

Monroe Emergency Medical Service Commission Meeting
November 30, 2016
Monroe Town Hall
1900 hours

In Attendance:

John Brenna, Chairman
Paul Resnick, Vice Chairman (absent)
Dan Hunsberger, Commissioner
Ken Wielk, Commissioner
Lisa Pane, Commissioner
Don Smith, EMS Chief
Gail Sawicki, EMS Administrator
Peter Fiore, Administrative Assistant

Public in Attendance:

Steve Shiskin (EMS Captain), Craig Rosenberg (Deputy Chief), Ken Kellogg (Town Council Representative), Terry Atwood (EMMS)

Call to Order: Chairman Brenna called the meeting to order at 19:00.

19:02: Chairman Brenna made a motion to accept the minutes from the October 28, 2016 meeting as written. Commissioner Hunsberger seconded the motion. All Commissioners were in favor. The minutes were approved unanimously. Vote 4/0

Chairman Brenna asked Ms. Terry Atwood, from EMMS Billing Company, to explain the new 'Activity Summary by Primary Payor Category Date of Service' spreadsheet and its contents. Ms. Terry Atwood began by stating the information in this report is also included in the monthly reports already provided to Chairman Brenna, but is formatted to include revenue breakdown by Medicare, Medicaid and Insurance Carriers for clearer understanding. In addition to the above, Ms. Terry Atwood also included a prior year comparison as well as a 2016/2017 projected report based on past performance. A brief discussion ensued regarding the proposed collection amounts for next year's budget. The Commissioners were satisfied with the projections.

19:37 Ms. Terry Atwood left the meeting

Public Participation: None

Reports:

Chairman Report:

- The Service would like to purchase three (3) LUCAS 2 devices. Chairman Brenna stated prior to the meeting, the purchase of three (3) LUCAS 2 devices has not yet approved, but was going before The December Town Council meeting scheduled for December 12, 2016. Product and Service pricing negotiations with the company were improved since the October discussions. The new price for three (3) LUCAS 2 devices is \$39,200. This includes (1) year Service warranty and maintenance. In addition, a 2nd year Service maintenance package was negotiated bringing the total price of the (3) LUCAS 2 device plus (2) years Service to \$42,700. When approved and purchased, training will be scheduled for all MVEMS members and the contracted EMT

personnel. The Physio-Control Company will work with the Town for Community announcement.

- Chairman Brenna presented the signed contract to extend the current EMT staffing contract with ERM to Chief Don Smith.

Finance Budget and Revenue Review:

- Chief Smith commented on the proposed EMS Budget presented to the Finance Department. Chief Smith stated a few changes were suggested by Finance regarding Fuel Charges, Contracted Services and proposed Income. A brief discussion ensued regarding the above. Chief Smith originally budgeted Fuel charges were reduced. Contracted Services was itemized by type service provided, i.e.; ALS, BLS, Billing.
- The proposed income line as changed to \$520,000 from the proposed \$500,000.

CMED Report: No Report (October meeting cancelled)

Deputy Chief Rosenberg expressed concern regarding the delayed delivery of text messages regarding calls being sent to pagers. Commissioner Hunsberger will discuss this with CMED. Deputy Chief Rosenberg will research other companies and their costs. He will report his findings back to the Commission.

Southwest CT EMS Council Report:

- Grant money may become available for recruiting EMT/Medics. These could also be used for training and development for the Services.
- The State OEMS has decided to hold off on the rollout of the new recertification exam due to integrity and proper monitoring purposes.
- Resumes were received for the open Educational Coordinator position.
- FDA recall notification for LMA MAD Nasal Atomizer devices. Some of the devices are delivering a straight stream instead of a spray which could have adverse effects for the patient.
- Robert Ziegler, chairman of the Public Information Education Committee is currently working on a new EMT recruitment video. Can be used by all Services for local recruitment purposes.
- A grant writing class is to be offered mid January 2017. Instructor charges are 75.00 per hour. SWRC may provide payment for 5/6 Region Service members. These selected members will be asked to assist with grant writing for SWRC.
- The SWRC Training Coordinator stated EMT's are requesting more hands-on training for equipment and training scenarios to improve proficiency.
- ICE Grant for 100 sets of Ballistic Protection Equipment was discussed. More information will be sent to the Services when available.

EMS Administration Report:

- Administrator Sawicki shared 2 articles recently in the news regarding the recent food drive and support of a recently named Junior Firefighter.
- Signs were placed at 4 locations in town advertising the upcoming EMT class hosted by MVEMS. A flyer was also sent to the High School students and parents. The Service has received numerous calls from individuals interested in participating in the upcoming EMT class beginning January 2017 at MVEMS HQ.

- The Smart Board donated by The Friends of MVEMS was installed at MVEMS HQ.
- Purchased 6 new tires for 953.
- Administrator Sawicki will remind the members of the upcoming Pipeline training hosted at MVEMS HQ this month. All members will be encouraged to attend the training.

Chief Report:

- There was no Executive Board meeting this month due to scheduling conflicts.
- Chief Smith reviewed the Service statistics for the past month. Concerns were raised regarding the open shifts. Chief Smith explained although there were a high number of uncovered hours in the October schedule, the second call coverage increased. The members have been coming out as home responders .

Old Business:

- Chairman Brenna proposed a few changes to the Policy and Procedure manual. His changes were noted and will be added/modified in the manual.

20:33 Commissioner Hunsberger made a motion to accept the proposed changes to the Policy and Procedure Manual presented by Chairman Brenna. Commissioner Wielk seconded. All Commissioners in attendance were in favor. Vote 4/0

- Chairman Brenna presented a revised timeline for RFQP - ALS/BLS Contract renewal process.
- Ken Kellogg presented an EMS Facility update. Preliminary architectural drawings were presented and discussed. There will be a presentation to the general membership on December 8, 2016.

New Business:

- Next Commission Meeting will be moved to December 21st from December 28th due to the holiday

20:34 Chairman Brenna requested a 5-minute break

20:43 The meeting resumed

21:00 Steve Shiskin and Craig Rosenberg leave to cover a EMS call in town

- Ken Kellogg reiterated that a feasibility study for EMS is welcomed and will not impact any other expenditure with MVEMS. A proposed budget amount will be determined at a future date. Chairman Brenna asked Commissioner Pane to work with Chief Smith regarding this project.

21:36 Chief Smith requested an Executive Session be held to discuss a Personnel matter. Commissioner Hunsberger made motion to go into executive session to discuss personnel matter. Motion second by Chairman Brenna seconded the motion. All in favor, Vote 4/0 Peter Fiore was not included in the Executive Session

21:46 Chairman Brenna made a motion to come out of executive session. Executive session ended with, no actions taken. The motion was second by Commissioner Wielk. All Commissioners were in favor. Vote 4/0

21:50 Commissioner Hunsberger made a motion to adjourn the meeting. Commissioner Wielk seconded the motion. All Commissioners in attendance were in favor. Vote 4/0

21:50 Meeting adjourned

Above minutes are considered a draft copy until approved at the next Commission Meeting on December 21, 2016

Respectfully submitted, Peter Fiore Monroe EMS Administrative Administrator