

**Trumbull Emergency Medical Service
Commission Meeting
January 24, 2012
7:00pm**

Present: John Butkus, Diane Mayo, Vi Watson, Joseph Rodriguez, Philip Lukianuk, Mark Smith, Barbara Crandall

The meeting was called to order at 7:03pm by the Chairman, John Butkus followed by the Pledge of Allegiance.

Public Comment

No public comment.

Past Minutes

Motion was made by Mark Smith, seconded by Diane Mayo to approve the minutes as written. Approved unanimously.

Chairman's Report

John Butkus discussed the meeting with the Board of Finance on January 12, 2012. He noted that accurate data was presented which decreased our \$111,000 debt to a gain of approximately \$10,000. The Finance Department has not carried a balance sheet for EMS which would show a more accurate detail of our income and expenses. Shift staffing was presented to the Board of Finance which would allow for greater coverage of our calls. The Board of Finance asked if we had determined a competitive rate for the paid staff and suggested we increase staffing and pay rate. Mr. Butkus noted EMS met with the First Selectman earlier and presented an increase in pay for the paid staff to bring the rates up to a competitive level. Increased coverage of calls would cover the increase in the budget.

Joseph Rodriguez noted any coverage needs to include improved response times and quality of care. Mark Smith questioned if the new GIS system would enhance the service. It was noted by Barbara Crandall that additional equipment would need to be purchased to accommodate this system. It was noted that the topic of becoming an enterprise fund has not been discussed recently and that we need to make these other changes before considering this type of change.

Mike DelVecchio entered the meeting at 7:35pm.

It was suggested that the service meet with the Town Council or the Board of Finance to discuss the changes in the service as well as meetings with the First Selectman to keep them apprised of the service and what it offers.

Chief of Service Report

Barbara Crandall reported on the following:

1. EMS Mutual Aid Agreement – this agreement, updated by all the services in the Southwest Region, designates C-MED to be the primary coordinator for day-to-day EMS ambulance mutual aid responses and coordinated medical direction for Region 1. Mike DelVecchio noted that we must maintain a UHF system for these communications.
2. 2012 Goals – goals for 2012 include updating the Town of Trumbull EMS Plan as required by the State of CT and the Southwest Region. This includes a variety of disciplines from emergency management to first responders. A staff evaluation program will be developed. Discussion of implementation of such a program was held noting there are various facets that need to be developed. Simplicity is the key at this point.
3. It was noted that the service has 7 new volunteer EMT applications and 3 driver applications. Mark Smith would like a report on new members as to gender, age and why they want to volunteer for Trumbull EMS. Interviews for paid staff will be conducted soon. All members are in the process of signing for three new policies from the town regarding workplace violence, dress code and drug free workplace.
4. Budget meeting is scheduled with the Board of Finance on Tuesday, February 21 at 8:30am.

Old Business

1. Mike DelVecchio reported that three weeks ago, a meeting was held with John Marsilio and Joe Mitri regarding vehicle repairs. A process was developed that should work well. Mike will be making a list of maintenance items that can be used by highway. It was noted that any work done by the town would negate the warranties on the ambulances. Discussion was held regarding repairs and who should be doing the work. Mike noted that the highway likes to look at the repairs to determine who will address them. It was suggested that John Marsilio be contacted to see what the process is in determining outcomes of various repairs.
2. Mike DelVecchio noted that he has been in touch with Osage and New England Fire Apparatus to see new ambulances. Both companies will be bringing vehicles down for inspection by EMS and highway. He has Michael Relva and Michael Sereno working with him on the selection committee and expects to have some information by April.
3. It was noted that the narcotic locking system is fixed and a policy needs to be sent to Sponsor Hospital.
4. Liz Smith from OEMS will be doing inspections of the vehicles in the near future. All ambulances have DMV inspections due before March 31, 2012.

New Business

1. John Butkus noted that Dominick Rutigliano resigned from the TEMS Commission.
2. Election of Vice-Chairman – It was noted that Joseph Rodriguez was interested in this position. Motion made by Vi Watson, seconded by Mark Smith to nominate Joseph Rodriguez as Vice-Chairman of the TEMS Commission. There were no nominations from the floor. Motion passed unanimously.

3. Mission Statement – development of a mission statement was discussed. John Butkus requested all commissioners to submit ideas so the commission can compile a descriptive and succinct statement. He noted that a draft should be available at the March meeting for approval.
4. John Butkus noted a business plan should be drafted by the May meeting.
5. Mark Smith suggested more frequent informal meetings to discuss the mission statement and business plan. He noted a third goal of the commission could be marketing and out-reach recruiting. It was noted that the TEMS Association has sent a letter to residents about the service. Mr. Smith will chair a marketing committee which will focus on a volunteer drive for the entire year. Several ideas were discussed regarding recruitment.
6. Discussion regarding bad debt was held. It was agreed to meet with Maria Pires, Dan Nelson and Ed Walsh to review the transition from receivables to bad debt. Barbara Crandall was requested to report on the number of hardship cases that have been received.
7. Barbara Crandall reported that the TEMS Explorers and Police Explorers attended a program at St. Vincent's Medical Center on teenage drunk driving which included a scenario of a car accident. This program took the groups through the emergency department, operating room and intensive care unit and what each department would do to care for a patient involved in a serious accident.

Adjournment

There being no further business, motion made by Vi Watson, seconded by Diane Mayo, to adjourn the meeting at 10:00pm. Unanimous

Respectfully submitted,

Barbara Crandall
Administrative Assistant

The above minutes are considered a draft until they are approved at the next meeting of the TEMS Commission.