

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

Present: John Butkus, Chairman; Vi Watson, Philip Lukianuk, Mark Smith, Joseph Rodriguez and Barbara Crandall

Absent: Diane Mayo

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

Public Comment

No public comment.

Past Minutes: Motion made by Mark Smith to approve the minutes as written. Vi Watson seconded. Joseph Rodriguez abstained from voting; approved unanimously by remaining commissioners.

Chairman's Report

Report on Tax Abatement Policy – John Butkus reported that a letter had been sent to the dispatchers regarding the tax abatement as it pertained to their positions. A meeting was also held last Thursday to answer any questions. John read part of the original ordinance which states EMTs and drivers are eligible. Although the current dispatchers originally started as EMTs or drivers, the ordinance does not take into consideration their change to a dispatcher's position. A waiver was requested and granted from the First Selectman for the year 2011.

RFP for EMS Study – John Butkus noted this RFP written by the town is for the assessment of Trumbull EMS. This was originally discussed in the audit conducted by Mr. Henderson in the fall. It has been noted that the description of the assignment is erroneous and the motivation and value of this solicitation is questionable as the service has not been given the opportunity to make any changes as outlined in the audit. Question was raised as to whether this document could be revised. Discussion ensued. It was recommended that John Butkus speak again the Dan Nelson and request that the RFP be pulled because it is erroneous with an unknown funding source.

Update on Recert Payment – John Butkus noted that a meeting was held with Police Chief Kiely, Dan Nelson, Deputy Police Chief Glen Byrnes, Barbara Crandall and himself regarding the payment of fees for the EMT recert. This has been past practice but was questioned this year by the Chief. After discussion,

motion was made by Mark Smith to waive the fee for this class, seconded by Joseph Rodriguez and approved unanimously. John also noted that a lengthy discussion was held at this meeting regarding communication between all departments.

FY13 Budget – John Butkus noted that the money for paid EMT salary increases was not put back into the budget; everything else was approved. However, we may be able to revisit this later in the fiscal year after reviewing financials. Discussion regarding the change to C-Med for dispatching was held. Barbara Crandall noted that the state’s plan for regionalization of dispatching most likely will not materialize. A demonstration of the Nexgen system used by the Police Department was attended by members of the CEDC. This was to identify compatibility with existing systems within fire and EMS if we were to combine the two dispatch centers. It was determined that additional intermediate software would be required to accomplish this. The Police Department is concerned about security and confidentiality if the fire departments were to be connected to their system.

Discussion was held regarding the switch to C-Med and upgrading of existing equipment including the EMS system at the Daniels Farm Road fire house (base station and antenna). It was noted that alternate antenna locations for better coverage are being considered. John Butkus will contact Elaine Hammers regarding the radio system and requested to be placed on the Board of Finance agenda for May to update the narrowband compliance progress.

Commission Business

Mission Statement – Joseph Rodriguez presented a suggestion for a mission statement. After discussion, it was moved by Mark Smith to approve the mission statement as revised; seconded by Vi Watson and approved unanimously. The statement is as follows:

It is the mission of the Trumbull Emergency Medical Service to provide prompt and efficient pre-hospital emergency medical care and transportation to all in Trumbull who are in need.

It was moved by Vi Watson to adopt the following core values; seconded by Philip Lukianuk and approved unanimously:

In so doing, we are guided by the following core values:

- **Maintaining the highest professional standards for emergency medical care**
- **Compassion and respect for patients and members of their families**
- **Respectful and cooperative relationships within our service, with area hospitals and with other emergency services**

Mark Smith moved that this mission statement be placed on the bottom of our stationary, in the policy and procedure manual and on any correspondence or advertising for the service; Philip Lukianuk seconded, approved unanimously. An email will be sent out to all members regarding this mission statement.

Marketing Committee Update – Mark Smith noted that there will be a meeting on May 1 of the Marketing Committee. Design ideas will be reviewed. Mark noted that talking points will be formulated for an interview on WICC. He is also working with the Patch and Trumbull Times for coverage. Discussion of the Facebook page was held and it was agreed that any content must be approved by the commission before it is posted.

Discussion was also held regarding recruitment. Past practice has prospective members taking an oath as they become official members of the service. It was felt that the swearing in of new members should be done at the TEMSA meetings and that all members should sign paperwork agreeing to uphold the TEMS mission statement and core values. This should be incorporated into the training manuals and required for membership.

Business Plan – No update. Mark Smith noted that the commission should work on a current operating model. He suggested that this be taken in steps and that we should have for the next meeting the management structure with roles and responsibilities. The second phase to be presented in June should be how these positions/roles and responsibilities related to each other. Other phases would include the processes and events in the systems with outcomes.

Chief of Service Report

Staff Report – Barbara Crandall reported that one additional paid staff would be starting in May. Also, Daniel Valentine, Bart Piekarski and Jennifer DiJoseph received recognition for a recent call from the patient's daughter. Mark Smith suggested we use the letters of recognition in our marketing campaign.

TRDC Letter – Barbara noted that a letter was sent to TRDC on April 12 regarding four incidents. Investigations are being conducted; however, information has not been received on all requests as of this date.

SWEMSC – Barbara noted that plans for the EMS Week activities and Blue Fish game at Harbor Yard are being announced.

Application Letter – Barbara noted that Joseph DeSimone had requested to attend tonight's meeting to discuss his request to expand his ambulance service into the southwest region. Mr. DeSimone was not present and the request will be discussed at the May meeting as originally agreed. A copy of his original letter will be requested for review.

Carbon Monoxide Monitor – Barbara noted that a carbon monoxide monitor is being purchased by the Trumbull Community Womens Club for TEMS. This monitor will be used by the crews and will activate if carbon monoxide is present at any location. It does not monitor amounts just presence.

Assistant Chief of Service Report

Michael DeVecchio was not present; a brief update on narrowband compliance, vehicles, Stryker and the transition to C-Med was distributed.

New Business

1. Barbara Crandall reviewed the revenue figures to date. Question was raised as to what was being done to work with Comstar regarding collection of accounts. Barbara noted there was an email discussing the possibility of hiring an attorney to work with the accounts.

Old Business

1. Motion was made by John Butkus to reconsider the commission's decision to pay CPR instructors for teaching classes; seconded by Philip Lukianuk. Joseph Rodriguez abstained; motion passed

unanimously by remaining commissioners. Discussion. Motion made by Mark Smith to put this on the agenda in June after further consideration; seconded by Vi Watson, unanimous.

Adjournment

There being no further business, motion made by Vi Watson, seconded by Mark Smith to adjourn the meeting at 9:33pm. Approved unanimously.

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.