

**TOWN OF TRUMBULL
CONNECTICUT**

Trumbull Emergency Medical
Service Commission

Joseph Rodriguez, Chairman



TEMS
250 Middlebrooks Avenue
Trumbull, CT 0661
203-452-5146

Joseph Laucella, Chief

Trumbull Emergency Medical Service
Commission Meeting
April 23, 2013
7:00pm

Present: Commissioners Joseph Rodriguez, John Butkus, Joseph Peddle, Gwen Summ, William Schietinger and Philip Lukianuk.

Absent: Diane Mayo

The meeting was called to order at 7:21pm by Chairman Rodriguez followed by the Pledge of Allegiance and the reading of the core values and mission statement which were amended at the last meeting.

Public Comment: No public comment.

Past Minutes: Motion was made by Mr. Butkus, seconded by Mr. Schietinger to approve the minutes of March 26, 2013 as written. Approved unanimously.

Unfinished Business

Financial Hardship Policy: Chief Laucella noted this has been an issue facing the commission and the Finance Department. Lengthy discussion regarding various scenarios was held. It was noted that there are many variables with each hardship case and the town should expect payment even if it means putting a payment plan into place. The decisions need to be fair across the board. The commissioners felt that this should not be a burden to the people in the Town of Trumbull. Chief Laucella reviewed collection information (of allowables) received from Comstar noting the following: BC – 88%; Medicaid – 90%; Medicare – 90%; Medicare HMO – 68%; other insurance – 70% and private pay 3.84%. Various ideas were discussed including placing a lien against the individual for payment. Mr. Peddle suggested checking with any clients of Comstar who may have a hardship policy in place and what criteria is used. It was also suggested the Chief contact SVMC and Bridgeport Hospital to see what they do. Mr. Schietinger stated he would like to see a process in place that gives us the ability to collect everything that is owed. The Chief should have the responsibility to provide the decision as to what should be done for individual cases when a procedure is in place. However, even with a plan in place there will always be an exception. Chief Laucella, Mr. Rodriguez and Gwen Summ will develop a proposed policy to be brought to the next meeting.

Chief Laucella noted the RFP for billing has been out with bids due on April 30. It was agreed that members of the commission should be on the committee to review the bids.

Roles of the TEMS Commission

Mr. Rodriguez reviewed a draft document outlining the role of the TEMS Commission. The commissioners discussed all roles and changed the second to last bullet to read “Commission must approve all third party agreements.” One additional bullet was added – Commission must provide on-going oversight of the Trumbull Emergency Medical Service budget.

In discussing the budget items within this draft, Mr. Schietinger requested a financial report be given to the commission at its meetings. This will be generated from MUNIS. Chief Laucella noted that in reviewing the approved budget, there will be a shortfall in staff funding. It was noted the budget was developed prior to the final report from Holdsworth and, therefore, staff changes were not addressed.

Mr. Schietinger moved to accept the document as a list of the roles of the TEMS Commission as amended and can be updated when necessary; seconded by Mrs. Summ and approved unanimously. The First Selectman was sent this document through email. Discussion of the commission roles has been previously discussed with the First Selectman prior to development of the document.

Subcommittee Reports

Framework for Evaluation of Chief: Mr. Peddle presented a draft document to the commission of a proposed outline for evaluation of the chief. This was a joint effort with Mr. Butkus. The document will be reviewed and discussed at the next meeting.

Volunteer Recruitment and Retention : Mrs. Summ and Mr. Schietinger presented the following ideas: 1) Reaching out to the schools and partner with them on an EMT class. Chief Laucella noted he will be posting a summer class which, hopefully, will attract students. Course fee is \$650 with discounts offered to emergency departments, town employees, family members of TEMS members, Explorers, recently discharged veterans and C-Med employees. A review of the instructor fee is being conducted and courses will not be run unless we cover the cost. 2) being more visible in the community. 3) reclassifying of member positions 4) referral abatement. Chief Laucella noted he is currently working with the fire department on providing medical rehab which could utilize non-certified individuals.

New Business:

Grammatical Change in Mission and Core Values: Mr. Butkus moved, seconded by Mr. Lukianuk, to approve the changes as noted. Mr. Schietinger noted we should be doing some PR related to the changes within the service. July 1 will be a target date.

Proposed Purchase of Ambulances: Update was given by Chief Laucella. He noted that the service needs a total of four ambulances to cover the number of calls within the town. We currently have \$150,000 bonded for the purchase. Options have been explored, including box, vans and sprinters, and a decision needs to be made as to what type of vehicle will be purchased.

Consideration is being given to keeping our current 903 and adding one additional vehicle to move the fleet to four. He suggested that a bid waiver be prepared supporting an AEV vehicle. State approval is required to increase the fleet. This will be discussed at the next meeting.

Chief of EMS Report

Chief Laucella reviewed statistical data regarding call volume including coverage. He noted we would now be transporting patients to Griffin Hospital and the radios have been reprogrammed to accommodate a channel to South Central C-Med. He noted he has been reviewing with staff “out-of-shoot” times. We now acknowledge incoming calls when we are in the rig ready to leave. The town has given us an official town website instead of a link to our service website www.Trumbullems.com. He is working with the fire chiefs on policies for lift assists and highway responses.

Executive Session

It was moved by Mr. Butkus, seconded by Mr. Lukianuk, to go into Executive Session at 10pm to discuss a personnel matter. Present included, Mr. Rodriguez, Mr. Butkus, Mr. Peddle, Mrs. Summ, Mr. Schietinger, Mr. Lukianuk and Chief Laucella. Barbara Crandall was also requested to be present. Motion made by Mr. Butkus, seconded by Mr. Lukianuk to come out of Executive Session at 10:14pm. Motion was made by Mr. Peddle to dispense with the designation of AEMT (EMT-I) and revise the service classifications to include EMR, EMT and Paramedic. Seconded by Mr. Schietinger and approved unanimously. This change will take effect May 1, 2013. Motion was made by Mr. Butkus, seconded by Mr. Lukianuk to not accept any future applications for dispatcher or driver positions. Approved unanimously.

Adjournment

There being no further business, it was moved by Mrs. Summ, seconded by Mr. Butkus, to adjourn the meeting at 10:17pm.

Respectfully submitted,

Barbara Crandall
Administrative Assistant

From the Trumbull Town Charter:

Section 20. - Emergency Medical Services Commission.

A. Composition and appointment.

(i) The Town shall have an Emergency Medical Services Commission, which shall consist of seven (7) members appointed by the First Selectman.

(ii) Appointment to the Commission shall be for a term of seven (7) years. The term of one (1) member shall expire each year. The First Selectman may fill any vacancy in the Commission for the unexpired term.

B. Powers and duties.

The Commission shall have the power in its discretion to provide a location for and to train and instruct sufficient personnel in order to properly maintain an emergency medical services delivery system for the Town of Trumbull. The Commission shall have the authority to design, develop, manage and administer an emergency medical services system for the Town of Trumbull and shall have all other powers and duties conferred or imposed on emergency medical services commissions by the General Statutes of the State of Connecticut or ordinances of the Town of Trumbull.

The Role of the TEMS Commission includes, but is not limited to:

- Commission oversees the organization of TEMS and must approve any restructuring proposals by the Chief of Service/Executive Director.
- Commission has responsibility for appointing personnel, with recommendations of the Chief of Service/Executive Director.
- Commission has responsibility for providing the paid emergency medical staffing necessary for supporting the operations of TEMS.
- Commission establishes a subcommittee that will collaborate with the Chief of Service/Executive Director or his designee(s) in establishing a training plan that will be presented to the entire TEMS Commission for its approval.
- Commission establishes a subcommittee that will collaborate with the Chief of Service or his designee(s) in establishing plans/policies/procedures for recruitment and retention of volunteers. Said proposal will be presented to the entire TEMS Commission for its approval.
- Commission collaborates with the Chief of Service/Executive Director in establishing budget proposals to the Town of Trumbull; Commission must approve such proposals prior to their submission.
- Commission collaborates with the Chief of Service/Executive Director in preparing budget modification proposals to the Town of Trumbull; Commission must approve such proposals prior to their submission.
- Commission collaborates with the Chief of Service/Executive Director in establishing proposals for additional budget appropriations to be presented to the Town of Trumbull; Commission must approve such proposals prior to their submission.
- Commission establishes a subcommittee that will collaborate with the Chief of Service in establishing a proposed evaluation plan for the Chief of Service/Executive Director. Said plan will be presented to the entire TEMS Commission for its approval.
- Commission will use the approved evaluation plan to conduct one formative and one summative evaluation each calendar year.
- Commission will approve all vendors funded through its budget, with decisions to be based upon collaboration with the Chief of Service/Executive Director.
- Commission must approve all third party agreements.
- Commission must approve all capital expenditures.
- Commission must provide ongoing oversight of the Trumbull Emergency Medical Service budget.