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Meeting called to order at 1920 by Duane Backen with members present: Burr, Crystal Cremeans, Drummer, Hanus, Aaron & Mike Haughey, Jimenez, Lloyd, Lemke, Massengale, Pansegrau, Schmidt, Schuett, Stalzer, Thomas, Weitzell, & Zimmerman. **Excused:** Cibula, Jeremy Cremeans, Ellenbecker, Frizzel, Hildahl, Large, Brian & Trudey Nekola, Otto, Staker, & Womack. **Unexcused:** Schlichting.

December business meeting minutes read and approved as submitted.

Treasurer’s Report: **Trust Fund: $116,536.96** Ambulance Check Book $7,051.92

 Income $50.00

 Expenses $545.04

 **Closing Balance $6,556.88**

Treasurer’s Report Accepted & Approved.

**OLD BUSINESS**

In regards to the oxygen tanks, please remember to be extremely careful when handling. Also, check the gauge on the tank after putting it in the truck to ensure it has more than 500psi.

Don reported that Trudey has stepped down as the driver training officer due to her new work schedule, so Jeff Large will be in charge of driver training. We will work with him in the future to come up with trainings.

The office is finished. Floors were scrubbed, walls were painted, and the couch is here. A big thank you to Don’s wife, Chris Weitzell, for her hard work painting and cleaning. A motion was made and seconded to send a thank you to Chris and $100 gift card on the departments’ behalf.

**NEW BUSINESS**

A committee is needed to explore ideas for the new ambulance we will be purchasing this year. A motion by Drummer and second by Zimmerman to approve Brian Hanus, Jeff Large, Mike Haughey, and Luke Stalzer on the new ambulance committee carries.

Radios will soon be changed to accommodate new “mutual aid” channel “V-Law.” When contacting a helicopter or other agency, this is the frequency we now need to use.

As of January 17, we have hit 40 ambulance calls. Don wants to ensure reports are being done within 48 hours of the call time. It was noted that most places require 24 hours. Some reports are out 3-4 weeks, which places the EMT at greater risk of forgetting/omitting important details. Don also said to not worry about getting exactly 100 percent validation on reports; he can take care of the rest of the report.

When you log on to ImageTrend Elite, go to the “view reports” tab to make sure the report hasn’t already been entered. We have had some duplicate reports that we can’t delete. Also, when you list the crew members on the call, please remember to include yourself.

Duane mentioned an audit on the ambulance checkbook. The squad agreed to allow the audit at next month’s officer meeting.