

**Trumbull Emergency Medical Service
Commission Meeting
October 25, 2011**

Present: Vi Watson, Louise Evans, Joseph Rodriguez, Philip Lukianuk, John Butkus, Barbara Crandall, Michael DelVecchio. Also present Director of Finance, Maria Pires

Absent: Dominick Rutigliano, Shelley Ralsten

The meeting was called to order at 6:59pm. The minutes of the September 27, 2011 meeting were read by Joseph Rodriguez. John Butkus moved to approve the minutes as written; Joseph Rodriguez seconded. Approved unanimously.

Motion was made by Joseph Rodriguez, seconded by John Butkus to move to Old Business #2, Enterprise Fund to accommodate Maria Pires. Approved unanimously. Mrs. Pires explained to the Commission the concept of an Enterprise Fund. She noted currently TEMS is under the general fund of the town. An Enterprise Fund is a self supporting fund which needs to be at minimum self-sustaining or with a slight profit. Under the Enterprise system, TEMS would be assessed funds for FICA, medical insurance, life insurance, maintenance on vehicles and the building, Workman's Comp and unemployment. These currently do not show in our budget as they are in town accounts. Start-up capital, purchasing procedures, attorney fees, personnel, vehicle maintenance, and outside contracts were discussed noting that all associated fees would be assessed to EMS on a percentage basis. Discussion of part-time staff was held. Maria noted we would still be held to the town policies regarding personnel and the town is not responsible for debt should the fund fail.

Lengthy discussion ensued regarding the internal audit to be presented to the Board of Finance. Maria explained the financial statement presented in the audit. Discussion of the billing service and the collection agency affiliated with it was held. Maria suggested that a meeting be held with them to review their figures and reports. She noted our collection rate is 5% after an account is sent to collections which falls within the norm. It was noted that our current billing service has placed us in a better financial situation than the previous service. Part time paid staff hourly rates and work hours were discussed. Maria will present the Commissions requests to revisit these items with Administration as well as contact the labor attorney for direction. Maria suggested that a management statement regarding the audit be prepared for presentation to the Board of Finance. The Board of Finance will meet on November 10; the chair may decide to defer the discussion of the audit until the December meeting when the internal auditor is able to attend the meeting.

Long and short rate applications for the state were discussed. Maria was thanked by the Commission for the information presented. It was agreed to hold a special meeting of the TEMS Commission on Thursday, November 10 at 7pm to prepare a statement for the Board of Finance regarding the audit.

Barbara Crandall noted that Mr. Henderson, the Internal Auditor, presented her with a copy of a survey done of Stratford EMS in 2011.

Joseph Rodriguez moved that given the information we received from the Finance Director this evening, that we not pursue becoming an Enterprise Fund at this time. John Butkus seconded, approved unanimously.

Commissioner's Reports: None

Chairman's Report: None

Chief of Service Report: To be reviewed under Old Business.

Old Business:

1. Mutual Aid Contracts: Barbara noted these are still in the hands of the town attorney; no update.
2. New policies: additional information was received regarding one of the policies which will be reviewed along with one additional policy and all presented in November.
3. Vehicle Maintenance: Mike DelVecchio noted vehicle issues are still on-going. Re-inspections are being held up. He noted the town seems reluctant to deal with items under warrantee. Lights are a consistent issue and it was noted they are guaranteed for the life of the vehicle. Barbara Crandall noted that EMS has gone through the proper channels without resolution and felt it was time to have a meeting with John Marsillio to see what we can do to make the system work for us. The Commission agreed with this meeting and Joseph Rodriguez moved that following the meeting, Commission members be provided with what was decided with a time line for resolution. John Butkus seconded, unanimous.
4. CEDC: It was noted that the fire departments have agreed they will move forward at this time with the proposed combined center. No further information. Vi Watson noted the Commission will be approaching the First Selectman after the election to discuss the town's position regarding EMS in this center.

New Business:

1. Barbara noted budget preparation will be starting. It was agreed to combined budget preparation with the management statement at the November 10th meeting.
2. Mike DelVecchio noted he has been looking into a new vehicle and will have a PL Custom ambulance at TEMS HQ, Thursday evening between 7:30 and 8:00pm for review.

Executive Session

John Butkus motioned to go into Executive Session to discuss personnel, requesting that Barbara Crandall remain, at 9:04pm. Philip Lukianuk seconded the motion; approved unanimously. Those present included Vi Watson, Joseph Rodriguez, Louise Evans, John Butkus, Philip Lukianuk and Barbara Crandall. Joseph Rodriguez motioned to return to the regular meeting at 9:49pm; seconded by Philip Lukianuk and approved unanimously.

Motion was made by Joseph Rodriguez to direct the Chief of Service to write individuals letters to Jack Germain and Sandy Germain explaining the responsibilities of members to their crews and the authority of any member of the Executive Staff to give directives to TEMS members. As a condition of Jack and Sandy Germain's return to service no earlier than November 5, each must sign his/her letter indicating acceptance of this authority in the future. Seconded by Philip Lukianuk. John Butkus recused himself from all discussion and voting. Approved unanimously.

John Butkus moved to adjourn the meeting at 9:53pm. Seconded by Philip Lukianuk; approved unanimously.

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.

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Barbara Crandall
Administrative Assistant