

**TOWN OF TRUMBULL
CONNECTICUT**

Trumbull Emergency Medical
Service Commission

Joseph Rodriguez, Chairman



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

Joseph Laucella, Chief

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

Present: Commissioners Joseph Rodriguez, John Butkus, Diane Mayo, Joseph Peddle, Gwen Summ and William Schietinger. Also present Chief Joseph Laucella, Barbara Crandall and Michael DeVecchio

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

Public Comment

No public comment.

Past Minutes: Motion was made by Mr. Peddle to accept the minutes of February 26, 2013. Mr. Schietinger seconded. Mrs. Summ noted her name was left out of those listed as present and Vi Watson's name should be taken out of the list. Minutes approved unanimously as corrected.

Unfinished Business

Mission and Core Values: Chairman Rodriguez reviewed for the commission the Mission Statement and Core Values previously adopted on April 24, 2012. After discussion, motion was made by Mr. Peddle, seconded by Mr. Butkus to modify the third core value to read "Respectful and cooperative relationships within our service, with **health care agencies** and with other emergency services." Approved unanimously as modified.

Conflict of Interest: Chairman Rodriguez noted Mr. Kokenos was present at the last commission meeting to discuss conflict of interest. It was reiterated that it is in the commission's best interest for commissioners to recuse themselves and leave the room when a discussion may be a conflict of interest for them. The commissioner should also refrain from voting on the issue should a vote be taken.

Commission Subcommittees: Chairman Rodriguez stated the commission needs to establish subcommittees that would focus on a particular topic and then bring a proposal to the entire commission. In particular, he would like to establish a subcommittee to discuss and outline an

evaluation process for the new Chief of EMS. This evaluation could be based on goals set by the commission and the Chief. Chairman Rodriguez will be an ex officio member with Mr. Butkus and Mr. Peddle completing the subcommittee for the evaluation process. Mr. Peddle questioned Chief Laucella regarding his goals. Chief Laucella noted that July 1, 2013 would be adequate time to establish goals for restructuring of staff, future ambulances and fleet maintenance, as well as five year goals and five year plan. The only current goal is to make sure TEMS has adequate staffing.

A second subcommittee was appointed to work on policies for recruitment and retention of volunteers. This subcommittee will be Chairman Rodriguez, Mrs. Summ and Mr. Scheitinger.

New Business

Recommendations from Holdsworth Report: The commission discussed the recommendations made within the Holdsworth report (previously posted) and recommended the following:

- Page 7 – accept and defer action
- Page 8 – reject
- Page 9 – accept
- Page 10 – accept
- Page 10 – reject
- Page 11 – reject
- Page 12 – reject
- Page 13 – accept and defer with modifications
- Page 15 – reject
- Page 16 – accept with modifications
- Page 21 – reject
- Page 21 – reject
- Option 3 – accepted; trial period of outside staffing from 4/1/2013 to 6/30/13. Chief Laucella requested permission to start on the RFP for staffing starting 7/1/2013 so that he has time to prepare effectively.
- Page 25 – accept with modifications
- Page 26 – reject; however, subcommittee may review billing records.
- Page 32 – accept
- Page 32 – done
- Page 32 – reject; beyond scope
- Page 32 – accept with modifications
- Page 37 – accept with modifications (RFP in October)
- NOTE on Page 12 – unfounded and misstated

Reorganization of TEMS Leadership: Chairman Rodriguez noted the work done by Barbara Crandall and Michael DelVecchio in their volunteer positions as Chief and Assistant Chief, respectively, and thanked them for their years of service in those positions. Discussion ensued regarding the elimination of the four volunteer service positions – Chief of Service, Assistant Chief of Service, Director of Personnel and Director of Training. It was moved by Mr. Butkus to eliminate the four volunteer service positions of Chief of Service, Assistant Chief of Service, Director of Personnel and Director of Training. Seconded by Mrs. Summ. Discussion. Chief

Laucella noted he will need assistants and is reviewing the system to determine the best course of action to take. He needs a structure to make the service work to its fullest. Discussion. Mr. Butkus modified his motion as follows -- to eliminate the four volunteer service positions of Chief of Service, Assistant Chief of Service, Director of Personnel and Director of Training vesting all of the responsibilities in the new Chief of EMS position until full delegation by the Chief or the commission. Seconded by Mr. Peddle; approved unanimously.

Town Charter Review: To be deferred to the next meeting. Chairman Rodriguez noted the First Selectman is an ex officio member of the commission and is responsible for the appointees but the commission needs to clarify its responsibilities.

Chief of EMS Report

Chief Luacella noted that everyone has been fantastic in the town and have been very open and welcoming. He indicated he would be keeping everyone up-to-date with the activities conducted for the service. Two representatives of the service will be looking at van ambulances from AEV in April. The Director of Finance has agreed to help EMS with additional funding if necessary. Chief Laucella noted he has resigned his position as Assistant Chief of Echo Hose Ambulance although he will still remain a volunteer EMT with them. He discussed his vision of working with other EMS in the area.

Mr. Butkus requested the chief to advise the commission with regard to the service's position of dispatcher. Chief Laucella noted he will be reviewing this as well as the position of driver. He noted that the minimum standards may need to be addressed.

Adjournment

There being no further business, motion was made by Mr. Butkus, seconded by Mr. Peddle to adjourn the meeting at 9:22pm. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Administrative Assistant

These minutes are considered a draft until they are approved at the next Trumbull EMS Commission meeting.