

## Staff Meeting 3/21/13 and 3/24/13

In attendance: Abigail Buchberger, Kayla Drozd, Marcia Drabek, Mari Faber, Terese Globensky, Katrina Guralski, Anne Hadler, Heidi Hadler, Abi Hoyt, James Krautkramer, Rusty Krautkramer, Tiffany Ludkey, Cathy Matel, Holly Matel, Lindsey McCluskey, Allisen Montana, Evan Oelrich, Jennifer Passehl, Alyson Sweno, Janine Van Rixel

Excused: Trista Baye-Martin, Rylee Fabry, Annie Fochs, Denise Gage, Michaela Geier, Heather Hoyt, Jansen Imhoff, Katie Miller, Marie Stubbe, Amy Westfall

### All

- We have had a couple of times lately when the pool has opened late on the weekend. Please check the work schedules so that you know ahead of time when you work. Please be on time when you are opening. It is the responsibility of the guard to have the key. If you are the guard, make sure that if you do not have your own key, that you get it before the day that you are supposed to work.
- Monthly work schedules are posted on the website now and new this session swim lesson assignments are also posted on the website. If you have not seen the new employee section of the website, please check it out. You can access it on the bottom right of every page of our website.
- We have had some reports of cold showers lately. Our showers actually replenish the hot water pretty fast (about 5 minutes after being off) sometimes when we are really busy with lessons however and the showers are running constantly there can be times when they are briefly cold. Please make note of the times when we get reports of cold showers and let us know. If you get a cold shower report make sure that the showers in one of the locker rooms are not running with no one in them. We do have signs that we can put up reminding people to turn off the water and keep showers to a reasonable length if it continues to be a problem.

### Desk

- When you make a sale that includes more than one item or service please record the detail of what you sold in the description box. We realize that the box is not very large, but it is difficult to tell what was sold and how to charge it without that detail. For example goggles for 12\$ could be 3 \$4 goggles or 2 \$6 goggles. Or, if they have a membership payment but then also buy goggles we need to know that so the full amount of their check is not credited to their membership.
- We have had some new member coupons come through for people that have been members in the past. First ask them if they were a member before but even if they say they weren't please check for a card in the blue box (it may have been a long time ago or we had one where they signed up for a youth membership so thought that their family membership didn't count). You also need to check the current file and the cards in the front of the current file that have the cards of the people who have payments due.
- Sometimes the reason why we cannot find their card is because they have not been alphabetized correctly. Please be careful when putting cards back that you put them in the right place. If you have some spare time at the desk please look through the cards and check to see that they are correctly alphabetized. You can check the cards in the blue box too if you are board.

- Also please try to spell names correctly. If you don't know how to spell their name please ask them. This is important for memberships and for swim lessons.

#### Guards

- Patron surveillance reminder: remember drowning people most often don't make any noise. Keep your eyes on the pool and be vigilant. If you are reading when there are kids, or more than one lap swimmer, you may not notice if someone quietly slips under the water. We have never had a serious accident here and we would like to keep it that way.
- If you are the guard that closes at night, please remember that it is your responsibility to disinfect and hose off the deck every night. We should not find litter and debris on the deck if this was done.
- Male guards – sometimes the boy's locker room can get a little rowdy during and after lessons. Please go through occasionally to keep the boys moving and let them know that we are keeping an eye on them. You don't have to stand and watch them, just walk through and say something to them, so that they know that you could come in at any time.

#### Drills

- Back to Basics – each drill will be repeated until we get success, before moving on to the next drill.
- Drill one: Glove up – Practice getting gloves on in less than 10 seconds.
- Drill two: Primary Assessment – Staff member will glove up and preform primary assessment in 20 seconds (gloves, check responsiveness, activate EMS, look, listen and feel for breathing while checking for a pulse).
- Drill three: CPR – Staff will glove up and preform a primary assessment and one cycle of CPR in 1min and 20 sec (gloves, check responsiveness, activate EMS, look listen and feel for breathing while checking for a pulse about 10 sec then 30 chest compressions and 2 ventilation x4 cycles).
- Note: 2 ventilations should be given at the start only if appropriate. For victims of cardiac arrest (witnessed sudden collapse), it is necessary to immediately begin CPR chest compressions. However, in certain situations, such as a drowning or other respiratory event, giving ventilations before beginning CPR is important because children and infants, as well as adult victims of hypoxia are more likely to experience respiratory emergencies. So... Adult; go right to compressions unless you know of drowning, hypoxia or respiratory problem and child/infant; give two ventilations unless you witness a sudden collapse.