

**Trumbull Emergency Medical Service
Commission Meeting
July 24, 2012
8:00pm**

Present: John Butkus, Chairman; Joseph Rodriguez; Vi Watson; Diane Mayo, Michael DelVecchio and Barbara Crandall

Absent: Philip Lukianuk and Mark Smith

The meeting was called to order by John Butkus at 8:05pm followed by the Pledge of Allegiance.

Public Comment

No public comment.

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

Chairman's Report

John Butkus reported on the Selection Committee meeting to review proposals for an assessment of EMS. He noted the following were members of the committee: Carl Masaro (unavailable due to work commitment at meeting time) from the Town Council; Elaine Hammers from the Board of Finance; Joseph Rodriguez and John Butkus from EMS; Chief Kiely and Deputy Chief Byrnes from the Police Department. Four respondents submitted proposals for review; the majority were very detailed as to the scope of their assessment. Prices ranged from \$9,800 to \$30,000. The committee came to a unanimous decision to select the Holdsworth Group. This assessment will be conducted through the consultant portion of the business.

The Board of Finance approved funding for this assessment at a meeting prior to the commission meeting for \$21,000. The scope of the project may include implementation of recommendations and the BOF is aware that EMS may return for additional funding. The funding approved tonight will now go through the Finance Committee of the Town Council next week for approval.

John Butkus also noted that this assessment will be discussed at the TEMSA meeting in September so that members are aware of their expected participation.

Commission Business

No Report.

Chief of Service Report

1. Personnel Update – A thank you email was received for the crew of Richard Mayo, Evan Minkin and Greg Saracino for their care of a patient.

2. CEDC Update – No update. Discussion of fire department/EMS position was held.
3. Rate Application Review – The rate application as prepared by Dawn Savo, Finance Department, was reviewed. This is due to the OEMS by mid-August. Figures have been adjusted to reflect true costs for vehicle repairs and fuel for the 12 month period covered by the application. Barbara Crandall noted that this does not reflect total expenditures by EMS as it does not include WC and other appropriations made by the town for services.
4. Update of EMS Move to C-Med – Barbara Crandall noted the contract between the town and C-Med is waiting for two attachments – one from EMS regarding dispatching protocols and one from C-Med for insurance verification. A meeting is scheduled 7/25 to meet with Jeff Merwin of C-Med to review protocols. John Butkus noted Joseph Rodriguez, Barbara Crandall and he would be attending the Police Commission meeting in August to discuss the change. Michael DelVecchio noted he has been in contact with Nancy Carter from AT&T regarding simultaneous pick-up and transfer of calls. Details are currently being discussed although preliminary findings indicate that simultaneous pick-up is not possible with the new system because of the need to transfer calls to C-Med. However, a transfer button can be created for TRDC and C-Med. This will enable the PSAP to channel calls to the appropriate entity. Further discussion with the Police Department will need to be conducted regarding all aspects of the change to C-Med.

Assistant Chief of Service Report

1. Update on Narrowband Compliance -- Michael DelVecchio noted that Northeastern Communications has received equipment and is waiting for the delivery of additional pieces from Motorola before they can move forward. Once everything is in-house, it will be put into operation and tested before final installation. It will be 2-3 months before it is operational.

Change over to narrowband with C-Med was discussed. There is no issue with this update. EMS is up-to-date with portables which only require re-programming by Northeastern at the appropriate time. Transmitter location will be the Police Department and at Daniels Farm Road. The tower at PD is being reviewed again to answer the question regarding height.

2. Update on Vehicles – Michael DelVecchio noted two vehicles are being considered Lifeline and PL Custom. Discussion followed regarding service contracts, vehicle requirements and options. It was agreed that John Butkus would meet with the Vehicle Committee to write a proposal with specifications that would be given to Mr. Chimini for bid preparation. Mike noted the timeline is approximately 5 months if the vehicle is built, less if they purchase a demo vehicle.

New Business

1. Annual Report – Barbara Crandall presented a draft of the EMS Annual Report which is due to the town by August 6. The report will be amended as discussed.

Adjournment

There being no further business, motion was made by Diane Mayo, seconded by Joseph Rodriguez, to adjourn the meeting at 9:30pm. 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.