

**Trumbull Emergency Medical Service
Commission Meeting
January 25, 2011**

Present: Vi Watson, Joseph Rodriguez, Philip Lukianuk, John Butkus, Barbara Crandall and Michael DelVecchio

Absent: Shelley Ralsten, Dominick Rutigliano, Louise Evans

The meeting was called to order at 7:12pm. Minutes of December 14, 2010 were read by Joseph Rodriguez. The following amendments were made: Under Commissioners' Reports – "...the membership must vote at the March meeting to approve funds to move forward." Under Chairman's Report – "...a letter from the First Selectman regarding her official reappointment to the TEMS Commission." Motion made by John Butkus, seconded by Philip Lukianuk to approve the minutes as amended. Unanimous.

Commissioners' Reports

Philip Lukianuk, Joseph Rodriguez and John Butkus had no reports.

Chairman's Report

Vi Watson had no report.

Chief of Service Report

Barbara Crandall had no official report but requested to discuss other staff issues after the Executive Session.

Executive Session

Motion made by Joseph Rodriguez to go into Executive Session at 7:19pm to discuss personnel matters. Seconded by John Butkus. Unanimous. Members present: Vi Watson, Joseph Rodriguez, Philip Lukianuk, John Butkus. Barbara Crandall was in attendance to present personnel information to the Commission. John Butkus moved to end the Executive Session at 7:50pm. Seconded by Philip Lukianuk. Unanimous. Vi Watson noted that the resignation of Robert Oborenko was accepted by the Commission.

A lengthy discussion was held regarding staff evaluations. Barbara recommended that we conduct on-going staff evaluations. The Commission concurred and encouraged the use of the job description as a basic format. Review and updating of the job description was conducted. This job description will be used for all TEMS staff. John Butkus moved to implement the job description as amended. Seconded by Joseph Rodriguez and approved unanimously. Two mandatory meetings will be held in February for paid staff members to discuss these changes. Volunteer members are encouraged to attend as discussions will apply to all staff. Dates to be determined and will be announced.

Old Business

1. 905 Update – Mike DeVecchio noted the vehicle is on-site and installation of radios, lights, and detailing has been completed. Our next step is to contact Liz Johnston at OEMS to schedule an inspection date.
2. Paramedic Contract – no update – being reviewed by the town attorneys.
3. Mutual Aid Contracts – no update – being reviewed by the town attorneys.
4. Budget Presentation – Vi Watson noted we presented our budget to the First Selectman. The next presentation is Tuesday, February 22 at 8:30am to the Board of Finance. Discussion was held regarding the new proposed dispatch center and its implications with our service. It was noted funding for the regional center was not received and we are now focusing on one plan to unify the emergency dispatch system within the town. Update from the CEDC meeting was given regarding the TRDC and the new proposed dispatch center.

New Business

1. Barbara noted the Town of Trumbull has received the designation of Heartsafe Community. Requirements were surpassed in several areas including the number of town residents certified in CPR and the number of AEDs available for public use.
2. Election of Commission Chair – Joseph Rodriques moved, seconded by Philip Lukianuk to elect Vi Watson chairman of the TEMS Commission. Approved unanimously.
3. Michael DeVecchio distributed a draft protocol outline for the Gator Team which will be reviewed at the next meeting.

Adjournment

There being no further business, motion was made by John Butkus, seconded by Joseph Rodriguez, to adjourn the meeting at 9:27pm. Unanimous.

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.