

**Trumbull Emergency Medical Service  
Commission Meeting  
February 23, 2010**

**Present:** Vi Watson, Dominick Rutigliano, Louise Evans, John Butkus, Joseph Rodriguez, Barbara Crandall, and Michael DeVecchio

**Absent:** Shelley Ralsten

The meeting was called to order at 7:10 pm. Minutes of January 26, 2010 were read by Joseph Rodriguez. Correction to paragraph regarding the part-time salary account – should read “we request additional funding”. Motion was made by Louise Evans, seconded by John Butkus to approve the minutes as corrected. Unanimous. Mike DeVecchio clarified the new certification titles and discussed the new testing site at Echo Hose in Shelton.

**Commissioners’ Reports**

Joseph Rodriguez noted there will be 2 Association meetings held on Tuesday, March 2. Board positions will be voted on. Members are encouraged to attend to vote on the gator, fund raiser, etc. Louise Evans, John Butkus, Dominick Rutigliano had no reports.

**Chairman’s Report**

Budget meeting was held on February 22 with the Board of Finance. Discussion centered around the removal of funding for the radio replacement. Other areas were not addressed due to time constraints. Bonding of the radios was brought up as a possibility by the Board.

**Executive Director’s Report**

Barbara Crandall noted that a new applicant checklist has been devised to be used by personnel and training. Physical examinations taken by new applicants will be postponed until after training has been completed as the last requirement for membership. Uniform purchase will continue to be done after the applicant has been approved for membership.

A article will be written monthly to be included in the Town Clerk’s newsletter.

Paid staff status was discussed. It was noted that First Selectman Herbst has put a hiring freeze into effect. After discussion, it was agreed that the TEMS Commission would hold a special commission meeting, inviting Mr. Herbst, to discuss staffing and capital projects.

Trumbull Day meetings are being held but no agreement has been made between the Trumbull Day Commission and Westfield Shopping Park as to location. The summer concert may also be in June.

Brueggars manager presented TEMS with a certificate of appreciation and a tray of bagels and cream cheese on February 17 as a Neighborhood Hero. We have also been chosen to receive a STEP award, Success Through Educational partnerships, from CES. An awards breakfast will be held on April 9 at the Regional Center for the Arts.

Mutual aid contracts were discussed. The Town Attorney will be contacted to check the status.

### **Old Business**

1. Mike DelVecchio noted that Aquarion has donated a Chevy pick-up truck to TEMS facilitated by TEMS member, Bruce Silverstone. Mike will be contacting them tomorrow for vehicle information. This vehicle will be used to tow the mass casualty trailer and any other equipment TEMS may acquire that must be towed.
2. The appointment of a new commissioner to replace Charles Evans was discussed. The TEMS Commission has made a recommendation to the First Selectman but have not heard any definitive answer regarding the status of the appointment. Vi Watson will follow up.
3. Discussion was held regarding changing titles for the Executive Director and the Director of Operations to bring them in line with most other services. Motion was made by Joseph Rodriguez to change Executive Director to Chief of Service and Director of Operations to Assistant Chief of Service. Seconded by Dominick Rutigliano. Unanimous. It was noted that the titles for Director of Personnel and Director of Training would remain the same.
4. Discussion was held regarding the Executive Board. Motion was made by Dominick Rutigliano to abolish the Executive Board. Seconded by Joseph Rodriguez. Unanimous. Motion was made by Joseph Rodriguez to create a management body to be called the Operations Committee to be comprise of the Chief of Service, Assistant Chief of Service, Director of Personnel and Director of Training. Seconded by Louise Evans. Unanimous.
5. Job descriptions will be re-evaluated in light of the change to the Executive Board and were tabled until the March meeting.
6. John Butkus will present a draft of the TEMS Commission bylaws which will reflect the new management structure at a future meeting.
7. Mike DelVecchio reported that a preventative maintenance program has been devised according to the manufacturer and Autotronics specifications and has been discussed with a member of the Town Highway Department. This program will be refined and formatted.
8. A draft copy of the revised policy and procedure manual/training manual was distributed for review. Some areas need to be re-written/reviewed before they are included such as equipment/vehicle guidelines. This manual includes a revised tax abatement section outlining the guidelines for eligibility. Vi Watson distributed the town resolution for review.

### **New Business**

1. Barbara Crandall noted a meeting was held with the Trumbull Regional Dispatch Commission regarding some concerns of TEMS. These will be addressed at subsequent meetings between TEMS and the Regional Dispatch Center supervisor.
2. Next meeting will be held March 23, 2010.

**Adjournment**

There being no further business, motion was made by Dominick Rutigliano, seconded by John Butkus and approved to adjourn the meeting at 9:30pm.

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.