

**Town of Princeton  
ALS Ambulance Recommendations Implementation Committee  
September 17, 2008**

The meeting was called to order shortly after 7:00 PM. Present were committee members Stan Moss, Bob Sauer, Anne Littlefield, Fire Chief Ray LaPorte and Police Chief Charlie Schmohl. Dennis Rindone, Town Administrator, did not attend.

**Committee Administrative Business**

Minutes for the September 3rd meeting were approved with two changes. Stan still has to circulate a draft of minutes for the July 23<sup>rd</sup> meeting for review and approval.

**Implementation Discussion**

Ray reported on progress on implementing the IMC EMS module and the new paramedic on-call calendar.

**EMS Module**

The IMC hardware has been installed on the laptop and the AirCard is working. Ray spoke with Shaughn Dunlavey at Verizon and confirmed that our security clearance is all set. Shaughn also told him that, if we have any problems with using the AirCard, there is someone at Verizon who can help us.

Ricky Thebeau installed the software on the laptop, for which Ray expressed his appreciation.

Sherry Bemis, the EMS Coordinator in Oxford, is happy to share all of their work with us. Ray is working with Rob Burton at IMC on the mechanics of our receiving Oxford's information and we should have it shortly. Ray also showed us a few pages of Oxford's template/checklist, which he got from Rob Burton. Once we have the Oxford information, Ray will work with John Bennett, Tim Kelly and Bill Dino as needed on adapting it to Princeton.

Charlie reviewed for us how Ray's security disc will work, including our table files, automatic updating, and the various levels of security codes used in the Princeton's Police module.

**Paramedic on-call calendar**

Implementation of ScheduleSource as our new calendar is on schedule for "going live" on October 1<sup>st</sup>. Ray and Bill Dino will be meeting on Monday the 22<sup>nd</sup> to shift all information from the current Yahoo calendar to the new ScheduleSource calendar. Ray and Charlie have had some discussions about issues associated with coordinating the calendar with Dispatch and plan to meet for further discussion on Thursday the 25<sup>th</sup> at 9 am.

**Next Meeting**

**The next meeting of the Implementation Committee is scheduled for Wednesday, October 15, 2008 at 7 pm in the town hall conference room.**

**Agenda: Ray will update the Committee on progress on implementing both IMC and the ScheduleSource calendar.**

**The meeting was adjourned at about 8:05 pm.**

**Respectfully Submitted,**

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**Anne Littlefield**