

DRAFT MINUTES
Cabot Ambulance Service Meeting
February 21, 2019
Willey Building – 7:30 PM

I. **OPENING OF MEETING:** The Meeting was called to Order by the Chair at 7:40 pm.. The following individuals were present: Jack Daniels, Chair, Mike Hogan, Selectboard Chair, Dean Deasy, Karen Deasy, Jeffrey Haslett, Jennifer Miner, Andrew Luce, Walter Bothfeld, Jr., Daniel Peterson, Deborah Peterson and Ruth Goodrich.

II. **APPROVE AGENDA:** Under item VII, General Discussion, two sub-items were added – (a) Selection Criteria for Ambulance Service Contractor and (b) Leadership.

III. **PUBLIC COMMENT:** None

IV. **UPDATE --- Committee Status Report:** The Chair provided a brief status report on the Ambulance Service noting that work by this Committee was really just starting in earnest and we have only four month to prepare for the transition from a fully certified Ambulance Service with authority to transport patients to FAST Squad Status whereby volunteers continue to respond to emergency calls but are not authorized to transport patients.

V. **CALEX AMBULANCE SERVICE (St. Johnsbury):** Jack shared the contents of a phone conversation he had with Michael Wright who is the Chief of the Calex Ambulance Service. Key points made were: CALEX would want to enter into a three year contract with a base annual fee per resident. CALEX works with eight different communities and in almost all instances works with communities that have FAST SQUADS which they believe is highly desirable. It's the patients choice where they are to be delivered, in our case NVRH or CVH. Key factors to consider when deciding on the Ambulance Service to be contracted with would be (a) Response Time and (b) Quality of Care. In the discussion Daniel recommended that we also add (c) Level of Care which everyone thought was a good idea. Chief Wright stated that Cabot could enter into a contract Agreement with two services, e.g., CALEX for eastern Cabot and either East Montpelier or Barre Town for western Cabot; this was mentioned as one option. CALEX has the same arrangement with Walden whereby CALEX covers eastern Walden and Hardwick covers western Walden. CALEX could begin providing Ambulance Service on July 1, 2019. CALEX has a unit located in Danville which is staffed; 24/7 Monday through Friday and 7:00 pm through 7:00 am over the weekend. Weekend daytime coverage comes out of St. Johnsbury.

VI. **CABOT FIRE PROJECT -** Assistant Fire Chief Dean Deasy updated the Committee on plans for the new Fire/Ambulance facility, detailing interior locations that would be dedicated and/or used by the Ambulance Service and how the facility would function as a whole.

- VI. GENERAL DISCUSSION – next steps for Cabot Ambulance Service
 - A. Request Marshfield’s RFP for Ambulance Service Coverage (Jack);
 - B. Obtain a copy of the Cabot Ambulance Service Charter, By-Laws, Insurance documents, Policies, SOP’s and other pertinent documents (Andy);
 - C. Town Meeting – prepare a one-page handout and be prepared to inform the community of steps being taken to transition from Ambulance to FAST Squad effective July 1st: (Jenn, Daniel and Jack);
 - D. Leadership: explore Best Practice with transition to FAST Squad (TBD);
 - E. Ambulance Service Committee: determine “space” needs in new facility;
 - F. BUDGET: develop FAST Squad Budget for FY starting 7/1/2019;
 - G. EQUIPMENT NEEDS: identify equipment needs and cost for new FY;
 - H. RECRUITMENT: emphasize need for new volunteers at Town Meeting.
 - I. NEXT STEPS:
 - (1) Contact Barre Town & E. Montpelier re. possible contract-Jack/Mike
 - (2) Draft RFP - Jack/Mike

- VII. NEXT MEETING: March 28 (Thursday) at 7:00 pm – Willey Building

- VIII. OTHER BUSINESS: Jack shared a copy of the contract that CALEX would enter into with Cabot should we go in that direction. Jack also shared his notes from his phone call with CALEX.

- IX. ADJOURN: Meeting adjourned at 8:40 pm.