

January Staff Meeting – 1/18/18 & 1/21/18

In attendance: Sonya Barchugova, Abby Buchberger, Kayla Drozd, Madison Fons, Skylar Gage, Terese Globensky, Megan Gore, Joanna Grell, Anne Hadler, Heather Hoyt, Kaylea Kennedy, Amy Knetter, Casey Krasselt, Danielle Lampe, Rachel Leopold, Cathy Matel, Tia Napierala, Hannah Nygaard, Jennifer Passehl, Garrison Treankler, Janine Van Rixel,

Excused: Sanjana Arji, Isabella D'burke, Katie Drexler, Elsa Hahn, Marie Stubbe,

Un-Excused: Caitlin Blume, Halle Tallitsch (For those new staff that do not know; all you have to do to avoid having your name appear here is let Jennifer know if you will not be able to attend the meeting.)

If you were not at the meeting please check with Jennifer to see if you need to make up the drills.

TEACHERS:

- Please don't be afraid to lead and communicate with your co-teachers and aids. They can't read your mind and you are there to work together, teach and learn together.
- Attendance – In whatever way it works for you, please take note of your swimmers attendance. Now that we are in our second week if you notice someone has not attended, let Jennifer know and she will reach out to them.

GUARDS:

- We are looking for anyone that would like to pick up a random guard shift on a Thursday or Friday night.
- How are the hoses and their new locations working? Please communicate with Jennifer if you have any thoughts on this.
- NO PHONES ON DECK...PERIOD. It has to be this way, lives depend on it.

DESK:

- Software update - We have the new software and are currently working on the set up. Very soon we will start one to one or small group training for staff. There will be an app that you can install that you will use for many things like signing in and out of work, staffing calendars, teaching assignments, class rosters and more.
- Free Passes – when people turn in a free pass they need to at least fill out their name and phone number. These passes are a great way to encourage membership and establish contact. But Jennifer can't do that if she doesn't have their info. If they are worried about giving their phone number you can tell them that she won't pester them or sell their contact info in any way. They will just get one courtesy call to see if they enjoyed their experience or if they have any questions.
- If you are talking to someone at the desk and they express an interest in membership you can give them a free pass.

- Please make sure people sign in. If they are refusing please try to find out who they are so that we can check into this. We use the sign in sheet for statistics but we also need to know who was in the building at all time for legal reasons. For example if there were an incident we need to know who the witnesses may have been.

ALL:

- Pay sheets – This will be changing soon, but please put your first and last name, employee number and the date that you would like to be paid on your pay sheet. Please put the hours that you work for each pay category in that column as well as in the column at the far right. Use the actual hours rather than check marks or X's. Cathy needs to add up all of the columns and it is much easier if then numbers are there.
- If you are only clocking a few hours each week you can choose to not get paid that pay period. For example you may wish to just get paid at the end of the month or just before you plan to go back to school. Just put the pay period end date that you wish to get paid on the top right and we will hold until that date.

DRILLS:

- Back to Basics – Progression
- First drill was to practice getting gloves on in 10 seconds.
- Next we practiced Primary Assessment – Get your gloves on, check responsiveness, activate the EMS, look listen and feel for breathing and a pulse for 5 – 10 seconds. This whole drill should take 20 seconds.
- CPR – Glove up, perform a primary assessment and one cycle of CPR in 1 minute and 20 seconds. So repeat the second drill and then add 2 cycles of 20 chest compressions and 2 ventilations.
- One thing we noticed is that the primary assessment was being rushed by many people. Imagine that you are really feeling for the pulse and watching and feeling for breathing.
- When do we give 2 ventilations before compressions? If you guessed when it is a water rescue then you are correct.

That is all! Have a great week.