

**TOWN OF TRUMBULL  
CONNECTICUT**

Trumbull Emergency Medical  
Service Commission

Diane Mayo, Chairman



TEMS  
250 Middlebrooks Avenue  
Trumbull, CT 0661  
203-452-5146

Leigh Goodman, Chief

Trumbull Emergency Medical Service Commission  
September 24, 2019  
7:00 pm  
Trumbull Town Hall

**Present:** Chairman Diane Mayo, Commissioners Jeffrey Pranger, Matthew Wheeler, Philip Lukianuk, Joel Hirshfield, Thomas Kiely, Jr. (entered at 7:05 pm)

Absent: Dr. Shea Gregg

Also Present: Chief Leigh Goodman

The meeting was called to order at 7:02 pm by Chairman Mayo followed by the Pledge of Allegiance.

**Public Comment**

No public comment.

**Past Minutes**

Motion was made by Mr. Wheeler to approve the EMS Commission minutes of August 27, 2019 as written. Seconded by Mr. Hirshfield and approved unanimously.

Mr. Kiely entered the meeting at 7:05pm.

Ms. Mayo noted Mr. Michael Herbst, First Selectman Candidate, had contacted her requesting to attend an EMS Commission meeting to discuss the Trumbull Times article regarding EMS. She will advise him of the next meeting date where he will be able to address the Commission under Public Comment.

**Chief's Report**

Chief Goodman reviewed her report for September noting:

1. Several community events have been held during the month of September.
2. Clinical Education Updates included a program reviewing the new State of CT requirements for EMT recertification. This was prepared with the help of the State and was attended by several local EMS organizations, police and fire.
3. Call Analysis – there has been an increase in no transport outcomes in the past few weeks; percent covered remains high at 94% for the year. There has been an increase in paramedic level dispatches that is being reviewed. Chief Goodman is considering staffing changes to help cover this demand.

4. Community Paramedicine is being reviewed. There is a great opportunity to be at the forefront of this initiative as it does address problems at the EMS and hospital levels.
5. Quality Assurance is being tracked.
6. EMT Class finished with five individuals who have passed the State testing.
7. Rapid Sequence Intubation (RSI) is being maintained by TEMS at the paramedic level. Training sessions will be held to assist the paramedics to maintain their clinical competence. Chief Goodman is looking into mini refrigerators to maintain the three medications on the ambulances which, once removed from refrigeration, expire within 30-60 days and must be discarded. These refrigerators would keep the medications at the optimum temperature and eliminate the waste. In the end, this will save money as the medications, when properly refrigerated, have an expiration date of one and one half to two years.
8. The Trumbull High Medical Club has asked TEMS to be their advisor for the year and we are looking forward to working with the students.
9. Upgrades to the doors and security cameras are being explored. Proposal was sent to both the IT Department and the Director of Facilities for review.
10. Paramedic Gear 4 is complete and in service that allows up to four medics on the road at any given time.

After discussion, motion was made by Mr. Kiely to approve \$1,600 from the Special Agency Account to purchase the mini refrigerators for the medications. Seconded by Mr. Lukianuk and approved.

### **Old Business**

1. Billing Update – Chief Goodman noted she is meeting with the Director of Finance to choose a collection agency for the medical billing. Through this process, it was found that the prior agency was charging over the statutory rate. Action on this finding will be investigated.
2. Revenue Recovery Document – this document is being sent to the First Selectman for approval. Veteran status is still being reviewed. The Aging Report is being discussed. The Finance Director is meeting with the Chief to determine what will be done to write off the balances that are beyond the Statute of Limitations and how to deal with the remaining accounts.
3. 904 – RFQ has been completed with one vendor sending in a proposal. Additional funding will be necessary as prices have increased with a new model being designed after several years. The stretcher will need to be replaced instead of being retrofitted due to age. A narcotic safe will need to be included; other ambulances were retrofitted recently. Anticipated arrival is spring 2020 as the new chassis is not available until after January.

### **New Business**

1. Chief Goodman informed the Commission that she is working with an individual who would oversee the recertification, new EMT classes and general training for the service. This is a very crucial position in the service and she would like to pay for these services from the Special Agency Account. Revenue received from classes is deposited into the Special Agency Account and is used to pay the instructors and instructor materials for the classes. After discussion, motion was made by Ms. Mayo to continue to use funding from

the Special Agency Account to pay instructor fees. Seconded by Mr. Pranger and approved unanimously. Chief Goodman also noted she would like to increase her training center library of instructor materials. After discussion, motion was made by Mr. Wheeler to approve \$1,000 for TEMS training center library. Seconded by Mr. Pranger and approved unanimously.

2. Additional discussion was held regarding building security. Chief Goodman will present a timeline for this initiative to the Commission when she receives confirmation from the two town departments. It was suggested that an interim solution could be managed if needed. This item will be placed on the October agenda unless it is resolved prior to that date.
3. Next EMS Commission meeting date is October 15, 2019 at 7pm. The October 22 meeting is cancelled.

### **Adjournment**

There being no further business, motion was made by Mr. Pranger to adjourn the meeting at 8:13pm. Seconded by Mr. Lukianuk and approved unanimously.

Respectfully submitted,

Barbara Crandall  
Executive Administrative Assistant