

Resolution to Establish a Revised EMS Committee

AUTHORITY

Be it resolved, as of January 15, 2020, the Southbury Board of Selectmen shall dissolve the existing **Emergency Medical Services Committee** and replace it with a newly formed **Emergency Medical Services Committee** (referred to as the “EMS Committee” or the “Committee”) per the parameters defined within this Resolution. The EMS Committee will be responsible for the independent oversight of Southbury’s EMS providers.

CITIZEN REPRESENTATIVES – THE VOTING MEMBERSHIP

The Board of Selectmen shall appoint the voting members to the EMS Committee. The Committee will be comprised of six (6) regular and two (2) alternate members; all are required to be Southbury residents. All regular and alternate members will be Citizen Representatives, independent of an EMS organization that operates within the Town of Southbury.

The Board of Selectmen will seek Citizen Representatives with the relevant experience, capabilities, qualifications and availability to further the cause and facilitate the ongoing process of EMS oversight and future enhancement. Citizen Representatives with the following credentials will be encouraged to apply. However, applicants with qualifications and credentials that do not match any of those listed below may also be considered for Committee membership.

- Experienced EMS Professionals, such as EMT’s and Paramedics
- Doctors and Nurses who have experience in working with EMS services
- Other health care professionals, patient advocates, and hospital administrators who have relevant experience
- Legal Professionals – Attorneys
- Local Business Leaders
- Accounting professionals
- Experts in Data Management and Analytics
- One Citizen Representative on this Committee will be purposely chosen to represent the town’s senior population.

TERMS, RESIGNATIONS, ATTENDANCE, AND VACANCIES

The Commission members shall be appointed on a rotating basis as terms expire. The initial term, regardless of the date of appointment, shall be effective as of January 15, 2020, for purposes of determining terms per this section.

Initially, three (3) regular members and one (1) alternate shall be appointed to a term of three (3) years, and two (2) regular members and one (1) alternate shall be appointed to a term of two (2) years. After that, all members shall serve a term of three (3) years on a rotating basis as terms expire.

EX-OFFICIO - NON-VOTING MEMBERSHIP

The groups listed below, as well as any others determined by the Board of Selectmen, will have the right to designate one ex-officio, non-voting member to the Committee. Alternates can and should be appointed when the regular member is not available.

1. Southbury Board of Selectmen

2. Southbury Ambulance Association
3. Heritage Village Ambulance Association
4. Southbury Police Department (also representing Dispatch operations)
5. Southbury First Selectman

OTHER CONTRIBUTORS

As needed or upon invitation, the following people will be able to attend and contribute to Committee meetings.

1. Southbury Emergency Management Director
2. Finance Director
3. Senior Services Director
4. Southbury Fire Department
5. STS Fire Department (as First Responders)
6. Heritage Village Security (as First Responders)
7. Medical Control

ORGANIZATION

The Committee shall elect a Chair and a Vice-Chair from among its members and a Secretary who need not be a member of the Committee.

There shall be at least one meeting per month.

The Committee must submit a meeting schedule for the following calendar year by December 1st of the year, to the Town Clerk. This meeting schedule will include the dates and times agreed upon for regular meetings.

All changes in meeting dates or locations, the scheduling of special meetings, agendas, minutes, or any meeting related materials must be filed with the Town Clerk

PROCEDURES

The Committee shall keep proper minutes and records of its meetings and record the same with the Town Clerk per the Freedom of Information Act.

The Committee will establish its Bylaws, within the constraints and parameters of this Resolution, for approval by the Southbury Board of Selectmen.

POWERS AND DUTIES

The Committee shall serve in an advisory capacity to the First Selectman and Board of Selectmen, and such other boards, commissions, committees, departments, and offices as the Board of Selectmen may require or request, as to the implementation of emergency medical services in the Town of Southbury. This Committee will establish a mechanism for objective, periodic (e.g., monthly) reporting with verification that actual performance results meet or exceed established service requirements or recommend actions to mitigate circumstances when performance fails to meet such requirements. This independent oversight committee will consist of an objective group of town citizens selected for their professional disciplines, life experiences, skills, and capabilities.

This Committee has no discretionary spending authority.

The duties and responsibilities of the Emergency Medical Services Committee shall be as follows;

Study, Review, Analyze our EMS in a Comprehensive Manner

1. To study and review all aspects of the delivery of emergency medical services to the people in Southbury.
2. To meet regularly with the Town's Emergency Management Director to discuss and review issues that might be pertinent to EMS plans and procedures.
3. To periodically review the Town's EMS Plan, suggest modifications or improvements and refer it to the Board of Selectmen with recommendations for modification or approval.

Performance Evaluation and Auditing Responsibilities

4. To establish performance criteria and minimum standards for each segment of the town's emergency medical services system, to include but not limited to:
 - a. Failure to Respond Rate per cgs Chapter 368D, Section 19a-181c
 - b. Response Times, including dispatch related delays
 - c. The Quality of Care Provided
 - d. Service Area Coverage Patterns
 - e. Rate of Service Call Overload (when mutual aid has to be called in)
 - f. Other parameters listed in the Town's EMS Plan
5. To appraise the Town's EMS providers against the performance criteria listed above, and others that might be established by the Committee. This evaluation must be completed within eighteen months after the Committee is established.
6. To recommend criteria for the Town of Southbury Emergency Services Volunteer Appreciation Program for EMS volunteers. Audit, approve and recommend the annual payment for EMS volunteers.

Suggest Improvements and Upgrades

7. To conceive, consider, and recommend ways and means to improve and enhance our EMS coverage, even beyond the previously established performance criteria.
 - a. To improve coordination between the various providers within the town.
 - b. To seek ways and means to deliver EMS care in a more timely manner based on best practices.
 - c. To review the Town's existing EMS contracts related to the delivery of services and to recommend and changes to the Board of Selectman that will benefit the community.
8. To recommend performance and service enhancement goals with suggested timelines.

Reporting

9. To present an annual report to the Board of Selectmen at a time to be agreed upon each year by the Committee and the Board of Selectmen. This annual report should include, but not limited to the following items:
 - a. Call volume
 - b. Rate of mutual aid
 - c. Number of calls by ALS providers

d. Response times with statistical distributions

10. To advise the Board of Selectmen concerning financial support or material assistance to our emergency medical service providers.

Public and Outside Agency Interactions

11. One meeting each year will include a public forum to provide an opportunity to receive public comments regarding EMS issues and concerns.

12. To provide education in EMS to the community.

13. To ensure that the Town's EMS providers maintain good relations with agencies and organizations outside the Town to share ideas and methods and to coordinate and improve the delivery of emergency medical services.

Additional

14. To undertake any other responsibilities as may be delegated by the Board of Selectmen from time to time.

Approved by the Board of Selectmen on November 7, 2019.