



## NVAC EBoard Meeting

### MINUTES

The E-Board of the Newtown Volunteer Ambulance Corps held a regular meeting on Friday, September 22, 2023 at 10:30 am at 6 Washington Square, Newtown, CT.

**Present:** Ryan Horn (Chief), Guy Serra (Assistant Chief), Michelle Greenspan (Member-at-Large), Jeff Jorgenson (Member-at-Large), Pat Salvo (EMT) 10:30-11:30, Scott Cicciari (EMT) 10:30-11:40, Malcolm McLachlan (President, NVAA) 10:30-11:10

**Not Available:** Judy Jackson (Secretary-Treasurer)

No public present

#### **Call to Order:**

The NVAC E-Board meeting was called to order by Chief Horn at 10:30 am.

Prior to the commencement of the meeting, a motion to amend the Agenda was requested and approved to allow President McLachlan, EMT Salvo and EMT Cicciari discuss various matters with the E-Board.

President McLachlan indicated that there were two invoices received from Modzelewski's Towing for towing services rendered on March 24, 2023 and May 30, 2023. No member of the Board was able to remember requesting such services. Assistant Chief Serra will contact the vendor for clarification. President McLachlan then wanted to discuss two proposals received from Stryker for maintenance on stretchers and Lucas devices. One proposal is for a limited maintenance service that provides for annual maintenance on all equipment and the second was for a more extensive plan that includes parts, labor and expedited repair services. After some discussion, the Board is leaning toward the former. However, additional information is needed. Chief Horn stated that he will reach out to the vendor for a meeting to discuss in more depth.

EMT Cicciari provided a brief update on the implementation of the new radios and services. Due to complications with coordinating efforts, the Town has decided to delay the go-live date until October 31, 2023. Further discussions will be held with NorCom to document specific deliverables, milestones and task owners.

EMT Cicciari provided an update on Vehicles. The purchase of two new ambulances was reviewed and approved by the NVAA Board at their September meeting. The process to create and review specifications with the vendor will commence. The update on current vehicles is that by September 30, 2023, all required maintenance is expected to be completed, including the finalization of the recall notices for Bravo1 and 97-4.

EMT Salvo provided an update on Training.

- The new scheduling system Volgistics is in place and is being used by many members. The deadline for cutover is October 1<sup>st</sup> at which time the current interim Google Sheets process will be terminated.
- The new EMS1 training process will be in place on October 1 as well. EMS1 will include an online training manual which will allow members access to and better tracking of their NREMT and Connecticut training requirements. On-boarding of new members will also be handled through EMS1
- EVOC training is scheduled for October. EMT Salvo will be providing more details.
- The Bravo1 SOP will be re-reviewed by the E-Board and the Vehicles committee. Corps members who wish to use Bravo1 will no longer be required to provide a copy of their driver's license as part of the process.
- FTO training will also be handled in EMS1.
- EMT Salvo will provide a summary of all training activity to the entire Corps within the next week.

#### **Old Business:**

In the July 30, 2023 meeting, a motion was made/approved and a vote was held by the Board to present a proposed incentive plan for staffing to the NVAA Board. The proposal was unanimously approved at that meeting. This will serve as an amendment to the Minutes of the July 30, 2023 meeting.

#### **New Business:**

Chief Horn provided an update on his presentation to the NVAA Board on September 12. Those comments are available on the website. With respect to the issue of staffing, the E-Board will be making the request for a Special Meeting to the entire Corps to discuss ideas on how to enhance staffing within the next 2 weeks. In addition, proposals for how to incent town residents to take classes and become EMTs are being reviewed. Ideas include waiving the fees if they become members, accelerated release for individuals who already have medical training or have been EMTs in other venues, etc. Finally, Direct Response hours will be tracked separately in the future. The monthly hours staffed sheet will now include a new column for these hours.

- The Board discussed the recent concerns from some members on election eligibility. The Board had put out a memo on February 22, 2023 with updated eligibility requirements for voting and/or becoming candidates for an E-Board position. While the memo did not specifically override the current SOP, the Board reviewed and unanimously agreed that the memo does in fact supersede the SOP. Chief Horn will reach out to affected members directly to discuss the issue.
- There has been a recent increase in delays in members completing and locking their PCR's. The Board discussed and Chief Horn will be creating a new SOP that will create specific timelines for PCR completion. The draft will be reviewed by the E-Board for commentary.
- A discussion was held concerning the increase in non-emergent 911 calls. Chief Horn stated that he has had a number of meetings with the local assisted living and rehab

centers but due to the turnover of personnel at those facilities, progress has been minimal. The Board will continue these efforts.

**Executive Session**

The motion was made to move into Executive Session.

Status of members was discussed during the Executive Session  
All matters for the meeting were concluded.

**Adjournment**

A motion was made to adjourn and motion was seconded. The meeting adjourned at 12:35 pm.

Respectfully submitted,

Guy Serra  
Assistant Chief