

**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
May 28, 2013
7:00 pm
Trumbull EMS Headquarters

Present: Commissioners Joseph Rodriguez, Chairman; John Butkus, Philip Lukianuk, Joseph Peddle, Gwen Summ, Diane Mayo. Also present: Joseph Laucella.

Absent: William Schietinger

The meeting was called to order at 7:02pm by Chairman Rodriguez followed by the Pledge of Allegiance and the reading of the core values and mission statement.

Public Comment: No public comment.

Past Minutes: It was moved by Mr. Butkus, seconded by Mr. Lukianuk to approve the minutes. Two corrections were noted: Mr. Rodriguez noted his name is spelled wrong on the first page second to last line; Mr. Peddle noted under Subcommittee Reports, Evaluation of Chief, it should include Mr. Rodriguez. Motion was approved unanimously as amended.

Unfinished Business

1. Recommendation of Billing Company Contract: Chief Laucella noted he, Mr. Rodriguez, Maria Pires, Director of Finance, and James Henderson, Auditor, reviewed the proposals submitted for billing services. We are currently with Comstar. Comstar lowered their rate from 5% to 4.5%. Another company also presented with a rate of 4.5%. The service is happy with the current company. Areas of improvement have been identified and addressed and steps are being taken internally to facilitate collection information. It was the recommendation to remain with Comstar. They have been receptive to providing assistance to residents and staff with regard to billing issues. Term is one year with option for a second. Motion was made by Mr. Butkus, seconded by Mr. Peddle to accept the recommendation of the review committee. Further discussion regarding assistance to residents was held. It was recommended that a letter be drafted to be sent by Comstar with their billing noting how assistance can be found for any issues patients may have. Information can be placed on the Patch and Trumbull Times, our town website, and at the Senior Center regarding assistance with accounts. It was corrected that the contract would be for two years with an option for one additional year. Motion passed

unanimously to award the contract to Comstar. This decision will be conveyed to Ms. Pires and Mr. Chimini for completion of the contract.

2. Hardship Policy/Collections Policy: Related discussion was held regarding the development of a hardship policy. Information was received from SVMC regarding their policy. It is a matrix based on poverty guidelines. Chief Laucella was requested to develop a proposal for consideration which can be discussed at the next meeting. This type of policy may be difficult to implement because we do not currently have sufficient personnel. Chief Laucella also noted that current accounts from Comstar date back to 2009 which have not been settled. He recommended that we clear accounts from 2009 through 2011 and work on accounts from 2012 to increase collections. Comstar needs direction to put people into collections and the service needs to identify a threshold for hardships. The Chief will review the records and recommend what action should be taken. Mrs. Summ will contact other services as to their policy for collections and hardships.
3. Bid Waiver for Ambulance: Chief Laucella noted the truck committee has researched various companies and models of ambulances and recently had a review of a Sprinter and van ambulance. Positive comments were received with regard to the Sprinter. This is the most affordable vehicle and experience with AEV is good. The vehicle would include a stair chair, stretcher and two AEDs for a total of \$108,407 which includes administrative fees and delivery/transportation fee. Discussion was held regarding radio requirements and graphics. Chief Laucella recommended graphics be done locally with the possibility of updating the graphics on 901 and 902. Mr. Butkus asked if the town will allow us to bank the extra money remaining after the purchase of the new ambulance. Chief Laucella stated yes, but he would like to incorporate the purchase of extra paramedic equipment. Chief Laucella stated he would like to secure a bid waiver for the purchase of an AEV Sprinter ambulance. Mr. DeVecchio and Mr. Rodriguez were impressed with the assembly plant they visited, the problem solving on the spot, and the customer relations with services picking up ordered units. It was moved by Mr. Butkus to move forward with the Chief's recommendation of an AEV Sprinter base van and request a bid waiver from the First Selectman. Mr. Peddle seconded the motion; approved unanimously. The appropriate paperwork will be started to complete this purchase.

New Business

1. Discussion was held regarding the interviews held at the Special Commission meeting earlier. Based on the recommendation of the Holdsworth report and discussions with the Finance Department and the First Selectman, Mr. Butkus moved to adopt a staffing model with an outside staffing company for personnel. Seconded by Mr. Peddle and approved unanimously.
2. Discussion to approve a company to provide EMT/driver personnel was held. Mr. Peddle moved that we enter into a contract with Vintech Management Services to provide staffing for TEMS. Mr. Butkus seconded. Motion amended to add as of July 1 by Mr. Butkus. Discussion. This contract is a one year option with one year extension with a 1% increase. Unanimous as amended. Chief Laucella will contact the appropriate individuals to move forward with this contract. It was felt that Commissioners should not be giving recommendations for employees to the new company.

3. Discussion to approve transfer of funds for purchase of a vehicle for Chief was held. Chief Laucella noted he needs operational functionally. Various vehicles were discussed as well as radios and graphics. Transfer of money between accounts in the EMS operating budget was discussed. Mr. Butkus felt that the money remaining in the capital account for the ambulance should be used for this vehicle instead of money from the operating budget. The purchase of any paramedic equipment can be made from remaining money in the current operating budget if that is the direction we want to pursue. There were concerns regarding purchase of this equipment. It was noted we are taking big steps forward in many areas and the commission needs to look at the request in more detail. Mr. Butkus moved to utilize the special ambulance capital funds for the purchase of a Chief of Service vehicle and to purchase necessary equipment for that vehicle from remaining fiscal 2013 operating funds, transferring funds to the appropriate lines as necessary. Mr. Peddle seconded the motion. It was noted hard numbers for both purchases need to be developed. Motion approved unanimously.

Committee Reports

1. Recruitment and Retention of Volunteers – no report. This item was tabled to the next meeting. Chairman Rodriguez noted he would like to discuss a climate survey of the service after some of the changes have been implemented. It was recommended that this be conducted in the fall.
2. Budget Status – current account status was discussed noting accounts would be reviewed to prepare for end of year purchases. Chief Laucella recommended with the awarding of the contract for staffing and in light of the fact that uniform shirts must be purchased for the staff through the staffing company, that money be transferred into the uniform account to purchase new uniform shirts for the volunteers. We would be purchasing the gray/blue shirt currently worn by the Chief. Discussion of overages was held. Budget projections for next year will need to be adjusted as increases in staffing and additional positions were not anticipated. We need to have some solid numbers in the fall and then move forward. Requested a budget update be given quarterly to the commission for review.

Chief of Service Report

Chief Laucella presented his report to the commission noting in the month of April, we were dispatched to 298 calls and covered 267. One vehicle was out of service for one week and we missed seven potential transports. Twelve members training; two applicants awaiting interviews. Chief Laucella reviewed special events and the EMT class scheduled for the summer.

Evaluation of Chief

Executive Session was tabled until the next meeting where goals and assessment areas will be defined. Chairman Rodriguez requested the committee work on a goal of communications and relations.

Mr. Butkus discussed evaluation of TEMS staff. He noted we need a consistent approach for all staff. Response from staff is mixed on this subject. This is a new start, we should be instituting a policy that all staff be evaluated and we need to measure up to certain standards. Chief

Laucella noted we should be developing a plan where we should be going so there is a direction and focus. We need to keep moving forward to give the best services to the residents.

New Uniforms

It was moved by Mr. Lukianuk to transfer \$2000 from the copier account to the uniform account for purchase of new uniforms for TEMS staff. Seconded by Mr. Peddle. Discussion. Mrs. Mayo is opposed until we know the status of our account balances. Concerns were expressed about purchasing new uniforms at this time with all the other expenditures being made. Motion carried with Mr. Butkus and Mr. Peddle yes; Mrs. Mayo no; and Mr. Lukianuk abstaining.

Adjournment

There being no further business, motion was made by Mr. Peddle, seconded by Mr. Butkus to adjourn the meeting at 9:58pm.

Respectfully submitted,

Barbara Crandall
Administrative Assistant

These minutes are considered a draft until they are approved at the next Trumbull EMS Commission meeting.