

**Trumbull Emergency Medical Service
Commission Meeting
March 27, 2012
7:00pm**

Present: Philip Lukianuk, John Butkus, Vi Watson, Diane Mayo (7:17pm) Michael DelVecchio, Barbara Crandall and Michael Ruppert

Absent: Joseph Rodriguez and Mark Smith

The meeting was called to order by John Butkus, Chairman at 7:15pm followed by the Pledge of Allegiance. No quorum present.

Public Comment

No public comment.

Diane Mayo entered the meeting at 7:17pm. Quorum present.

Michael Ruppert, sales representative from Stryker, gave a presentation and demonstration of the new Stryker Power Load system. This system compliments our current power stretchers and is designed to lift the stretcher, with up to 875lbs in weight, into the ambulance without assistance other than pressing a button and pushing the stretcher into the ambulance when it is at the proper height. This has been field tested for three years with positive feedback and is now available to order. TEMS is considering the purchase of a new ambulance and this equipment could be installed when the unit is being built. There was unanimous consensus to place our name on the list to obtain this equipment as this would not commit us in any in the event funding is not available.

Past Minutes: Motion made by Diane Mayo, seconded by Vi Watson to approve the minutes as written. Unanimous.

Chairman's Report

Discussion of the tax abatement status was held. John Butkus noted that the resolution designates field staff and not dispatchers as recipients of the tax abatement. He noted that current dispatchers earned their abatement as field personnel and it continued into their dispatching position when the members decided to give up field status. After consultation with the town administration, TEMS will honor the 2011 abatement for dispatchers but there will be no more abatements given to individuals in that position. Discussion of modifying the resolution was held with regard to the TEMS recruitment plan.

Chief of Service Report

Barbara Crandall reported

1. Letters of Appreciation were received for Mark Manton, Chris Lovell, Keith Kerr, Michael Sereno.
2. March Activities – WGI Percussion Show, B’Nai Torah visit, Headstart visits, Scouts in Government and Color Guard Championships. She noted Scott Mattison had his picture in the Trumbull Times with the B’Nai Torah class.
3. OEMS re-inspected our ambulances and all passed. They have also been registered at DMV by the Highway Department.
4. Explorer Post Grant – Barbara noted TEMS member, Karl Klass, received a grant from his employer in the amount of \$500.00 for the TEMS Explorers. This money will be used to purchase uniforms for the members.

Assistant Chief’s Report

Michael DelVecchio reported

1. The Vehicle Committee has reviewed several ambulances and they will be sitting down to write the specifications soon. They will be considering both the vehicle and the service provided. He noted that one company stated they could get \$20,000 for 903 as a trade-in. Bid preparation was discussed.
2. Narrowband Compliance – still waiting for concurrence letters from one location in NY and one location in CT. If these letters are not forthcoming within the next couple of weeks, we will have to move on to another plan as we will lose the money in our current budget for the change over. Options were discussed.

New Business

Barbara Crandall reported

1. New Hires – three individuals have been selected for paid staff.
2. Paid Staff Job Description – it was requested the wording on the EMT job description which covers both volunteer and paid staff be updated. Discussion was held regarding EMT experience as it relates to outside applicants for paid staff positions and TEMS applicants. It was agreed after discussion to change the wording to state –“EMT experience in active 911 service for minimum of 1 year within the last 3 years (required for paid staff)”. Other minimal changes were made for clarification purposes with regard to training requirements. Motion to approve the revised job description made by Vi Watson, seconded by Diane Mayo and approved unanimously.
3. CPR Class Instructors – it was requested that CPR/First Aid instructors for the service be paid to teach classes. We hold several classes each year and it would be incentive for all instructors to participate to keep up their instructor cards. Other members are paid for instructional classes given within the service. A \$50.00 stipend would be taken from the proceeds of the class. Motion made by Philip Lukianuk, seconded by Dian Mayo to approve this stipend. Unanimous.
4. Ride Along Program for Explorers – it was noted that the TEMS Explorers are receiving instruction in HIPAA, OSHA and Hazmat training in preparation of riding on the ambulance as observers. Guidelines will be written to determine eligibility for the Ride Along Program.
5. Sharps Container Disposal – SVMC will no longer accept sharps containers from services for disposal. We will be investigating disposal options.

Old Business

1. EMT Recert Payment – Barbara noted that no response has been received from the Chief of Police regarding the payment due for police officers recertifying at our last class.
2. Mission Statement – tabled to next meeting. Ideas for the statement should be reviewed as previously discussed.
3. TEMS Business Plan – tabled to next meeting.
4. Marketing Committee Update – no report.
5. Update on Billing – discussion was held regarding status of A/R with Comstar. Barbara noted that Maria Pires has been in contact with the town attorney and Comstar and is working on a resolution. Bundle billing through the mutual aid contracts is still pending. Barbara also noted that the Comstar agreement outlines the time frame for patient billing so a separate statement would not be necessary. She also noted the agreement is now on an annual automatic renewal and the commission paid to them should be revisited.

Adjournment

There being no further business, motion was made by Vi Watson, seconded by Diane Mayo, to adjourn the meeting at 9:10pm. 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.