

**Westport Volunteer Emergency Medical Service  
Board of Directors Meeting  
February 5th, 2019**

**Meeting Call to Order:**

Yves called the Board of Directors meeting to order at 19:05 hours.

***Attendance:***

Yves Cantin, Martin Iselin, Larry Kleinman, Nancy Surace, Brian Crane, Jake Healy, Jaime Bairaktaris, Andrea Harman, Mike Burns and Sandi MacPherson.

*Guests:* Marc Hartog and Mark Blake

***Approval of Minutes:***

Yves moved to approve the minutes of the January meeting, seconded by Andrea. All in favor – unanimous.

**Committee Reports**

***Treasurer's Report:***

Larry stated there is nothing unusual for this month's treasurer report. Net ordinary income for January is roughly \$82,000 and about \$61,000 ahead of budget. This because we received a bunch of other donations. The fundraiser is a little over budget which is good. EMT classes are significantly over budget. The expected income is higher than we thought. The expenses are less than expected and remain under budget. We are \$144,000 ahead of budget. EMT billing at this moment is up-to-date.

***Finance Committee:***

Andrea reported the finance committee met on January 25<sup>th</sup>. Asset allocation is at 52%, equity which is a little lower than it has been – a little more conservative but it is still within the established limits. 29% fixed income, 15% cash and 4% in other. The whole account is classified as moderate growth income. 12 months to January 23<sup>rd</sup>, we had a net increase of 3%. In looking at the 12 month calendar year, our 12 month loss was 4%. If compared to the S&P 500, the S&P 500 had a loss of about 6.25% loss. We did better because the allocation worked and mitigated the loss in value.

The cash position was discussed during the meeting and it was decided to create two money market accounts because money is currently in accounts that do not pay any interest while money market accounts at Wells Fargo are offering 2%+. One account will be for the vehicle replacement fund and the equipment and expense reserve. The vehicle

replacement account will have an additional treasury note. These accounts will be used for equipment and operating expenses as we need them while earning interest.

***Fundraiser:***

Yves reported that only a handful of donations have not yet been input. The second fundraiser letter will be sent out February 15. The numbers are pretty much in line with the previous years donations. Historically, we have rounded about 10,000 to 20,000 after that letter.

***Member Relations:***

Member(s) to vote in and vote out:

Member(s) to add to our active roster and be voted in:

Guetta, Daniel  
Rademacher, April  
Kareddy, Vignesh  
Bernhard, G. Kenneth

Sandi made a motion to vote member(s) in, Mike seconded the motion. All in favor - unanimous.

Member(s) to vote out:

Dempf, Steven  
Heisler, Thomas  
Katz, Adam  
Magid, Michael  
Mehta, Tanmay  
Smith, Lillian  
Smith, Todd M.

Yves mentioned, we can always re-instate if there is a desire or if people's schedules change.

Mike made a motion to vote member(s) out and Nancy seconded the motion. All in favor - unanimous.

Mark Blake stated an orientation will be held February 25<sup>th</sup>. 12 people may possibly be attending orientation.

Nancy will be working on the town abatements, the President 's Volunteer Service Awards, and "You Make a Difference Program" for the 2018 hours. The program will offer new items within the budget.

Also to look into the missing meeting minutes on the website.

***Training:***

Brian stated Pat's EMT class will end this Saturday with practical's and the written the following week.

Next EMT refresher will be this summer – Pat has some tentative dates for the next EMT class, April 22- July 20<sup>th</sup>.

Supplies Pat would like for the EMT class:

2 Glucometers - \$27.00 a piece

2 Hare Traction Splints- \$35.00 a piece

A Moulage Kit

A replacement for the Scoop Stretcher

Straps for the Stretcher

Ball park figure for the cost of replacing the requested supplies is approximately \$762.00. Yves talked about holding off on the Scoop Stretcher as we are putting in for a grant for Scoop Stretchers from the Young Women's League and we should be hearing back in February about the grant request. Either way there will be some Scoop Stretchers coming off the ambulances, however, they will not be the same model as the new ones placed on the ambulances.

***CPR:***

Jay reported there are 9 instructors in the instructor program, 1 from Weston, 1 from Norwalk, and 7 from WVEMS. In January, Jay held 28 classes with 15 students, 59 of those where Westport PD.

***Website:***

Jaime and Jay met over this weekend and worked on some items. Mike made a house call to help Jay on the website. Jaime reported there were issues with classes being duplicated and shortened. People couldn't sign up for the class. There was an issue where people wanted to pay by check and there was no option for that. That has been corrected. The site comes up on Google as it has in the past.

Yves stated the treasurer's report needs to be put up quarterly onto the member section of the website per the Bylaws. Jaime reported the roster is outdated by several years – which was pulled off the old website. Meeting minutes are not up-to-date, Nancy to look into the missing meeting minutes on the member side of the website.

Currently there are spelling errors on the website – which can be corrected on our side. Martin asked if there is a place to have information posted on events, such as the awards ceremonies, photos of the Winter Brunch, recent news, etc. Jaime stated a section needs to be created for this information on the member section. Members at large should be able to go to this section to see all this information as this information is put on Google calendar. Jaime looked at the stats, and members are not logging into the site. Larry stated

we have not promoted the site internally as well as externally - learning and development comes before promotion.

Mike reported the email has successfully transferred over to Gmail. We own two domains: Westportems.org and Westportems.com. In the past, dot com did not work – it now works. Google suite can be used for lots of things such as calendars. Google drive is available and Mike created a folder for grants. We all have access to the drives and Mike suggests it be used for a central depository for everyone's benefit.

Marc suggested that a function of the website should be to allow the listed operation's staff to respond to a web inquiry without retyping the email address. Right now, the only way to send an email, is through the general contact email currently listed on the website which is "general inquiry." Which does not have anything to do with the EMS operations staff. Marc would like to keep the emails separate by having his go to the wesportems.org address to avoid spam going to his dot gov email.

***Social Media:***

Nothing new at this time.

***Vehicles/Ambulances:***

There was an ambulance out of service and is now back in-service. In following up from a few meetings back, there was a recommendation about having a vehicle maintenance report with on-going issues available to Crew Chiefs. Marc and Mike will meet to discuss how to do this going forward. Martin inquired about usage of 605: Larry and Jaime are using it. Marc states other than that, it is not used much. Jaime to look for heater around the building for use in 605.

***Scholarship:***

Nothing new at this time.

***State/Southwest Council:***

Jay reported there will be a new equipment list for the ambulances coming out in March. The services will have 1 full year to implement it. There will be no KED on the list – Marc reported WVEMS currently does not carry KEDs on their ambulances (pulled off some time ago).

The advisory board is working on a hand-off document for EMS to provide basic information for patients transported to the hospital to speed up the process in the ED. There are reports from physicians that complain they are not getting reports from EMS in a timely manner. They are complaining that EMS is leaving to go on second calls or going back to their headquarters without giving reports.

There is still some regionalization discussion going on focusing on expanding some service territory to promote more volunteers. According to Mark Blake, some services want to draw volunteers from another service to balance out their volunteer staffing. They can be called upon by another service, to help out in the event they have a shortage of EMTs and require additional assistance.

Mobile integrated health is still being discussed. They are working on a legislative proposal.

***Public Relations:***

There are a bunch of events coming up: Maker Fair – first week in April, Minute Man Race – April 28, and Touch a Truck – May 4. We were given a \$2,000 donation from Synchrony Bank for assisting with the Penguin Plunge.

Jaime stated currently, there is one more promotion running on Facebook for the month.

***House:***

Yves put out multiple USB outlets in the dayroom for use by members.

***Old Business:***

The anniversary committee met February 4. About 25 - 30 ideas came up for the project. Some ideas that were presented: drawing contest, to a 5K race, to a gala dinner, to testimonials recorded on video. The committee would like more ideas to choose from and more participation from members. They don't necessarily have to be on the committee but can take on a project. A chair is still needed for that committee.

Martin asked if someone could organize getting some of the old photos from past significant events from the albums in the closet to be digitized and put onto a thumb drive for future use. Marc suggested inviting the Yoders.

The 25<sup>th</sup> WVEMS was held at Long Shore, Jaime took out pictures of old vehicles and parades for that event.

Mark got two quotes for beds for the bunk rooms, we were not ready to make a move on it. There was some research done into getting foam mattresses and it seems that the foam mattress are not a good option because some people are not used to them. Not that they are a lesser product, it is just that they are not as commonly used. They are cheaper. Mike had gotten some prices on the foam beds. Yves' thought is to go ahead with Mattress Firm for \$3,600 vs. \$4,100. The old beds will be taken away. Yves would put up a log to keep track for when the mattresses should be flipped and then it should be initialed. Marc suggested to put up a wall in the bunk rooms to make the room more private and possibly put a TV in the room. Martin said he will look into this and what it entails to putting up a wall in the bunk rooms.

Mike brought up from the previous meetings, regarding sensitivity training implementation and the buddy system project for new members so they have a point of contact to go to – i.e., questions, etc. Jaime to dig up the packet he created for this buddy system.

Also, regarding the EMT classes that the organization be done by the instructor, i.e., fielding calls, emails, etc. The thought is that the teacher should organize the classes. This will be brought up at another meeting. Marc suggests, if there is going to be a discussion regarding this, Rick and Pat should be invited.

***New Business:***

A new security system was put into place for the building and a new key pad will be installed for entering the building. Crew Chief's would get key cards others will get a number code. The cost is \$3,100.

A motion was made for approval to put the new key pad system in place by Mike, 2<sup>nd</sup> by Jake. All in favor – unanimous.

Martin received a quote for new furniture. A polyester cloth fabric couch and 2 recliners is being considered. The old furniture was purchased in June 2014. The cost of the new furniture is \$3,075.00, includes shipping – does not include set-up, comes in two pieces for shipping purposes – furniture just snaps together. This is substantially lower than the previous purchases. Costs have come down, we are getting a repeat user discount and we are not replacing the chair. Martin was given level of authority to \$4,000. The life expectancy of the furniture is about 4 years.

Martin made a motion that we spend up to \$4,000 to replace the dayroom furniture, Mike seconded the motion. All in favor – unanimous.

***Other New Business:***

Grants coming up – Mike is working a grant request with the Women's Club and the Young Women's League. Nancy will be working on a grant request for the Rotary Club. The Rotary Club has been a regular donor for us over the years. It would be nice if we had new ideas to include in these grant requests. We put in for the UTV and new Scoop Stretchers with the Young Women's League. If there are other thoughts of what we could be applying for, please let Yves know.

The next board meeting we need to have two members from the board for the nominating committee who will be joined by three members of the membership to come up with a slate of directors and officers for the next fiscal year. The elections will be at the end of June. Yves and Martin are on their last year by term limit for their positions. Yves will try to come up with a suggested list of names to give to the nominating committee to ponder. Those terms that are up: Andrea, Jake, Brian and Sandi who is completing Rob's term.

**Adjournment:**

Jaime made a motion to adjourn at 21:03 hours, Jake seconded the motion.