

**TOWN OF TRUMBULL  
CONNECTICUT**

Trumbull Emergency Medical  
Service Commission

William Schietinger, Chairman



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

Joseph Laucella, Chief

Trumbull Emergency Medical Service Commission Meeting  
April 22, 2014, 7:00pm  
Trumbull EMS Headquarters

**Present:** Commissioners: Chairman William Schietinger, Philip Lukianuk, Diane Mayo, Matthew Wheeler and Joseph Peddle (7:25pm)

**Absent:** Commissioners Gwen Summ and Joseph Rodriguez

The meeting was called to order at 7:15pm by the Chairman followed by the Pledge of Allegiance.

**Past Minutes**

Motion was made by Ms. Mayo, seconded by Mr. Lukianuk, to approve the minutes of March 25, 2014 as written. Unanimous.

**New Business – Special Agency Account Request**

Chief Laucella noted the dryer for the service needs to be replaced. It has been repaired several times in the past and now requires additional repair. It was recommended by the commissioners to purchase a large capacity dryer. Chief Laucella requested \$500 for this purchase out of the EMS Special Agency Fund.

Chief Laucella noted that new furniture will need to be purchased in the near future for the day room as the current couches are broken and do not provide enough sitting area for the number of crew members on duty.

Chief Laucella also noted that in 2011 the State of Connecticut distributed a memo stating that in five years they wanted to have the capability to communicate between services and recommended the services purchase new radios with 256 radio frequencies. At the time of updating to narrowband, no mention was made of this upgrade to the services. Now the State says we have to upgrade to the new radios. We will need four radios although 905 is not a transporting unit; 904 has the appropriate radio.

Mr. Peddle entered the meeting at 7:25pm.

A quote was obtained for three dual head radios with speakers that would replace the C-Med radios in the front and back on 901, 902 and 903. Currently there is a \$500 rebate if ordered by mid-May. This rebate is reflected in the quote obtained for a total of \$8,220.00. Installation is \$966.33 which will be financed through our operating budget. Chief Laucella recommended we move forward with the purchase of three radios with the quotation off the state bid.

Mr. Peddle questioned if the service is providing a capital expenditure list to the town. Chief Laucella noted he was contacted by the Finance Department regarding the purchase of a new ambulance and increased the amount from \$150,000 to \$175,000. He noted that he is reviewing service needs with Barbara Crandall for this purpose. Chief Laucella noted the radios being replaced can be sold for approximately \$500 to \$1000 per radio.

Motion made by Mr. Wheeler, seconded by Mr. Peddle, to approve up to \$800 for a dryer and up to \$9,200 for the mobile radio upgrade. Approved unanimously.

### **Chief Evaluation Committee**

Mr. Peddle distributed the final draft of the EMS Chief's evaluation criteria. The committee has been working on this document for several months and it was presented for final approval. Mr. Peddle noted that other feedback has been brought to his attention. It was reiterated that the TEMS Commission will be doing the evaluation and will submit this document to the town for their input.

Section 2B was discussed in length. Proposed change to 2B was recommended which would read "Creation of alternative volunteer channels to assist TEMS outside the normal scope of daily activities". Motion was made by Mr. Lukianuk to approve the TEMS Chief Evaluation document with the proposed amendment to 2B; seconded by Ms. Mayo.

Additional discussion was held including Section 1b – calls covered. Mr. Schietinger noted the commission should develop goals for next year. It was also recommended that Sections 1 & 2 be weighed the same – 40/40/20. Discussion of future evaluations was held including different areas of evaluation to be considered such as patient outcomes and times on specific calls. This would need to be developed by the committee. Values for this evaluation were discussed and agreed upon.

Section 2, volunteer participation, was discussed. It was proposed to amend to say "Chief would provide for an adequate volunteer force to maintain appropriate levels of response".

Mr. Schietinger requested the commissioners develop goals that could be discussed during the evaluation at the May meeting.

Considering the discussion held after the original motion, Mr. Lukianuk withdrew his motion. Mr. Peddle motioned to approve the TEMS Chief Goals and Objectives Evaluation with proposed amendment to Section 1 to include performance numbers as provided to the Administrative Assistant as follows: 1) <80 not meeting expectations; 2) 80-85 meets expectations; 3) 85-90 exceeds expectations; 4) 90+ outstanding; proposed amendment to

Section 2B as provided to the Administrative Assistant which shall read: “Assist TEMS in development of opportunities outside the normal scope of day-to-day activities”; proposed amendment to Section 2C under volunteers as provided to the Administrative Assistant which shall read: “Chief shall provide for an adequate volunteer force to maintain appropriate levels of response”; and the addition of the accompanying weight scale for each section. Seconded by Ms. Mayo and approved unanimously.

### **Chief of Service Report**

Chief Laucella distributed his report to the commission. He noted the transport rate was 78%. Over the last 3-4 weeks, we have had three crews on Friday through Monday. He also noted the following:

1. New Haven Sponsor Hospital and Bridgeport Hospital will be sending students from their classes to do ride time with Trumbull EMS.
2. 903 is the next vehicle to be replaced but 902 has the same mechanical problem again.
3. Open House is May 17, 2014 from 10am-1pm. This will be a family fun day with various activities planned.
4. CEVO class was held on April 15.
5. The service currently has 42 EMT/EMR volunteers with 2 drivers only. Auxiliary is 5 members. Sixteen members are attending the EMS Conference at the end of May.
6. Portfolio shots of members were taken, PPD vaccinations given and tourniquet training was conducted on April 7.
7. The service has a Facebook page. Community events will be listed and eventually additional statistical information will be added.

Ms. Mayo inquired about the donation to the service. Chief Laucella noted meetings were held with the Finance Department. It was agreed best use for this donation would be for a new ambulance. This would leave the money in the budget to be used for another purpose or an additional ambulance. Several options were discussed regarding the replacement of 902 and 903 including the use of remounts. This will be an agenda item for next month so that details can be finalized. A letter will be sent to the donor in the near future and the commission can then make a decision regarding the budgeted funds.

Discussion was held regarding the FEMA grant. FEMA has requested direct deposit information from the town which usually means grant money is forthcoming although we have not had anything official.

Chief Laucella presented a proposed letter to be sent to residents who have not paid their accounts and are on the list to be sent to collections. He reviewed the current plan for collections including the hardship policy. This letter was reviewed by the town and approved for implementation. Mr. Peddle questioned whether we could check with other town departments to see if these residents are paying other required fees to the town if they request a hardship.

Budget summary was reviewed.

Mr. Schietinger left the meeting at 8:52pm. Mr. Lukianuk conducted the meeting regarding the paramedic contract. He noted the subcommittee met after the last commission meeting and it was decided that their recommendation to the full commission would be to conduct interviews with the vendors who responded to the RFP. It was noted that the receipt of the grant money would definitely impact the decision made on the paramedic contract. The subcommittee was unable to meet in the interim to discuss questions to be asked at the interviews so it was decided to discuss the bids at the commission meeting. Mr. Lukianuk questioned the direction the commission would like to move in, as the end of the current contract is about 60-70 days away. Some commissioners felt it would be beneficial to conduct interviews so that subjective questions could be asked to eliminate problems in the future. Mr. Lukianuk noted the service already works with two of the three vendors and what type of questions we would ask since we already know them very well. Mr. Wheeler noted the interviews would provide transparency and provide a credible process.

Chief Laucella noted that the service requested three full-time employees for the contract. One vendor is unable to provide that coverage. Continued discussion of the potential grant money and its impact on the contract was held. Mr. Peddle questioned whether a contract extension could be made to cover the uncertainty of the grant. There are many variables involved to make this type of decision. Mr. Lukianuk noted he would be comfortable awarding the contract to Danbury Ambulance for the following reasons:

1. Low cost bidder
2. Satisfactory working relationship
3. Vintech provides our EMTs

Mr. Wheeler noted ERM did not bid the first option which was providing equipment and all medications. After further discussion, the question was posed as to whether interviews were still required. It was felt by the commissioners that we have substantial reasons for making a decision and therefore, interviews were not necessary. Chief Laucella noted that if we receive the grant, we will go with the staffing only option. He would like to acquire a second set of paramedic gear for back-up. He noted we could put out an RFP for just a paramedic and reduce the EMTs per shift.

Mr. Lukianuk motioned that the commission award the paramedic contract to Danbury Ambulance for the reasons discussed. The qualification would be to ask them to extend their existing contract to August so that we can find out the status of our grant money. Mr. Peddle seconded the motion and it was approved unanimously. Chief Laucella commented that Danbury employees will be wearing the same shirts as other service members and not white.

### **Adjournment**

There being no further business, motion was made by Mr. Lukianuk, seconded by Mr. Peddle, to adjourn the meeting at 9:21pm. Unanimous.

Respectfully submitted,

Barbara Crandall  
Executive Administrative Assistant

These minutes are considered a draft until they are approved at the next meeting of the Trumbull Emergency Medical Service Commission.