



**EMS Advisory Board
Minutes of Meeting
January 20, 2015**

Members Present: Chairman Peter McCracken, Marian Brownlie, Dr. Charles Ihlenfeld, Doug Matz, Kathleen Renault, Town Liaison Councilwoman Chris Lewis

Members Excused: Town Liaison Councilman Ed Brown

Staff Excused: Director Jack Thilberg

Others Present: Mark Kanarvogel, Mary Kanarvogel

Meeting was called to order by Chairman McCracken at 4:32 PM in the Town Hall Board Room. Chairman McCracken welcomed the new clerk to the EMS Advisory Board. Minutes from the November 18, 2014 meeting were approved.

Management Report:

Chairman McCracken read the report prepared by Director Jack Thilberg:

- LOSAP review starting this week for submission to program carrier.
- SIA Foundation funded the acquisition of a new LUCAS, CPR unit, which cost approximately \$14,000. Unit has been received and is going to be placed into service shortly. This makes two of the three ambulances equipped with this life saving equipment.
- Communication System upgrade. Purchased upgrade components for the Radio Repeater to new standards. Repeater will now facilitate Analog and Digital. This is a continuing upgrade project with more upgrades scheduled for 2015.
- All certified medics have been through required In-Service training for the administration of Fentanyl and Midazolam. These controlled substances are in addition to Valium and Morphine, which are already available on the ambulances.
- New Ambulance Vehicle Committee: Bid specs have been finalized. Town Board to authorize advertising through resolution on 1/23/15. From then, Director will advertise for at least two weeks, then hold meeting to open bids. From that, recommendation from Director to Town Board for the authorization for purchase. As discussed, EMS Advisory Committee to have a representative present at request of Director, during bid openings and review.
- Nothing new to report on Ebola.
- Six ballistic body armor vests have been put together and are in service for EMS agency.
- Follow-up with Records Managements software firm in progress. Portions of the software have never been completed by the software vendor. Anticipate this will be corrected in the next quarter.
- Discussion to have Recruitment and Retention Committee aggressively pursue new volunteers this spring. Discussed open house tours, become more in view at public events, and possibly hand-out material while on stand-by. Also discussed avenue to target recruitment of students at the school: career day, show and tell during a health class or something to expose students to volunteer service. Discussions to continue within the committee.
- Election of Officers in progress. Will have report for next quarter.

- Requested Training Officer to establish a list of the anticipated training for the 2015 year. This will assist members to plan for specific dates and topics for training.
- EMS Chief, Mark Kanarvogel, gave a report on the purchase of a new ambulance. He stated that two ambulance companies attended the bid proposal meeting, which was helpful in developing a spec sheet to ensure that all companies will be bidding on the same vehicle. He noted that the vehicle will be two-wheel drive with a Chevy chassis. Member Matz asked why a four-wheel drive vehicle was not chosen, and the answer was that one of our ambulances was already a four-wheel drive.
- Chief Kanarvogel further reported that Director Thilberg has sent the spec sheet to other vendors for bids and also plans to run an advertisement in the NY Times for two weeks, once the Town Board passes a resolution to do so. They are hoping for a wide range of vendors submitting competitive bids. He also reported that the oldest two-wheel drive vehicle will be transferred to the Police Department to be used as a mobile command post (dive gear, etc.), in the future, noting that the asset stays within the Town.

Old Business:

- None

New Business:

- Member Brownlie reported that the date for the ambulance dinner is normally decided in January, and as it is normally set for the third Tuesday in June, she would like to suggest the ambulance dinner be scheduled for June 16, 2015, at 6PM at the Pridwin Hotel. She noted that this is the last week before the Pridwin opens to the public. The EMS Advisory Board unanimously agreed that the ambulance dinner should be scheduled for June 16, 2015, at 6PM at the Pridwin.
- The EMS Advisory Board confirmed the 2015 meeting dates as April 21, September 15, and November 17, 2015.
- Next meeting scheduled for Tuesday, April 21, 2015 at 4:30 pm.

Meeting adjourned at 4:46PM.

Respectfully Submitted,
Danielle LiCausi, Clerk to the EMS Advisory Board