EFRT - TEAM SUPPLIES	EFRT - TEAM SUPPLIES	\$18,000.00		
5315-0107-0200	EFRT - TEAM SUPPLIES	Pharmacy Standing Order	\$1,500.00	31-May-23	129450
5315-0107-0200	EFRT - TEAM SUPPLIES	Oxygen Standing Order	\$1,000.00		129550
5315-0107-0200	EFRT - TEAM SUPPLIES	Transfer Pad Order	\$395.00		129570
5315-0107-0200	EFRT - TEAM SUPPLIES	Pharmacy Standing Order x2	\$1,900.00		129791
5315-0107-0200	EFRT - TEAM SUPPLIES	Amazon Equipment Order	\$440.52		129793
5315-0107-0200	EFRT - TEAM SUPPLIES	Amazon Equipment Order [BP cuffs, SPO2, Bike helmets]	\$1,258.95		129862
5315-0107-0200	EFRT - TEAM SUPPLIES	2 Trek Bikes, 3 U-Locks	\$1,791.01		129693
5315-0107-0200	EFRT - TEAM SUPPLIES	October Inventory Order	\$1,854.73		129923
5315-0107-0200	EFRT - TEAM SUPPLIES	Amazon Light Order	\$70.45		129961
5315-0107-0200	EFRT - TEAM SUPPLIES	Carrr Website Subscription Renewal	\$7.00		129967
5315-0107-0200	EFRT - TEAM SUPPLIES	EMRN Fall Inventory Order	\$1,773.72		129923
5315-0107-0200	EFRT - TEAM SUPPLIES	November Amazon Inventory [SpO2, paper, bags,]	\$208.20		130030
5315-0107-0200	EFRT - TEAM SUPPLIES	December EMRN Order (Band-aids, emerg blanket, alcohol pads, gloves, saline, BZK	\$563.00		130166
5315-0107-0200	EFRT - TEAM SUPPLIES	Manual Suction Units	\$208.88		130034
		Alumni Training Reimbursement	\$52.17		130359
		January Monthly Training Lunch Provided	\$167.00		130338
		Isolation Gowns 400	\$508.50		130366
		Level 3 surgical masks	\$147.59		130438
		Neoprene Chemical Resistant Gloves	183.52		130367
5315-0107-0200	EFRT - TEAM SUPPLIES	Large and Small Gloves	\$450.24		130336
		Lysol Wipes, Sanitizer bottles, Card holders	\$82.83		130459
		Pediatric AED Pads	\$188.18		130561
		February Office Snacks	\$266.02		130439
		Level 3 Isolation Gowns Pack of Four	\$508.50		130366
		5 Pulse oximeters	\$318.95		130314
		Office Wellness - Switch Games	\$192.52		130661
5315-0107-0200	EFRT - TEAM SUPPLIES	TOTAL SPENT IN LINE	\$14,480.48		
5315-0107-0200	EFRT - TEAM SUPPLIES	REMAINING IN LINE	\$3,519.52		

Executives & Volunteers

Volunteer morale is high. The team is very appreciative of the EMS pants. The Training Coordinator is also hosting a well-received training incentive that involves the team selecting 2 executives whose faces will be pried on Recognition Night. I am still awaiting the work order be approved so that the office TV may be mounted in efforts to increase the on-call experience. The executive team is functioning well. They look forward to seeing EFRTs leadership for the 2024-2025 year and transitioning them.

Successes

A major success currently is that the team is operating well with no major concerns.

Current Challenges

Awaiting the work-order to mount the TV. This is of relatively low priority, but I would appreciate it being completed before exams begin.

Miscellaneous

None.