

Trumbull Emergency Medical Service
Commission Meeting
May 22, 2012
7:00pm

Present: John Butkus, Chairman; Joseph Rodriguez; Diane Mayo; Vi Watson; Philip Lukianuk; Barbara Crandall and Michael DeVecchio

Absent: Mark Smith

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

Public Comment

No public comment.

Past Minutes: Motion made by Vi Watson to approve the minutes as written; seconded by Philip Lukianuk. Diane Mayo questioned the reconsideration of paying the CPR instructors. John Butkus explained that details must be worked out in order to move forward. Minutes approved unanimously as written.

Chairman's Report

John Butkus noted that a letter will be sent to the Chief of Police advising him of the decision to waive the class fee for the EMT recertification of officers.

John Butkus noted that the Police Commission minutes of May 8, 2012 were brought to his attention as they contained statements and decisions with regard to EMS business. He specifically noted the following:

1. Regarding the EMS decision to switch dispatching services from TRDC to C-MED: **“This can be seen as an improvement for their own service and is a concern for the Police Department which has control and responsibility for the PSAP.”**. It was noted that meetings have been held with the Police Department regarding this change over and that all details are being worked out jointly.
2. Regarding the efficiency audit of EMS: **“First Selectman asked the Board if there would be support for the town to proceed with an efficiency audit of EMS. The Commission agreed. The First Selectman requested a letter of support from the Board regarding support for the efficiency audit of EMS.”**. John Butkus advised the commission that 1) The RFP was on the state website on 4/15/2012. This posting was brought to his attention by an outside source. 2) The RFP contained factual errors. This was brought to the attention of Dan Nelson by John and it was requested that the RFP be pulled and corrected. The RFP stated that Trumbull EMS is a non-

profit organization that receives funding from the town if we do not meet our financial obligations. The RFP was not pulled by the town or corrected. 3) No money has been allocated for this efficiency audit so it remains unfunded. 4) The First Selectman requested support from the Police Commission to proceed with the audit at its May 8th meeting; bid openings were held May 9th and opened by the Purchasing Director. Four organizations responded. 5) The RFP included in the narrative the individuals to be interviewed for information which did not include the EMS Chief, Assistant Chief, or EMS commissioners but a partial list included volunteer and paid staff, the dispatch centers, and the police department.

Lengthy discussion ensued. It was noted that the First Selectman did not discuss the RFP with any representatives from EMS prior to its posting. EMS was aware that this was a recommendation of the internal audit conducted in the fall but was not informed that the First Selectman had written the RFP until after it was published. If the RFP had been discussed with EMS, the factual errors would have been corrected. Even though this was brought to the attention of Dan Nelson, no action was taken to make corrections which lead to a false representation of the service. The TEMS Commissioners felt that the discussion of EMS business at the Police Commission meeting was inappropriate. The First Selectman has not communicated with EMS regarding business issues, has not attended any EMS Commission meetings, and should not be discussing EMS business in any other venue without our representation.

Discussion regarding chain of command and communications lines was held. Chief Kiely is the EMS liaison with the First Selectman. The EMS Commission feels there is a break down in communication due to the fact that there is not a direct reporting relationship with the First Selectman. John Butkus and Joseph Rodriguez will set up a meeting with the First Selectman to discuss this issue. If there is a problem with EMS, Mr. Herbst should speak with us so that we can correct the issue.

John Butkus noted that Mark Smith was meeting with Dan Nelson after last month's meeting but no update was given.

Commission Business

1. John Butkus read a letter from Danbury Ambulance Service President, Joseph DeSimone, regarding the expansion of services in to the Trumbull/Bridgeport area with regards to paramedic intercept and mutual aid responses. After discussion, it was moved by Diane Mayo that the TEMS Commission does not perceive there being any problems with the mutual aid support we currently have and do not believe it to be appropriate to advocate on behalf of a specific service. Seconded by Joseph Rodriguez and approved unanimously. A letter will be sent to Mr. DeSimone with the commission's decision.
2. Operating Model – Barbara Crandall noted a organizational chart has been developed and the roles and responsibilities of all management levels in the organization have been updated and are in the policy and procedure manual.
3. Marketing Update – Mark Smith was not present; no update.

Chief of Service – Barbara Crandall reported:

1. Personnel Update – no changes since the last meeting. One letter of thanks was received for the crew consisting of Cindy Butkus, Amara Frumkin, Steven Banauch and Greg Saracino; a telephone call was also received with a thank you to the crew consisting of Kathy Brooks, Amara Frumkin, Michael Relva and Scott Robinson.

2. Skills Review – a series of skill reviews have been scheduled. The first was held on May 19 with 11 members being reviewed. This is part of the member evaluation that was set as a goal in 2012 for the Chief.
3. The Trumbull Community Women has purchased a carbon monoxide monitor for the service. It was recommended by the commission that the service purchase three more so that all units will have this safety equipment.

Assistant Chief of Service Report: Michael DelVecchio reported:

1. Bay door incident: Minor damage to door and vehicle was reported. This has been resolved.
2. Cell tower at the Police Department has been approved for 130 feet with an additional 20 feet it needed. At the time, T-Mobile has to decide if the 130 feet is adequate for their usage. Dan Nelson indicated the contract for the tower at Indian Ledge is being negotiated and that we should be included in this contract as this location might be better than Daniels Farm Road.
3. Meetings have been held regarding the change in dispatching to C-MED.
4. A conference call was held regarding our radio project. Many avenues have been discussed with changes in our equipment lists and transmitting locations. APCO did contact Northeastern Communications noting they have indicated to DOIT in New York that they were out of scope and would not entertain any kind of objection from them. APCO has filed an application for the frequency. This will move our project forward.

John Butkus spoke on the EMS presentation to the Board of Finance regarding the project and use of funds currently in the budget.

5. Vehicle Update – Committee is compiling information to use in the proposal for a new vehicle.
6. House fire – in speaking with the three fire chiefs in the town, it was noted that a unified rehabilitation plan for the firemen needs to be developed.
7. New lines will be painted in the bays – clean up needs to be done prior to painting.

New Business

1. Joseph Rodriguez noted the TEMSA picnic will be held on June 10 at Twin Brooks Park from 11am to 3pm. TEMSA meeting will be held on June 12 at 7:00pm.

Adjournment

There being no further business, Vi Watson moved; seconded by Philip Lukianuk to adjourn the meeting at 8:50pm. Unanimous.

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.

