

Minutes

January 18, 2024 Newtown Volunteer Ambulance Corp. (NVAC) E-board Meeting

Present: Chief Michelle Greenspan, Asst. Chief Gavin Arneth (video), Secretary/Treasurer Jennifer Newsom; Member at Large Faye Klein; Member at Large Scott Cicciari (video)

Meeting commenced at 9:10am

Old Business: Chief Greenspan moved to accept the minutes of the December 18, 2023 eboard meeting, Secretary Newsom seconded, motion passed.

New Business:

Discussed SOP 24-001, 24-002, 24-003 and 24-004. All SOPs have been posted for no less than 14 days for all members to review and submit feedback. Chief Greenspan moved to approve the SOPs, Secretary Newsom seconded. SOPs approved unanimously.

SOP 24-005 (mutual aid) was put on hold for further consideration.

Incentive Plan Proposal: Vote by corp was done. Results received were 28 in favor, 2 not in favor and 2 in favor but did not put their names on the ballot. Eboard discussed votes from members. Chief moved to approve the Plan; Member at Large Cicciari seconded; Eboard voted unanimously to approve the Incentive Plan. Plan will be retroactive to January 1st once approval from Association is received. Any member who chooses to not participate will complete an opt-out form.

Increased mutual aid calls to the Town of Southbury was discussed. Newtown Ambulance needs to ensure our town has appropriate coverage while assisting Southbury when assistance is needed. Members have noticed that Southbury is reaching out to us more lately for assistance.

Committee review:

Training: New Trainee started 1/17/24. 2 other applicants in the pipeline will start training within the next few weeks.

Building: Looking into getting a lockbox or keypad for entry to building if member forgets key fob.

Infectious Disease: Information will be added to display board in member hallway in building.

Discussion regarding changing the mics attached to radios in back of ambulances to phone-style devices. Scott will get a quote to do this. Survey to members to see what members would prefer.

Radio update: Discussion with Norcom is ongoing. Several updates and adjustments have been made since the new radio roll-out. There are several updates happening during February, including receiving an additional supply of radios to distribute to members that direct respond to calls. Any suggestions or concerns should be sent to Scott.

Training is adding to all members' EMS1 account required annual training modules. Cut-off date to complete modules will be 3/31/24.

Eboard discussed when it is appropriate for a member to call Social Services (203-270-4612). Members can offer this information to patients who might benefit from the assistance of Social Services.

Member leave of absence (LOA) was discussed regarding what qualifies for a LOA. Members, per SOP, must provide a doctor's note if they take a medical leave of absence. A LOA is not intended for vacations.

Usage of uniforms was discussed. Members are reminded to use discretion when wearing Newtown Ambulance identifiable clothing when they are anywhere other than staffing. Members are also reminded that when staffing, NVAC uniform is required; when direct responding at least 1 NVAC identifiable item needs to be worn so that patients are able to identify member as association with NVAC and to be mindful of presentation. Updated SOP being drafted for clarity.

Reminder to members that the radio is 97-4 has a delay before it will start transmitting. Wait several seconds prior to speaking so as not to get cut off. With all radio usage – speaking clearly and slowly for dispatch to hear us. Its important to keep messages short and concise and to have message ready prior to keying up the mic. Be sure to listen to dispatch after signing on for a call – often additional info is provided. Sign on as soon as you can for a call if at the garage or direct responding.

A new process has been put in place for new members incoming. Interview process will be with Membership committee and at least 1 e-board member. Once paperwork has been processed, new applicants will be assigned a trainer and moved to the training committee. Monthly updates will go out to all members for trainee status.

Members are reminded, on BLS calls, to call for a medic as soon as possible if there are any concerns that a medic is needed for. It's better to cancel if not needed.

Meeting adjourned at 10:50am.

Respectfully submitted, Jennifer Newsom; Secretary/Treasurer NVAC