

2024 Board of Director
Huntington Community First Aid Squad
2024 Board of Directors Meeting
November 21, 2024

2024 Board of Directors:

President Fiona Witkowski (FW)	Present	Director Robert Franz (RF)	Present
Vice President Seth Fischer (SF)	Present	Director Eric Kramer (EK)	Present
Secretary Brian Canty (BC)	Phone	Director Lehti Laas (LL)	Phone
Treasurer James Mallilo (JM)	Present	Director Betty Wood (BW)	Present
Chief William Connolly (WC)	Present		

Guests: Matthew Philip

Meeting called to order at: 19:05 hours.

For disposition of new members see the Secretary's Report.

Motion by President Fiona Witkowski and seconded by Robert Franz to approve the minutes of October 24, 2024 **MOTION APPROVED UNANIMOUSLY**

Proposals-

Participate in the 2024 Holiday Parade

Motion to pass SOP change 05-2024 *(Tabled)*

Approve bid format for replacement of paramedic vehicle

Blood Drive in the GMM Room

Hire a pool of 10 EMT-Bs *(Tabled)*

Create a Mutual Aid Agreement with Stony Brook Ambulance *(Tabled)*

Tri-CYA Toy Collection Box

Participate in the 2024 Holiday Parade

Motion by Chief Bill Connolly and seconded by President Fiona Witkowski to participate in the Huntington Holiday Parade for 2024 to be held Saturday, November 30, 2024 at 5:30 PM. Cost for supplies to build the float and for food for the builders shall not exceed \$2,000.00.

HCFAS Funds **MOTION APPROVED UNANIMOUSLY**

Motion to pass SOP change 05-2024

Motion by Vice President Seth Fischer and seconded by _____ to approve SOP change 05-2024 as amended.

No funds

Motion to Table by Robert Franz and Seconded by James Mallilo.

..... **MOTION APPROVED UNANIMOUSLY**

Approve bid format for replacement of paramedic vehicle

Motion by Chief William Connolly, seconded by Treasurer James Mallilo, to accept the recommendation of the Chairman of the New Vehicle Committee, Bernard Poole, and approve the proposed bid format for replacement of a paramedic vehicle. Bids will be distributed on Monday, November 25, 2024 with a response date of Monday, December 16, 2024 5pm.

No funds **MOTION APPROVED (FW,SF,JM,BC,WC,EK,LL,BW)**

Replace existing fire alarm system control panel

Motion by Treasurer Jim Mallilo and seconded by President Fiona Witkowski to replace our existing fire alarm system control panel. This work is recommended by our building committee chair Roger Winter, The scope of work is outlined in the quote, insurance documents are provided and HCFAS will be listed as additional insured as required. All of our existing sensors in the building are compatible with the new panel.

Pricing is obtained on NYS contract PT68816.

Equipment total \$8505.00; Labor total \$5,120.00; Sub-contractor \$2875.00

Total costs for alarm panel including installation and labor not to exceed \$16,500.00

Replacement Reasoning: The current panel is in excess of 23 years old and is no longer supported if it were to fail. If failure occurs a fire watch would have to be performed by HCFAS personnel each hour and notated in a log book for insurance purposes.

HCAD Funds **MOTION APPROVED UNANIMOUSLY**

Motion to hold a Blood Drive in the GMM Room

Motion by Chief Bill Connolly and seconded by Betty Wood to host a blood drive with the New York Blood Center. The GMM room would be used from 0600 to 1800, with the event occurring from 09:00 to 17:00 on Thursday January 2, 2025. The New York Blood Center will provide the agency with a Certificate of Liability Insurance. All blood donors will receive tickets to a Islander game. Ex-Chief David Kaufman will be in charge of this event.

NO FUNDS REQUIRED..... **MOTION APPROVED UNANIMOUSLY**

Motion to hire a pool of 10 EMT-Bs

Motion by Chief Bill Connolly and seconded by Eric Kramer to address staffing shortages and improve service to the community. The proposed motion is to hire 10 EMT-B (Emergency Medical Technician - Basic) employees. This addition will help alleviate current staffing challenges and enhance the agency's ability to provide quality care to the community. The EMT-B employees will be scheduled as needed. The EMT-B employees will be the crew leader and operations will provide drivers. The rate of pay will be \$23.00 an hour. The lead medic will be in charge of scheduling the EMTs. The key benefits are addressing staffing shortages, ensuring adequate coverage, improving response times, and enhancing community care.

HCAD Funds

Motion to Table made by James Mallilo Seconded by Lehti Laas

..... **MOTION APPROVED**

..... **Yes (JM,BC,LL,RF,BW)**

..... **NO (FW,SF,WC,EK)**

Create a Mutual Aid Agreement with Stony Brook Ambulance

Motion by Lehti Laas and seconded by Robert Franz to create a Mutual Aid Agreement with Stony Brook Ambulance for the purposes of coverage on daytime hours that have light crews. The Mutual Aid Agreement drafted by our attorney will be brought forth to the Board at the next meeting for discussion and finalization.

NO FUNDS

Motion to Table (without discussion) by James Mallilo Seconded by Chief William Connolly

..... **MOTION APPROVED**

..... **Yes (FW,SF,JM,BC,WC,EK,BW)**

..... **NO (RF,LL)**

Tri-CYA Toy Collection Box

Motion by Lehti Laas and seconded by Betty Wood to allow Tri-CYA (Tri Community and Youth Agency) located a mile from our building, to have a holiday toy collection box in our ready room. The box will be removed by 12/25/2024. Lehti Laas or her designee will be responsible for the box. A copy of the motion will be attached to the box so our membership knows it is BOD approved.

NO FUNDS **MOTION APPROVED UNANIMOUSLY**

Treasurer's Report – James Mallilo

HCAD - 55 Checks & 12 Direct Debit Totaling \$ 164,496.80

HCFAS – 9 Checks & 0 Direct Debits Totaling \$1,018.58

Post Account - 1 Check & 1 Direct Debit Totaling \$-15.98

Chief Report – William Connolly

Equipment & Vehicles

16: In quarters.

17: In quarters.

18: In quarters

19: In quarters. OOS

20: In quarters.

21: In quarters.

80: In quarters

81: In quarters.

82: In quarters.

88: In quarters

89: In quarters

Equipment: The ALS safes should begin to be installed the first week of December.

Events/Projects Work detail for holiday float 11//23/2024.

Thanksgiving eve stand by- We have 5 crews signed up so far.

Holiday parade Nov 30, 2024

Paramedic Program-

For the month of November 2024, we have 78.6% of all shifts covered. This includes the extra 12 hour shifts that were added on Tuesday and Thursday. The shift has been broken into 2 6 hour shifts. 1100-1700 and 1700-2300. Every overnight has 2 medics with the exceptions of Saturday overnight (no coverage) and Tuesday 1 medic.

Current staffing includes: 13 Paramedics and 1 Lead Paramedic. Of these medics, 6 are Suffolk County RSI credentialed.

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New Hires: I am compiling a list of medics to interview. Once I have at least 3 to interview, I will be holding interviews. More than likely after Thanksgiving. I will notify Board Member Kramer, Chief Como, and Capt Poplawski. I would like to thank everyone for expediting the hiring of the 2 medics that were voted on.

Controlled Substances: Myself and Alex are in the process of streamlining the pouches to be signed out strictly for paramedics, and keeping the pouches on the ambulance safes for EMT-CC's being EMT-CC's can not carry ketamine. This was at the direction of the medical directors, and the state inspectors. We are also working with Chief Stevens to put into service the new safes, and get them installed on the ambulances.

Equipment Request: At this time, we would like to explore the option of installing a tablet mount with a tablet. The tablet will include our dispatch program Bryx. This will aid the medics when proceeding to alarms by using the GPS feature. It will assure that the operator of the vehicle will be operating it safely and not having to rely on holding their cellphones. This will also help with the perceived view of a "medic driving unsafely with their phone in their hand"

Secretary's Report - Brian Canty

New members

Motion by Chief William Connolly and seconded by Eric Kramer to accept EMT Emma Arboleda as new probationary member #1755, Shift: Monday 2300 in accordance with Article III, Section 2 of the By-Laws. **MOTION APPROVED UNANIMOUSLY**

Motion by Chief William Connolly and seconded by Eric Kramer to accept to accept AEMT Adam Ellenhorn as new probationary member #1756, Shift: Friday 1100 in accordance with Article III, Section 2 of the By-Laws. **MOTION APPROVED UNANIMOUSLY**

Motion by Brian Canty and seconded by Chief William Connolly to grant the following Status Change:

Kevin Solano #1584 – Active Operational to Resigned effective 10/27/2024.

..... **MOTION APPROVED UNANIMOUSLY**

Motion by Secretary William Connolly and seconded by Betty Wood to grant the following Leaves of Absences:

Leave of Absence						
Memb #	Last Name	First Name	Day & Shift	LOA Start	LOA End	Type of LOA
1507	Abraham	Joshua	Thursday 2300	7/21/2024	12/31/2024	OLOA *Must be back by 1/1/25
798	Cairl	Cynthia	Wednesday 1900	10/23/2024	1/23/2025	OLOA
1521	Cortes	Roxanne	Sunday 1100	11/2/2024	2/2/2025	OLOA
1571	Farina-Ehlers	Vera	Company 8	11/1/2024	2/1/2025	OLOA
1706	Kalb	Peyton	Sunday 1900	10/13/2024	12/20/2024	ELOA
1438	Lynch	Suzette	Monday 1900	11/4/2024	2/4/2025	OLOA
1030	Malilo	Jim	Friday 1500	10/13/2024	11/8/2024	ExMLOA

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1175	Saget	Bedel	Company 8	9/1/2024	12/1/2024	OLOA
1648	Velasquez	Odaly	Friday 1500	1/1/2025	3/1/2025	OLOA

..... **MOTION APPROVED UNANIMOUSLY**

Motion by Chief William Connolly and seconded by Betty Wood to grant the following Leave of Absence:

Memb #	Last Name	First Name	Day & Shift	LOA Start	LOA End	Type of LOA
1507	Abraham	Joshua	Thursday 2300	7/21/2024	12/31/2024	OLOA *Must be back by 1/1/25

..... **MOTION APPROVED**

..... **YES (SF,WC,LL,RF,EK,BW) NO (JM,BC)**

<u>Shift Change</u>					
Member #	Last Name	First Name	From	To	Effective
1689	Amaya	Natalie	Saturday 2300	Company 8	11/9/2024
1703	Philip	Suzanne	Thursday 1500	Company 8	10/22/2024
1553	Weigele	Colin	Friday 1500	Company 8	10/31/2024

<u>Return to Duty</u>						
Member #	Last Name	First Name	Day & Shift	LOA End	Type of LOA	RTD Date
757	Canty	Brian	Wednesday 1100	1/22/2025	MLOA	11/7/2024
1463	Como	Michael	Monday 1900	9/1/2024	MLOA	11/11/2024
1438	Lynch	Suzette	Monday 1900	9/14/2024	OLOA	10/21/2024
1030	Mallilo	James	Friday 1500	11/8/2024	MLOA	11/2/2024

<u>Short Hours Co8 - First Letter</u>					
833	Curry	Thomas			-3.5
1053	Rudilosso	Deborah			-6
1627	Stevens	John			-12

Motion by Chief William Connolly and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Christina Denker Member #1719, effective 11/21/2024.

..... **MOTION APPROVED UNANIMOUSLY**

Motion by Chief William Connolly and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Lauren Groser Member #1702, effective 11/21/2024.

..... **MOTION APPROVED UNANIMOUSLY**

Motion by Chief William Connolly and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Dan Jian Member #1705, effective 11/21/2024.

..... **MOTION APPROVED UNANIMOUSLY**

Motion by Chief William Connolly and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Max Polster Member #1715, effective 11/21/2024.

..... **MOTION APPROVED UNANIMOUSLY**

Motion by Chief William Connolly and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Stephen Ryga Member #1704, effective 11/21/2024.

..... **MOTION APPROVED UNANIMOUSLY**

Director Bob Franz Report

Insurance

MVA – On 11/2/24 ambulance 2-15-21 left the call location with a patient on board and was making a left turn at an intersection and driver's gloved hand slipped causing 21 to veer right and hitting the rear bumper and quarter panel of an unoccupied parked BMW Mini. No one was injured and ambulance proceeded to HH to complete the call. This has been reported to our insurance company – estimated loss reserve \$5,000.

Hubbinette & Cowell Meeting 11/14/24 – Paul Cowell requested the meeting to discuss the Squad's automobile losses for the last 5 policy years as follows (policy year begins May 2nd):

12 intersection claims

4 at the scene claims

15 stationery object claims.

Included in these claims are two pending personal liability claims of \$100,000 (plus paid expenses of \$29,000) and \$50,000, respectively.

Not included is a February 2019 MVA settled by a VFIS law firm for \$192,500.

Paul and his associate Keith Metz recommend that the Squad have VFIS come in and put on the 4 hour class "Emergency Responder Safety It's Your Responsibility" for our drivers. I spoke to our Driver Training Committee Co-Chair Dominic Heavey and he agrees that we should do this in December or January, depending on availability of VFIS.

Last March, the VFIS Risk Control Representative, Keith Metz and I met at the Squad for a risk assessment and their recommendations included that the Squad implement ongoing driver training. A few weeks ago, the Chief emailed me a Structured Driving Review Plan covering 9 items in response to their recommendations. In addition to classroom training (above), Dominic feels our trainers should conduct periodic skills evaluations and provide constructive feedback to our drivers. A plan and frequency will have to be developed based upon driving record, number of emergency calls driven, length of service as a driver, age etc. ESO should be contacted to obtain information from their system such as, the number of calls driven by each driver. A reporting system has to be developed to track these events in the SCM system.

Assistance from the Chief, First and Second Deputy Chiefs and support of the Board is necessary to get a plan in place.

Keith gave me 3 audio visual items on Emergency Vehicle Operations, Intersections - Operation Safe Arrival and Ten Cones of Highway Safety for our use. I will give these to Operations to assist them in the above Driver Training on an on- going basis.

Billing: The Direct Payment law goes into effect on January 1, 2025. The law authorizes payments to non-participating providers of ambulance services licensed under article 30 of the November 21, 2024 - Board of Director Meeting - Approved

public health law. Insurance companies will have to send ambulance service bill payments directly to the provider of the services and not the patient. (This should stop the practice of some patients keeping the payment and not remitting it to the service provider who then has to incur legal action costs and fees to collect a lesser amount)

Director Lehti Laas Report

Recruitment:

Veteran's Day advertising took place in Newsday, The Long Islander, Facebook and Instagram.

Facebook and Instagram social media advertising continues to occur on a regular basis.

Membership:

There are approximately 20 new applicants.

There were 3 CPR classes this month.

Interviews are up to date.

Incentive Program:

Michelle Franco sent the Board a "live" link on 11/2/2024 to see who is signing up to do an additional shift. Chrissie Tedone emailed those who have participated with updates on when the distribution will occur. After the Secretary returns next week we will begin distribution.

Retention:

The Recruitment committee inquired about updating the gym. Keith Tetrault responded that he will look into it.

Old Business—

Director Betty Wood advised that the paramedic handbook is complete and she has sent copies to the President, Chief and Treasurer.

New Business—

Eric asked about the amount of time a member has to submit a Finger read adjustment form. A discussion followed and it was decided that we notify membership that they have 30 days to fill out a finger read adjustment and the Captain and First Deputy have 30 days to enter the adjustment. Director Betty Wood will write something up and work with Secretary Brian Canty to get something sent out to the membership.

Proposed By-Law change – 02-2024 which was read at the October 24, 2024 GMM, at the moment there seems to be some missing language in the by-law. It is going to have to be rewritten, and resent to membership. Discussion on what needed to be said. Chief Connolly will rewrite what needs to be in the By-Law.

Proposed By-Law change 01-2025 recall vote. Discussion on what this should say and what the attorney said. Director Wood passed out what the comments were and the attorneys' comments. According to Non-Profit Law Section 706 it requires that we have a recall clause.

Discussion regarding LOSAP Paperwork from Administrative Members.

303 **Projects / Events—**

304 None

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306 Motion by President Fiona Witkowski and seconded by Lehti Laas to adjourn the meeting at
307 21:09 hours.

308 **MOTION APPROVED UNANIMOUSLY**

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310 Respectfully Submitted,

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312 Brian Canty
313 Secretary

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316 Draft sent to Board members: 12/11/2024

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318 Amended and approved: 12/18/2024
319 **MOTION APPROVED UNANIMOUSLY**

320