

**TOWN OF TRUMBULL  
CONNECTICUT**

Trumbull Emergency Medical  
Service Commission

Joseph Rodriguez, Chairman



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

Barbara Crandall, Chief

Trumbull Emergency Medical Service  
Commission Meeting  
February 26, 2013  
7:00pm

**Present:** Joseph Rodriguez, Chairman; Vi Watson, Philip Lukianuk, Diane Mayo, Joseph Peddle, William Schietinger. Also Present: Barbara Crandall and Michael DelVecchio

**Absent:** John Butkus

The meeting was called to order at 7:09pm by the Chairman, Joseph Rodriguez followed by the Pledge of Allegiance.

**Public Comment**

No public comment.

**Past Minutes:** Motion was made by Ms. Mayo, seconded by Mr. Lukianuk to approved the minutes of January 22, 2013. Mr. DelVecchio made one correction to the minutes – Number 5 under Old Business should read “other changes which will have to be made on **our** end...”. Minutes approved unanimously as corrected.

Mr. Rodriguez introduced Mr. Dennis Kokenos from the law firm of Owen, Schine and Nicola who spoke on FOI and conflict of interest. Mr. Kokenos covered such topics as public meetings (regular, special); Executive Sessions including requirements for going into Executive Session, voting and motions; posting of minutes and agendas as well as suggested language for Executive Sessions; meetings and non-meetings under FOI; exempt records. He encouraged all commission members to read the Code of Ethics for the town for additional information on conflict of interest.

**Chairman’s Report**

Mr. Rodriguez reported on the following:

1. TEMSA Board of Directors Appointment: Mr. Rodriguez resigned his position on the TEMS Association as the EMS Commission appointed representative when he became Chairman of the TEMS Commission. He recommended the appointment of Diane Mayo to this position. Motion was made by Mrs. Summ, seconded by Mr. Lukianuk, to appoint Diane Mayo as the TEMS Commission representative on the TEMS Association Board of Directors. Approved unanimously.

2. Conflict of Interest: Covered by Mr. Kokenos. The commissioners agreed that if a subject is being discussed and a member must recuse themselves, that commissioner would leave the room while the topic is being discussed.
3. Review of Mission and Core Values: Mr. Rodriguez noted that the commission must be consistent with the mission statement developed recently. Commissioners were requested to review the mission statement and core values and bring back any ideas if changes should be made. This will be discussed at the next meeting.

### **Chief of Service Report**

Ms. Crandall reported on the following:

1. 2013-2014 Budget Presentation: Meeting on March 1, 2013 with the Board of Finance to present the budget. First Selectman added the additional payroll amount of \$85,000 for a paid chief. Also noted was the removal of all training money to a town department account. Lengthy discussion of this change. It was agreed by the commission that these funds are not discretionary because it covers mandatory training requirements of the members of the service and should be brought up at the meeting on Friday.
2. EMT-B course starts March 20 through June; EMT/EMR recertification is March 7,8,9, and 10, 2013.
3. TEMS Explorers are looking for community projects. They are working on a Touch-A-Truck for EMS Week in May.
4. Business Associate Agreements must be reviewed to reflect the changes in HIPAA regulations.
5. Hardships are still coming in to the service. It has been the town's position not to approve any hardship applications. This will be discussed at the next meeting.

### **Assistant Chief Report**

Mr. DeVecchio reported on the following:

1. The Northeastern project has been completed and was signed off last week.
2. FCC license information has been submitted and renewal was received.
3. First Selectman requested Ms. Crandall to investigate and provide information regarding van ambulances. Information is being gathered from various sources. Mr. Schietinger noted potential remounts should also be considered.
4. Used Motorola equipment will be inventoried. No market value according to manufacturer. Mr. DeVecchio will check the town's disposal policy.

### **New Business:**

Update on Executive Director of Operations: Mr. Rodriguez noted he was a member of the interview committee. Recommendation was given to the First Selectman for consideration. The Board of Finance discussed this position on February 9, 2013 and approved funding for the position. Chain of command was discussed and it was noted that the new Executive Director will report to the EMS Commission. Therefore, the commission will be developing a set of criteria for evaluation and goals for the new position. The Town Council will vote on the funding on February 29, 2013.

Holdsworth Report: Mr. Rodriguez noted the EMS Commission will need to review the report to decide which recommendations should be addressed and their priority. This includes contracted EMTs.

Financial Reports

Mr. Schietinger requested that the financial reports from Comstar be distributed for review. This information should be a recurring agenda item.

Subcommittees

Mr. Rodriguez noted that subcommittees may be established to review information and formulate a recommendation that would be presented to the entire commission.

**Adjournment**

There being no further business, it was moved by Ms. Mayo, seconded by Mr. Schietinger, to adjourn the meeting at 9:28pm. 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.