

Monroe Emergency Medical Service Commission Meeting
September 28, 2016
Monroe Town Hall
1900 hours

In Attendance:

John Brenna, Chairman
Paul Resnick, Vice Chairman
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), Ken Kellogg (Town Council Representative), Craig Rosenberg (Deputy Chief)

Call to Order: Chairman Brenna called the meeting to order at 19:05.

19:06: Chairman Brenna made a motion to accept the minutes from the August 31, 2016 meeting as written. Commissioner Hunsberger seconded the motion. All Commissioners were in favor. The minutes were approved unanimously. Vote 5/0

Guest Speakers:

Marge Brenna announced she received notification from the State of Connecticut OEMS Region Coordinator that the Town of Monroe's HEART Safe status was renewed for (3) additional years. Marge gave an overview of the requirements for the Heart Safe documentation submission necessary to achieve this honor. Currently 101 of the 169 cities and towns in Connecticut are HEART Safe communities. The renewal documentation must be completed every three years. Marge held classes to teach the public CPR and First Aid. AED devices were tracked by building facility public availability. EMS trained (3) times the number of people required for this. A brief question and answer period on this topic was held by Commissioners. Chairman Brenna and all the Commissioners extended a thank you to Marge Brenna for her efforts completing the application. The State of Connecticut will be sending a certificate to the First Selectman on this designation.

Mike Hooper from Physio Control was formally introduced and presented a demonstration on the new LUCAS 2 Chest Compression System. Chairman Brenna stated this system device supports the Town of Monroe's HEART Safe Community Program and the EMS Chain of Survival process program for cardiac arrest events. The Lucas 2 device can perform over 100 perfect compressions /minute on the patient even when a patient is being carried down stairs or out of a facility location. There was a Q&A session after the presentation regarding durability, price, service parts and programs, funding and lease finance programs for the Lucas device. All Commissioners and EMS members were in favor of acquiring this device.

19:55 Chairman Brenna requests a short break

20:00 Meeting Resumed

Chairman Brenna opened a discussion regarding two members of the Commission who had requested a meeting with the First Selectman. To ensure transparency within the commission Chairman Brenna requested that Commissioner Hunsberger and Weilk report on the intent and topics of that meeting. Commissioner Hunsberger raised concerns over call coverage and stated the intent of the meeting was to clarify the role of the Commission regarding EMS. Commissioner Hunsberger and Commissioner Wielk also brought up concerns over whether Chairman Brenna being the chair was a conflict of interest since he is also a volunteer member of the EMS service. Chairman Brenna reminded both Commissioners this issue was discussed earlier this year in their presence and that the Town properly vetted him prior to his appointment in January 2016. The role of the Commission was also discussed earlier this year to establish policy for the planning, coordination and administration of an emergency medical service for the Town of Monroe.

Commissioner Wielk expressed concern about an extended response time to a call during the month of September. The EMS Administrator will review this call when the CMED reports are available in the beginning of October and report back to the Commission with those findings.

Chairman Brenna and Chief Smith met with the First Selectman directly after the meeting of the two Commissioners. The following topics discussed by the Commissioners were as follows:

- There is not a need for a second 4WD ambulance for the service.
The Service is still working on vehicle specs for fiscal 17/18 and has not brought this subject up before the Commission.
- The need for better uniforms for the EMT's were requested.
This has never been brought to the Chief or Service Members attention prior to this meeting.
- Staffing of the volunteers and allowing (3) members to cover a shift.
- A request to see the monthly bills and invoices of the service.
- Vehicle maintenance records requested.
- No Policy and Procedure updates or changes.
The Policy and Procedures manual was update during March 2016 and undergoes periodic updating.
- Concerns over the Morale being low in the volunteer service.
Chief Smith spoke directly on this and stated that he saw no current issue with morale and there would always be those who may not like or agree with and changes or lack of changes in any service, but the Chief is an elected position and each year the members have the opportunity to vote on this.

After a brief discussion, it was noted there must be transparency among the Commissioner this was requested back in January 2016 by Chairman Brenna. As stated in the past, Chairman Brenna requested that Commissioners bring up these and any other topics during the open Commission meetings so all of the Commissioners are aware and involved.

Public Participation:

Deputy Chief Rosenberg commented on the lack of transparency within the Commission. He was disappointed and considered many of these concerns be brought forward to Executive Board so the proper action and chain of command can be followed. Valuable time was wasted (attendees, First Selectman, Members of EMS) regarding a subject that could have been resolved quickly if all parties communicated with each other. Deputy Chief Rosenberg does not see a decrease in moral and also feels our call coverage is consistent 95% on 1st calls. Our 2nd calls coverage has room for improvement.

Carl Zinn commented on the concern Commissioner Wielk had regarding vehicle maintenance and extended warranties. Carl is not aware of any extended warranties. The only maintenance for bolt tightening was regarding the box and the frame. Not the vehicle.

Marge Brenna commented on the issue regarding members going directly to Commission members with complaints. Her suggestion is to first inform the member of the chain of command. If that member feels uncomfortable with that, then their concern would be noted by the Commission member and raised at the next Executive Board meeting. She also stated there were several EMS Commission Chairpersons in the past that were also members of the Service.

Ken Kellogg read the charter regarding the **EMS Commission Chapter 41-3: The Commission is hereby created for the purpose of acting as an emergency medical service organization pursuant to Chapter 368D, Emergency Medical Services, of the Connecticut General Statutes, as the same may be amended from time to time. The Commission shall establish policy for the planning, coordination and administration of an emergency medical service for the Town. It shall function in such a manner as to conform to the requirements of the Town Charter.**

Bob Heid stated he fills many shifts with various members and had not experienced a low moral within the service.

Megan Slingo is a newer member to Monroe EMS, but worked with Chief Smith in Westport. She has known the chief for over 30 years and has always found him to be of strong character. She felt that the chain of command should be followed and if a member had an issue or problem it should be dealt first on the Executive Board level.

Andrew Stepanoff stated he was deeply disappointed with the focus of this meeting. He felt there was too much wasted time repeating the problems and not putting efforts into the solution.

Captain Shiskin stated moral is not low at EMS, but was low at this meeting. He found it disrespectful that certain members were looking at their PC's and not paying attention during public participation.

Carl Zinn asked the members of the commission who had not attended the meeting with the First Selectman what they felt about it. Commissioner Resnick expressed that this should have been handled in the monthly commission meetings not held in private meetings. Commissioner Pane expressed concern but also reiterated the need for call coverage.

Chief Smith is actively working on ways to address the call coverage. The Executive Board recommendations have been made to the Commission previously. The service has the agreement with CMED to dispatch mutual aid immediately if there is not a crew available. No call goes uncovered in the

town. Chief Smith thanked the EMS members for coming to the meeting. Chief Smith requested that going forward he would like to see open communication between himself and the commission. This way he can be aware if any issues or problems arise and address them promptly.

There was a brief conversation regarding how to fund a purchase for a Lucas device. All Commissioners agreed that this device is a lifesaving tool that would improve outcomes during CPR events.

21:48 Commissioner Hunsberger made a motion to request funding from the Board of Finance to purchase at least 1 LUCAS 2 unit. Commissioner Pane seconded the motion. All Commissioners were in favor. The motion was approved unanimously. Vote 5/0

21:50 a five-minute break was requested.

21:57 meeting resumes

Budget Review:

There were no questions regarding the Budget. Commissioner Hunsberger will periodically meet with Finance to review line items as part of his Commissioner responsibilities. The Town Finance department revenue and expense report was distributed and briefly discussed. The EMMS billing company report was also distributed and discussed.

Southwest CMED Report:

Commissioner Hunsberger reported on the status of the recently hired operations manager at CMED. There will be a 2% salary increase for the head of CMED operations. The communities may see a 3.65% increase in the 2017-2018 invoices. CMED is currently working the State of Connecticut on funding dollars they may provide. Once that is known a clearer picture of the cost will be provided.

Southwest CT EMS Council Report:

- Chairman Brenna circulated a flyer regarding AFG grant applications are now available and that EMS can apply for Grant. Application period October 11, 2016 thru November 18, 2016 EMS is encouraged to participate. See flyer.
- OEMS sent out new requirements for the ambulance and the equipment they carry.
- Vote in favor Stratford EMS to obtain paramedic non-transport vehicle.
- CORC (Committee of regional Chairpersons) – Developing new brochure about EMS role in the community. Statewide promotional program. Also, advisory to 2020 State of CT EMS Plan.
- CT Advisory Board notified members of a \$6.00 rebate for each opiate kit. Details on OEMS website.
- New BLS protocols – to be reviewed within each Service by end of year. Suggestion to use Hospital Medical Director to assist in the review.
- AEMT – No transition program or support programs.
- EMS for Children – Newsletter Margie.gawel@ynhh.org for information.
- Mass Causality Packs – MCI Packs were distributed to Services. There are new MCI Packs for major trauma events – shown at the FEMA Bombing Incident (2) day training program at Sacred Heart University. Trumbull has one if needed.
- Executive Board having discussions with CT Grant Writers located in Hamden, CT. They look for grant money and charge \$75/hr. May make this available to the EMS Services.
- Judy Reynolds – New OEMS Training Representative (Shared between Region 1 and 2).

EMS Administration Report:

- The Commission made a request last month to the Administrator to provide data on type of calls the service has. This data was provided and a discussion ensued. It sparked a quick discussion regarding the quantity of 'FALLS' type calls as well as re-enforce the cardiac calls in the community. Commissioner Pane offered to work with the Administrator to get some training or handouts for the members is dealing with these types of calls. Proper lifting techniques are important for the crews to avoid injuries.
- 952 is out of service due to an overheating issue. The vehicle was repaired (a new radiator was purchased and installed). After returning to service for one day, the vehicle overheated again. It was determined that a piece broke off in the engine compartment piercing the recently installed radiator. Repairs are being done at DPW currently. These repairs will be approximately 1000.00
- The Gas pipeline company will be scheduled in the near future to give a training class at our location. As soon as the date is confirmed, a note will be sent out the members.
- A speaker from St Vincent's hospital will speak at the October general Membership meeting on the pilot program MOLST.
- 2016 Community Events for the year so far was provided and will be sent electronically to the Commissioners.

22:25 Chairman Brenna made a motion to recommend to the Board of Finance that the Eighteen thousand dollars from the sale of the van be placed into the EMS Vehicle Capital Reserve account for EMS to use for the purchase of a fly car for the service, if deemed appropriate by the Board of Finance. Commissioner Hunsberger seconded the motion. All Commissioners were in favor. The motion was approved unanimously. Vote 5/0

Chief Report:

- Chief Smith announced Pizza will be served at 18:30 at the next membership meeting on 10/19.
- Friends donated new beds, a couch and a smart board to EMS
- Chief Smith and Chief Joe Lucella from Trumbull are currently working on grant to provide training for responders in tactical care. The grant paperwork submitted on 9/28/2016.
- 7 members attended the 2-day class. Monroe EMS had the most presence from all the surrounding services.
- There are currently 11 Observers; Chief Smith stated he knows of a new application that will be coming in shortly.
- EMT Recertification Class will be held in October
- Concerns were raised Chief Smith over the coverage provided by the EMT staffing company. The Chief has asked the EMS Administrator to track this and report back to the Commission.
- Policy and Procedure Manual will be reviewed and proposed revisions will be brought to the Commission at the next meeting.
- Proposed policy manual revision regarding minors was read and given to the Commission for review. This item was tabled until next month, giving the Commissioners time to review.
- Review of monthly stats and the revisions to the past graphs were explained and accepted.

New Business:

- The Town Attorney reviewed the RFP Documents. There were only minor changes suggested. Chairman Brenna and Commissioner Hunsberger will review the documents.
- RFQP Planning Timeline was updated, distributed and reviewed.
- Ken Kellogg reported the town Council has approved the write off and Collections Policy. He will forward the approved document to the Commission.

2314 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 October 26, 2016

Respectfully submitted, Peter Fiore Monroe EMS Administrative Administrator