

**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  
September 24, 2013  
7:00pm  
Trumbull EMS Headquarters

**Present:** Chairman, Joseph Rodriguez; Commissioners John Butkus, William Schietinger (entered at 7:11pm), Gwen Summ, Joseph Peddle, Philip Lukianuk and Diane Mayo. Also present Joseph Laucella, Chief of EMS and Michael DeVecchio.

The meeting was called to order at 7:08pm by Chairman Rodriguez followed by the Pledge of Allegiance and reading of the core values and mission statement.

**Public Comment:**

No public comment.

**Past Minutes**

Mr. Butkus moved, seconded by Ms. Mayo to approve the commission minutes of August 27, 2013 as written. Approved unanimously.

**Special Recognition for a TEMS Crew**

No recognition at this time.

**TEMS Auxiliary Update**

Chief Laucella is working on the specifics of this designation.

Commissioner Schietinger entered the meeting at 7:11pm.

Question was raised regarding tax abatement status. It was noted by Mr. Rodriguez that the town resolution specifically states only field personnel (EMT/EMR/Drivers) are eligible. Chief Laucella noted his vision would be to have the auxiliary run by volunteers with the purpose of coordinating resources for events. Maximum of 20-25 members. Membership requirements will be established as we are looking for auxiliary members with skill sets that will be beneficial to TEMS when activated. Chief Laucella noted he has been contacted by members of the community who are interested in being a part

of the organization in this capacity. Chief Laucella will move forward with this plan and work with Mrs. Summ and Mr. Schietinger to develop guidelines. Using this as a recruitment tool and participation incentives were discussed. Suggestion was made that the coordinator position should be appointed yearly which was done in the past with members of the Executive Board. Chief Laucella recommended that the opportunity be offered to the auxiliary members to attend the EMS conference for training. He noted he would like to work on a business plan with an anticipated start date for the auxiliary of March 1, 2014 which will give us an opportunity to recruit members and set goals and membership requirements. A draft of this plan will be presented at the November commission meeting.

### **Chief Evaluation Framework**

Mr. Peddle will send the final paperwork to the commission.

### **New Business**

1. Mr. Butkus moved, seconded by Ms. Mayo to cancel the October 22 meeting as Chief Laucella will be unable to attend. Approved unanimously.
2. Budget Subcommittee – Chairman Rodriguez noted that he is recommending that a subcommittee be established to work with the Chief to set the next budget which will be due to the First Selectman the first of the year. Motion was made by Mr. Butkus, seconded by Mr. Peddle to establish a budget subcommittee. Discussion. Mr. Butkus recommended three commissioners be appointed. Approved unanimously. Chairman Rodriguez appointed Commissioners Lukianuk, Butkus and Peddle to the budget subcommittee.
3. Paramedic Contract – discussion was held regarding the current paramedic contract which will expire on June 30, 2014. Several options were discussed with regard to paramedic coverage which will be evaluated further. The commission is aware that an RFP will be written for paramedic coverage as a bid waiver or extension of the existing contract is not being considered at this time. Chief Laucella will begin to work on the RFP as budget numbers will need to be available for the subcommittee to consider.
4. Staffing Needs – Chief Laucella noted additional funding, approximately \$50,000, will need to be secured towards the end of the fiscal year. He noted ALS calls have decreased which could be a result of good dispatching of resources or the nature of the calls.
5. Additional Space – Chief Laucella noted Allan White is working on a five-year plan which would include changes to the EMS building. Additional space will be needed with the addition of new vehicles and increased staff. Options will be explored as to what would be most beneficial to TEMS but it is felt that it would be better to expand in the current location.
6. Building updates were discussed. They are completing the installation of new exterior doors and windows. It was recommended that the roof be inspected prior to bad weather.

### **Committee Report**

No report on recruitment and retention.

### **Budget Report**

Year-to-date budget information was distributed and discussed.

### **Chief's Report**

Chief Laucella submitted his report with these additional comments:

1. A draft survey was reviewed by the commission. Several suggestions were made and will be incorporated into the document. Another draft will be presented at the November meeting. Mailings scheduled to start January 1, 2014.
2. Participating in a combined dispatch subcommittee with police and fire. Report is due to the town in November.
3. Graphics were reviewed for the new ambulance.
4. Crew recognition was discussed. Suggestion made to have an awards night to recognize crews who have done a great job on a call. This could also be used for public education.

**Next Meeting:** Tuesday, November 26, 2013 at 7pm.

### **Adjournment**

There being no further business, motion was made by Ms. Mayo, seconded by Mr. Butkus to adjourn the meeting at 9:15pm; approved unanimously.

Respectfully submitted,

Barbara Crandall  
Executive Administrative Assistant

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