

**Monroe Emergency Medical Service Commission Meeting**  
**August 31, 2016**  
**Monroe Town Hall**  
**1900 hours**

**In Attendance:**

John Brenna, Chairman  
Paul Resnick, Vice Chairman (Arrived at 19:12)  
Dan Hunsberger, Commissioner  
Ken Weilk, Commissioner (Arrived 19:01)  
Lisa Pane, Commissioner  
Don Smith, EMS Chief  
Peter Fiore, Administrative Assistant  
Gail Sawicki, EMS Administrator

**Public in Attendance:**

Steve Shiskin (EMS Captain), Ken Kellogg (Town Council Representative)

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

**Public Participation: None**

**19:01: Chairman Brenna made a motion to accept the minutes from the July 29, 2016 meeting as written. Commissioner Hunsberger seconded the motion. All Commissioners were in favor. The minutes were approved unanimously. Vote 4/0**

**19:01** Commissioner Weilk arrived

**19:01: Commissioner Hunsberger made a motion to add an Executive Session before adjournment to discuss personnel issue and a pending lawsuit. Chairman Brenna seconded the motion. All Commissioners were in favor. The motion was approved unanimously. Vote 4/0**

**Budget Review:**

Chairman Brenna provided clarification to the open question regarding the tax abatement line posting as shown in the 16/17 Town budget/finance report. Chairman Brenna provided the Commissioners a copy of the current Town budget report and the EMMS billing /revenue report. This was followed by general discussion.

**Public Participation: None**

**Southwest CMED Report:** No report

**Southwest CT EMS Council Report:**

Chairman Brenna announced there was no meeting held. The next meeting is scheduled for September 1, 2016

Chairman Brenna provided and discussed the following items:

- OEMS Organization Chart

- The Town's Heart Safe program status is up for renewal in 2016. EMS is currently working on the renewal application for completion during September.
- OEMS Website has been updated with new BLS and ALS protocols
- OEMS Website - New 2017 paramedic equipment list.
- Minutes from August 24, 2016 ... CTEMS advisory board
- Minutes from July 27, 2016 C-Med Strategic planning meeting

#### **EMS Administration Report:**

- Gail Sawicki provided an update regarding the sale of the retired van. It was sold for 18,000. The town will pick it up, charge the batteries and remove the decals prior to the buyer picking it up. A discussion ensued.
- 951 was involved in a minor motor vehicle accident. The damage sustained was to the back of driver side mirror. There were no injuries. The vehicle is in service. There were no mechanical issues. The Town and Insurance Company were notified.
- 952 is out of service pending repairs at Park City Ford. The estimated repair cost is \$4,100.00. We will follow up with Park City regarding any Service bulletins or warranties regarding this repair.

#### **Chief Report:**

- Chief Smith presented an overview of the Executive Board Meeting
- Donation account disbursements were discussed. The commission requested a monthly audit report of the donations account be included in the Commission report.
- The Chief will be able to withdraw up to \$1500.00 with a \$2500.00 a month cap. Approval from The Commission is required for over \$2500.00.

**19:01: Chairman Weilk made a motion to accept the \$1500/\$2500 withdrawal with the \$2500 a month cap restriction. Chairman Resnick seconded the motion. All Commissioners were in favor. The motion was approved unanimously. Vote 5/0**

- Chairman Hunsberger asked for clarification on one of the monthly stats. Peter Fiore will review and report back to the Commission.
- Chairman Brenna requested we include all EMS members performing duty shifts and home response under Active Members report. This will show both the total number of active members performing 18+ hours/month along with the total number of members performing duty shifts and home response.

**20:00 Chairman Brenna requested a 5 minute break.**

**20:05 Meeting resumes.**

#### **Outstanding Business:**

- RFP Update. The Town Attorney is currently on vacation. Upon his return, he will review the RFP Documents. This is a timely request since there are deadlines to meet regarding the review BLS/ALS process.
- EMT Recert Class: October 2016 for members.
- Elaine Organek received her 25 Year Acknowledgement Gift.

Chairman Brenna asked Ken Kellogg to provide an update to the Commissioners on the EMS Facility Work Group.

Two properties were reviewed by the architect.

- 7 Fan Hill Rd. This location was found to have the following issues
  1. Slope needs to be filled in (extremely costly).
  2. The area where the building would be erected is over the Septic System. This would be extremely costly to update/move.
  
- 54 Jockey Hollow  
This site scored extremely high on the Architect's evaluation criteria list. Current location works well, However, the building will require complete renovation for EMS use. Approximately 10 months are will be required for the renovation project. The next project phase includes a recommendation to proceed with the Architect's schematic design.

**20:38** Steve Shiskin left the meeting for an EMS call in town.

**20:39** Chairman Brenna asked Ken Kellogg to provide the Commission an update on a write off policy. Mr. Kellogg will bring this document to the L&A Committee for their review.

**20:47** **Chairman Brenna made a motion to accept the revised write off policy document. Vice Chairman Resnick seconded the motion. All Commissioners were in favor. The motion was approved unanimously. Vote 5/0**

#### **New Business:**

Chairman Brenna stated there are (4) key area objectives requiring focus:

- Document Control, Access and Retention – specifically in the areas reports, meetings, performance statistics, training records and compliances.
- Medical/Trauma conditions treated – emergency call categories, overdose conditions and patient refusals.
- Grant writing – webinars, training materials and off-sight training courses/seminars
- New Equipment Review – research new equipment available for MVEMS. Periodic discussions with other Services for new equipment being used.

Discussion included better document control and the possibility to share the documents for Commissioners (read only). He requested that the Towns IT Department be contacted to see if this is feasible. Commissioner Weilks suggested the Service look at employing a Grant writer to assist with future Grant writing. Chairman Brenna requested a monthly Report showing more detailed call data on the types of calls for the Service as described above.

**21:08** **Commissioner Hunsburger made motion to go into executive session for discussions of Personal Matter and the pending lawsuit. Motion second by Commissioner Weilk. All in favor, Vote 5/0**

Chief Smith, Gail Sawicki and Peter Fiore were not included in Executive Session and were asked to leave the meeting.

22:14 Chairman Brenna made a motion to come out of executive session. Executive session ended, No actions taken. The motion was second by Commissioner Weilk. All Commissioners were in favor. Vote 5/0

22:14 Chairman Brenna made a motion to adjourn the meeting. It was seconded by Commissioner Weilk. All Commissioners in attendance were in favor. Vote 5/0

22:14 Meeting adjourned

Above minutes are considered a draft copy until approved at the next Commission Meeting on September 28, 2016

Respectfully submitted, Peter Fiore Monroe EMS Administrative Administrator