

Westport Volunteer Emergency Medical Service
Board of Directors Meeting
January 7, 2014

Alex Richards called the meeting to order on January 7, 2014 at 1905 hrs.

Attendance: Chris Siano, Brian Crane, Kathy Smith, Andrea Harman, Russ Blair, Erin Finch, Yves Cantin, Alex Richards, Sandi MacPherson.

The minutes for the December 3rd, board of directors meeting were accepted at posted. Motion to accept the minutes were made by Yves Cantin and seconded by Erin Finch. Motion Passed.

Treasurer's Report: Yves reported that he has been unavailable for the past 2 to 3 weeks and that accordingly, he has not booked any transactions recently or been able to prepare his usual reports. The numbers have not changed significantly since the last board of directors meeting a month ago. The fundraiser income stands at approximately \$53,000, but there has been a delay in processing the donations into the system.

Committee Reports:

Training: Brian reported that the inservice for January is on OSHA and CPR. Mark Blake will reschedule the MCI inservice later in spring. EMT refresher ending February 8th and 9th. The intern program is in the process of being updated by Kevin Doherty. Mike Salvatore has been doing a lot of teaching for EMS, PD and WFD.

New Business:

Chris Siano submitted a report to the board on volunteer hour, member recruitment, and member retention. We have 24 volunteers who serve 200-400+ hours accounting for roughly 60 percent of our total hours. We have 87 volunteers who serve 0-200 hours accounting for roughly 40 percent of our total hours. The board talked about obtaining more in depth breakdown of how the volunteer hours are worked; shifts, office, teaching, etc. Chris talked to Mark Blake about some of the things we are doing now and in the past to recruit new members. He is also reading some strategy guides that national and regional EMS organizations have published about volunteer recruitment and retention.

Yves thought he had a part time volunteer accountant to help him with the treasurer's duties, but that didn't work out. If some knows of an accountant working or retired that would like to volunteer their time, please let Yves or Martin know.

Kathy Smith did some research into the accounting practices of other EMS services in our area. Out of eight organizations 5 did audits, 2 do not, and 1 was not available. Their accounting method was 4 were accrual, 3 were cash, 1 unavailable. The board is looking into possibly lowering our audit costs. Discussion will continue next board meeting.

Martin and Alex are looking into organizing a spring party. If anyone has an idea please contact Martin and Alex.

A motion to adjourn was made by Russ Blair and seconded by Kathy Smith. The meeting was adjourned at 1956 hrs.

Minutes respectfully submitted by,
Sandi MacPherson, Secretary