

**MINUTES**  
**EMSOC Special Meeting**  
**Tuesday, April 12, 2011 @ 7:00PM**  
**Norma Drummer Room/Seymour Town Hall**

**Members Present:** Deirdre Caruso, Lucy McConologue, Chairman Michele Pavlik, and Jason Weaving.  
**SAA Members Present:** Debbi Lavranchuk, Jesse Rallis, Bryan Ryan, and Dena Turner.  
**Others Present:** Samantha (Jason Weaving's cousin).

**ITEM # 1 – Call meeting to order.**  
**Meeting was opened at 7:06PM.**

**ITEM # 2 – Pledge of Allegiance.**  
**Everyone salutes the Flag and states the Pledge of Allegiance.**

**ITEM # 3 – Approve minutes from EMSOC Meeting on 12/9/10.**  
**Motion to approve minutes from EMSOC meeting on 12/9/10.**  
**Motion:** Jason Weaving                      **Second:** Lucy McConologue  
**Vote:** 3-Yes                      0-No                      0-Abstain

**ITEM # 4 – 2011 Meeting Schedule.**  
**Next meetings:** May 5, 2011, August 4, 2011, and November 3, 2011. The meetings will be held in the training room at the Seymour Ambulance Building at 4 Wakeley Street.

**ITEM # 5 – EMSOC membership contact information verification.**  
**Everyone gave their updated information and Michele will forward it to everyone.**

**ITEM # 6 – EMSOC Vacancies (2) – Status from Board of Selectmen.**  
**At this time there are no volunteers to serve on EMSOC. Jason suggests that they approach the First Selectman to try to get more members.**

**ITEM # 7 – SAA Board of Directors Vacancy – Citizen Representative Status.**  
**One Citizen Representative Vacancy has been filled by Dena Turner about a week ago. Michele explains some history of the EMSOC and SAA to Dena. Also, Evelyn Keith-Luzzi has resigned due to personal reasons and has been replaced by former member Scott Skellington. There is one more position on the Board of Directors still open.**

**ITEM # 8 – FOI Response Policy 10/7/10.**  
**All EMSOC Members have read and understood the FOI Response Policy dated 10/7/10.**

**ITEM # 9 – Discussion of Code of Ethics, Written Disclosure of Interest Forms.**  
**All members of all Boards and Commissions, as well as employees of the Town of Seymour must fill out a Disclosure of Interest Form, which is found in our Town Code of Ethics. This document was forwarded by the First Selectman's Office. Jason would like another copy forwarded to him so he can fill it out. These forms must be filed in the Town Clerk's Office. ACTION: D. Caruso will send J. Weaving the Written Disclosure Form.**

**ITEM # 10 – EMSOC Semi-Annual Report to Board of Selectmen (last submitted 9/2010 & due 5/2011).**  
**Michele will forward the last edition to all of the members and SAA members so they can give their input on the progress and positive things that are happening with the Ambulance Association. They would like to submit the letter to the Board of Selectmen in May. ACTION: M. Pavlik will send Sep 2010 Semi-Annual Report to all members.**

**ITEM # 11 – Discussion of financials and other reports.**

**Balance Sheet:** Jason asks about line 1300 – Investments and suggests that SAA invest that money into the company (equipment, etc.) instead of funds. Debbi states that adjustments will be made to the amount in that line item when the Auditor comes in at the end of the fiscal year.

**Profit Loss Statement:** Questions were asked concerning Accounts 6560, 6561, 6562, and 6567 being high. These are because of year-end overtime and bonuses.

**Profit Loss vs. Actual:** No comments.

**Statement of Cash Flows:** No comments.

**A/P Aging Summary:** No comments.

**2010-2011 Billing/Receivables/Write Offs:** List of outstanding are running numbers because some insurances and Medicare has at least a 15 to 20 day turn-around for payments.

**Anticipated Revenue Report:** A more accurate picture of what was billed out, less Medicare and Medicaid. The primary insurance is billed and then secondary and third if they have it.

A copy of the Operating License and Insurance Certificate are submitted to the recording secretary to be filed in Town Hall.

Auditor will also be at the August EMSOC Meeting to go over the Audit.

**ITEM # 12 – Public Comment.**

Jason Weaving: Would like to see New Vehicles put on the next agenda and has questions about Liabilities Account 2210. Would also like EMSOC PDF files and emails to have detailed filenames and subject lines due to the large amount of email correspondence that he receives. ACTION: D. Caruso to add “SAA New Vehicles” to May 5, 2011 meeting agenda.

Bryan Ryan: States that Board of Directors member Jesse Rallis was awarded for his outstanding dedication and volunteer work with the SAA by the Seymour/Oxford Rotary Club.

Jesse Rallis: States that SAA hired a training coordinator responsible for EMT Classes, IV Tech, MRT, etc. Shannon McDaniel started on March 4, 2011. Due to the classes, SAA has 15 new members. SAA also hired an independent consultant firm to do a study on SAA from Pennsylvania. This is a 3 phase study, organizational, operational, etc. There were 29 members interviewed confidentially. The firm will help with long term planning, goals, by-laws, policies & procedures to reimage SAA. They would like to be a nationally recognized organization.

**ITEM # 13 – Adjournment.**

Motion to adjourn at 8:19PM.

Motion: Lucy McConologue

Second: Jason Weaving

Vote: 3-Yes 0-No

0-Abstain

Submitted by,  
Deirdre Caruso,  
Recording Secretary  
4/19/11