

**Trumbull Emergency Medical Service  
Joint Commission/Executive Board Meeting  
July 28, 2009**

**Present:** John Butkus, Louise Evans, Joseph Rodriguez, Shelley Ralsten, Dominick Rutigliano, Vi Watson, Scott Worcester, Michael DelVecchio, Cindy Butkus, Barbara Crandall

**Absent:** David Giannini, Richard Mayo, Shirley Mayo

The meeting was called to order at 7:10pm by Vi Watson. Minutes of May 26, 2009 were read by Joseph Rodriguez. Scott Worcester noted he was not present at the meeting. John Butkus moved to approve the minutes as amended, seconded by Shelley Ralsten and approved unanimously.

**Commissioner Reports**

John Butkus reported that he and Mike DelVecchio discussed the possibility of outside service contracts for the new ambulances thereby moving the repair costs of the vehicles back into our budget. Current maintenance records may be requested to see actual costs for the current vehicles. Vehicle maintenance records were also discussed and it was agreed that copies of all repair bills will be requested to be on file at TEMS. Repair services will be reviewed further.

Joseph Rodriguez noted the Association picnic will be held on Sunday, August 16 from 12noon until 5pm. Members must sign up if they plan to attend and will be given a wristband that is required to be served. Shelley Ralsten asked about the plaque for Dr. Ed. Joe noted that the Association Board of Directors and the TEMS Commission must meet to discuss this. Joe noted that Dick Mayo is recovering from an illness and that if he is unable to continue shopping for the Association, Lynn Vernik was willing to take on this task until he is back.

Shelley Ralsten, Dominick Rutigliano, and Louise Evans had no reports.

**Chairman's Report**

Vi Watson noted that a meeting was held to recap Trumbull Day and to address the changes made this year. Topics included electricity, water, shelter, building access, destruction of the field by vehicle usage.

Vi thanked the members who covered the fireworks at the Westfield Shopping Center on July 2 – Chris Daigle, Robert Heilbrunn, Peter Fiore, Vi Watson, Barbara Crandall, Michael DelVecchio, Michael Heilbrunn, Kathy Brooks, Katherine O'Connor and Keith Kerr.

John Butkus moved, seconded by Shelley Ralsten to reappoint Scott Worcester as the Director of Scheduling. Unanimous. Member Representative will be voted on at the next Association meeting.

### **Executive Director's Report**

Barbara Crandall discussed the possibility of placing the cost of internet services in the budget as this is a town building and the charge is currently paid by the TEMS Association. Run forms are now computerized which requires use of the internet for calls.

Danbury Ambulance is unwilling to continue to support our requests for statements. The Town will be meeting with Mr. DeSimone to work out the details. The records may have to be subpoenaed.

New ambulance status was discussed. Mike DelVecchio will be traveling to MA to deliver equipment and resolve pending issues.

### **Personnel**

Cindy Butkus presented personnel reports from June 9, July 13, and July 22. We currently have 14 trainees. Discussion was held regarding whether the paramedics need to wear photo IDs from the service. Scott Worcester requested clarification of the procedure to handle problems that may arise with trainees. Problems should be resolved by a meeting with the trainers/trainees involved with the Director of Training, Director of Operations or the Executive Director. Discussion was held regarding steps to be taken when signing off the trainees and their ability to sign up for shifts. Evaluations for members will be addressed at the next meeting.

### **Operations**

Mike DelVecchio noted we have serious issues with our building – roof, doors, windows, plumbing, temperature control in the bays, general maintenance. Mike and Barbara Crandall will work with John Butkus in writing a letter to the town regarding these issues.

New radio equipment will be delivered tomorrow to MA. There was a discussion of the current lease arrangement. It was noted the circumstances surrounding the lease of the new vehicles were totally different from what had been done in the past which has made it more difficult to centralize activity.

Mike noted we need to aggressively address our communications equipment and the topography study results. Dispatch center studies were noted. Narrow band compliance date is approaching. SW C-Med has announced that any service not compliant as of January 1, 2013 will not be able to use their dispatching services. A \$1000.00 fine is imposed each day out of compliance. 905 and 903 need to be addressed. Requests for this equipment will be placed in the budget again. Bonding our communications equipment was suggested.

It was noted we have unresolved issues with TRDC. We have requested training records through CEDC but TRDC has been reluctant to provide us with the information and are currently seeking legal opinion. Mike has been in contact with FOI to review the steps needed to obtain these statistics. John Butkus suggested that the town attorney write a letter asking for this information on a yearly basis before we go through FOI. Discussion was held regarding remaining with TRDC as our dispatch center or utilizing another center. John moved that we provide Dan Shopick with information regarding our requirements

for dispatcher certifications and he handle the matter with regard to the legal procedures. Seconded by Shelley Ralsten, unanimous.

Mike provided three dispatching protocols he would like to eliminate. This would free the dispatchers from unnecessary paging.

1. Eliminate the on-call announcement – this page reflects a time when on-call was required of members of the service.
2. Eliminate paging for crews to respond to EMS to take a second call – this page does not generate an additional crew.
3. Eliminate the initiation of a page stating that a mutual aid service is covering the call.

#1 – Motion made by Scott Worcester, seconded by John Butkus to eliminate the on-call announcement. Unanimous.

#2 – Motion made by Scott Worcester, seconded by John Butkus to eliminate the paging for a second crew. Discussion was held regarding calling a second crew and the need for a second ambulance. Unanimous.

#3 – Motion made by Shelley Ralsten, seconded by John Butkus. John Butkus requested we amend the wording for the mutual aid page to include the statement that “mutual aid will be handling the call”. Motion passed as amended.

Mike presented a memo regarding vehicle driving and damage reporting. John Butkus will review this will Mike.

### **Scheduling**

Scott Worcester noted he needs information about new members and their status in the service so he can make sure they schedule appropriately – training, signed off, etc. Discussion of the schedule of paid staff was held.

### **Old Business**

1. Status of personnel files – HIPAA forms need to be filed.

### **New Business**

1. A representative from Stryker has given information regarding a hydraulic stretcher. This type of stretcher is being purchased by the surrounding emergency medical services and he is currently holding one for purchase. Payment plans are available. This is definitely a safety issue for EMS personnel and would be beneficial to help eliminate injuries. A request will be brought to the town for this purchase.
2. The budget for fiscal year 2008-2009 and 2009-2010 as well as information from Comstar was distributed for review.
3. AMR/Nelson mutual aid contracts need to be addressed with the town.
4. MRT/EMT bridge classes scheduled for the fall.

### **Next Meeting**

The next meeting is scheduled for Tuesday, August 25, 2009 at 7:00 pm.

**Adjournment**

There being no further business, motion was made by Joseph Rodriguez, seconded by Dominick Rutigliano, to adjourn the meeting at 9:59pm. Unanimous.

Respectfully submitted,

Barbara Crandall  
Administrative Assistant