

**Town of Princeton
ALS Ambulance Recommendations Implementation Committee
September 3, 2008**

The meeting was called to order shortly after 7:00 PM. Present were all committee members (Stan Moss, Bob Sauer, Anne Littlefield, Fire Chief Ray LaPorte and Police Chief Charlie Schmohl). Also present was Dennis Rindone, Town Administrator.

Committee Administrative Business

Minutes for the August 6th meeting were approved as written. Stan still has to circulate a draft of minutes for the July 23rd meeting for review and approval.

Implementation Discussion

Ray reported on progress on the 3 Study Committee recommendations we are currently focused on.

1. Fully implement the EMS module of the IMC software system

Hardware

Ray is working on 5 hardware issues, of which only (1) through (3) are part of the Committee's original charge and therefore our primary interest.

- (1) **Acquisition of the laptop.** Done.
- (2) **Installation of the hardware.** This is about 2 weeks behind schedule, however Dave Hathaway from TranCom and Frank, our radio guy, are scheduled to do the installation on Friday, September 5th.
- (3) **The AirCard.** We have received the 595 AirCard, however the second piece of this, security clearance, has not been completed. The clearance application was submitted a month ago to Shaughn Dunlavy at Verizon, but Ray has been unable to reach him to follow up. Ray will continue trying to contact him, although it was agreed that this will not hold things up. We can install and get the system up and running without actually implementing the transmission piece, which is what the security clearance is about.
- (4) **Bluetooth.** Ray has not yet been able to coordinate with Mike Hooper at Phisio-Control to implement this.
- (5) **Signature recognition.** Ray reported that this enhancement will not be available from IMC until at least the end of the year. It was agreed that this presents no problem as we can continue to use paper forms.

Training

The one-day IMC training session took place as scheduled on Saturday, August 23rd in Princeton and was led by the retired Oxford Fire Chief who now works for IMC. Unfortunately only 7 of the available 10 slots were filled.

Implementation of Module

Ray reported that the next step for implementation is to review a very long checklist from which we need to select the details of how we want our system to run (management, patient care and state reporting requirements). Ray had asked John Bennett, Tim Kelly and Bill Dino to work as a committee on this, however Stan suggested and all of us agreed that it seemed unnecessary to reinvent the wheel when we might be able to modify an existing set up already being used in another town.

Ray will contact Sherry Bemis, the EMS Coordinator in Oxford, to see if she would share her town's template with us. Also Ray will load our software on the laptop and printout the checklist so he and we can review it.

2. Improve Princeton's paramedic on-call calendar

The schedule for implementing ScheduleSource as our online calendar has slipped by about a month and Ray now anticipates it will go "live" on October 1st.

All agreed on the importance of Ray and Charlie working together soon to coordinate the calendar with dispatch. This should happen as soon as the new calendar is available to look at.

3. Enter into a contractual arrangement with other towns

Dennis and Ray reported on the August 11th meeting with the fire chiefs from Hubbardston, Sterling and Rutland, which they both thought went well. They summarized for the chiefs the work of our Study Committee and Implementation Committee.

The three chiefs reported on their current situations.

- Sterling is having problems filling any shifts and had no applications for a full-time position currently open.
- In spite of serious budget problems in Hubbardston, the ambulance seems to have come through relatively unscathed. They have lost the business from Barre but had not been spending the revenue from that anyway and managed to protect it from being taken for other town needs during the budget process. They are having problems with weekend coverage despite having 2 full-time firefighter paramedics on the payroll.
- Rutland (which has 6 full-time employees (3 firefighter paramedics and 3 firefighter EMTs) currently has no weekend or night (6 hours) coverage.
- There was also discussion of concerns about future staffing when Holden comes on line in a year.

The three chiefs seemed particularly interested in our calendar. For this reason, we agreed that the next step with the neighboring towns should probably be sharing our fully implemented calendar with them once it is up and running.

Future Meeting

The next meeting of the Implementation Committee is scheduled for Wednesday, September 17, 2008 at 7 pm in the town hall conference room.

Generally, it was agreed that the focus for now should be on implementing IMC and the calendar and that we should hold off on taking the next step with neighboring towns.

The To Do List for our next meeting is:

- **Ray will follow up on the installation of IMC on the laptop and contacting Dunlavey at Verizon about security clearance.**
- **Ray will contact Sherry Bemis in Oxford to see if she would share her town's template with us. He will also load our software on the laptop, print out the template and review it so he can discuss it with us at the next meeting.**
- **Ray and Charlie will work on coordinating the new calendar with dispatch.**

The meeting was adjourned at about 9:00 pm.

Respectfully Submitted,

Anne Littlefield