

MEMORANDUM

TO: All Ambulance Services, First Responder Services, and District Officials

FROM: Dan Manz, EMS Director

SUBJECT: EMS Office Personnel Changes DATE: June 11, 2009

This memorandum is to inform you of changes in EMS Office personnel duties that recently became effective. Due to financial and personnel position challenges Vermont State Government is facing today and will likely continue to face in the future, the EMS Operations Coordinator position (held by Steve Salengo) has been reclassified. This reclassification has created a new merged position which includes management of Vermont's federal Hospital Preparedness Program grant as well as a few EMS operational duties. Steve will continue to work in the EMS Office and perform some of his former position duties, although many of his former duties have been reduced, eliminated or reassigned. To assist people in reaching the most appropriate EMS Office staff member to handle a question or need, please refer to the listing below. We appreciate everyone's understanding and patience during the transition and these tough economic times which prompted the reclassification. Feel free to contact me with any questions or concerns. Thank you.

EMS Office Staff Duties and Primary Contacts for EMS Operations Functions (NOTE: These are primary contacts. Other staff may participate in certain functions as needed)

- Hospital Preparedness Program (HPP) grant management- Steve Salengo
- SIREN representation to hospitals- Steve Salengo
- SIREN representation to EMS agencies- Mike O'Keefe
- EMS applicant certification eligibility matters- Steve Salengo
- Quality of care complaint investigation- Dan Manz
- EMS agency, district, hospital and municipal technical assistance- Dan Manz
- Annual licensure of EMS agencies- Donna Jacob
- New agency licensing- Dan Manz (technical assistance) and Donna Jacob (application assistance)
- Training outreach/delivery (e.g., opening night lectures)- Mike O'Keefe
- FCC licensing, communication matters, and radio frequency authorizations- Dan Manz
- Ambulance vehicle inspections/licensing and temporary ambulance vehicle licenses- Peter Otten