

**Trumbull Emergency Medical Service  
Commission Meeting  
December 27, 2011  
7:00pm**

**Present:** John Butkus, Joseph Rodriguez, Diane Mayo, Mark Smith, Dominick Rutigliano, Vi Watson, Barbara Crandall, Michael DeVecchio.

**Absent:** Philip Lukianuk

The meeting was called to order at 7:12pm by the Chairman, Vi Watson followed by the Pledge of Allegiance. The minutes of November 22, 2011 were read by Joseph Rodriguez. Motion to approve the minutes as written made by John Butkus, seconded by Dominick Rutigliano. 4 approved; 2 obtained (Smith and Mayo). Motion passed.

**Commissioners' Reports**

Joseph Rodriguez read a letter written by the TEMSA to be placed in the Trumbull Times. This will be a greeting for the citizens of the town as well as an invitation to become a member. It includes a brief history of the service, qualifications for membership and contact information. Mark Smith noted Channel 17 would also be an option as well as on the Patch. John Butkus noted he had written an article for the Patch regarding EMS.

Discussion was held regarding recruitment.

John Butkus – no report.

Dominick Rutigliano – no report.

**Chairman's Report**

Vi Watson welcomed Mark Smith and Diane Mayo as new members of the Commission.

Vi noted Danbury Ambulance Service has requested a letter of support for establishing a satellite station in this area to cover mutual aid calls. Mr. DeSimone is submitting an application to the state and has requested letters of support from various services in the area. It was the Commission's feeling that this decision should be made in the best interest in EMS and that a need has been demonstrated. After lengthy discussion, motion was made by John Butkus to table this request until the May meeting. Seconded by Diane Mayo; approved unanimously.

Vi addressed the Commission noting that she has been on the Commission for a number of years as Chairman and in the service for 35 years. A new chairman needs to be appointed by January 4<sup>th</sup>. At this time she would like to step down as Chairman. John Butkus stated he would consider the position. Vote was unanimous to elect John Butkus as the Chairman of the Commission. Chairman Butkus turned the floor back to Vi to run the remainder of the meeting.

### **Chief of Service Report**

Barbara Crandall reported there were three terminations of paid staff by the town. Discussion of recruitment and retention was held. The service will look into ways to tap into the residents who might want to volunteer. Discussion of paid staff hours was held. Mark Smith noted that a business model or plan needs to be established and volunteered to work on a subcommittee for a marketing campaign.

Discussion of the audit was held. Financials will be resubmitted to the Board of Finance through Jim Henderson. It was noted that the financials reported to the Board of Finance in the audit in December were incorrect. Subsequent review of the information resulted in a \$101,647 correction bringing the net cost to the town down to \$9,629. The Commission also has questions regarding other line item totals which will be investigated.

Mark Smith left the meeting at 8:15pm.

Barbara noted the two policies tabled from the last meeting are being worked on. Narcotics – locks are being replaced on the rigs. Guns – has not been determined.

Vehicle repairs were discussed. It was noted that the state inspector will be returning to re-inspect our rigs soon. Additional work needs to be done on each vehicle prior to this inspection. Mike DelVecchio expressed that Twin Lights should be working on the ambulances as they are certified mechanics for the vehicles. Discussion was held regarding maintenance of the vehicles and difficulties with obtaining records. Mike DelVecchio noted he has a committee consisting of himself, Mike Sereno and Mike Relva to review ambulance specs for the new rig. New ambulances cost between \$140,000-\$190,000; graphics and lighting would be extra expenses. All radios have been upgraded and will be reinstalled into the new rig.

Mike noted the generator needs maintenance because of the storm. An email will be sent to Allen White and Tom Baldwin to schedule generator maintenance and vehicle repair.

### **Old Business**

Budget review was conducted. John Butkus motioned to conceptually approve the budget. Diane Mayo seconded the motion; unanimous. Barbara will update the payroll numbers and submit to the commissioners for review.

### **Adjournment**

There being no further business, motion made by John Butkus, seconded by Dominick Rutigliano to adjourn the meeting at 9:55pm.

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.