

**Trumbull Emergency Medical Service
Commission Meeting
January 26, 2010**

Present: Vi Watson, Dominick Rutigliano, Louise Evans, John Butkus, Barbara Crandall and Michael DeVecchio

Absent: Charles Evans, Shelley Ralsten, Joseph Rodriguez

The meeting was called to order at 7:02pm by Vi Watson. Minutes of November 24, 2009 were read by John Butkus. John Butkus moved to approve the minutes as written; seconded by Dominick Rutigliano. Approved unanimously.

Commissioners' Reports

Louise Evans and Dominick Rutigliano had no reports. John Butkus reported that Aquarian had approached Michael DeVecchio regarding the potential donation of a vehicle to the service. John noted the two vehicles available may not meet our requirements and TEMS may wait until later in the year when additional vehicles are replaced.

Chairman's Report

Vi noted a letter of recommendation for a new member of the TEMS Commission was submitted to the First Selectman but no appointment has been made. She also noted that Commissioner Shelley Ralsten is taking an extended medical leave. Marge Smith has also been in the hospital and is recovering.

A meeting with Mr. Herbst has been scheduled for 1/28/10 to discuss the funding for radio equipment/upgrades that was submitted in our budget. Mike DeVecchio has been in contact with the vendor who has given options for phases to the project which includes upgrading of vehicle radios, telephone lines, and base stations as required. Options will be discussed with Mr. Herbst.

Vi noted Robert Sherwood, Martha Becker, Gloria Green-Bish and Anne Weimann have resigned and she thanked them for their many years of service to TEMS.

Budget review will be completed by the First Selectman next week.

Executive Director's Report

Barbara Crandall noted there are currently 16 paid staff, 12 currently active. She requested that the 4 inactive staff members be taken off the roster and replaced with 4 staff that would be specifically hired to

cover weekend hours. The change must be approved by the First Selectman. Barbara also noted that letters have been sent to members regarding their status at EMS and requesting return of equipment.

Barbara noted that AEMT protocols allow them to clear c-spine in the field. After discussion, John Butkus moved, seconded by Louise Evans to not permit AEMTs to clear c-spine at this time. Unanimous. Barbara will review the AEMT protocols.

Barbara noted that the part-time salary account is at 83% and recommended that we request an additional funding to cover the cost of payroll through June 30. The Board of Finance removed \$50,000 during their budget review; TEMS will request \$60,000. Financial reports will be reviewed from Comstar.

Barbara requested approval for using the seminar account to attend the EMS Conferences that are coming up in March. It was approved that Barbara and Mike DeVecchio would be sent to the conferences and were requested to report back to the commission.

It was noted that several calls have been received from the public regarding CPR classes. At present, TEMS does not have Heartsaver classes scheduled unless a group signs up. Dates for public CPR classes will be established.

In addition to the request for paid staff, discussion was held regarding the uniform account. With several new applicants and members completing training, it was approved to also request an additional \$4,700 for uniform expenses.

Job descriptions for Executive Director, Director of Operations, Director of Personnel and Director of Training were distributed for updates. Tax abatement requirements and the Town Council resolution were distributed for review. Both items tabled until the February meeting.

Paid staff requirements were discussed. Conflicting requirements were addressed with regard to time/experience. John Butkus moved that the new TEMS policy regarding paid staff supersede the old policy and that TEMS members be considered on the recommendation of the administrative staff. Seconded by Louise Evans. Approved unanimously.

A revised policy and procedure manual is currently being reviewed by operations, personnel and training.

New Business

Election of Officers: Louise Evans moved that Vi Watson be re-appointed as chairman of the TEMS Commission. Seconded by Dominick Rutigliano. Approved unanimously. Vi Watson moved that Joseph Rodriguez be reappointed as secretary of the TEMS Commission. Seconded by John Butkus. Approved unanimously.

Michael DeVecchio noted he has been in touch with Twin Lights regarding a preventive maintenance program for the ambulances. This would include checking of fluids, lights, brakes, changing filters, etc. Mike will develop a program and discuss it with the Town Garage.

Mike also noted the town attorney is currently working on our paperwork regarding TRDC. This information will be discussed at the next CEDC meeting in February.

John Butkus noted with the review and changes to the policy and procedure manual of the service, the TEMS Commission should take this opportunity to draw up bylaws which include roles and responsibilities of its members, procedures and mission statement. Vi Watson requested John prepare a document for review.

Adjournment

There being no further business, motion was made by John Butkus, seconded by Louise Evans and approved to adjourn the meeting at 9:05pm.

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.