

**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
July 23, 2013
7:00pm
Trumbull EMS Headquarters

Present: Chairman, Joseph Rodriguez; Commissioners John Butkus, William Schietinger, Gwen Summ, Joseph Peddle and Diane Mayo (8:10pm). Also present Joseph Laucella, Chief of EMS and Michael DeVecchio

Absent: Commissioner Philip Lukianuk

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

Public Comment: There was no public comment.

Past Minutes: Mr. Butkus moved to approve the commission minutes of June 25, 2013 as written; seconded by Mr. Peddle and approved unanimously.

Motion was made by Mr. Butkus, seconded by Mr. Peddle to change the order on the agenda to discuss item #2 under Unfinished Business. Unanimous. Motion was made by Mrs. Summ, seconded by Mr. Butkus to go into Executive Session to discuss the framework and performance goals for the Chief's evaluation at 7:10pm. Unanimous. Those in attendance were Commissioners Rodriguez, Butkus, Schietinger, Summ and Peddle and Chief Laucella. Motion was made by Mr. Peddle, seconded by Mr. Schietinger to close the Executive Session at 8pm. Unanimous.

Motion was made by Mr. Butkus to take the Chief's report out of order. Seconded by Mr. Peddle. Unanimous.

Commissioner Mayo entered the meeting at 8:10pm.

Chief's Report

Chief Laucella reported on the following:

1. Twenty-five employees have been hired by Vintech to cover shifts at TEMS with 5 employees cross-trained in other services in the event of an emergency. Hours were adjusted starting July 1.

2. Vehicle maintenance – Chief spoke with Mr. Marsilio and Mr. Mitri with regard to maintenance/preventive maintenance of the ambulances. He has requested a form be filled out in duplicate so that he can keep track of all maintenance performed with TEMS receiving one copy and maintenance filing the other.
3. Final specs were reviewed for the new ambulance and signed off by the Finance Department. Approximately 50 day turnaround. Chief noted we will be keeping 903 on the road until it can be replaced but it would be kept as last out and used for special events.
4. Upcoming events – Senior Center Health Fair – Comstar will be participating as its first meeting with residents regarding billing.
5. Call volume statistics were reviewed noting a 94% coverage of EMS calls. Response times and out-of-chute times have improved. Guidelines have been set and if these times exceed the limits, a report must be filled out. He noted there is also a billing report that must be filled out if the crew is unable to obtain billing information.
6. Approximately 14 volunteers are active in the service with 15-18 trainees.
7. Crews have been requested to remain on duty at the end of the evening if the second ambulance is on a call to cover the town.
8. Training – new staff orientation/protocol on 6/28 and 6/29. CEVO training 7/11 with 25 staff members attending. MCI training on 8/15 with preliminary meeting held the week before. TEMS will be hosting an “Operational Response to Hazmat/WMD Incidents” class the first weekend in December. TEMS is partnering with Fairfield University to host an EMT class starting 9/4. Classes will be at the University with clinical ride time with TEMS.
9. Uniforms should be in this week.
10. Letters have been sent to open patient accounts. Comstar will be providing a report on the feedback.
11. Two Way Paramedic Agreement has been completed with AMR.
12. State application and request for a fourth ambulance license has been submitted.
13. Meetings have been held with some of the new businesses/medical offices/health fitness centers to offer assistance or services.

Commissioner Peddle left the meeting at 8:20pm.

14. TEMS is expected to receive a Humvee which can be used for emergency operations. The Police Department has already received one.

Unfinished Business

1. Auxiliary for Trumbull EMS – Chief Laucella presented a proposal for an auxiliary membership at TEMS. He suggested this membership be limited to about 20 people who want to be active in the organization. Duties suggested included sheltering, commodities distribution, welfare checks, fire fighter rehabilitation, operational support functions in MCIs. Recommended they attend 50% of the events that are auxiliary driven – parades, community outreach, training. No medical requirements. Details will need to be further developed and presented to the town for review. Mr.. Butkus moved to accept the concept and to move to the next step; seconded by Ms. Mayo. It noted these members must have a deployable skill, over the age of 18, and willing to step up to the duties of the position. Unanimous.

Committee Reports

1. Climate Survey – Lengthy discussion regarding the intention of the survey and the EMS population to be addressed. Some concerns were presented regarding the focus of the survey noting that the service should be evaluated, not an individual. Chief Laucella noted there are only about 14 active volunteers. The remainder of the staff is vendors and we should not be surveying the vendors. Mr. Rodriguez stated it is a sign of respect to ask the members how things are going and it was not meant to be an evaluation of the chief. After discussion it was recommended that the committee consider mechanisms for effective communications within the service. Mr. Schietinger suggested that a survey could be sent out to the patients which could be the evaluation of the service from a different angle. This information would help provide feedback for improvement.

Budget Reports

Chief Laucella reported that last year's budget was within our requests except for the transfers made for vehicles and clothing and known overages in two accounts. He noted the new fiscal year budget will need to be adjusted in two line items – (1) the C-Med 911 phone line was not properly accounted for and he will need to request approximately \$1300 to cover the cost this year and (2) transfer of funds from the part-time payroll account to the vendor account for Vintech.

Motion was made by Ms. Mayo, seconded by Mr. Schietinger to add an additional item to the agenda to authorize the request to approve \$1300 for the C-Med phone line. Unanimous. Mr. Butkus moved to authorize the request for a supplemental appropriation in the amount of \$13,000 for the C-Med phone and the transfer of funds for the Vintech contract. Mrs. Summ seconded. Discussion. Amount was increased to \$13,500 for the telephone line. Approved unanimously. Mr. Rodriguez questioned the amount of the part-time account and if it will need to be increased. Chief Laucella noted the amount would have to be increased slightly and will depend on staffing levels.

Adjournment

There being no further business, motion was made by Mr. Butkus to adjourn the meeting at 9:28pm; seconded by Ms. Mayo and approved unanimously.

Respectfully submitted,

Barbara Crandall
Administrative Assistant

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