

MINUTES – EMSOC – Thursday, December 9, 2010 (7:00 p.m.) – Flaherty Room – Seymour Town Hall

Members present: Chairman Rosalie Averill, Michele Pavlik and Jason Weaving. Not present: Lucy McConologue and Diane Ricciardi. Others present: SAAA Director Scott Andrews, Evelyn Keith Luzzi, Bryan Ryan, Regina Mann and Debbi Lauranchuk. Recording secretary, Ms. Caruso, unavailable to take minutes. Chairman Averill will take minutes.

ITEM # 1 – The meeting was called to order by Chairman Averill at 7:05 P.M.

ITEM # 2 – Everyone saluted the flag and said the Pledge of Allegiance.

ITEM # 3 – MOTION by Michele Pavlik, seconded by Jason Weaving, to approve the minutes of 9/9/10 meeting. Motion carried unanimously. (3-0)

ITEM #4 – SAA's "financials" were discussed. The question was raised (earlier email from Finance Director Thomas to Mr. Andrews) regarding the staffing services (#6667 on P&L) already being "over-budget". (Budget 2010-2011: \$5400; year-to-date expenditure: \$9133.32.) Mr. Andrews explained that when the budget was drafted, SAA did not anticipate using staff services as much as they have been. He continued that some volunteers are now working out of the area, some (who were working part-time jobs) are now working full-time jobs; some are in school and that ERM fills the void when SAA lacks coverage. Chairman Averill asked if they are making changes to accommodate this shortfall. Mr. Andrews replied that they didn't need to since their income was up. Mr. Ryan added that they are starting training classes and hopefully will gain some new members. Mr. Andrews remarked that cash flow has been down for a period of time. Gross billings have been down (billings down \$15,000 from last year); call volume is down. He added that "private pay" needs to be looked at; \$64,000 outstanding in "private pays" (no insurance or balance due from person – their responsibility). Chairman Averill asked how this compares to last year at this same time. Mr. Andrews replied that he did not ask that question of the billing company. Another question on the P&L regarding #6340 (telephone and pagers) as to why the October expense was \$910.83 when previous months were averaging \$310. The answer was upgrades cell phones for both Mr. Andrews and Mr. Ryan; they are on the Town's rate (for savings). The budget for licenses and permits (#6230 on P&L) was \$240, with \$435.68 already being spent. This accounted for registering three vehicles (renewals) and a flashing light. It was noted that, when budgeting in the future, more accurate figures should be in the budget (knowing exactly how many "renewals" will come up for registration). Ms. Pavlik questioned contributions (#6140 P&L) totaling \$1300, with no monies budgeted for this. Mr. Andrews explained where the \$1300 went: \$100 – Avon Walk for Breast Cancer; \$150 – Seymour Founder's Day (booth rental); \$200 – Carriage Limousine (bus for EMS ride to Maine); \$100-- Seymour Police Union (5th annual golf tournament); \$500—Bridgeport Fallen Firefighters (in memoriam); \$150 – "Walk a Mile"-Seymour (six registrations); \$100 – Seymour Police Department (Trunk or Treat). Ms. Pavlik recommended budgeting "contributions" in future budgets.

2010-2011 Billing/Receivables/Write-Offs – It was noted that the 2010 EMMS "Collected" (\$260,205.45) was down considerably from the 2009 EMMS "Collected" (\$298,689.01)

SAA Technician Roster (rev. 12/5/10) – It was noted there was one member whose certification expired 10/1/10 but was still considered "active". Mr. Andrews remarked that members have 90 days grace period to get recertified. The members can use their "skills" during that period but cannot ride on the ambulance.

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SAA Balance Sheet – Mr. Weaving questioned “Investments” (#1300) line item and why the amount was always zero. Ms. Lauranchuk responded that since the amounts to be posted are so small, she waits until the auditor makes his entry at the end of the fiscal year. (Investment with Peoples Bank.)

EMS Provider Activity Report Form (7/1/10 – 9/30/10) – State of Connecticut – Department of Public Health – Form handed out by Mr. Andrews showing call activity. No questions.

Seymour Ambulance Anticipated Revenue Report for Services Provided during October 2010 report handed out by Mr. Andrews. No questions.

Aging Summary – Ms. Pavlik questioned ERM (\$1189.50) appearing in the 31-60 days. Vendor reported that he had lost the check so SAA waited to issue another check to see if it ever cleared. SAA has since re-issued a check and stopped payment on the original check.

Minutes of 9/9/10 meeting (old business) reflected EMSOC requesting a copy of the 990 tax form. It was noted that Ms. Pavlik was the only member of EMSOC to receive (via email) this form from Mr. Andrews. It was requested of Mr. Andrews to also send to all members of EMSOC.

NEW BUSINESS – Ms. Pavlik commented that she has some thoughts for future minutes but would reserve her thoughts to the next regular EMSOC meeting. She will discuss with Ms. Caruso, EMSOC’s recording secretary. Ms. Pavlik also remarked that anomalies in the “financials” were what EMSOC would be looking for. She asked if it would be beneficial for SAA to “summarize” those that “stood out”. She continued that when the Board of Education presents its “financials”, it sends a one-page cover sheet, noting such figures. After a brief discussion on this, it was decided that this would not be a good idea for SAA to adhere to. That is one of the reasons EMSOC was created – to identify anything “out of the ordinary” in their financials. Chairman Averill read, into the record, the “Freedom of Information Response Policy”, effective October 7, 2010, from First Selectman Roy. Per request of those present, she will send a copy to each EMSOC member as well as SAA.

ELECTION OF NEW CHAIR/VICE CHAIR – Chairman Averill advised everyone that her term was up and she was no longer going to serve on EMSOC. She stated that the time had come for “new blood” to come to the table as she had been serving on this Commission since its inception as a result of Section 10.7.3 of our Town Ordinances (11/16/05). She commented that she was happy to have served on the original subcommittee creating the new “agreement” between the Town and SAA and the subcommittee renegotiating the lease with SAA. She thanked those present from SAA for its dedication in serving our community. MOTION: Mr. Weaving, seconded by Ms. Pavlik, to elect Michele Pavlik as EMSOC Chairman for 2011. No other nominations from the floor. Motion carried unanimously (3-0). MOTION: Ms. Pavlik, seconded by Mr. Weaving, to elect Jason Weaving as EMSOC Vice Chairman for 2011. No other nominations from the floor. Motion carried unanimously (3-0).

2011 MEETING DATES - Chairman Averill advised members that Ms. McConologue had told her that the Seymour Police Commissioners now meet on the second Thursday so she would need to get off EMSOC if our meeting dates remained the second Thursday. It was decided to change the 2011 meeting days to the first Thursday and still meet quarterly. MOTION: Ms. Pavlik, seconded by Mr. Weaving that the

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2011 EMSOC meeting dates will be: February 3, May 5, August 4 (agreed that this would be best since SAA's audit should be available by then) and November 3. Motion carried unanimously (3-0).

ADJOURNMENT – MOTION BY Ms. Pavlik, seconded by Mr. Weaving, to adjourn. Motion carried unanimously (3-0). Meeting adjourned at 8:05 P.M.

Respectfully submitted,

Rosalie Averill, Acting Recording Secretary