

Trumbull Emergency Medical
Service Commission

John Butkus, Chairman

**TOWN OF TRUMBULL
CONNECTICUT**



TEMS
250 Middlebrooks Avenue
Trumbull, CT 0661
203-452-5146

Barbara Crandall, Chief

Trumbull Emergency Medical Service
Commission Meeting
November 27, 2012
7:00pm

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

The meeting was called to order at 7:08pm by John Butkus followed by the Pledge of Allegiance.

Public Comment

No public comment.

Past Minutes: It was moved by Vi Watson, seconded by Philip Lukianuk and approved unanimously to accept the minutes as written for September 25, 2012 and October 23, 2012.

Chairman's Report

1. John Butkus shared an email sent by TEMS Commissioner Mark Smith which stated that he was resigning from the TEMS Commission due to work obligations.
2. Holdsworth assessment was discussed. Barbara Crandall noted that a copy of the draft assessment will be delivered to the town by December 14, 2012 and a meeting has been requested with the review committee to obtain feedback. This draft will need to be reviewed for accuracy with financials reviewed by Maria Pires. After the review has been conducted, the final report will be prepared and additional meetings will be held with the public and TEMS members.
3. Discussion of the newly approved cancer treatment center at 5520 Park Avenue and the assisted living facility on Reservoir Avenue was held. It was noted this will potentially increase our call volume.

Commissioners Reports

Joseph Rodriguez noted there is an Association meeting on December 4th. The holiday party is scheduled for December 9th from 2-5pm. This party is open to all members, paramedics and their families. Cost is \$15.00 per family.

Chief's Report

Barbara Crandall noted the following:

1. The TEMS Explorers participated in the TEMS Annual Food Drive at Porricelli's on Saturday, November 17. We had an ambulance filled with generous donations as well as cash donations which were given to Jennifer Gillis in Social Services at the Senior Center. The Explorers are also conducting a toy drive and intend to distribute the toys to pediatric patients at Bridgeport Hospital. It was suggested by the commission that Robert Heilbrunn send out an email to the members seeking donations of food and/or toys that could be collected at the Association meeting or the holiday party. It was also noted that the Explorers will be decorating the classroom this weekend for the holidays.
2. EMT class is scheduled to end on December 19. CPR and ride time requirements were discussed.
3. Mandatory c-spine classes are scheduled for 11/29/12 and 12/1/12.
4. Vehicles are being prepared for triple locking of the paramedic narcotics as required.
5. Paramedic coverage is being altered slightly due to changes in personnel. Cate Sadlier will now be covering several shifts in Trumbull and will take over the responsibilities of ordering supplies and shift coverage.
6. Budget meetings are being set and it was noted that the Board of Finance and Finance Committee of the Town Council meetings will be combined so that only one presentation will be required by each department.

Old Business

1. Narrowband Compliance Update: Narrowband equipment installation will be December 12. This was pushed back due to damage to equipment from the storm that needed to be repaired. The circuit from TPD to Daniels Farm Road has been installed and the line from TEMS HQ to Daniels Farm Road will be taken out when the installation is completed. All mobiles will be updated.
2. C-Med: Change has gone well with few problems. Updating of crew status is the main problem which is being addressed. It was noted that the CEDC meetings have been cancelled the past two months so this topic has not been discussed. The fire districts are looking into their dispatch situation with the new configuration. Peter Gall has notified TEMS that the noise heard on the new lines may be coming from TRDC. This line is no longer necessary and will be terminated in the update.
3. Ambulance Update: PL Custom and Life Line ambulances are being reviewed again. Specifications have been received and will be reviewed prior to submission to the Purchasing Director. Specs will be written for a new vehicle with an opportunity to quote on existing vehicles they may have available.

New Business:

1. A proposed budget for 2013-2014 was presented. Adjustments will be made as discussed.
2. The commission will have a December meeting to approve the budget and discuss the Holdsworth assessment. Date to be determined.

Executive Session

Motion was made by John Butkus to go into Executive Session at 8:50pm to discuss executive staff appointments. Seconded by Philip Lukianuk; unanimous. Present were John Butkus, Joseph Rodriguez, Philip Lukianuk, Vi Watson and Diane Mayo. Barbara Crandall was also requested to attend. Motion made by Vi Watson to end the Executive Session at 9:57pm. Seconded by Diane Mayo; unanimous.

Adjournment

There being no further business, motion was made by Diane Mayo, seconded by Vi Watson, to adjourn the meeting at 9:57pm. Unanimous.

Respectfully submitted,

Barbara Crandall
Administrative Assistant

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