

Warren County EMS Advisory Board

Meeting Minutes

Date: March 25, 2026

Time: 18:00

Location: North Warren EMS

Meeting Type: Regular Meeting

1. Call to Order

The meeting was called to order at 18:15 by Chairman Shane Irwin.

2. Roll Call / Attendance

Members Present:

- Laura Stebbins - Glens Falls Hospital
- Derrick Helms - WCSO
- Ginelle Jones - Warren County Public Health
- Jim Cross - Bolton EMS
- Donna Trudeau - Hague EMS
- Jacob Sauer-Jones - North Warren EMS
- Shane Irwin - Queensbury EMS
- Jodi Bartlett - Warrensburg EMS

Members Absent:

- Ann Marie Mason - Warren County OES - Excused
- Ashley Rivers - Warren County OES
- Pat Mellon - Warren County OES - Excused
- Jack Tims - Warren County OES
- Scott Stone - Warren County OES
- Mark DeSimone - Warren County OES
- Ralph Bartlett - Warren County OES
- Dr. Williams - Glens Falls Hospital - Excused
- Richard Spositio - Glens Falls Hospital
- Mike Burak - Glens Falls Hospital

- Micki Guy - Glens Falls Fire - Excused
- Izzy Modert - Glens Falls Fire
- Eric Catalfamo - Hadley-Luzerne EMS
- Peter LaGrasse - Stony Creek EMS - Excused

Guests / Staff Present:

- Kevin Fusco - Johnsbury/Minerva EMS
- Caleb Johnson - West Glens Falls EMS

3. Presentations

- None

A. Chairperson Report:

- Chairman Irwin reviewed the proposed changes to the bylaws. Changes included:
 - Article VI: Membership
 - Section B - The term of appointment shall be a term of one year, ~~beginning January 1st~~ starting at the end of January's meeting.
 - Section D - The membership may include one delegate from each eligible EMS agency located in Warren County or commonly operating in the Warren County EMS System. Membership from each group shall be voluntary. Each EMS group must designate the delegate in writing and deliver it to the EMS Advisory Board at the November meeting.
 - Section E - Only seven (7) agencies will be designated as delegates for the Advisory Board.
 - Section F - Up to two representatives from OES ~~or other health-related services might~~ can also be members but not counted toward the nine EMS delegates.
 - Article VII: Duties of Members
 - Section D - Members are required to submit an excusal from a meeting via email or text message only one hour prior to the start of the meeting.
 - Article VII: Meetings
 - Section A - The Board normally meets on the fourth Wednesday of every other month at 7 p.m.
 - Section B -
 - Subsection A - January (Annual Meeting)
 - Section J - Only 4 members need to have a quorum.
- Bylaw changes we approved with no opposition.
 - Discussion ensued on removal of delegates based on participation.

- Motion by Jacob Sauer-Jones (North Warren EMS), Seconded by Jim Cross (Bolton EMS) to add Kevin Fusco (Johnsburg/Minerva EMS) and Caleb Johnson (West Glens Falls EMS) as members of the Advisory Board.
- Review of lamResponding Procedures
 - EMT-B and AEMT Level Ambulances are to be marked as BLS on the IAR Board.
 - CCT and Paramedic Level Ambulances are to be marked as ALS on the IAR Board.
 - Discussion on changing AEMT level ambulances to ALS. The Board decided that they shall remain marked as BLS due to potential delays in patient care.
 - Motion by Jacob Sauer-Jones (North Warren EMS) and Jim Cross (Bolton EMS) to keep the lamResponding Procedures as they are.
 - Derrick Helms (WCSO) reviewed dispatch procedures for lamResponding
 - Ambulances marked Blue are BLS, Ambulances marked Red are ALS, Ambulances marked Grey are available units that are unstaffed.

B. Office of Emergency Services:

- No reports

D. Glens Falls Hospital:

- Glens Falls Hospital Emergency Prep - MRSE drill was held. This drill included 23 hospitals and emergency services agencies. EMS agencies were asked by the county about how many ambulances they would have available to respond to an incident like this on any given day. The results showed 14 available with staffing in station and 5 more that would be able to be staffed. Monthly tabletop for May will be a Bus MCI.
- Medical Directors - Not Present
- Emergency Department - Not Present

E. Agency Reports:

- Public Health - Pat Belden is the new director. Ginelle thanked the EMS Advisory Board for the time she spent attending meetings. A review on where DNR paperwork is looked for by EMS in patient's homes and review of Vial of Life procedures.
- Communications - Nothing to report
- Bolton EMS - Triathlon will be in June. Reviewed course of race.
- Hague EMS - Open Swim event is August 19. June 27th at the Hague Fire Station is a Model T get together. There will be an increase in traffic with this event.
- North Warren EMS - Nothing to report
- Queensbury EMS - Shane is beginning to plan for the Adirondack Balloon Festival and will be reaching out to agencies for coverage. MCI Drill is being planned.
- Johnsburg EMS - Kevin thanked neighboring agencies for assistance with calls during ski season at Gore Mountain.

- Warrensburg EMS - Countryside Adult Home is looking for residents if agencies have patients looking for housing.

F. New Business

- Adirondack Manor is asking dispatchers to give them permission to perform CPR on a patient that is in cardiac arrest. Discussion ensued regarding concerns.
 - A new CAD system should be in service in early May.
 - IAR procedure is reviewed on the information being sent out after the dispatcher finishes radio transmission.
 - Status checks are going well and agencies are complying well.
 - Reviewed the three minute time frame between dispatch tones.
 - Communications was asked if they can include apartment numbers in the address information on IamResponding.
-

9. Announcements / Correspondence

- Agencies are asked to think about a status check timeline for the next meeting.
-

10. Next Meeting

Date: May 19, 2026

Time: 18:00

Location: Bolton EMS

11. Adjournment

- The meeting adjourned at 19:53 by Chairman Irwin, motioned by Jake Sauer-Jones.
-

Submitted by:

Name: Jodi Bartlett

Title: Vice Chair

Date Submitted: 05/4/2026
