



Representing the Paramedics of the United Counties of Leeds Grenville

LOCAL 4440 - <http://4440.cupe.ca/>

**Minutes from Labour Management Meeting
Tuesday, October 8, 2013 @ LGEMS HQ**

**CUPE 4440 – Pete Joseph, Robin Cubitt, Mary Portwine, Scott Robinson
Mgmt. – Chief Lloyd, Deputy Chief Carss, Commander Hendry, Karen Usher**

1.0 Minutes from May 30th, 2013 Labour Management meeting reviewed; Approved.

2.0 Additions to Agenda:

- 2.13 4 Hour Time off Requests**
- 2.14 Manulife Benefits (2 Parts)**
- 2.15 Recycling – Stn. 6**

2.1 PT Availability Requirements

The employer has received concerns raised by some PT members about not being able to provide the minimum availability for various reasons, i.e. other FT job, weekends/nights required elsewhere etc. Management’s current position is that they must follow the language in the current CA. They are open to discussions with the Union and possibly creating a Letter of Understanding to alter the current language. The unofficial discussions thus far have been to extend the language to say 16 shifts every 2 months. Mgmt. has some concerns with doubling the number of refusals if the language is not specific enough (i.e. the use of 4 refusals in one month).

Also to look at specific language changes for refusals (may be dealt with in 2.2) specifically what is a “reasonable” time frame for returning calls.

Both sides are open to sitting down to amend current or create a new Letter of Understanding.

Mgmt. will discuss their options on the issue further and get back to the union ASAP.

2.2 Assignment of PT Shifts

As has been previously discussed both in LM Meetings and at Union meetings, mgmt. would like to go to a system of ASSIGNING shifts based on availability rather than “offering” shifts. DC Carss feels that although an email is great, he feels that multiple points of contact are essential to ensure contact is made (i.e. a phone call and/or voicemail left, plus an email). This would alleviate the need for returning phone calls in a set time period.

The Union conveyed to the employer that this method was discussed at a recent membership meeting and is approved by the Union.

DC Carss also commented that once the new Time Manager system is up and running, PT will be able to access/update their availability in real time online hopefully preventing most “refusals”.

2.3 Updates for P&P

DC Carss is in the process of updating the P&P Manual (page by page, line by line) and making various changes to policies. He feels some need updating and implementation quicker than others. 3.4 And 3.8: Vehicle Checks/Inspections, 1.? (New policy): Reporting for Duty will see implementation in the near future. **As**

always, the amendments will be emailed and all Paramedics will have to sign off that they have been reviewed.

1.? – Reporting for Duty

Crews are not to be splitting crews at shift change.

ALL crew changes are to take place at the base, crews will no longer be allowed to drive to ER's to relieve crews on end of shift transfers unless specifically requested by Supervisors.

In discussion, DC Carss shared that in their meetings with CACC recently, that changes to how crews make themselves available at the hospitals is changing. Crews will no longer notify when their stretcher is clear, but instead notify when they are "available" (i.e. stretcher clear, triage report given, stretcher/vehicle restocked and ready to respond). CACC may inquire as to your status, but the call will be assigned to an available crew until a closer vehicle becomes available.

Chief Lloyd was to provide a memo with these changes and when they were to take effect.

3.4 Vehicles Concerns

Section 3: Disabled vehicles. New triangle traffic cones will be placed in all vehicles in the coming weeks. They are also replacing the trip sheet check off with a check off book that remains in each vehicle. The books pages are carbon copied, 1 gets completed each shift with a copy going in the shift envelope, the carbon copy remains with the truck so tracking deficiencies is easier.

3.8 Vehicle Inspections

Once again minor damage to vehicles is going un-reported. Mgmt. wishes to change this. The new books will allow crews to document new damage or find when damage may have been reported.

2.4 Power Stretchers

There has been much discussion lately from the membership about a need to move towards Power Stretchers. The pros and cons are clearly documented, and the pros far outweigh any cons.

The employer informed us there is 1 on order from Ferno, expected to be here this week sometime to be trialed. They are also waiting to hear back from Stryker as to whether we are obtaining a trial stretcher from them as well. Details on how, when, where the power stretcher would be trialed/utilized was not discussed further.

Both parties agreed that Power Stretchers were the direction we should be going.

2.5 Meal Claim Electronic Funds Summaries

Some members are finding it difficult to track and ensure all meal claims are being paid out as they never receive an itemized break down when the County pays the meal claims out.

Through some quick discussion it was made clear some members receive an itemized break down via email, some don't. Also the timeliness of these documents was questioned by the union.

Mgmt. agreed to inquire and ensure that all members were receiving the itemized break downs of the payout.

2.6 CISM (Critical Incident Stress Management)

Pete would like clarification on where the employer stands on this topic and getting employees trained/certified if needed.

Chief Lloyd explained that there are no current courses being offered that he is aware of. He stated that Dr. Yap is however getting "his team back together" as he sees a need for a more organized structure for such services in this area.

More information is being provided at CME's that started yesterday.

DC Carss commented that he has been in touch with people on training courses for peer to peer recognition which could be offered at a later date. He also wanted to ensure we knew that services are available in our area to the members if needed (beyond EAP).

2.7 / 2.8 Pre-Shift Overrun

The union asked for an update on whether management still intended to implement Pre-Shift Overrun. Chief Lloyd stated last he recalled he was waiting on the unions go ahead in regards to our members understanding the parameters to submitting for pre-shift overrun. He reiterated that both crew members had to respond on a given call, there would be no splitting of crews and that the premium would only be paid if an emergency call was done prior to the start of their regularly scheduled shift. Pete advised the Chief that this was discussed at a membership meeting and members were in favour of implementing this policy.

Chief Lloyd is to draft a policy regarding Pre-Shift Overrun, and will advise when it is officially implemented.

2.9 Use of Facilities during Standbys'

There have been some questions asked by members about where crews were to be going to use facilities while on standby as most vehicles no longer have keys to the fire halls etc.

DC Carss confirmed that if crews on standby need to use facilities they are to ask CACC to precede to the nearest base to do so, and then return to standby. The employer recognizes this is not the most appropriate solution. Mgmt. is working with the local council/fire departments in hopes of once again obtaining keys and passcodes for access to fire halls, however councils are reluctant with concerns of keys being lost, security codes being shared and security alarms not being reset when crews depart.

DC Carss says discussions continue with the townships.

2.10 Station 1 Annex Garage Door Openers

Station 1, 1100-2300, has requested a working remote garage door opener. Currently the crew manually opens and closes the door via the exterior keypad, delaying in service response times. Mary confirmed this issue was recently resolved and they now have one.

2.11 Booking off Duty at End of Shift (Non 24 Hour Vehicles)

There have been recent concerns by members working Stn. 2, Stn. 9 and 11-23 (formerly 16-00 as well) that they were not being allowed to book off at the end of their shift after a late call. It was the crew's opinion, as well as members of the executive, that these crews do not have relief at base and therefore are extra coverage after the completion of their schedule shift and should not be denied booking off due to coverage. Chief Lloyd's opinion is the crews are getting paid time and a half and if coverage warrants maintaining these crews until they are back at base then that was the decision of the Supervisor and CACC. The parameters for ALL crews to be booked off are outlined in Section 4.2 of Deployment plan. Mgmt. feels it is a courtesy they have extended to the crews to allow them to book off the board after completing a late call to avoid doing another call, when coverage allows them to do so. They have no legal or legislated obligation to remove crews from service (until the 16th hour).

2.12 Preceptor Training

Last year Commander Hendry had brought up the possibility of preceptor training for those interested Paramedics. The employer advised in the end it was a budget issue, was it regular pay or overtime, as well as how to select members to go do the training as there were limited seats available in the course.

Mary suggested perhaps an online package or manual preceptor package Paramedics could complete on their own time (downtime) be created or sought rather than creating a full course that costs money and the members who truly want to participate can at the own leisure.

2.13 Partial Shift Time-Off Requests

Mary explained that previously if Paramedics wanted to use short blocks of banked time/vacation time (4 hours etc.) that Michelle would allow these if the Paramedic found the part time employee to cover the shift themselves. Recently such a request was denied and the Union would like confirmation on where the employer stands on these types of requests.

Chief Lloyd explained that the CA allows for such requests for Union and Joint Health and Safety matters only. He further explained that the "old" system did work until they received a complaint from another part time employee with concerns it was unfair that they were not offered the shift. Mgmt. endeavors to follow the CA, and the "old" system circumvented the process for part time call in and as such they will no longer approve requests outside what is in the CA.

2.14 (1) Manulife Benefits – Electronic Submissions

Currently the county contract with the Benefits provider does not allow for electronic submissions. This is a county wide policy and is not EMS specific. All benefit submissions must be made via paper except where done by the service provider (i.e. dentist, drug store etc.).

2.14 (2) Manulife Benefits – Paramedical Benefits

Recently a member was denied coverage for Psychotherapist services under the paramedical benefits. This member was informed by Manulife that that service is not covered, however the services of a Psychologist are covered up to a certain amount per visit. Karen requested that this member contact her directly and she would see what she can do with the benefits provider to get this service covered.

Reminder, Employee Services Rep. Karen Usher is all members' first point of contact when having issues with benefits. Contact the union when/if you feel the matter was not resolved accordingly.

2.15 Recycling @ Stn.6

Paramedics working Stn. 6 have inquired whether there are recycling services with the current garbage contractor. DC Carss has confirmed with the township mayor that the contractor does provide recycling services. The crews working must separate the recyclables and place them in a separate bag or bin next to the garbage dumpster at the rear of the lot.

Pete has concerns with just placing bags on the ground or having loose items in bins as it attracts animals etc. The employer agrees and is open to the purchase of a covered bin to store recyclables next to the garbage bin. **Chief Lloyd will confirm with the contractor what type of bag the township requires recyclables be placed in and confirm exactly what day the pick-ups are made on.**

3.0 Next Meeting

Currently scheduled for January 14, 2014; this date conflicts with several schedules. This date will be rescheduled.

Adjourned