

**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  
March 24, 2015  
7:00 pm  
Trumbull EMS Headquarters

**Present:** Chairman William Schietinger, Commissioners Matthew Wheeler, Philip Lukianuk, Joel Hirshfield, Thomas Kiely Jr., Dr. Shea Greg

Also present: Chief Joseph Laucella

**Absent:** Commissioner Diane Mayo

The meeting was called to order by the Chairman at 7:10 pm followed by the Pledge of Allegiance.

**Public Comment**

No public comment.

Mr. Schietinger welcomed Thomas Kiely, Jr. and Dr. Shea Greg as new EMS Commissioners. Introduction of all commissioners was done.

**Past Minutes**

Motion was made by Mr. Wheeler to approve the minutes of February 3, 2015 as written. Seconded by Mr. Hirshfield and approved unanimously.

**Old Business**

1. EMT RFP – Mr. Schietinger made a motion to move this discussion to the end of the agenda. Seconded by Mr. Hirshfield and approved unanimously.
2. Budget Update – Chief Laucella noted the 2015-2016 budget is currently going through the final approvals. The town felt the service was very conservative and responsible in preparing the budget. This budget includes staffing changes and staffing of an additional ambulance during peak times. The current budget status was also reviewed. The new commissioners were given some background with regard to money transfers, grant funding for two LP15 cardiac monitors, and supply accountability. He noted revenue is down approximately 2% from last year at this time. Some of the contributing factors

include high deductible plans and receiving late payments. Prior to individuals being sent to collections, Chief Laucella sends out a letter requesting they contact him regarding a payment plan. This letter is sent after three attempts have been made by the billing service patients as outlined in their contract. Those who do not respond in the time allowed are sent to collections. Chief Laucella stated supply costs are increasing and one account for rentals will be slightly over due to the need to increase our rental of oxygen bottles for the ambulances. Mr. Schietinger requested a copy of the current budget be sent to the new commissioners so they can familiarize themselves with the service. Chief Laucella noted the new budget was reduced by \$15,000 mostly by upgrading to a second paramedic during the day and rearranging staff hours. Chief Laucella noted a very generous donation was received from a patient's family. This has allowed the service to purchase two Lucas devices, new stair chairs, new portable radios for the ambulances and ALS gear bags. Other equipment will also be purchased soon such a TV to allow staff to monitor calls from C-Med and turn out gear.

3. Policy Updates – Drafts of three policies were distributed. These will be reviewed by the commission and discussed at the next meeting. Chief Laucella is currently working to update the Policy and Procedure Manual.

### **New Business**

Use of Special Agency Funds for EMS Expo Fees – Chief Laucella noted that several volunteer members are registered for the EMS Expo which will be held May 27 – 30 at the Mohegan Sun Casino. He noted that he and Mr. Schietinger have worked on the committee to present this program which has grown considerably since last year. Currently 17 members have registered and he would like to reimburse registration fees. The budget has \$3,000 to use towards this but his estimate is approximately \$3,500 at the present time and may be 4-5 additional people who may register between now and the Expo. He requested the use of Special Agency funds to cover the additional costs of fees. Volunteers would need to provide their registration and admission ticket to receive reimbursement. Chief Laucella offered the opportunity to the commissioners to attend as well.

Mr. Schietinger left the meeting at 7:40 pm. Mr. Lukianuk took over chairing the meeting.

Motion was made by Mr. Lukianuk to appropriate a cap of \$1,500 to be used for reimbursement out of the Special Agency Account for those attending the Expo for up to two days at the conference for their educational pass. Mr. Hirshfield seconded the motion and it passed unanimously.

### **Chief's Report**

Chief Laucella distributed his report highlighting the following:

1. Call volume is up 8%.

Mr. Schietinger returned to the meeting at 7:50 pm.

2. The service has high acuity patients with a transport rate of 79% in February.
3. One additional BLS car has been added a couple days per week which allows us to cover more calls on our busy days.

4. Discussions are being held with crews regarding the turn-around times at the hospital and how they can be approved. This information will be compiled and presented to the Emergency Department administrators at both hospitals. Average time is 29 minutes.
5. New radios have identifiers.
6. Quotation has been received for new extrication gear.
7. Easton has asked if their EMT students can ride as clinical observers. AMR and Bridgeport Hospital have also been in discussion for the same arrangement. This may increase volunteers in our service if they have a positive experience.
8. On-line training has been conducted with the new protocols. Rollout for C-PAP, Narcan and ASA is targeted within the next 30 days.
9. EMT class is being discussed for the summer. Instructors are available through Vintech and our volunteers. Several requests have been received for this class which will potentially run from late June through mid-August.
10. EMT/EMR recertification will be held this weekend.
11. EMS Week is the second week in May.
12. The town has bonded \$175,000 for a new ambulance. Discussion was held regarding the various models of ambulance to be considered. Chief Laucella will be establishing a subcommittee to make a recommendation on the purchase which could be early fall. Commissioners Hirshfield and Wheeler will represent the EMS Commission on the subcommittee. A report will be prepared and presented to the entire Commission at its July meeting.
13. Discussion was held regarding the quotation received for the second paramedic. This paramedic would start in July and work 7 am – 5 pm. This will give us staffing for two ALS ambulances. Our service calls are increasing and with the addition of two new facilities, it is anticipated our call volume will increase again starting spring of 2016. Chief Laucella spoke with the Director of Finance and the Town Treasurer and it was suggested that he negotiate with the current vendor to provide a cost for this second paramedic. The current vendor provided a quote of \$31 per hour. Brief discussion was held regarding over time, length of the addendum to the current contract and potential suggestions for future discussions. This topic will be placed on the agenda in April for approval.

Mr. Schietinger recused himself from the meeting at 8:35 pm. Mr. Lukianuk continued chairing the meeting.

14. RFP for EMT staff – three vendors submitted bids for staffing. Discussion was held and a motion was made by Mr. Wheeler to convene a Special Meeting prior to the April regular meeting of the Commission to interview the three vendors. This meeting will start at 6pm with the regular meeting starting at 7:30 pm. Seconded by Mr. Hirshfield and approved unanimously.

**Adjournment**

There being no further business, motion was made by Mr. Hirshfield, seconded by Mr. Lukianuk, to adjourn the meeting at 9:12 pm.

Respectfully submitted,

Barbara Crandall  
Executive Administrative Assistant

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

Chief of Service

EMS Report

March 24, 2015

**2015 Stats**

	2015 Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	TOTAL
Days	31	28											
Total calls	382	334											716
TEMS Covered	348	309											657
Percent covered	92%	93%											93%
Mutual Aid	34	25											59
Total response Times	7%	7.30%											7%
Transport Rate	75%	79%											77%
ALS Intercept	21	13											34

Call Volume- March 1<sup>st</sup>- March 22<sup>nd</sup>- 263 calls

**2014 Stats**

2014	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	347	307	378	350	355	359	349	303	317	348	306	333	4052
TEMS Covered	318	280	346	325	331	331	311	286	298	322	282	314	3744
Percent covered	92%	91%	92%	93%	93%	92%	89%	94%	94%	93%	93%	94%	93%
Mutual Aid	29	27	32	25	24	28	38	17	19	26	24	19	308
Total response Times	6.9	7.1	7	7.1	7.2	7.2	7.2	7.2	6.9	7.3	7.6	7.1	7.2
Transport Rate	75%	78%	79%	80%	75%	75%	78%	75%	76%	76%	75%	75%	76%
ALS Intercept	6	16	14	17	14	11	19	12	21	13	9	9	161

**New Volunteers in Training:**

TEMS has 7 new members who are in training. .

The EMT class being held in partnership with Fairfield University currently has 25 students enrolled. A good number of these students expressed their interest in volunteering once they have completed the class. The students have been riding with TEMS for their clinical observation time.

**Vehicle Status:**

902 is Out of Service.

**Equipment Update:**

3 new Stryker Stair Chairs have arrived and are in service. Once again, Trumbull EMS would like to thank the anonymous donor who made a large donation to the service that provided funding for these new stair chairs.

**Upcoming Events/Training:**

TEMS has begun new Medical Control training that includes Narcan, CPAP and Aspirin Administration. All staff have had the online training and multiple practical sessions are being held so all staff can complete the training.

An EMT/EMR refresher class is scheduled to take place at TEMS from March 27<sup>th</sup>- March 30, 2015. The refresher is made up of TEMS staff, TFD and TPD.

**Recent Events:**

TEMS has been meeting on a regular basis and advising the new EMS Club at Trumbull High School. We have seen approximately 20 high school students attend the club meetings.

Multiple community CPR and First Aid classes have taken place at TEMS during the month of February. I would like to thank Barbara Crandall and our members who have been assisting with those classes.

TEMS helped to educate pre-school children at recent visits by local schools. The kids participate in a short discussion about calling 911 and EMS. The crews then spend time with each class going through the ambulances and demonstrating the use of the equipment.

TEMS volunteers rode a total of 472 shifts (minimum 1416 hours) in January and February.

Thank you to all those volunteers who have been riding and helping with our community events.