

OXFORD Ambulance Association

Board of Directors Meeting
November 16, 2016 7:00 p.m.
OAA Headquarters

MEETING MINUTES

The meeting was opened at 7:05 pm by the Chairman.

Present were members Ilija Bratina, April Brooks, Virginia Calcagni, Ed Hardy, Madalene Taggart, Robert DeBisschop. Also Jerry Schwab, Michelle McEwen, Tyler Smith

Audience

1. Michelle McEwen, Training Instructor, stated she wanted a contract for the job she is performing. She was informed that OAA has not had contracts with any of the employees other than the Executive Director. She presented an unsigned document relating to a course she took in 2009, stating that it was a contract.
2. Tyler Smith, First Lieutenant, presented a petition, signed by 8 people, expressing their no confidence in the Acting Executive Director. This was not a vote of the OAA membership.

Old Business

1. New Ambulance: Madalene provided the current status. The ambulance was received by the Town, is currently being housed at Public Works. She presented photographs showing loose or mis-applied decals. Other items that are not installed include brackets for holding some accessories. The Town has not written a lease agreement yet and we have instructed our attorney to write one that incorporates the \$1 per year condition,
2. The Town was informed that J-50 requires new tires to safely keep it in service. The First Selectman has ordered new tires under his emergency authorization. The Town apparently anticipates using J-50 for another Town department in the future.
3. Madalene reported she has reviewed the Town appropriation line items for possible changes to reflect the \$34,048 deduct that the Board of Finance made to help pay for the new ambulance. Those changes will not be forwarded to the Town until a lease agreement is signed.

New Business

1. Personnel:
 - a. Ilija made a motion to go into Executive Session to discuss personnel issues. The motion was defeated 4 to 2. The chairman made a motion, seconded by Ed, to go into Executive Session to discuss personnel issues and include former E.D. Jerry Schwab because he has knowledge of past personnel contracts. This motion passed 4 to 2.
 - b. Albert Barnes joined the meeting.
 - c. Ed made a motion to come out of Executive Session that passed 7 to 0.
2. Staff Hiring:
 - a. Ilija made a motion, seconded by Ed, to not extend an offer of a contract to Michelle McEwen. This motion passed 5 to 0 with 2 abstentions.
 - b. Madalene made a motion, seconded by Virginia, to promote Colin Nash to Assistant Director of Operations, effective immediately. This motion passed 7 to 0.
 - c. Albert made a motion, seconded by Madalene, to establish Colin's salary at 60,000.00 This motion passed 7 to 0.
 - d. Ed made a motion, seconded by April, to hire Madalene as the Executive Director, effective immediately. Discussion included goals raised under her prior job responsibilities that have largely been met:
 1. updated EMS run sheet software,
 2. budget control
 3. audit completion
 4. increased operating personnel

and her targets for the next year:

5. training
6. outreach (currently doing bags for homeless, Christmas-adopt a family)
7. communications

This motion passed 6 to 0, with 1 abstention.

- e. Ed moved, seconded by Albert, to approve the Executive Director's contract with the following corrections; 40 days of PTO, start date of November 16, 2016, and 24 month term. This motion passed 6 to 0, with 1 abstention.
- f. Albert made a motion, seconded by April, to post the position of Operations Supervisor at a salary of \$50,440. This passed 7 to 0.

Adjournment:

1. Virginia moved to adjourn at 10:30, seconded by Albert, all voted in favor (7-0).

Submitted Subject to Approval

Robert DeBisschop, Chairman
Oxford Ambulance Association

17 MAY -4 PM 2:00
TOWN OF OXFORD, CT
Gregory A. West
TOWN CLERK