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**MINUTES**  
**EMS Oversight Commission**  
**March 11, 2010 7:00pm**  
**Seymour Town Hall – Flaherty Room**

Members Present: Rosalie Averill, Lucy McConologue, Michele Pavlik, Jason Weaving.  
Others: Scott Andrews, SAA, Regina Mann, SEMS, Evelyn Keith-Luzzi, SEMS.

ITEM # 1 Pledge of Allegiance.

Pledge of Allegiance led by Chairman Rosalie Averill.

Meeting called to order at 7:00pm.

ITEM # 2 Approval of Minutes from December 3, 2009.

Under Item #4 change paragraph to read as follows:

"The SAA has purchased a Polaris to replace the old golf *cart* used to rescue as well as to showcase during events."

Motion to accept minutes with correction.

Motion: Lucy McConologue

Second: Michele Pavlik

Vote: Yes-4

No-0

Abstain-0

Absent-1(D. Ricciardi)

Motion carries.

Chairman Averill welcomes the two new members Michele Pavlik and Jason Weaving and informs everyone she had asked the recording secretary to provide the new members with the following information:

- copy of the SAA Lease with the Town of Seymour including all attachments
- copy of the SAA Agreement with the Town of Seymour
- copy of the Ordinance
- copy of the Minutes from the previous four meetings in 2009

She opens the floor to any questions the new members might have before moving on to the regular items on the agenda.

Jason Weaving had the following question:

- ✦ Had some questions about drivers being properly licensed. He checked with DMV and he asked if a special license is need to drive an ambulance. Mr. Andrews explains that unless the vehicle is over 26,000 pounds you do not need a special license, according to state regulations. The insurance company requires all members to have training programs and that is what the SAA is currently doing and that is well beyond what is required from the state. All technicians are not qualified to drive and Mr. Weaving asked to have the roster specify which members qualify and which don't.
- ✦ Technician roster should include a row with the expiration date for the licensees.
- ✦ Technician roster, are all members who's certificate has expired. Mr. Andrews explains the members are remain members and have 90 days to seek recertification.

A couple of the members continue to be members and continue to be drivers without being certified but do not perform any services.

Michele Pavlik

- ★ Michele would like to see a list of the multi year projection of major capital needs. Mr. Andrews explains to the Association that they are planning on purchasing a new ambulance and a new first response vehicle and that is the extent of the capital request at the moment.

### ITEM # 3 Discussion of Financials & any other reports.

Fundraisers: any funds raised paid for uniforms, new furniture for the day room, also new paint for the common areas in the building.

Overnight shifts get a \$15 incentive per shift.

The morale at the Association is good. SAA Board of Directors made attempts to fill vacancies and they have just hired a supervisor.

Collections on billings are good and, when asked by Chairman Averill, if there were any fundraising activities planned for 2010, Mr. Andrews said he did not feel comfortable asking for donations considering the economy.

Chairman asks what the receivable carried over for \$500. The bookkeeper said it was a fee due from a person that owes for training class.

Profit & Loss Statement: Professional Fees, the auditor is not reflected in this line item and the Chairwoman would like to know where the auditor payment is reflected. The audit payment seems to be reflected in the Accrued Expenses. Account 2110 reflects more than just the audit.

Profit & Loss Statement: Executive Director Salary, the line item went from \$5,615.40 to \$14,019.25 during the month of December. Mr. Andrews explains it was a one time bonus paid to the Executive Director.

Profit & Loss Statement: Volunteer Incentives, line 6350, went from \$1,806.61 to \$11,170.58. Director explains the line item includes the Christmas party, vests and name tags for the year, a summer picnic, and the occasional lunch bought for the volunteers. Chairwoman asks who the oversight is for such expenditures and Mr. Andrews explains that anything less than \$50 does not need to be approved by their Board of Directors. Also there is a purchase order process in place. Documentation needs to be provided before the expenditure is approved and it could be via email as well.

The quarterly reports EMSOC receives are reviewed by the SAA's auditor before we received.

The quarterly call report that was going to the State will continue to be submitted to the EMSOC at the request and consensus of all EMSOC members.

The Chairman did receive an email from the Finance Director Doug Thomas  
Finance Director Doug Thomas reviewed the reports and the following were his comments:  
"Rosalie, The Balance Sheet looks healthy with a good cash balance and reasonable receivable. The expenditures look inline except for salaries which look low in January and high in December. Doug"

ITEM # 4 Old Business.

Communication dated December 3, 2010, sent to the First Selectman requesting review and possible revision of the Ordinance was given to new members.

Scott Andrews submitted the new Certificate of Operation to the Board. A copy of the Certificate of Operation will go to the First Selectman Paul Roy as well.

Mr. Andrews reminded EMSOC members that the stipend from the Town has the purpose to cover part of the bad billings from services rendered to town residents. Write-offs every year typically exceed what the SAA receives from the Town.

Medicare reimbursement rates for 2010 are less than for the 2009 year.

ITEM # 5 New Business.

No new business.

ITEM # 6 Public Comment.

No Public Comment.

ITEM # 7 Adjournment.

Motion to adjourn at 8:20pm.

Motion: Michele Pavlik

Second: Jason Weaving

Vote: Yes-4

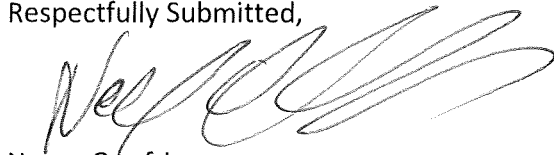
No-0

Abstain-0

Absent-1 (D. Ricciardi)

Motion carries.

Respectfully Submitted,



Nancy Onofrio  
Recording Secretary