♦ CALL OF THE MEETING/PLEDGE OF ALLEGIANCE

The meeting was called to order by Alderman Papa at 7:00 P.M. in Room 104 Shelton City Hall. All in attendance pledged allegiance to the flag.

IN ATTENDANCE: Alderman Papa, Chairman  
Alderman Finn  
Alderman McGorty

ALSO IN ATTENDANCE: Joel Hurliman, Police Chief  
Fran Jones, Fire Chief  
John Millo, Director OEM  
Alderman McPherson

♦ PUBLIC PORTION

David Giolello – 65 Walnut Tree Hill Road – He commented on the Reverse 911 during the Blizzard. Not everyone has land lines only, therefore it did not reach all residents. Communication with the residents did not exist. Young people do not have land lines. We must look into the future with Ipads, Smart Phones, Iphone. People are using them and you can communicate. If you look at the City’s Website right now the OEM is showing urgent message from Sandy. Only four months old. That should be something updated every hour. We have Facebook to also communicate with. Rep. Perillo was updating his Facebook page with information on Shelton – what he knew. Mr. Giolello wasn’t befriended by him and therefore
couldn’t get info. He was keeping people informed. Alderman Finn has a large list of emails and he kept people up to date.

Whoever the Emergency Coordinator is should be here communicating. We shouldn’t have to depend on the Mayor – he is entitled to vacation or he is out of town on city business. We need to have a person who will be here during emergencies and is responsible for communicating. Fire Chief knows you have to have a dedicated person – Incident Commander – responsible for communication only.

Alderman Papa states that is why it is on the agenda to review.

♦ AGENDA ITEMS
♦ CORRESPONDENCE

Letter read into minutes (It is under 2.1 agenda item)

1. APPROVAL OF MINUTES
   1. REGULAR MEETING – DECEMBER 5, 2012

Alderman Finn moved to waive the reading and approve the minutes of the Public Health & Safety Meeting of December 5, 2012. Seconded by Alderman McGorty. All in favor. Motion carried 3-0

2. NEW BUSINESS

2.1 REQUEST FOR STREET LIGHTS ON HURD ROAD & SURROUNDING AREA
Below is the actual request from Ms. Cyr:

John Papa,

We have to put the lights up on Hurd Road which goes into McGuire Road. It is so dark that you can’t see the wild animals coming in the road, like deer. Plus all the cars have all their high beams on the car making it difficult to get around the curves. Also, coming out of High Meadow Road to go on Hurd Road is hard to see both ways. Because of the bushes and trees are in the way. So, please put the light up also on Mohegan Road and Booth Hill Road too. Also, all the people who live on the street say the same thing. We need the lights up now. It is too dark plus we live too close to the wetland and have too many wild animals living in the area. So I hope you will help us out now because years ago we have some lights up before but they were taken down. So help us.

Sandra Cyr
16 Danube Drive
Trumbull, CT
203-261-7790
2.2 REQUEST FOR STREET LIGHT AT INTERSECTION OF WOODS GROVE & BOOTH HILL ROAD

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Theresa Adcox

From: Theresa Adcox [boclerk@cityofshelton.org]
Sent: Thursday, January 31, 2013 3:53 PM
To: Joel Hurleman (Joel Hurleman (hurlman@sheltonpolice.net))
Subject: PH&S Request...Streetlight at the Corner of Woodsgrove and Booth Hill Road

Hi Joel,

For the next PH&S meeting (which will be in early March), could you have someone review the following request from Alderman McPherson? He would like to have a street light from Pole #2939 or from #2941 taken and put at the corner/intersection of Woodsgrove and Booth Hill Road which he said is in great need of a light. There is no pole at that corner of Woodsgrove and Booth Hill now but he said the pole from #2010 could be moved there to accommodate the light.

Thanks,

Theresa
Dear Theresa,

The area of Woods Grove and Booth Hill could benefit from additional street lighting. This intersection has no pole in the area and one would need to be installed first. The area of Hurd Road could also benefit from additional lighting. The accident history for both intersections is not great and all of the recent ones were due to snow and ice. Both would be a priority two installation.

The traffic citation report will be sent tomorrow am. Chief Joel.
The Chief addressed both. He states where there is no pole there. They have to address the price of installing a pole and the cost to bring a line into the pole. It can cost a considerable amount of money.

On Woods Grove and Booth Hill road, at the intersection, it is dark and it might be an area where we can move a pole.

Alderman Finn states Ms. Cyr mentions bushes and trees. Are they on private property. We believe they are on private property. It will improve site line if they are removed.

Hurd Road was requested by Mrs. Cyr. It is mentioned also in Police Chief’s report.

Alderman McPherson explains that there are two lights on Booth Hill that should not be there and on Hurd and Booth Hill and Woods Grove pole #2010, if it is lit it will light up intersection. Since there is a pole the cost will be minimum.

Cost to be checked by Theresa. They would like to increase lumen. Also new fixture. This will be more cost effective. Alderman Papa is concerned between Winfield and Twin Brook.

They will be looking into the light for Woods Grove and Booth Hill Road and that might help Mrs. Cyr also.

2.3 EMERGENCY COMMUNICATIONS

Alderman Papa put this on the agenda because of the calls they received. Some people received the reverse 911 calls, some did not. Chief Hurliman addressed the current system. It is the state system – Everbridge. They don’t pay to use it and there are limitations to what they can put out on the call.

The State only allows Shelton to put out emergency messages only. It is free and there are other communities that don’t have anything and then that puts you in a queue. If you go on the Shelton Police Website you can sign up your cell phone number.

The Chief states he agrees with Mr. Giolello – Alderman McGorty came in to update the City’s website. It was not being updated. He feels he called Valley Sentinel, Huntington Herald and Shelton Patch and they did their part with the info he gave them. But he feels we need to have more than one person have access to Website.

Alderman Papa asked the Chief to get some prices on the Emergency Notification Systems. Chief states ballpark figures of unlimited use of State System $11,500.00 a year. But you also can get your own system and put out routine messages.
Alderman Papa asked about any kind of message. If you pay for your own systems you can put out any message.

The other reverse 911 services cost are not all in yet. CodeRed System ball park price - $15,000 - $18,000. Seymour uses CodeRed – very easy to use. Alderman Finn asks where does it fall under in the budget. Chief Hurliman feels it should be in the City Budget.

Chief Hurliman feels it is not the only outlet. We should use Website, Facebook Twitter.

Their will be a link to this website. Alderman Finn asks if the phone lines are out can you still put it out. Yes if the tower is not out.

Alderman Papa wants to advertise about linking your cell phone to the reverse 911 system. The vendor maintains this. There are not final cost numbers from other vendors. This has to go out to Bid. Chief wants the system to be user friendly. The Chief will come back with a list of vendors. Alderman Papa states there will be another meeting with the Mayor and also you need more than one person to access Website. Alderman Finn states the Webmaster is part-time. Alderman Papa would like someone dedicated to update Website.

Chief will be back in about 1-2 months with information for reverse 911.

4. OLD BUSINESS – STATUS UPDATE
3.1 NO ITEMS

4. REPORTS OF THE EMERGENCY SERVICES
   A. EMERGENCY MEDICAL SERVICES

The EMS minutes will be added to end of these minutes.

Alderman McGorty adds that they are doing a fantastic job. Details in the minutes.

   B. POLICE SERVICES

Citations report is included at end of minutes. Chief Hurliman states there were some infractions and misdemeanors despite the snow. They caught a burglar on Walnut Tree Hill Road with the help of a neighbor who saw someone go around the back of the house. There were 71 citations.
C. FIRE SERVICES

The following is the report from the Fire Chief:
To: Board of Alderman (Public Safety Committee)
From: Francis T. Jones III
Subject: Monthly Report – February
Date: 2/27/13

Commissioners,

The following is the Shelton Fire Department – Chief’s Report for the month of February 2013. This is a list of completed tasks and a short list of those tasks and projects in progress.

**Apparatus:**

1) Truck 40 received tires and wheel alignment, due to wear issue

2) Ladder 33 received pump work at G & K

3) Apparatus Mechanic working on rear back-up camera Tower 7 (awaiting new camera to install)

4) New tires installed on Marine 1 trailer due to age, Apparatus Mechanic is repairing a broken flange on trailer

5) Squad 30 receiving work to exhaust manifold

6) Engine 4 is being scheduled for service at Tracy’s garage, and PM via apparatus mechanic

7) Tower 7’s Kussmul charger OOS, new charger on order by Apparatus Mechanic

8) Squad 5 and Truck 43’s winches are being repaired, due to recent damage during Blizzard Nemo

9) Engine 32 received minor cosmetic damage form a broken chain during Blizzard Nemo

10) Car 1 (SH101) receive minor cosmetic damage to front bumper during Blizzard Nemo

11) Regular Preventative Maintenance being conducted by Apparatus Mechanic
Staff Assignments/Projects:

1) Chief Jones – Chief Office procedures for staff hours and records privacy management – completed (To be distributed at BOFC’s meeting)

2) Chief Jones – Completed Blizzard Nemo (Payroll & Food Re-imbursements) submitted to Mayors Office on 2/15/13 as directed.

3) Chief Jones & AC Wilson completed after action report on Blizzard Nemo (To be distributed at BOFC’s meeting)

4) Chief Jones – We are still awaiting to hear good news from the AFG Grant for SCBA. Charlene has been in contact with them on an almost weekly basis. Unfortunately, we received news that we did not receive any funding from this years SAFER Grant for our submitted fuel card incentive program.

5) Chief Jones – Submitted the Final Operational and Capital Budget to BOFC’s at the February Meeting. Final Department budget sent to the Finance Director and Mayor on February 15th, 2013 per Commissioner McGorty.

6) The new SFD records management form is has been developed by Chief Jones, DC Hongo, and Records Keeper Chase. This new system will be placed into service starting March 1st.

7) Chief Jones and Assistant Chief Verdicchio continue to meet with Northeastern Communications, installation of fixed hardware is in progress, programming of subscriber units and engraving of units are complete completion, and subscriber installations of portables have started, remaining portables are scheduled for install week of March 11th. (in-progress)

8) Chief Jones continues to work with the Quartermaster on new equipment purchases, and standardization of city fire equipment.

9) Took delivery of new Cold Water Suits, standardized air tools, and power tools during month of February.

10) Deputy Chief Hongo will be providing Safety Bulletins to the membership and assisting Human Resources by providing established SFD safety policies, procedures and bulletins to other city departments as reference materials to assist in making the City of Shelton a safe workforce. We are working on improving our Infection control plan, and a Lock-out – Tag-out procedure (In-progress)

11) Deputy Chief Hongo continues to work with Griffin Occupational Medicine on our Respiratory Protection and Medical Monitoring Program. Any and all issues should be forwarded to DC Hongo (on-going)
12) Chief Jones - Final SOP Manual is scheduled for approval by Officers Council at March Meeting, February meeting was cancelled due to Blizzard Nemo.

13) Deputy Chief Hongo and Chief Jones are reviewing record keeping of all mandated files, and there security. (See attached suggestions)

14) The Administrative Secretary is in the process of securing old files for storage and reorganizing the file cabinets. The Administrative Secretary shall ensure these documents are on file in the Chiefs Office Examples and partial list are: Correspondents, Hose Testing Records, Vehicle Maintenance, Purchase Request/Orders, Ladder Testing, SCBA Hydro/Posi Testing, Meter PM, Air Quality Testing, Pump Testing, Hurst PM, Equipment Spec's/Bids, BOFC & Officer Council Minutes. Maintain updated address, contact information of all members, Assist the Chiefs, Records Keeper, Quartermaster, Recruitment Retention Officer, Training Officer and BOFC’s with information and records as needed (in-progress)

15) The Records Keeper shall maintain these items LOSAP, Saleander Accountability Tags, issue FDID #’s, Department ID’s, Individual Fit Test, Fit Test PM, Personnel Records, Medical Clearance Forms, I-2 Compliancy Records. Assist the Deputy Chief and Administrative Secretary on the Medical Monitoring Program, and Assist the Quartermaster, Recruitment Retention Officer, Training Officer, Chief’s, and BOFC’s with information and records as needed. (in-progress)

16) Assistant Chief Wilson and Training Coordinator Salemme are coordinating Bail-Out Training to SFD members that received the new gear. Training will continue throughout the Winter. In addition AC Wilson is scheduling May-Day Training, and Power Equipment Training (in-progress)

17) Assistant Chief Wilson and the Equipment Spec committee are revising the SCBA Spec’s to meet the new NFPA 2013 – SCBA standard. This standard takes effect March 1st.

18) Assistant Chief Constantino continues to work on the Opitcom system with funds approved from BOA funding for some upgrades particularly the Route 110, and Maple Street interception in White Hills. A detailed report, and timetable of project needs will be provided by the AC. Next step is to find additional funding for this project, We have $ 8,000 already allocated, but quotes are coming in around $ 11,500 to complete project per Car 3 (In progress)

19) Assistant Chief Verdicchio, continues to be the lead on all Radio Systems issues and the new proposed radio systems. All radio issues are being address upon notification and in a timely manner. We are meeting regularly radio system. (on-going)
20) Assistant Chief Osiecki and the Apparatus Spec Committee have finalized the specifications for the new quint and two rescue vehicles. The vehicles have been put out to bid by the purchasing agent for a 30 day period.

21) Assistant Chief Osiecki is working with our mutual aid partners on dispatching procedures for Tanker responses.

**Training:**

1) Request Training Assistant from Company # 1 be posted and filled ASAP
2) Training Committee has been meeting monthly
3) SFD will be holding a Summer FF1 conducted by the Valley Fire School
4) Bail-out Training is continuing
5) Currently there are (3) SFD members attending the Winter FF1, (2) SFD members attending Fire Instructor 1, and (1) member enrolled in Fire Officer 1, (1) member attending Ice Rescue Course
6) The SFD will be holding a city drill on Meth Labs
7) DEEP Safe Boat course in progress at Co. # 4
8) Basic (8hrs) Pumps Course is currently scheduled for each company
9) Training Division is scheduling citywide training on Power Tools/Torches
10) Training Division is scheduling citywide training on Rope Rescue
11) Training Division is scheduling Driver Operator Training spring/summer

**Quartermaster – Tasks and Jobs in progress**

1) Inventoried returned gear
2) Scheduling SCBA repairs as needed
3) Awaiting replacement four gas meter (back ordered)
4) Purchased specialized non ethanol fuel for small tools, have completed change over to the new fuel – This will reduce maintenance cost by using the specialized fuel
5) Issued Fire Police Equipment to Fire police membership
6) Working on hose replacement and standardization
7) Reviewing equipment items that may need to be re-bid, due to time limits.
8) Working on replacing and updating utility and life safety ropes
9) Working on updating harnesses for truck companies – replacing out dated ladder belts
10) Working on replacing re-chargeable batteries for battery operated tools, and developing a replacement schedule
Recruitment & Retention

1) The SFD received 17 new applicants to the SFD during February

2) LT. Mattioli met with the new company officers to discuss both citywide and company recruitment & retention efforts for year 2013

3) Working with Chief's Office, Records Keeper, Quartermaster and Training Coordinator to better streamline application process and required training of new recruits (in-progress)

4) A Draft citywide application for membership was created, next step officer council for review, then BOFC's -- Includes Background Check on all new applicants

5) Uniforms and clothing incentive for those members meeting training, response, and/or service as a Company Officer is being considered -- (Three season reflective jackets)

6) Open House(s) being scheduled

7) Brochures were handed out to local business by the R & R Officer

8) Recruitment video to be presented at high school, and free cable access public TV

9) Direct hand-out (pamphlet) to targeted residential areas to stimulate recruitment efforts in district neighborhoods -- To begin in District # 4

Hot Topics & Other Items for March

1) New Member application procedure to include Background checks -- moving forward to Officer Council for review and comment

2) Review of newly implemented records management (Drill & Fire log forms)

3) Implementing a Social Media Policy (Assigned to Policy Committee)

4) Status of Full Time Mechanic Position (Request position to be posted, and to be filled)

5) Equipment Assistant -- Job Description (presented to BOFC and included in 2013-2014 proposed budget)

6) Recruit Firefighter Program (Assigned to Training Division)

7) Driver Qualification Process (Assigned to Training Division)

8) Implementing computerized records management - Fire House Software or equivalent (Assigned to Chief Jones and Chairman Maglione to move forward with project)

9) Equipment Specification Committee working on Ladder Belt (Harnesses), and SCBA Spec's

10) Radio Installations
Fire Chief Jones would like to add that the Fire Houses were manned with about 24 members for a 48 hour work place. They responded to 92 calls with one cardiac arrest. They assisted EMS. They used a snow mobile – personal use and helped the paramedic reach the cardiac arrest. They expended about $43,000 Payroll cost and about $2,000.00 Food.

They will be sending a memo to Public Health & Safety Committee for future meeting. The White Hills Fire Company has had a problem with an intersection at Maple and Leavenworth Road. There was a new redesign about 5 years ago. There was a Fire Truck Accident in 2011 and the option is a Pre-emption system to take control of the Traffic Lights. The Aldermen last year approved through special appropriations about $8,000.00 to make improvements to the siteline of the intersection. We have been doing our homework the site line needs a new engineering study and the quote is between from $3,000.00 - $4,500.00. The one quote for the pre-emption is about $11,500.00. We can’t get any other quotes on the pre-emption until we get the engineering study.

It has become a City issue because of the engineering issue.

Alderman Papa asked about making it easier. It affects all firehouses coming up to White Hills. They are looking for three controls on the 4 way intersection. This should be about $8,000.00. It is about $4,000.00 for study.

Alderman Papa asks about grants. There are some for reengineered intersections but not for existing intersections. Rte. 110 is a state highway.

Alderman Finn states they dropped the road 5’ and there is a crest in the road now. They also added a turning lane.

Alderman Papa states give us some layouts and we will give it to the Mayor. Fire Chief states we have been working on this for 2 ½ years. They can’t install these controls without the engineering study. They came to Alderman for $8,000.00 for controls but now they need engineering study. They might need site line preparations also. This has to be done through State DOT. This is the most urgent.

Alderman Papa would like each emergency service to report any problems with storm and we should know about them for the next time.
Alderman McGorty states the biggest is communication. The multiple services were communicating with each other. It was the residents that didn’t know what was going on.

Alderman Finn states the services worked very well together and helped each other.

Alderman Papa would like them to list what they would like to see done better.

Fire Chief will submit the report to the clerk and it has all suggestions and costs and what happened.

D. OFFICE OF EMERGENCY MANAGEMENT

Director Milo reports that Fema is still progressing with Hurricane Sandy. That Assistant Sabatino and Bednarsky have resigned their position due to personal and job related reasons. They did a wonderful job and they will be missed. The Mayor knows about this and he is in the process of replacements.

Director Milo states that the snow was 4’ high with 6-8’ drifts. Snow was a very heavy snow. The trucks couldn’t handle it and the vendors were tied up at the State level and the National Guard helped at the State level.

Alderman Papa states every town had problems.

Director Milo stated Shelton faired well compared to other towns.

D. FIRE MARSHAL

There is no report from Fire Marshal.

ADJOURNMENT

Alderman Finn makes a motion to adjourn at 7:45 P.M. Seconded by Alderman McGorty. All in favor. Motion Carried 3-0.

Respectfully submitted,

Margaret Weber, Clerk
EMERGENCY MEDICAL SERVICES
EMS COMMISSION
Regular Meeting Minutes
Monday, February 25, 2013
Shelton Town Hall Room #104

Commissioners Present:
Noreen McGorty, Chairman
Nancy Minotti, Commissioner
Karen Minopoli, Commissioner

Commissioners Absent:
Beth Tiberio, Commissioner
Tom DeMarco, Commissioner

Also present:
Joe Laucella, Assistant Chief, EHAC (arrived at 7:37 p.m.)

1. Convene
Commissioner McGorty called the meeting to order at 7:32 p.m.

2. Pledge of Allegiance
All present recited the Pledge of Allegiance.

3. Public Portion
Chairman McGorty opened the meeting for public participation. Seeing none, Chairman McGorty closed the public portion.

4. Correspondence
Chairman McGorty distributed the following:

   a. 2013 Meeting Schedule for Shelton EMS Commission (attached herein):
b. Finance Sheet (attached herein):

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5. Update from EHAC

Report attached herein:

February 2013
EMS Commission Report

Report submitted by Michael Chaffee- Chief- Echo Hose Ambulance

Snapshot of 2012

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New Members in Training-
We currently have 7 members in training and over the past three months have cleared 8 new members who are actively volunteering.

EMT Training-
We currently have 48 people in two EMT classes that will end in the middle of March.

Our next EMT class will begin June 4, 2013. Day and Evening classes will be available.

CPR/AED Training/Community Education-
Echo Hose Ambulance is providing free monthly CPR/First Aid training to all Shelton residents. To register for free community CPR Classes residents can visit our website at [www.echohose.com](http://www.echohose.com) for more information.

16 Shelton residents from the community were trained in CPR during the months of December and January.

Vehicles-
All vehicles are in service.

The ambulance corps has just put into service a new 2013 Ford Explorer First Responder Fly Car.

Equipment Update-
Echo Hose Ambulance just purchased and received two Lifepack 15 ALS Cardiac monitoring units to help prepare for the upcoming deployment of our Supplemental Paramedic program.

The ambulance corps also received the new Lucas CPR device that assists with chest compressions during a Cardiac Arrest.

We also just upgraded 7 new Automatic External Defibrillators as our current ones are getting older and will not be supported by the company in the next two years.

Blizzard Operations

Echo Hose Ambulance had additional crews on for approximately 96 hours during the recent Feb 8, 2013 Blizzard. Echo Hose Ambulance staff logged over 850 volunteer hours during the event and additional paid staff worked through out the duration of the event. EHAC responded to over 75 calls in the four days. EHAC covered all the calls within our town without relying on outside mutual aid assistance.

We are so thankful and proud to have such a dedicated group of volunteers and staff. Our staff worked countless hours, were stranded in vehicles and walked through feet of snow in some cases, parking the ambulances two or three streets away while dragging patients through the snow. We are grateful for all the hard work of these individuals who worked tirelessly to help others going above and beyond the “normal” call of duty.

A very big thank you to the SFD and for all their help assisting our crews by getting us to the calls on their apparatus or assisting with extricating patients through neighborhoods and homes. Huntington Fire Department assisted crews on a majority of the calls as many calls were in their district.

MRC

Echo Hose Ambulance hosted the Third monthly meeting for the Naugatuck Valley MRC. The Medical Reserve Corps is a statewide program that Echo Hose Ambulance and the Naugatuck Valley Health District has partnered together to establish for this area. The MRC prepares members of our team to help in the time of disaster. The MRC would help staff and coordinate mass dispensing of medications, vaccinations, sheltering and rehabilitation of residents and emergency workers in the Naugatuck Valley. Those members of the community who are interested in joining the MRC can visit www.echohose.com to fill out an application.
The commissioners reviewed the report from Echo Hose Ambulance. Chairman McGorty wanted to highlight the phenomenal job of Echo Hose and its volunteers during the blizzard operations. Joe Laucella, Echo Hose Assistant Chief, provided some detail on the operations and reported that approximately 900 volunteer hours were logged. He also indicated that much was learned from the event. Chairman McGorty thanked him and the entire EHAC for their service during the storm.

Assistant Chief Laucella reported that the goal date for the supplemental paramedic program has been delayed to April 1, 2013.

Additionally, Assistant Chief Laucella reported that EHAC acquired a new fly car and CPR/Lucas machine. The Lucas machine provides better compressions than human hands and the ability to do compressions continuously as patient is being transported. The machine also allows for increased crew safety. Updated automatic defibrillators have also been obtained, and the old devices are being given to first responders in different geographical areas of the city.

Chairman McGorty inquired about the size of the fleet. Assistant Chief Laucella stated that Echo Hose currently has:

- 7 ambulances
- 5 fly cars
- 1 gator
- 1 rehab truck.

EHAC has outgrown its garage space.

6. Update from VEMS

Chairman McGorty indicated that Bob Pettinella would not be attending the meeting. The report is attached below:

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**VALLEY EMERGENCY MEDICAL SERVICE**
P.O. Box 837
DERBY, CONNECTICUT 06418

**SHELTON: VEMS Responses**

<table>
<thead>
<tr>
<th></th>
<th>Dec 2012</th>
<th>Jan 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Responses</td>
<td>284</td>
<td>273</td>
</tr>
</tbody>
</table>
VEMS: Municipal contribution

<table>
<thead>
<tr>
<th>Town</th>
<th>Service</th>
<th>Billing</th>
<th>Budgeted</th>
<th>Paid</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansonia</td>
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<tr>
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<td>$0</td>
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<tr>
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<tr>
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<tr>
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<td></td>
<td>$30,000</td>
<td></td>
<td>$30,000</td>
</tr>
</tbody>
</table>

$24,752 $30,000 $24,752

VEMS: Operations

All Operations running smoothly. VEMS has transitioned into Monroe Successfully with no issues.

All VEMS trucks are operations will no current issues. All Biomedical equipment working with no issues.

Working with EMMS our billing agency to accept credit card payments by phone. This will give residents another option to pay any outstanding balances.

VEMS is in the process of looking for property to purchase for a new base of operations. Currently researching several different locations. One location in particular is perfect for its easy on easy off highway access that will provide VEMS perfect access to all Towns it serves.

VEMS actively seeking grants and donations to help bridge the gap between operational costs and income shortfalls. Such grant money will be used to purchase additional heart monitors and additional intercept vehicles for continued service to the 5 Valley towns.

4 additional PT paramedics have been hired to help keep OT costs down. All 4 paramedics are on the road and working.

The commissioners discussed the VEMS report. Chairman McGorty noted that VEMS has begun a property search to seek a location possibly closer to the highway.
Echo Hose Assistant Chief Joe Laucella asked Chairman McGorty whether she had heard about any collection-related calls from residents. He reported that City Hall has called him two times about seniors who are receiving notices. Chairman McGorty said that she has fielded a couple concerns about double billings which are not actually double billings and has handled all she has received so far. Assistant Chief Laucella explained their protocol has been to tell the resident to call the number on the bill.

Assistant Chief Laucella also mentioned that he has received feedback from residents regarding ALS assessments as frequent users of the system are receiving bills, and Jane in the Mayor’s office fielded some calls in that regard.

Chairman McGorty said she will follow up on the billings issue.

7. Approval of Payment of Bills
Commissioner McGorty discussed the transitional issue with the payment of CMED.

Commissioner Nancy Minotti made a MOTION to pay all of the outstanding CMED billings from September 2012 through February 2013 in the amount of $35,744.70 and give authority to Chairman Noreen McGorty to follow up on payment of the bills. Commissioner Karen Minopoli SECONDED. A voice vote was taken; motion passed unanimously.

8. Budget
Chairman McGorty stated that Finance was flexible with the EMS Commission regarding submission of its budget and that she will submit the budget after discussion and approval at the meeting tonight.

Chairman McGorty referred to the items on the budget and indicated the only increase is for C-MED in the amount of $2,000.00. She reviewed the proposed budget:
• 21-4: Personnel Training—would like to keep the item and see what it can be used for.
• 21-5: CMED System—increase to $72,000.
• 21-6: First Responders—line item not used.
• 21-7: Professional Services—keep it open at $1; line item not used.
• 21-8: Communication Maintenance—line item not used.
• 21-9: Clerical Fees—keep amount the same.
• 21-10: Communication Equipment—line item not used.
• 21-11: Paramedic Service—amount to remain the same.
• 21-12: Bundle Billing—will remain the same at $0.
• 21-13: Capital Outlay Request—none.
Chairman McGorty asked the commissioners if there were any suggested changes to 21-2: Statement of Goals & Program of Activities. The commissioners concurred that no changes are necessary.

The commissioners reviewed the CMED amount and agreed to leave it at the amount of $72,000.00.

Commissioner Nancy Minotti made a MOTION to pass the budget as proposed. Commissioner Karen Minopoli SECONDED. A voice vote was taken; motion passed unanimously.

9. Report of Chairman
Chairman McGorty again praised the emergency services in Shelton during the blizzard. She also mentioned how helpful Finance has been regarding the issue with CMED.

10. Report of Commissioners
Commissioner Minopoli echoed Chairman McGorty’s praise of Echo Hose and the volunteers’ great work during the blizzard.

Assistant Chief Laucella mentioned that one issue is preparedness of residents in terms of medication and food and explained that he would like to see all of the residents of Shelton take notice when storms are forecasted and properly prepare themselves. There are many factors that play into preparedness, including socioeconomic issues, and he said that as a community we need to educate our residents as much as possible.

11. Adjournment
Commissioner Karen Minopoli made a MOTION to adjourn the meeting. Commissioner Nancy Minotti SECONDED. A voice vote was taken; motion passed unanimously.

Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Katie Gilbert

Katie Gilbert
Clerk

1 tape on file

Citation from Police also attached.