

**Monroe Emergency Medical Service Commission Meeting**  
**January 27, 2016**  
**Monroe Town Hall**  
**1900 hours**

**In Attendance:**

Steve Vavrek First Selectman  
John Brenna, Commissioner  
Paul Resnick, Commissioner  
Dan Hunsberger, Commissioner  
Ken Wielk, Commissioner  
Lisa Pane, Commissioner  
Don Smith Monroe EMS Chief

**Public in Attendance:** Ken Kellogg, Steven Shiskin, Andrea Altmiaer, Robert Heid, Megan Slingo, Sylvia Cullingofrd, Robert Zawatski,

**Call to Order:** First Selectman Vavrek called the meeting to order at 19:07.

**19:07** First Selectman Vavrek informed the members of the Commission of the recent passing of the father of Kim Cassia, she is an EMS member and Town of Monroe employee. All present their expressed condolences for Ms. Cassia and her family.

First Selectman Vavrek informed the Commission of a new soccer training facility that has opened at 5 Victoria Drive in Monroe.

First Selectman Vavrek reminded the Commission that the Project Warmth Dinner would be held at 1/30/2016 at 7pm.

19:09 First Selectman Vavrek called for a vote for the vacant Chairperson. The floor was opened to nominations.

19:09 Commissioner Ken Wielk nominated Commissioner Hunsberger it was seconded by Commissioner Pane

19:10 Commissioner Resnick nominated Commissioner Brenna it was seconded by Commissioner Pane

Discussion ensued on the qualifications for the position and to be reviewed for clarity.

19:11 First Selectman Vavrek called for voting to begin.

Commissioner Brenna received 3 votes and Commissioner Hunsberger received two votes.

First Selectman Vavrek announced that Commissioner Brenna would now be the Chairman of the Commission.

19:12 First Selectman Vavrek called for the voting for the vacant Vice Chairman position. The floor was opened to nominations.

Chairman Brenna nominated Commissioner Resnick it was seconded by Commissioner Pane  
Commissioner Wielk nominated Commissioner Hunsberger it was seconded by Commissioner Pane.

19:12 First Selectman Vavrek called for voting to begin.

Commissioner Resnick received three votes and Commissioner Hunsberger received two votes.

19:12 First Selectman Vavrek announced that Commissioner Resnick would be the new Vice Chairperson.

19:13 First Selectman Vavrek left the meeting.

19:14 Chairman Brenna welcomed new EMS Commissioners Lisa Pane and Ken Wielk. They both have extensive experience in emergency medical service and will provide valuable insight to this Commission.

19:15 Chairman Brenna made a motion to accept the minutes from that last meeting held in September Commissioner Hunsberger seconded the motion. There were three abstentions Chairman Brenna Commissioner Pane and Commissioner Wielk all were not present at that meeting. Commissioner Resnick and Commissioner Hunsberger were in favor of motion to accept minutes as written. They were the only Commissioners who were still on the Commission from that time frame to vote.

Finance Report: Provided electronically and was printed for Commission review. Chairman Brenna will ask Ms. Heidi Mead from the Town of Monroe finance department to attend the February meeting to give the Commission and update on the finances.

Southwest Council Report: Given by Captain Zawatski

- Region one has purchased 8 MCI packs
- Training on the UASI radios will be held later this year.

Chairman Brenna would like one of the Commissioners to consider being the representative for the Commission at these meetings. These meetings provide the opportunity to develop key contacts, Region 1 Service Organization activities and State OEMS programs and plans.

Chairman Brenna will attend the meetings in the interim until a representative can be selected.

Southwest CMED Report: Commissioner Hunsberger

- There was no meeting in held in December. At the November meeting a price increase was approved. Mr. Kellogg expressed concern of the increase and wanted to make sure town was properly informed as it will impact current budget process.
- Two of the smaller CMED dispatch centers have disbanded causing more work for current CMED as they absorbed those regions. Commissioner Hunsberger agreed to forward the minutes from those meetings to the Commission in the future.

Chairman Report

- Chairman Brenna discussed the role and responsibilities. The EMS Commission is the administrative oversight body for the EMS Service insuring local, state and federal compliances are met and that operational performance is continuously monitored for improvement to provide excellent emergency medical service to the Town of Monroe.
- This also includes providing support and planning activities to meet the equipment and facility needs of the EMS Service.
- The EMS Executive Board under the direction of Chief Don Smith, has the responsibility for managing and directing the operational day-to-day functions of the EMS service.

- Chairman Brenna would like to see Commissioners take a more active role in public /community activities to heighten resident awareness of our preparedness and commitment to meet the Town's emergency medical needs. More discussion to follow next month.

Chief Smith Report:

- Chief Smith stated two new members have recently joined the service Jon Brown who is a returning member and also a volunteer with Monroe Fire department, Megan Slingo who joins Monroe EMS after a 20 year career in Westport. She has recently moved to Monroe and looking forward to volunteering for Monroe.
- Chief Smith stated that the Deputy Chief Rosenberg has submitted an application for a FEMA grant to purchase (3) LUCAS-2 to augment patient CPR care.
- Ambulance 952 went out of service on New Year's Day with a power issue and has just returned from Park City Ford.
- The EMT class will be run this year jointly between Easton EMS and Monroe EMS. This joint effort will be a cost savings to both towns. Currently there are 42 students. The class began on January 25, 2016. The original plan was to switch locations back and forth between the two towns, but with larger enrollment the class will be held in Easton. The Easton training room can accommodate the size of this class and the Monroe training room cannot. There are about 16 Monroe residents in the class. The instructors will be working to recruit as many of the student to help both services increase their rosters.
- Chief Smith noted all the 2016 Executive Board changes from the January elections. There are two new positions on the Executive Board, a Fund raising Chairmen and Community relations Chairmen. The changes in the board reflect changes made due to restructure to the board with the potential new part time position. That person would handle the vehicles and equipment Chair roles going forward.

**19:54 Robert Heid left meeting to assist in the EMT training class being held tonight.**

- The EMS budget was presented to the Town by Chief Smith. Chief Smith was only given brief amount of time to complete the budget. The meeting at town hall for the EMS to present their budget happened prior to this Commission meeting. Since the Commission has not meeting since September the Chief was unable to have Commission give its approval on it. He did inform the First Selectman Vavrek that he would need to present it to the Commission for approval at the January meeting. Chief Smith stated that the EMS budget would have zero increase except contractual services increases. The Commission requested a copy of the proposed budget be sent to them electronically. Chairman Brenna is planning a special meeting to discuss and approve. No date planned yet. Mr. Kellogg stated that the budget is time sensitive and the special meeting needs to happen before the final budget meeting at Town hall.

**20:10 Captains Shiskin and Zawatski left meeting to help out at the EMT training class tonight.**

- Chief Smith reviewed the monthly stats. A discussion ensued. The Chief reminded the Commission the EMS depends on home responding EMT's just as the Fire Department uses the same model to cover calls. Chief Smith said the service is actively recruiting

EMT's and have received a new application this week. There are 3 EMT currently training and two recently signed off. Chief Smith agreed he would like to see the goal be 100% coverage of calls, with no mutual aid service needed. Due to the service size and call volume recruiting can be a challenge. The current Executive Board has been tasked with trying to find new ways to recruit and cover shifts. Chief Smith will report back on their progress.

- Chief Smith is currently trying to obtain a used PD car for the use of home responders and the administrative assistant. Chief Smith feels this fly car may encourage members to home respond more often. The Commission would like to see some incentive ideas from the EMS Executive Board for overnight coverage.
- Chairman Brenna requested that Monroe EMS mutual aid calls be reported to the Commission each month.
- Chief Smith presented the Mass Casualty plan and EMS Plan. Both plans need Commission approval and sign off on. The Commission would like the time to review the documents and forward their comments/concerns to Chief Smith. The approvals of these plans have been tabled until the February Commission meeting. Once approved they will be forwarded to the State of CT.
- Chief Smith presented the policy changes requested by the Executive Board. This includes:
  1. New Fire Standby Policy
  2. New Executive Board Positions
  3. EMT class fees

The Commission would like to table these approvals until the February meeting, to allow them time to review.

- Chief Smith reported that 4 applications for the new part time position were received. The two Commissioners who were on the subcommittee for the creating of the job description and interviewing the candidates were not available during the interview process. Chief Smith and Deputy Chief Rosenberg and Ms. Cathy Lombardi (The Town of Monroe Human resources Director) conducted the interviews. Two candidates were selected. Chief Smith requested the meeting go into Executive session to discuss this matter further. The Commission denied that request. The meeting stayed in regular session. Mr. Kellogg felt the position was not posted in the proper avenues to find a larger pool of candidates. The Commission felt they would like to also interview the candidates. Chief Smith stated the position was posted on both the Town website and Indeed.com. Chief Smith again asked for the meeting to go to Executive session to discuss the candidates. The Commission denied that request. The meeting stayed in regular session. Discussion ensued about the posting and the placement of it.

**21:25 Commissioner Hunsberger made a motion to repost the position for two weeks to draw a larger pool of candidates. The original closing date was in October 2015 and Interviews were held in December of 2015. Vice Chairmen Resnick seconded the motion. All Commissioners in attendance were in favor.**

**The job posting will be reposted and have a closing date of 2/19/2016. The two candidates who have already applied and been interviewed will not need to reapply but may be requested to re-interview with the Commission.**

**The future candidate for this position may not work for the current contracted services of Monroe EMS.**

- Chief Smith reported on the Masuk High school EMT class that was run by American Medical Response. The cost for this class was much higher than the rate Monroe EMS currently charges. The Chief met with the Board of Education and the principal to explain that the training classes are the key tool the service uses to recruit new members. Chief Smith did a follow up email with both the First Selectman Vavrek and the Board of Education in hopes that the school and the Board of Education would support the Volunteer service in the future. Monroe EMS would gladly run a class for the school if request by the school or Board of Education.

**Old Business:**

- Chairman Brenna requested the Commission work on a the write off policy for collections. The Billing Company (EMMS) presented two sample letters that can be modified for the Town of Monroe use. Commissioner Wielk agreed to work on this with Chairman Brenna. They will report back to the Commission next month.
- The EMS facility workgroup report was presented by Mr. Kellogg. He reported that the Town appointed work group has approved the needs assessment and it now needs the approval from the Commission. He would like to see a special meeting for the approval of this. The Chairman will plan a special meeting to approve this after Commission has time to review the document.

**21:47** Commissioner Hunsberger left meeting due to work commitment.

**21:52** Andrea Altmiaer left the meeting.

**New Business:**

**21:53** Chairman Brenna made a motion to request a special meeting of the EMS Commission for February 9,2016 at 7pm to discuss two topics. They are the 2016 Budget and the needs assessment plan for the new EMS facilities. Vice Chairman Resnick seconded. All Commissioners were in favor motion pass. Chairman Brenna will notify the town of the planned meeting.

- Ambulance replacement cycles were discussed. The current 952 is due to be replaced in the 2016 budget cycle. Chief Smith reported a volunteer committee has been formed to plan the specifications of the new ambulance.
- Friends of Monroe EMS dissolution was discussed, Chief Smith had met with them in hopes to work out their differences between them and the Volunteer service. Friends of Monroe EMS decided to disband instead. Chief Smith stated the service now has a new Executive Board Committee set up for Fund raising. They hope to do a town wide mailing for donations. Chief Smith will report back to the Commission on the committees' plans the committee has for 2016.

22:14 Chairman Brenna made a motion to vote on the proposed meeting dates for the Commission during 2016 and January 2017. All meetings will be held at Town hall at 7pm.

February 24, 2016  
March 30, 2016  
April 27, 2016  
May 25 2016  
June 29, 2016  
July 27, 2016  
August 31, 2016  
September 28, 2016  
October 26, 2016  
November 30, 2016  
December 28, 2016  
January 25, 2017

The motion was seconded by Commissioner Wielk. All Commissioner in attendance approved dates. Motion passed. Chairman Brenna will forward the request of the date to the Town Clerks office for posting.

22:35 Chairman Brenna made a Motion to adjourn meeting. It was seconded by Vice Chairman Resnick. All Commissioners in attendance approved.

22:35 Meeting adjourned.

**Above minutes are considered a draft copy until approved at the next Commission Meeting on February 24, 2016**

**Respectfully submitted, Gail Sawicki Monroe EMS Administrative Assistant**