

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

In Attendance:

John Brenna, Chairman
Paul Resnick, Vice Chairman
Dan Hunsberger, Commissioner
Ken Wielk, Commissioner
Lisa Pane, Commissioner
Craig Rosenberg Deputy Chief of Monroe EMS
Ken Kellogg, Town Council Representative

Public in attendance: Terry Atwood, Kim Cassia, Kristen Zawatski, Brooke Larsen, Steve Shiskin,

Call to order: Chairman Brenna called meeting to order at 19:04

Approval of minutes:

19:05 Commissioner Wielk made a motion to accept the minutes as written for the February 24, 2016 meeting. Commissioner Hunsberger seconded the motion. All Commissioners in attendance were in favor. 5/0 vote

19:06 Commissioner Hunsberger made a motion to accept the March 8, 2016 special meeting minutes. Commissioner Wielk seconded the motion. . All Commissioners in attendance were in favor. 5/0 vote

Public: Kristen Zawatski spoke on behalf of herself to appeal her tax abatement. Kristen stated she had resigned in January, but then rescinded it February of 2015. In the months of August she had 6 hours and November 9 hours. Kristen had 326 hours of volunteer service during 2015. She missed the 10 months active per the service tax abatement policy. The policy requires a minimum of 216 hours and 10 active months of 18 hours/month.

19:20 Chairman Brenna made a motion to grant Kristen Zawatski her tax abatement for 2015 based on the her total 326 hours for 9 active months and 2 months of 6 hours and 9 hours respectively. Commissioner Hunsberger seconded the motion. . All Commissioners in attendance were in favor. 5/0 vote

Brook Larsen spoke on behalf of herself to appeal her tax abatement. Chairman read aloud the service tax abatement policy. A discussion ensued. The Commission requested Ms. Larsen provides documentation of her hours and sign off date as an active member.

19:37 Commissioner Hunsberger made a motion to tentatively approve Ms. Larsen's tax abatement pending the confirmation of her hours. Commissioner Wielk seconded the motion. All Commissioners in attendance were in favor. 5/0 vote. Chairman Brenna will review this matter with the Finance Department.

Finance: Chief Smith presented the service budget to the Town Council and Finance department at public meeting. The budget remains flat this year except for contractual costs. The Town of Monroe will be voting on the budget on April 5, 2016.

19:54 Ms. Terry Atwood from our billing company (EMMS) gave an overview of the collections year to date. A discussion ensued. Ms. Atwood agreed to return next month to again go over the collections and provided a simplified report to the Commission. Chairman Brenna handed out a copy of the proposed write off policy. Ms. Atwood stated that the normal amount is between \$10 to \$40 dollars. There was a typo in current proposed policy as it states \$250.00. This amount would have had an estimated \$8K - \$10K financial impact on the Town. A discussion ensued. Commissioner Wielk stated that once the Commission has approved this write off policy it must be brought before the Board of Finance for their approval.

20:13 Commissioner Wielk made a motion to accept the write off policy with the following changes.

- 1. In paragraph 6B to add the First Selectman or his designee may authorize an account to be written off.**
- 2. In paragraph 6c the write off amount be lowered to Twenty five dollars from Two Hundred and fifty dollars.**

Commissioner Hunsberger seconded the motion with proposed changes. . All Commissioners in attendance were in favor. 5/0 vote

Ms Atwood agreed to provide the Chairman a corrected copy of the write off policy with the above listed changes.

20:20 Commissioner Wielk requested a break from the meeting. A recess was granted.

20:20 Ms. Atwood and Ms. Cassia left the meeting.

20:29 the meeting resumed.

Reports:

Commissioner Hunsberger stated there was no CMED meeting this month due to lack of quorum.

Chairman Brenna provide the report from the Southwest Regional Council

- Pending changes in some important legislation regarding body armor for EMS. Chairman Brenna provided a few handouts on upcoming training in the region.
- Chairman Brenna submitted a copy of the minutes from the Southwest Regional Council meeting.

Chairman Report:

Chairman Brenna thanked the Commissioners for their attendance at the two special meeting last month.

- Chairman Brenna noted that of the 49 members of the service 29 will have CT EMT licenses expire in 2017. Work needs to be done to continue to grow and retain the members who will need recertification.
- Chairman Brenna reviewed the EMS member Training program lists provided by the Chief for 2015 and 2016.
- Chairman Brenna reminded the Commission that the current contract for the Emergency Resource Management, who is our current EMT staffing company, expires in December of 2016.
- Chairman Wielk had made a request to CMED to get the service report from the last month. Chairman Brenna reminded him that a request should be brought to either the Chairman or the Chief Smith. Commissioner Weilk would like to see the report to verify the response times for the service. These stats are provided in the Chief report each month. Deputy Chief Rosenberg offered to sit down with him and go over any of the stats or reports he has questions on.

Chief Report:

Deputy Chief Rosenberg presented the Chief report.

1. Deputy Chief Rosenberg went over the ideas for shift coverage.
2. The service has a committee working on improving the service social media sites. The website and face book have been update. New photos and information is posted.
3. The service is planning a food drive at Stop and Shop in May.
4. Dustin Zack has returned to the service and completed his re-training. He is a RN at Norwalk Hospital emergency room and also works for Greenwich EMS.
5. Two local paramedics have expressed interest in joining the service. One of the applications has already been submitted and his interview will be done next week.
6. A movie night is planned for the membership, to help cover some of the open weekday night shifts and build morale with membership. Pot luck is being planned.
7. A new incentive for members who can cover the overnights and home responding. March was the first month and the Executive will measure the data to see if the incentive is working. They will report back to the Commission in June.
8. A discussion of purchasing a fly car that could be signed out by members for home responding. This vehicle would also be used by part time staff to attend meetings. The Commission requested that a policy be put in place for the vehicle use before such a vehicle was purchased.
9. The service has applied for two grants. The FEMA grant is for the purchase of 3 Lucas CPR units. One local grant to the Lions Club for CO detectors for the first in bags to provide an extra layer of protection and safety for the EMT's.
10. The service ran a CEVO driving class for 8 students in the current EMT class.

11. The service is doing **three public CPR training classes**. Due to the overwhelming demand for this class and **fourth** class is being planned for May.
12. Deputy Chief Rosenberg has been attending the Monroe Fire Chiefs meetings. There are about 10 Fireman who are trained as EMT's also; the service is working on trying to get them to consider joining our service. Deputy Chief Rosenberg stated that both services now have a better working relationship. He hopes to have some joint training in the future.
13. Commissioner Wielk asked Deputy Chief Rosenberg why the service was considering another 4WD vehicle when the next ambulance is replaced. Deputy Chief Rosenberg stated this is 4000.00 dollar upgrade and while they have one ambulance with 4WD currently during a storm there are often multiple calls that may require the use of 4WD to get safely to the resident. The Executive Board has a committee working on the specifications for the new ambulance and once completed will be brought to the Commission.

21:17 Deputy Chief requested to add a report on a recent communications with OEMS and updating the existing EMS Plan.

21:45 Kristen Zawatski and Brooke Larsen left the meeting.

21:55 Commissioner Husnberger made a motion to accept the changes to EMS plan Chairman Brenna seconded the motion. . All Commissioners in attendance were in favor. 5/0 vote

21:56 Commissioner Pane brought a smart bulb that can be purchased by residents to put in their outside lights to make the bulb flash in they call 911, this could help crew find a residence faster in the evenings or night time calls. Commissioners felt this was a good idea and the service should seek out donations from local business to purchase a bulk amount of these bulbs. They could be then sold to residents. The Chairman felt the service should consider giving this to the senior population in town.

21:59 Deputy Chief Rosenberg stated the 3 GPS units that are in our fleet are out dated and one is not working properly. He requested that the service purchase 3 Garmin voice activated units. Commissioners agreed and funds will be taking out of vehicle expense line.

22:03 Chairman Brenna made a motion to go into Executive session to discuss a personnel issues. The Commission requested that Deputy Chief Rosenberg remain in the meeting while in Executive session. Commissioner Weilk seconded the motion. . All Commissioners in attendance were in favor. 5/0 vote

22:03 Meeting went into Executive Session. Gail Sawicki, Ken Kellogg and Steve Shiskin left the meeting.

22:20 Deputy Chief Rosenberg left the meeting and it remained in Executive session.

22:40 the meeting came back into regular session with no actions taken. There was no action taken on the personnel matter. The Commission discussed holding a special meeting on April 20th to meet the two candidates for the Administrator position. Deputy Chief Rosenberg and Gail Sawicki returned to the meeting.

22:41 Chairman Brenna made motion to hold a special meeting at 7pm on April 20th to bring in the two candidates for the EMS Administrator position. Chairman Brenna will notify Human Resource Director Cathy Lombardi. The candidates will be notified of this date and time. Commissioner Wielk seconded the motion. All Commissioners in attendance were in favor. 5/0 vote

22:44 Vice Chairman Resnick made a motion to adjourn the meeting. Commissioner Wielk seconded the motion. All Commissioners in attendance were in favor. 5/0 vote

Meeting adjourned 22:45

Above minutes are considered a draft copy until approved at the next Commission Meeting on April 27, 2016. Respectfully submitted, Gail Sawicki Monroe EMS Administrative Assistant