



**Systems Operations Committee
May 22, 2018
Meeting Minutes (via Zoom)**

Attendees: Tim Kelly, Aaron Farney, Tim Frost, Tom Coyle, Tom Bonfiglio, Karen Dewar, Ben Sensenbach, Mindy Johnston

Webster EMS

- Application received Friday 5/18/18 at approximately 1140 in the morning. The timeline for action then begins Monday 5/21/18.
- Logistics
 - Bonfiglio appointed Tim Kelly as Chair of the ad-hoc committee to avoid any perceived conflict of interest, even though per our policy there is not an actual conflict of interest.
 - Who are the minimum members of this ad-hoc committee? (Tim Kelly, Tom Bonfiglio, Karen Dewar, Tom Coyle, Tim Frost). There is no limit to the number of committee members – Program Agency will send out an email solicitation for any interested Council Members.
 - If we do not have quorum at our July meeting – we will have to schedule an additional Council Meeting.
 - Public Hearing – required attendees? Town Supervisor & EMS Admins (Webster), Tim Kelly, Steve Cohen (lawyer) and the ad-hoc committee members if available.
 - We have 7 business days once the application has been received to deem complete/incomplete. If it's deemed incomplete, we have 3 business days to return to the agency.
 - In 2010, we hired a court stenographer for both the hearing and Council meeting related to the CON at that time which gives us the opportunity to catch any lapses in video. The committee agreed that we should do this again.
 - This application has a lot of repetitive content, so it does take time to get through it. There are two issues that the Program Agency found related to proper notarizing that need to be fixed before we can accept this application. Also, 06-06 specifies two original applications with original signatures, however then it goes on in a footnote to say that a 1st generation photocopy is sufficient. Some of these signatures are both photocopies, we are looking for the State's guidance on 06-06 to clarify things. There is also an issue with the roster. A lot of people on their rosters are expired. There is a column that says "DOH", we don't know if that's the expiration or issue date, but this would affect 6-7 members. We will ask the State's guidance on that as well. We would like to give Webster the complete list of issues to bring back to them at once, so if you see anything, let the Program Agency know.



- This is a complete enough application to get to the lawyer to begin his review as it is a very large document, however, our committee cannot deem complete.
- Next Steps:
 - Ben to discuss with Dana & Dan issues of photocopies and roster.
 - Set up google drive so systems level review can begin, as members of council express interest, we will add them to the folder
 - We will email Cohen to see how he would like to have these documents sent to him
- Karen Dewar has a conflict of interest that could be perceived as a conflict and has recused herself from being the Chair of the ad-hoc committee, although there is no conflict per our policy. Tom Coyle has identified his conflict of interest, per our policy that does not prohibit his participation at the committee level.
- The applicant requested a change in venue due to the perceived conflict of interest which the State denied. We just need to make sure we are following our conflict of interest policy as written.
- At the NEQ CON, we went around the room asking if anyone had a real or perceived conflict of interest, then we consulted our policy and said Yes/No you do/don't based on our policy. Worth doing that again.
- Tim Kelly is going to meet with Ben to compile systems committee response.
- Any objection to recorded zoom meetings? No, but if we are looking to deem the application complete, it should be an in person meeting.