

**EMSOC Special Meeting Minutes**  
**Monday, December 12, 2011 @ 7:00 PM**  
**Seymour Ambulance Meeting Room/4 Wakeley Street**

COPY RECEIVED  
DATE: 12-19-2011  
TIME: 12:40 PM  
TOWN CLERK'S OFFICE

**In attendance:** Christine Conroy (acting as recording secretary), Theodore Holly III, Michelle Pavlik, Lucy McConologue, Jason Weaving, Bryan Ryan, Debbi Lavranchuk, Dena Turner, Scott Skellington

1. Michele Pavlik called meeting to order at 7:00 PM
2. Pledge of Allegiance
3. Minutes from 8/4/11 Minutes – First to approve minutes as submitted by Lucy McConologue, Second by Jason Weaving
  - a. All in favor – Lucy, Jason, Michelle
  - b. No oppositions
  - c. Abstentions: Christine Conroy & Ted Holly
  - d. Motion carries 3-0-2
4. EMSOC Vacancies filled at Board of Selectman meeting last Tuesday, December 6, 2011
  - a. Reminder to all members to update code of ethics on file at Town Hall
5. SAA Board of Directors Vacancy – Dena & Bryan reported they are still looking for someone to fill the vacant slot
  - a. Scott Skellington is going to be off as of January and Evelyn will be on
6. Possibility of changing meetings to semi-annual from the current quarterly meeting schedule
  - a. Proposed semi-annual meetings would be March 2012 and August 2012
    - i. Wednesday, March 14<sup>th</sup> and Wednesday, August 15<sup>th</sup>
    - ii. These 2 dates are submitted to the BOS for their 12/21/11 meeting for approval
  - b. Members would still receive quarterly budget reports
  - c. Members would still submit a semi-annual report to the BOS
  - d. Audit happens in July so hopefully all information would be done by the August meeting
  - e. Proposed quarterly meeting schedule (only if needed)
    - i. Wednesday, February 8<sup>th</sup>, Wednesday, May 9<sup>th</sup>, Wednesday, August 15<sup>th</sup>, Wednesday, November 14<sup>th</sup>
7. Motion to approve 2012 proposed meeting schedule
  - a. Lucy made the motion to approve the proposed semi-annual meeting schedule, Christine seconds
  - b. Discussion: Jason wants to add to the motion that the members receive quarterly reports from the SAA
  - c. Motion amended to move the proposed semi-annual meeting schedule with the provision that quarterly reports from SAA are made
  - d. Motion carries 5-0-0 (Affirmative: Lucy, Jason, Michelle, Christine, Teddy)

- e. A motion was made by Lucy to approve a quarterly meeting schedule for 2012 pending the Board of Selectman disapproving the proposed semi-annual schedule at their meeting next week. Second by Ted Holly
- f. Motion carries 5-0-0 (Affirmative: Lucy, Jason, Michelle, Christine, Teddy) Discussion of Financials and Other Reports

#### 8. Discussion of Financial Reports

- a. Jason Weaving questioned why Scott Andrews name was on the AP Aging summary for the month of September and SAA members confirmed it would be a reimbursement for something – later in the meeting Bryan confirmed it was for a conference in Boston
  - i. Michele Pavlik said she was fine with the information as is and did not need further clarification
- b. Jason Weaving mentioned how the last time the board met the auditor recommended a Loop Back Control and wondered how it was working
  - i. Bryan Ryan states only 3 people can collect money, Shannon, Debbi, & Scott
  - ii. Debbi summarizes the process for EMSOC members: Shannon takes in the money as the training coordinator, it gets immediately locked in Scott's office, a receipt is written out for the student, Debbi does the deposit slip with what class is for (a separate deposit slip for each class) Debbi then checks the receipt book to match it up and initial it – After the deposit is done and the deposit slip comes in from the bank, both Shannon & Debbi verify it
- c. Lucy mentions she notices many insurance companies are not paying on time
  - i. Debbi informs that the report is done on the 15<sup>th</sup> of the current month for the prior month so sometimes the report does not provide the most updated information – Bills are due 45 days after posting
- d. Michele mentions how at a previous meeting Rosealie Averill wondered how the ratios were of Seymour residents who are paying their bills versus non-residents
  - i. Debbi mentions that the situation is actually a little worse, but Scott Andrews would be able to better answer that with data
- e. Lucy asks if the ambulance association is still bundling if other municipalities respond for mutual aid
  - i. Debbi says that it is not uncommon for people to receive two bills depending on what types of contract Seymour has with other towns

#### 9. Other Business

- a. Seymour Ambulance 2011 Membership List submitted by Debbi Lavranchuk for members
- b. Bryan Ryan announced the ambulance corp got Netflix for its members, but on a serious note, business is as usual and they have gotten a lot of positive feedback from the community following the hurricane and snowstorm that occurred recently
- c. Seymour Ambulance manned the shelter in addition to going out for emergency calls and identified some areas that they would like to strengthen for emergency operations during natural disasters.

- d. Bryan thinks there should be a shelter team in place in town and there is perhaps representation from EMS, Police, & Fire but they should not be manning the shelter at all times
- e. Bryan says one of the problems is that during Hurricane Irene the shelter was only opened for a few hours and enough lessons were not able to be learned and utilized during the October/November snowstorm
- f. Michelle brought up that we have not really ever had large disasters so generating a good emergency plan is needed
- g. Bryan said they had a Fire/EMS dinner to recognize everyone who stepped up during the emergencies

10. Public Comment - None

11. Adjournment Motion by Christine Conroy at 8:06 PM, Second by Jason

- a. Motion carries 5-0-0 (Affirmative: Lucy, Jason, Michelle, Christine, Teddy)