

MINUTES  
EMSOC Regular Meeting  
Wednesday, March 20, 2013 @ 7:00 PM  
Seymour Ambulance Association / 4 Wakeley Street, Seymour

**MEMBERS PRESENT:** Ted Holly, Wendy Rossi, Jason Weaving

**MEMBERS NOT PRESENT:** Frankie Casanova, Pat Lombardi, Michele Pavlik, Lianna Staffieri (Recording Secretary), Doug Thomas (Finance Director)

**OTHERS PRESENT (SAA):** Gloriann Albini (Citizen Representative), Scott Andrews, Jesse Rallis, Bryan Ryan

1. Call Meeting to Order.

Meeting called to order by Vice Chair Jason Weaving at 7:06PM.

2. Pledge of Allegiance.

Everyone salutes the flag and states the *Pledge of Allegiance*.

**\*\*Motion to add to the Agenda: "Approve Minutes of 08/15/12 EMSOC Regular Meeting\*\***

Motion by Ted Holly. Second by Wendy Rossi.

Yes: 3 / No: 0 / Abstentions: 0

Discussion: Jason Weaving states that the August 15, 2012 Minutes have not yet been approved and a motion is needed to add the item to the Agenda.

3. Approve Minutes of 08/15/12 EMSOC Regular Meeting.

Motion by Ted Holly. Second Wendy Rossi.

Yes: 3 / No: 0 / Abstentions: 0

Discussion: None

4. Approve Minutes of 1/17/2013 EMSOC Special Meeting.

Motion by Ted Holly. Second Wendy Rossi.

Yes: 3 / No: 0 / Abstentions: 0

Discussion: None

5. Ethics Disclosure Forms 2013.

Jason Weaving hands out "Ethics Disclosure Forms" to EMSOC Members and collects copies from those who have not already submitted forms for 2013.

6. Discussion on SAA Contract negotiations: Status of Negotiations.

Jason Weaving explains that the current Contract has an expiration date of June 30, 2013, and that the group is finalizing in the coming months in order to present to the Town to take action before the expiration date.

Jason Weaving states: "Most of the changes we've made to the contract have been to correct spelling and grammatical errors, and we eliminated provisions that went beyond the scope of EMSOC's charge (i.e. items that were not directly related to financial oversight). Town Counsel has made changes, including

updates to State Statutes and Regulations.”

Scott Andrews explains that the changes reflecting Seymour Ambulance Association (SAA) are that: “it’s an outright 5 year contract not a 3 year contract with extensions with the stipend as it was previously. The stipend (includes coverage for) uninsured/underinsured residents but doesn’t fully cover their fees. Kurt wants to have SAA begin to pay more utilities than in the past. When Bob (Koskelowski) was in office, SAA and the Town paid 50/50 with the expectation that the Town would use the Regional Training Center building for meetings more often.” He explains that the change in the stipend provision will reflect the amount of coverage the Town will pay for SAA’s utilities: 40% at year one, 30% at year two, and 20% thereafter.

#### 7. EMSOC and SAA 2013-2014 Budgets.

Jason Weaving states: “EMSOC requested \$200 for FY 2013-2014, which will include \$50 to cover secretary’s fees for 2 meetings and \$100 in reserve to cover any other secretary’s fees should a special meeting need to be called or to cover any miscellaneous fees. Any unused funds will be returned to the Town.”

Jason Weaving asks if the SAA Budget for FY 2013-2014 includes the new contract provisions. Scott Andrews confirms that SAA’s Budget includes the new Contract.

#### 8. Contract Requirements.

Jason Weaving explains that the current Contract is the one that’s legally enforceable and that this meeting should be the last time that EMSOC would request any additional documents from this Contract.

- a. SAA Officers and Employees List
- b. SAA Member Training List

Scott Andrews hands out a consolidated list containing officers, employees, members, and their training information.

- c. SAA Multi-Year Projection of Capital Needs.

Scott Andrews explains that SAA is looking to purchase another ambulance during the next fiscal year, which begins May 1<sup>st</sup>. He states: “Based on call volume, we are going to add an additional vehicle. We want to keep the old one as a backup (which SAA initially wanted to replace).” He explains it will cost between \$125,000 - \$150,000. Scott Andrews explains that SAA is also looking to move forward to purchase automated CPR Devices that do not require humans to activate the device; the cost will be approximately \$13,000. He explains that SAA is scheduled to get approximately \$11,000 back from FEMA and is currently waiting on those funds.

- d. Mutual Aid Agreement (if updated since 8/15/12 - our last regular EMSOC Meeting)

Scott Andrews explains that the Mutual Aid Agreement is the same Agreement that SAA has held for the past five years.

Scott Andrews hands out a copy of the current "Certificate of Liability Insurance" to be put on record. (See attached)

9. Discussion and Input on EMSOC's Semi-Annual Report.

Jason Weaving explains that EMSOC will begin preparing its Semi-Annual Report. He asks SAA to provide Chairman Michele Pavlik with comments and concerns by April 15, 2013. A draft will be submitted to EMSOC Members for comment, and any comments or additions from EMSOC Members will be due by April 22, 2013. The Final Draft will be presented to the Board of Selectmen at their meeting on April 29, 2013

Jason Weaving asks whether SAA is still looking for volunteers. Scott Andrews explains that volunteer membership fluctuates as volunteers who are students return to school, but they return to volunteer at SAA when school is out.

Jason Weaving explains that since he is on the Technology Committee, perhaps he can post a message on the Town's Facebook Page to recruit volunteers for SAA. Scott Andrews states that they must be "certified volunteers."

Jason Weaving suggests that with Scott Andrews's permission, he will reach out to the *Valley Independent Sentinel* which has a large online readership, to get in contact with Scott Andrews about writing an article regarding how SAA is looking for volunteer membership.

Scott Andrews agrees that the suggestions will be a good idea, and he explains that SAA has also been advertising for volunteer membership on SAA's Facebook Page and on SAA's Website.

10. Discussion on Financials as of December 2012 and Other Reports.

EMSOC Members reviewed and discussed the Financials as of December 2012 and other reports with SAA. Questions and comments were answered and clarified, and EMSOC agreed that SAA appears to be in good financial standing.

11. SAA Board of Directors Vacancy (Citizen Representative) – Status.

Scott Andrews explains that the former Citizen Representative, Dena Turner, has resigned. SAA has acquired a new Citizen Representative, Glorianna Albin, who introduced herself to the group. She has many years experience in the Health Care Field, including once being an EMT and now acting as a Nurse Practitioner. Since Dena Turner resigned, SAA still has one vacancy for a Citizen Representative. Scott Andrews explained that he will be speaking at the 'Rotary Club' and he hopes to recruit new members.

12. Other Business.

**TRAINING**

Jason Weaving explains that he received a Facebook 'Invite' from the Training Coordinator, Shannon McDaniel or SAA for a course, but was unable to attend. He asks whether training is becoming a full-time position or whether SAA has considered utilizing the training program as a revenue generator for SAA. Scott Andrews explains that the training program has been full-time for well over a year and that SAA had just been discussing the program's benefits to SAA.

Discussions were had regarding online marketing, including Facebook, Google+ (Google's Social Media Site), Google AdWords (for paid advertising), as well as cross-promotion via the Town's Facebook Page. Jason Weaving mentioned that it would be helpful for someone to attend a Google Conference regarding Google AdWords.

### **FEMA GRANT**

Scott Andrews explains that SAA is: "still in the running for the FEMA grant that (they) applied for back in June of last year. (They are) waiting to hear about how much the grant will be." He explained that the grant will be used to redo the radio system.

### **VALLEY COMMUNITY FOUNDATION GRANT**

Scott Andrews explains that the Valley Community Foundation Grant will allow SAA to "purchase handouts and presentation items for EMS Week. (SAA plans to) have a group to put on a presentation, do CPR demonstrations, have an open house, and other events." He explained that "EMS Week" is May 19 – 25, 2013.

### **BILL #: 6158**

Scott Andrews explains that "last Friday (March 15, 2013), Bryan Ryan and he went to the State Capitol to testify to a couple bills in front of the State Assembly that could negatively impact EMS." He explains that they testified in front of the "Public Health Committee" and that the "primary membership is comprised of volunteer non-profit across the State. Prior to testifying, there was not a voice to represent EMS."

13. Public Comment.  
None.

14. Adjournment.  
Motion by Ted Holly to adjourn at 8:16PM. Second by Wendy Rossi.  
Yes: 3 / No: 0 / Abstentions: 0

Submitted by,



Jason Weaving  
Vice Chair, EMSOC

Client#: 28834

SEYAM

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/19/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hollis D. Segur, Inc. 156 Knotter Drive P.O. Box 400 Cheshire, CT 06410		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 203 699-4500 E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #	
<b>INSURED</b> Seymour Ambulance Association, Inc. 4 Wakeley Street Seymour, CT 06483		INSURER A: American Alternative Insurance INSURER B: Ace American Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		VFISTR206592901	04/01/2013	04/01/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COM/PO/AGG \$3,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		VFISTR206592901	04/01/2013	04/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	VFISCU505872801	04/01/2013	04/01/2014	EACH OCCURRENCE \$10,000,000 AGGREGATE \$20,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	6S62UB5B65268212	10/16/2012	10/16/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Town of Seymour is listed as Additional Insured on the General Liability when required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Seymour  
 Office of the 1st Selectman  
 1 First Street  
 Seymour, CT 06483

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Nancy B. Coagione*

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