

**TOWN OF TRUMBULL  
CONNECTICUT**

Trumbull Emergency Medical  
Service Commission

William Schietinger, Chairman



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

Joseph Laucella, Chief

Trumbull Emergency Medical Service Commission Meeting  
January 28, 2014, 7:00pm  
Trumbull EMS Headquarters

**Present:** Chairman William Schietinger; Commissioners Joseph Rodriguez, Matthew Wheeler, Philip Lukianuk, Gwen Summ, Diane Mayo. Joseph Peddle (7:15pm) Also present Chief of EMS Joseph Laucella.

The meeting was called to order by the Chairman at 7:07pm followed by the Pledge of Allegiance.

**Public Comment**

No public comment.

**Past Minutes:** Motion was made by Mr. Lukianuk, seconded by Ms. Mayo to approve the minutes of November 26, 2013 as written. Approved. Commissioners Rodriguez and Wheeler abstained. Motion was made by Ms. Summ, seconded by Mr. Rodriguez, to approve the minutes of January 9, 2014 as written. Approved. Commissioner Wheeler abstained.

Motion was made by Mr. Lukianuk, seconded by Ms. Mayo to add a new topic under Unfinished Business for the EMS Chief's Evaluation. No discussion; approved unanimously.

**New Commissioner**

Chairman Schietinger introduced Matthew Wheeler as the newly appointed TEMS commissioner. Mr. Wheeler noted he has been in EMS for over 20 years including time as a paramedic with various services in the Southwest Region. He is still certified as a paramedic although he currently is not working in the field noting that he is the coordinator of the Trumbull Early Childhood Education Center. He hopes to be able to add support to the commission using his background in both EMS and education.

**Unfinished Business**

1. Discussion and possible action on language for an RFP for paramedic contract: Chief Laucella presented a draft copy of the RFP. Current contract with Danbury Ambulance expires on 6/30/14. Requirements and standards were reviewed. Mr. Peddle entered the

meeting at 7:15pm. Chief Laucella noted the RFP will include two models – one mirroring the current contract which includes equipment and supplies and another for only staffing. It is hoped to put the RFP out in February with replies due back within 30 days. Mr. Schietinger noted questions and objective measurements should be developed to be used as a standard during the interview process. Mr. Peddle noted selection criteria on the part of TEMS must be developed for presentation to the respondents. A work group was established to develop objectives and criteria to be used for the interview process of Mr. Wheeler, Mr. Lukianuk, Ms. Mayo and Chief Laucella. Corrections and additions will be made as discussed. Motion to accept the RFP, with changes as noted by Chief Laucella, was made by Mr. Rodriguez and seconded by Mr. Lukianuk. Discussion was held regarding insurance requirements and time frame for submissions. Mr. Rodriguez amended his motion to request the Chief to verify with Town Hall the insurance requirement for malpractice. Ms. Summ seconded the amended motion; approved with Mr. Schietinger abstaining.

2. Chief's Evaluation: Mr. Peddle requested this discussion be tabled until the next meeting when a final copy of the paperwork can be presented. Mr. Rodriguez noted this discussion should be listed on the agenda in Executive Session.

### **New Business**

1. Special Agency Account: Discussion was held regarding the Special Agency Accounts for EMS held by the town. Also discussed was the accountability of money collected for classes and donations made to the service. R. Schietinger stated that we should get an opinion from the town regarding the disposition of these funds. Chief Laucella requested money from the Special Agency Account to purchase eight Preston CPR manikins at a cost of \$485 for a set of four. Mr. Rodriguez requested that a balance of the Special Agency Accounts for EMS be reported at each commission meeting. Motion was made by Ms. Mayo, seconded by Mr. Lukianuk, to purchase eight manikins and all associated supplies. Unanimous.

### **Committee Reports**

Retention and Recruitment had no report. All working groups have completed their assignments.

### **Chief of Service Report**

Chief Laucella distributed his monthly report. He noted the IT Department may be adding to our 2014-2015 budget the cost of computer expenses which would include replacement of our Toughbooks with tablets. Volunteer hours were reviewed. Mrs. Summ requested a monthly report of volunteer hours. Discussion was held regarding ambulance replacement and capital improvement/bonding possibilities. Annual training schedule has been developed. After March 1<sup>st</sup>, any member who has not completed the required training will be contacted regarding their membership in the service. Building changes were discussed.

### **Adjournment**

There being no further business, motion was made by Ms. Mayo, seconded by Mr. Peddle, to adjourn the meeting at 8:45pm. Unanimous.

Respectfully submitted,

Barbara Crandall  
Executive Administrative Assistant

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



# EMS Update

Respectfully Submitted by:

Joseph Laucella- Chief

## Call Volumes:

| 2013                 | Jan. | Feb. | March | April | May | June | July | August | Sept. | Oct. | Nov. | Dec. | TOTAL |
|----------------------|------|------|-------|-------|-----|------|------|--------|-------|------|------|------|-------|
| Days                 | 31   | 28   | 31    | 30    | 31  | 30   | 31   | 31     | 30    | 31   | 30   | 31   |       |
| Total calls          | 335  | 325  | 293   | 298   | 378 | 316  | 314  | 332    | 310   | 354  | 315  | 352  | 3922  |
| TEMS Covered         | 265  | 237  | 243   | 267   | 345 | 296  | 299  | 316    | 282   | 330  | 291  | 331  | 3502  |
| Percent covered      | 79%  | 73%  | 81%   | 90%   | 91% | 94%  | 95%  | 95%    | 91%   | 93%  | 92%  | 94%  | 89%   |
| Mutual Aid           | 66   | 86   | 50    | 31    | 33  | 20   | 15   | 16     | 28    | 24   | 24   | 21   | 414   |
| Total response Times | x    | x    | x     | x     | x   | x    | 8.5  | 7.41   | 7.5   | 7.2  | 7.3  | 7.2  |       |

**In 2013 TEMS was dispatched to 3922 calls. In the last nine months TEMS covered 93% of those calls.**

**January Call Volume (1/1/2014-1/27-2014).** TEMS was dispatched to 293 Calls- Currently covering 92% of the calls. Transport rate 75%. Response Time 6.7 minutes.

## New Volunteers in Training:

TEMS has five new members in training. 1 new member was cleared from training and riding as a cleared EMT/Driver. TEMS currently has 42 active volunteers who ride the ambulance.

## Vehicle Status:

901- In Service

902- OOS- 21 days since December 26th

903- OOS- Difficulty starting

904- In service

**Training:**

The EMT Class that was held in conjunction with Fairfield University finished in December. 22 students moved on to state testing. Most students will be testing in February. 3 students have completed their testing so far and one of those three will be interviewing to volunteer with TEMS this week.

The spring semester EMT class has started at Fairfield University. Public Safety Officer, Pat Cleary, is the lead instructor for the spring semester. Students will begin their ride time with TEMS in late February.

The TEMS EMR class has concluded and all students have tested. We have had our first member of the class just interview for membership.

TEMS offered another CEVO Defensive Driving class to members of TEMS. 7 students recently tested for certification.

TEMS also offered hospital protocol training as well as multiple sessions for OSHA, HAZMAT, and N-95 Fit testing. All members are expected to have this training by March 1, 2014.

**In the Community:**

Trumbull EMS offered a free community CPR class on January 16<sup>th</sup>. Two sessions were offered and approximately 20 people attended. A cardiac arrest survivor was in attendance to learn CPR as well as help be an inspiration to show the community the importance of community CPR.

Thank you to Vi Watson and Janet Freeburg for educating a local girl scout troop about EMS.

Thank you to Lisa Deeds who worked with the students of the Head Start program and gave a tour of Trumbull EMS.

Trumbull EMS provided medical standby for the Jingle Bell Run. I would like to thank Shirley Mayo, Mike Delvechio, Barbara Crandall and our TEMS Explorer Post for volunteering to cover the event.