

**Trumbull Emergency Medical Service  
Commission Meeting  
May 25, 2010**

**Present:** Vi Watson, Louise Evans, John Butkus, Joseph Rodriguez, Barbara Crandall, Michael DelVecchio, Philip Lukianuk

**Absent:** Shelley Ralsten, Dominick Rutigliano

The meeting was called to order at 7:17pm. Minutes of April 27, 2010 were read by Joseph Rodriguez. Change was made to New Business regarding the paramedic contract. This should read "He suggested a committee be appointed to investigate the advantages and disadvantages, including costs, to hiring paramedics as opposed to contracting." Motion made by John Butkus to approve the minutes with the change as noted. Seconded by Louise Evans. Unanimous.

**Executive Session:** Motion was made by Joseph Rodriguez to go into Executive Session at 7:31pm to discuss a personnel situation involving Keith Kerr. Seconded by John Butkus. John Butkus requested Phil Lukianuk to remain in the Executive Session. Approved unanimously. Barbara Crandall and Michael DelVecchio were requested to give statements regarding the situation. Motion was made by Louise Evans to go out of Executive Session at 7:54pm; seconded by John Butkus. Unanimous. John Butkus moved that the Commission issue Keith Kerr a letter of reprimand, including one year probation effective May 6, 2010, for violation of scheduling procedures. Seconded by Joseph Rodriguez. Unanimous.

**Commissioners' Reports**

Louise Evans had no report. Joseph Rodriguez noted there will be two Association meetings on June 8<sup>th</sup> starting at 7:00pm. The first will be to elect a new member to the Board of Directors to replace Scott Worcester. The second general meeting will immediately follow. Scholarships for the high schools and the service were discussed. John Butkus noted he has been working with Mike DelVecchio on specs for the new 905. It was noted that Dave Ferris from Antinozzi Associates did a walk through the EMS building noting repairs needed and making suggestions for preventive maintenance, especially for the generator.

**Chairman's Report**

Grants available from the Assistance to Firefighters Grant Program have very limited applications for free-standing, non-affiliated EMS. Barbara Crandall noted the service, at this time, does not have any requirements that fit into the categories listed.

Michael DeVecchio discussed the new regional communications center proposed for Trumbull, Monroe and Easton as it relates to state grants. He noted that any town with a population of less than 40,000 must be a part of a regional communications center in order to continue to receive funding in the next few years.

### **Chief of Service Report**

Barbara Crandall noted the Special Olympics held on May 15 was a success and covered by Trumbull and Shelton EMS. The Fallen Heroes ceremony will be held on June 12 at Indian Ledge and THS graduation will be held on June 22. Westfield has been sent a letter requesting \$2,500 to cover their event on July 2. She also thanked Meg Carey and Vi Watson for cleaning the picnic area and grill as well as dusting off the ping pong table as part of EMS Week.

### **Old Business**

1. Paid Staff Update - Barbara noted the Town has agreed to allow us to hire additional EMTs at 19.5 hours per week. We have hired 3 EMTs at this time and will re-evaluate the schedule and service needs in 2-3 months to see if additional staffing is required.
2. Bylaws – John Butkus presented a revised draft of the TEMS Commission Bylaws. Discussion of Article IX, section f – it was agreed to take out the word “discipline”. Motion was made by Joseph Rodriguez to accept the bylaws dated 5/25/10 as amended striking the word discipline in Article IX f. Seconded by Louise Evans. Unanimous. Changes will be made and the final document emailed to Commission members.
3. Mutual Aid Contracts – no update.
4. Paramedic Contract Renewal – A copy of the current Danbury Ambulance paramedic contract was distributed and reviewed. This contract will end June 30, 2011. Unsure if the town will require this contract to go out to bid or if a bid waiver would be accepted.
5. Update on New 905 – Mike DeVecchio presented the specs for the new 905. He has contacted Northeastern Communications for a radio installation quote and a business in Danbury for detailing. These two companies will work simultaneously to install radios, lights, and to complete detailing which will save the cost of duplicate work.
6. Budget update – Barbara noted funds will be moved from the 522201 account to cover overages in the 501105 (overtime) and 578802 (maintenance) accounts and from the 534402 account to the 522202 (professional services) account to cover the additional charges for paramedic intercepts.
7. Draft revised policy and procedure manual was distributed for review.
8. Job Descriptions for Executive Staff – tabled until next meeting.

### **Adjournment**

There being no further business, motion was made by John Butkus, seconded by Louise Evans, to adjourn the meeting at 10:00pm.

Respectfully submitted,

Barbara Crandall  
Administrative Assistant

The above minutes are considered a draft until they are approved at the next meeting of the TEMS Association.