

**Trumbull Emergency Medical Service  
Commission Meeting  
September 27, 2011**

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

**Absent:** Dominick Rutigliano, Shelley Ralsten

The meeting was called to order at 7:04pm. The minutes of the August 23, 2011 meeting were read by Joseph Rodriguez. John Butkus moved to approve the minutes as written, seconded by Louise Evans and approved unanimously. John Butkus moved to approve the minutes of June 28, 2011 as written, seconded by Louise Evans and approved unanimously.

**Commissioners' Reports:** No reports

**Chairman's Report:** Vi Watson noted the Commission will begin budget preparations in the next few weeks. It was noted that Maria Pires was unable to attend tonight's meeting regarding the Enterprise Fund and has agreed to attend the October 25 meeting of the TEMS Commission.

**Chief of Service:** Barbara Crandall gave updates on the following:

1. New policies: directives from the State of Ct have been received that will require us to implement several new policies for our members. They include EMS use of handcuffs, emergency workers taking crime scene photos, EMS photographic Identification Badges (effective October 1, 2011), and the carrying of firearms while on duty. Policies will be written and brought to the Commission in October.
2. The Town has approved Purchasing Policies and Procedures for the Town of Trumbull which is effective October 1, 2011. This outlines all aspects of purchasing through the town and reflects what is current practice. A copy can be found on the town website.
3. Information is still being requested by the auditor regarding the service. Mr. Henderson has been at TEMS on several occasions. It is unknown when this audit will be completed and a report given to the Board of Finance.
4. Vehicle maintenance records are not available from the Highway Department as Mr. Mitri does not have a way to print them for us until the IT Department does work in the building.
5. Fast-Serv was contacted but no answer back.

6. It was announced at the August 26, 2011 staff meeting that the bonding for capital improvements has been completed. TEMS should start looking at their projects to get them in motion – spec a new ambulance and doors and windows for the building.
7. No update on the mutual aid contracts. Barbara noted discussions on these contracts started over two years ago and they are still not completed.
8. The Explorer Post has 9 members. A grant has been submitted by a TEMS member to be used towards the purchase uniforms for the members. The group will meet every Sunday evening at 7pm at TEMS. Discussion of the TEMS membership wearing polo shirts was held. These shirts were taken out of our official uniform because they had no designation as to certification level, members were not wearing ID badges and it was felt that the blue uniform shirt was a more appropriate uniform for the service. Discussion was held about what would be done if members were out of uniform. It was noted the uniform policy will be upheld and members will be sent home if not in the appropriate uniform as defined in the policy.
9. The town has appointed a new IT Director – Bill Chin. Barbara submitted IT issues within TEMS as requested.

**Old Business:** Mike DelVecchio gave updates on the following:

1. Narrowband Compliance – Mike reported that Dennis from Northeastern has been in contact with him regarding the status of our updates. It is anticipated that we will have more flexibility than we expected, licensing fees are included, this is a 20-year platform even with changes in technology. Mike noted TCFD is making changes to their radios and possibly the tower on Station 2. No updates on this.
2. Vehicle Inspections – vehicle inspections were conducted this morning by the State of CT OEMS. A review of the deficiencies was read for each vehicle noting that most were mechanical in nature. Liz Johnston will return when all deficiencies are corrected. Mike noted we still have light issues within the patient compartments of the two new rigs. Some problems encountered have been with after market items such as the bully dog system. It is our understanding that we have to justify the repair of the light fixtures. Mike will contact Tom Baldwin with all the deficiencies that must be addressed.
3. CEDC – An update was given from the CEDC meeting held on September 19. The CEDC proposal for an updated dispatch system was distributed. After considerable discussion, it was agreed to meet with the First Selectman to discuss the new center, including the options we have as a service, prior to budget preparation.

**Executive Session:** Motion was made to go into Executive Session at 8:20pm by Vi Watson to discuss personnel, seconded by John Butkus, approved. Joseph Rodriguez moved that Barbara Crandall remain in the Executive Session, seconded by Louise Evans and approved. Commission members in attendance: Philip Lukianuk, John Butkus, Joseph Rodriguez, Louise Evans and Vi Watson. Motion to return to an open meeting made by John Butkus at 9:50pm, seconded by Philip Lukianuk and approved. The following motions were made:

1. Motion made by John Butkus, seconded by Joseph Rodriguez to approve the hiring of Michael Sereno as paid staff effective as of his one year anniversary date with the paperwork to be completed in advance. Approved unanimously.
2. Motion made by John Butkus, seconded by Louise Evans to give authorization to the Chief to address paid staff work status. Paid staff, who has not worked for 90 days, will be contacted and

given 2 weeks to set a regular schedule. If this is not fulfilled, they will be terminated. Approved unanimously.

3. Joseph Rodriguez moved that the Commission is directing two members of the service to provide written statements regarding a recent call within seven days of notification by the Chief. If responses are not received within seven days, they will be suspended pending further action by the Commission. Seconded by Louise Evans and approved unanimously.

### **Adjournment**

There being no further business, motion made by Louise Evans, seconded by Philip Lukianuk, 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 Commission.