



TOWN OF MONROE

EMERGENCY MEDICAL SERVICES COMMISSION

MEETING MINUTES

June 29, 2022 7:00 pm
Monroe Town Hall

In Attendance:

John Brenna, Chairman
Paul Resnick, Vice Chairman
Lisa Pane, Commissioner
Pete Oliva – Commissioner, Absent
Michelle Windows – Commissioner, Absent
Don Smith, Chief of Service
Craig Rosenberg – Deputy Chief of Service
Dan Hunsberger – CMED, Absent
Guest Speaker – Rachel Shawley, Quick Med Claims

Call to order: Chairman Brenna called the meeting to order at 7:07 pm.

May 25, 2022 Meeting Minutes Approval

Commissioner Pane made a motion to approve the May 25, 2022, meeting minutes. Commissioner Resnick seconded the motion. All in favor – Vote 3/0

Chairman comments:

- **Moment of silence observed for deceased EMS member Bonnie Protsko**
- **Chairman Brenna introduced guest speaker Rachel Shawley from the QMC to discuss service billing and payments.**
- **National EMS Week – 5/15 thru 5/21**
 - 5-days of articles in the Monroe Sun highlighting the 45th anniversary of MVEMS, various community support activities, a number of member interviews including background profiles, and the role of an EMT to promote interest for new membership.
 - 1st Selectman honored MVEMS with a proclamation presenting to the Service Chief and EMS Commission.
- **OEMS update:**
 - Draft proposal from region 1 to modify the Asthma Protocol to include IM EPI at the EMS level.
 - There is a number of activities in progress as presented at last month's EMS Commission meeting.
- **Service Statistics Review** - Reviewed May's service calls. There were 193 calls for service this May, setting a new record in EMS history. Projected 1,800 calls for emergency service during 2022.
- **Town Council approved the 3-year VEMS agreement for EMS services.**
- **A TECC – Tactical Training Active Shooter Class is scheduled for August 20, 2022.**
- **Interior Design planning committee** – Fixtures and furnishings for EMS building renovation project were discussed and reviewed at the June Building Committee meeting. A detailed color handout was provided showing selected furniture details for the main floor, offices and bunk rooms.

Budget and Finance Review

- **QMC – Billing Company Report – Guest Speaker, Rachel Shawley**
 - Monroe Payor Mix review, discussion and the impact on monthly collection fluctuations.
 - YTD Billed as of 6/28/22- \$2,081,803 - 66% increase over prior year.
 - Final billing for June and fiscal year 2021/2022 billings and payments received will be available early July.
 - Financial results year over year are based on increasing emergency call volume and fluctuations in payor mix

CMED Report

- Nothing new to report.

Service Chief's Monthly Performance Report

- Ambulance #952 is back in service
- The Chief's performance report was reviewed and discussed.
 - Performance statistics - Call coverage, call handling, membership, vehicle maintenance, committee activity and budget. It was noted call volume continues to increase.
 - Heating is the largest expense due to the renovation project. increased fuel and electricity expenses – under review with Finance.
 - The Fund-raiser program yielded over \$28,000. A special thanks to all local residents and businesses for their donation contributions.
 - The Service Chief provided a draft of the proposed EMS policies and procedures changes. These will be reviewed at the July 2022 Commission meeting.
 - The Service Chief also provided a draft Strategic Plan for Volunteer Recruitment and Retention as assigned at the May 2022 Commission meeting.
 - A combined EMS & FD Department “on hands training session” was held to become more familiar with each department's equipment for rescue and transport. A second training session is scheduled.
 - Mutual Aid changes – Trumbull and Echo Hose to be primary mutual aid responders.
 - The annual Service picnic is scheduled for Saturday July 16, 2022. 11:30AM – 2:30PPM.

Unfinished Business – Status update

- **Building Renovation Project review** – Status update
 - Footings / Foundation for the 2ndst addition completed.
 - Exterior siding for the 1st addition is planned for the coming month.
 - The 2nd floor build-out construction is framed, electrical and plumbing completed.
 - Target for project completion still on schedule for mid-November 2022.
- **EMS Policies and Procedures** – Each policy and procedure being updated for review with the EMS Commission.
 - Draft copies were distributed to the Commissioners for review, discussion and vote approval at the July Commission meeting.
- **Strategic Planning for Volunteer EMT resource growth and retention**
 - 6-9 months strategic planning for future 2023 EMT Staffing.
 - The Service Chief provided a draft plan for discussion at the July Commission Meeting.

New Business

Public Participation – None

- **Adjournment 8:53 pm.**
 - Motion to adjourn by Commissioner Pane. Motion seconded by Commissioner Resnick. All in favor. Vote: 3/0.

Next EMS Commission Meeting is scheduled for Wednesday July 27, 2022 - 7pm.

Submitted by John Brenna, EMS Commission Chairman