

Staff Meeting 4/18/13 and 4/21/13

In attendance: Abigail Buchberger, Kayla Drozd, Marcia Drabek, Mari Faber, Denise Gage, Michaela Geier, Terese Globensky, Anne Hadler, Heidi Hadler, Abi Hoyt, Heather Hoyt, James Krautkramer, Rusty Krautkramer, Tiffany Ludkey, Cathy Matel, Holly Matel, Katie Miller, Allisen Montana, Jennifer Passehl, Marie Stubbe, Janine Van Rixel

Excused: Rylee Fabry, Alyson Sweno, Amy Westfall

Un-Excused: Trista Baye-Martin, Annie Fochs, Katrina Guralski, Jansen Imhoff, Evan Oelrich,

All

- We now have a "Sam" splint. This is a bendable, formable, soft splint that can be used any time you would like to immobilize a body part. It can be used for arms or legs (if they are not too big) and can be bent to fit and then tied on with cloth triangle bandages. These supplies will be located in the main first aid cabinet behind the desk.
- We also have pediatric masks. These should be used instead of the adult mask if you should ever have to give rescue breathing to an infant or small child. Larger children would still have the adult mask used. Use your judgment to decide which mask to use. We have 2 of them. One will be in the first aid kit by the lifeguard stand and the other will be in the big first aid kit where the bag and masks are.
- The pool will be closed from Friday May 24th to Sunday June 2nd for cleaning. Renovations will also be happening during this time. We will be updating the lighting in the pool, redoing the ceilings in the locker rooms, updating sinks, counter tops and toilets in the locker rooms and putting in hands free fixtures. There is a sign-up sheet on the cabinet door above the radio. Please sign up to work during cleaning week. On Friday the 24th we will be helping to carry out the old ceiling tile as they take it out.
- Jennifer is working on summer schedules. If you have not contacted her with your availability for summer please do so as soon as possible.

Guards

- May is surveillance month. We will be concentrating on improving surveillance of the pool. We will be asking that there be no distractions on deck. This means no cell phones, reading material, home-work, knitting or anything that would take your eyes off of the pool.
- Millie the minnow was introduced at the staff meeting. Bubba (which contains all of the other minnows) will be removed from the pool during May so that other minnows won't show up. If Millie shows up in the pool at any time during May you will need to rescue her. Be prepared with appropriate clothing. This means that you should wear clothing to guard in that you could jump in the pool with

and that you should have something to change into on hand to go home in just in case you have to get wet.

- The point of this is surveillance. How long does it take to notice/rescue Millie?
- Remember; children are not allowed to use flippers, barbells and kickboards during open swim. Adults or older children who are actually doing laps are allowed to use these items. We do have some parents who will help themselves so it may be up to you as a guard to tell the parents this.

Desk

- Swim team packets are done and on the back counter. A community swim meet has been scheduled for June 7th. Practice starts May 13th. A parents will be held on May 13th at 6:30 p.m. This is right after the first night of practice.
- As you know we are making some changes in the registration process for swim lessons. One of the things that we added was parents' names. We need this in case we have to contact them for payment or other reasons. What we ended up with during the last session was parent's first names. This is nice, but the piece of information that we really need is the last name, especially if it is different from the child's name. If you are taking registrations could you please rephrase your questions to be sure that we capture that information?
- Please be careful when you are doing registration to make sure that the child is put in an age appropriate class. Preschool and progressive swim lesson descriptions have been revised and the age for the classes is in the description. If you are not sure of this information keep the descriptions on hand when taking registrations.
- If you are talking to a non-member and giving them information on swim lessons please offer to send them the e-newsletter so that they can always stay updated on when lessons will be starting and when registration is. You will need to get their e-mail address and give it to Cathy if they would like to be added to the list. There is a non-member sign-up sheet for the newsletter on the top of the desk. You can write any new ones that you get there.
- Membership forms have also had another revision. It is okay for them to write "same" if all of their contact information is the same, but please be sure to fill out all of the information along the right side and bottom. If they would like to get the e-newsletter please make sure that we have their correct e-mail address and that it is legible.
- One other new thing was added to the membership form. We would like to start using more pictures on the website, on Facebook and for our promotional literature. To do this we need to get permission from people to use their picture. We have added that to the membership form. Please make sure they answer that question.
- Also if there are any staff members that really do not want their picture to be used please let Cathy know.
- Birthday parties: When signing people up for a party please have them fill out the form and put it on Jennifer's desk, but also write it in the book so that the time does not get double booked. Also, please be aware that parties cannot be

scheduled on Thursday nights because we have Weight Watchers using the lobby at that time.

Drills

- Our drill for this month was a surveillance drill. We were asked to watch the pool (which was quite busy at the time) and rescue the dummy when it was released under the water. Here are some things that we learned during this drill.
 - It can be very hard to see someone (or something) that is under the water when the water is in motion.
 - We found this to be difficult even when we were expecting it, so it really made us think about how difficult it could be if we were not expecting it.
 - Remember; if you can rescue the person from the side without jumping in that is fine. This may actually be faster. The important thing is a quick rescue.
 - You can even do rescue breathing while still in the water if that will be faster.
 - We reviewed the importance of a quick rescue:
 - Victims can usually be revived if given ventilations within 1 ½ to 2 minutes of submerging.
 - Cardiac arrest can occur in as little as 3 minutes after submerging.
 - Brain damage or death can occur in as little as 4 to 6 minutes.