



# TOWN OF MONROE

## EMERGENCY MEDICAL SERVICES COMMISSION

### MEETING MINUTES

February 23, 2022  
Monroe Town Hall

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#### **In Attendance:**

John Brenna, Chairman  
Paul Resnick, Vice Chairman  
Lisa Pane, Commissioner  
Pete Oliva – Commissioner  
Don Smith, Chief of Service  
Craig Rosenberg – Deputy Chief of Service

**Call to order:** Chairman Brenna called the meeting to order at 7:05 pm.

#### **January 26, 2022 Meeting Minutes Approval**

Commissioner Pane made a motion to accept the January 26, 2022, meeting minutes. Commissioner Oliva seconded the motion. All in favor. Vote 4/0.

#### **Chairman comments:**

- CT Advisory Board meeting held January 26, 2022 – Bill Schiettenger will serve as the new chairman.
  - Updated EMS Protocols to be voted for approval and sent to the Regions.
- Training Classes – update from Southwestern Region Council.
  - PEPP
  - QPR – (Question-Persuade-Refer)
    - Focus on suicide prevention & intervention techniques
  - Mental Health
  - Sex/Human trafficking
- CMED reported mutual aid calls have increased in the Southwestern region due to call volume increases
- Westport EMS – Two EMT classes in progress
- Easton EMS – EMT class combined with Weston
- EMS Commissioner vacancy – Chairman Brenna contacted Nick Kapoorn from the DTC for nominees.
- New Omicron Variant has been identified - named BA-2.
  - Under investigation - identified in the UK & several European countries.
  - Cases identified in the US
  - Harder to identify – PCR tests will show a general positive.
  - More information to follow

#### **Budget and Finance Performance review**

- QMC Billing /Payment report distributed and discussed.
  - FY 2021/2022 YTD fiscal year performance
    - Payments received to date are **36%** are above same period FY 2020/2021.
    - Billings are **62%** above for the same period.
- Current Service expenses were reviewed.
  - 2022/2023 EMS Budget update.
    - Heating is the largest expense due to the renovation project.
    - increased fuel and electricity expenses – under review with the Town.

### **EMS Volunteer Staff - Tax Abatement**

- EMS Chief Smith submitted the volunteer staff Tax Abatement list for review and approval.
- Commissioner Brenna made a motion to approve the Tax Abatement List. Motion seconded by Commissioner Oliva. All in favor 4/0.

### **Service Chief's Monthly Performance Report**

- Ambulance #952 – Damage to the under body caused by icy weather and road conditions – repair assessment in progress. There were no personal injuries.
- The Chief's performance report was reviewed and discussed.
  - Call coverage, membership, vehicle maintenance.
  - The Fundraising Program Letter was presented. \$23,500 was received to date.
  - The Service Chief stated current EMS policies and procedures are in the process of being updated. Target timeframe for completion and review projected within the next 2 to 3 months.
  - Established an Interior Design planning committee for the new building. A quote was received from 4D Design & Decorating, LLC in the amount of \$4,900.00 for FFE Base Design & Spec Services. Additional Services to be billed at an hourly rate. Funding approval to be discussed at the next Building Committee Meeting.

### **CMED**

- CMED reported increases in call volume and mutual aid assistance at the last Southwest Region Council meeting.

### **Unfinished Business – Status update**

- Building Renovation Project review – Status update
  - Footings / Foundation/Exterior Framing Walls for the 1<sup>st</sup> addition.
  - Work is behind schedule about 6 weeks. Hold up caused by weather, materials & generator issues.
  - The 2<sup>nd</sup> floor build-out construction is underway.
- **New Business**
  - ALS/BLS bid project for paid service provisioning to start during February for the 2022/2023 fiscal period. The Service Chief stated he was in discussion with Town officials. Documents needed for this project include:
    - Town RFP Template
    - Legal Notices – Invitation to bid
    - ALS/BLS Service Specifications
    - RFQP – Request for Qualifications and Proposal
  - EMS Policies and Procedures – Each policy and procedure being reviewed and updated.
- **Public Participation – None**
- **Adjournment 8:08 pm.**
  - Motion to adjourn made by Commissioner Oliva. Motion seconded by Commissioner Pane. All in favor. Vote: 4/0.

**Next EMS Commission Meeting is scheduled for Wednesday March 30, 2022.**

**Submitted by John Brenna, EMS Commission Chairman**