

**Trumbull Emergency Medical Service
Commission Meeting
April 27, 2010**

Present: Vi Watson, Dominick Rutigliano, Louise Evans, John Butkus, Joseph Rodriguez, Barbara Crandall, Michael DeVecchio, Philip Lukianuk

Absent: Shelley Ralsten

The meeting was called to order at 7:35pm. Minutes of February 23, 2010 were read by Joseph Rodriguez. Motion made by John Butkus, seconded by Louise Evans to approve as written. Unanimous. Minutes of March 10, 2010 were read by Joseph Rodriguez. Motion made by Louise Evans, seconded by John Butkus to approve as written. Unanimous.

Vi Watson introduced Philip Lukianuk, a candidate for the open position on the TEMS Commission.

Commissioners' Reports

Louise Evans and Dominick Rutigliano had no reports.

Joseph Rodriguez noted that Scott Worcester has resigned from the TEMS Association Board of Directors for personal reasons. Two meetings will be held in June to fill this vacancy. He also noted an amendment to the bylaws needs to be formalized regarding who is a member of the Association. Joe noted the Association has approved up to \$15,000 for the purchase of a gator and associated equipment for TEMS. This has been ordered; no date for delivery. Discussion was held regarding equipment and usage.

John Butkus noted the capital improvement list was submitted to the Director of Public Works for inclusion in the town's capital improvement plan. Items listed as a priority were based on security and safety - doors, windows, electrical service/water service separation. No code violations were noted.

Chief of Service Report

Barbara Crandall noted information had been received regarding grants available from the Assistance to Firefighters Grant Program. Discussion of grant requirements and uses was held - possibilities include radio replacement, new vehicles and building improvements. Barbara, Mike DeVecchio and John Butkus will discuss the grant application. The new cleaning service has been chosen. It was also noted the supplemental appropriation for additional money in the part-time salary account is proceeding through the various committee meetings.

Old Business

It was moved by John Butkus to take the discussion of the proposed Commission bylaws out of order. Seconded by Joseph Rodriguez and approved unanimously. Discussion. It was proposed to change the Operations Committee to Executive Staff; to include staffing requirements for volunteers, paid staff and paramedics as well as review of policy and procedure notations. John will present another draft to the commission at the next meeting.

Paid staff status is being discussed by the First Selectman and the Director of Finance. No resolution.

Special events were discussed – Barbara noted Trumbull Day has been cancelled; Westfield Shopping Park has scheduled an event at the mall including fireworks on July 2; Special Olympics. Lengthy discussion ensued regarding these types of events, costs associated with the event and the ability of the service to provide adequate coverage to both the town and the event. It was agreed financials would be presented to WSP for their event in July. Guidelines for the gator and the pick-up truck 303 need to be developed which should include training of members; vehicle usage, driver/passenger restrictions.

Success Through Educational Partnerships - STEP Award – Barbara presented to the Commission the plaque given to TEMS from Cooperative Educational Services for our assistance at the C.E.S. Special Education School for medical emergencies.

Mutual aid contracts are still being reviewed by the town attorney.

Letters of recommendation for Mr. Lukianuk were submitted by the Commission to the appropriate individuals for consideration.

Job description update and policies and procedures will be discussed at a later meeting.

Preventive maintenance program for the vehicles was presented by Mike DeVecchio. He has discussed this program with the town garage noting that documentation of work done should be filed at EMS and the highway department. A signature block will be added to the form. It was recommended that photocopies of the forms be used to see how the program works before having them printed as 2/3 part forms.

New Business

Joseph Rodriguez discussed the upcoming paramedic contract renewal. He suggested a committee be appointed to review the current contract and discuss this renewal.

Mike DeVecchio noted the highway department is starting the process of purchasing a new 905. John Butkus and Mike will spec out the new vehicle and work with the highway department on the purchase so that we have the appropriate modifications and equipment.

Barbara noted two personnel actions were taken since the last meeting.

Adjournment

There being no further business, motion was made by Joseph Rodriguez, seconded by Dominick Rutigliano, to adjourn the meeting at 10:00pm.

Respectfully submitted,

Barbara Crandall
Administrative Assistant

The above minutes are considered a draft until they are approved at the next meeting of the TEMS Commission.