



# TOWN OF MONROE

## EMERGENCY MEDICAL SERVICES COMMISSION

### MEETING MINUTES

May 26, 2021

Monroe Town Hall – Rm 204

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#### **In Attendance:**

John Brenna, Chairman  
Paul Resnick, Vice Chairman  
Kimberly Cassia, Commissioner  
Lisa Pane, Commissioner  
Pete Oliva, Commissioner  
Craig Rosenberg, Deputy Chief of Service  
Dan Hunsberger, CMED  
Tony Scott, Town Council Liaison (Absent)

**Call to order:** Chairman Brenna called the meeting to order at 19:39.

#### **April 28, 2021 Meeting Minutes Approval**

- Commissioner Cassia made a motion to accept the April 28, 2021 meeting minutes. Commissioner Oliva seconded the motion. All in favor. Vote 5/0

#### **CMED**

- Mr. Hunsberger provided a brief operations and budget update.
- Working on a “return to service project” – when EMS units are at the hospital more than 20 minutes a call to the unit will be made.
- Policy and Procedures update – Deputy Chief Rosenberg working on this project.

#### **Executive Session**

- Motion made by Chairman Brenna to go into executive session regarding a personnel issue. Commissioner Cassia seconded the motion. All in favor. Vote 5/0.
- Motion made by Commissioner Cassia to come out of executive session. Chairman Brenna seconded the motion. All in favor. Vote 5/0

#### **Chairman comments:**

- Special recognition to the Monroe EMT Volunteers and VEMS personnel for their call handling efforts through the COVID 19 pandemic.
- President Biden issued a proclamation recognizing May 16<sup>th</sup> through May 22<sup>nd</sup> as Emergency Services Week.
- OEMS
  - Focus on Continuing Education Programs.
  - State guidance and support plans for accelerated COVID 19 testing and vaccinations.
  - CEMSMAC Protocol sub-committee – Next revision cycle & Ambulance minimum equipment list in process.
  - Grant coordinator position in process for approval and posting.

#### **Southwest Region Council**

- Region EMS Services continuing to provide support at vaccination clinics.

#### **Billing and Finance Performance review**

- Chairman Brenna provided the financial QMC monthly and year to date performance report.
- Deputy Chief Rosenberg provided an overview of the MUNIS expenditure performance report.

#### **Chief's Report - Performance Review**

- Performance - call coverage, membership, fleet maintenance, PPE inventory.
- COVID-19 safety information reinforced with all EMS members - personal precautions and ambulance fleet sanitizing care.
- Ambulance replacement for aged vehicle – Vehicle committee completed requirements.
- Town Heart-Safe status – in process for completion.
- A summer EMT Class is in the planning process for increasing membership.

**Building Renovation Project**

- Local construction companies have been selected for specific areas of work providing cost containment advantages.
- Building Committee is developing a timetable for Town program acceptance and execution.
- Key meetings planned for June – Town Council, Finance Committee and Town Meeting.

**New Business**

- **Vehicle Replacement project** - Specifications are complete, quotes provided.
- **Continuing issues with 953**

**Public participation:** None

**Adjournment 20:38**

- Motion made by Commissioner Cassia to adjourn the meeting. Motion seconded by Commissioner Oliva.  
All in favor. Vote 5/0.

Next EMS Commission meeting is scheduled for Wednesday June 30, 2021.

Submitted by John Brenna  
EMS Commission, Chairman