

Westport Volunteer Emergency Medical Service Board of Directors' Meeting April 2nd, 2019

Meeting Call to Order:

Yves called the Board of Directors' meeting to order at 19:02 hours.

Attendance:

Yves Cantin, Martin Iselin, Larry Kleinman, Nancy Surace, Brian Crane, Jaime Bairakataris, Andrea Harman, Mike Burns and Sandy MacPherson.

Guests: Marc Hartog, Mark Blake, and Jay Paretzky

Approval of Minutes:

Mike moved to approve the minutes of the March Board meeting, seconded by Larry.

All in favor – unanimous.

Committee Reports

Treasurer's Report:

Larry stated we are well ahead of budget. Net through the end of March, our surplus is \$172,000. We budgeted only \$31,042 for the surplus and are \$141,000 ahead of budget. In general the income – fundraising income is \$98,000 which is ahead of budget by \$13,000. We have more than \$98,000 because there are a bunch of envelopes in the box that have not been processed. Larry guestimates we are well over \$100,000 for fundraising. Other donations are also running ahead of budget at \$19,000. \$37,000 taken in as opposed to \$18,000. CPR is on schedule in terms of the class and the EMT class is way over budget in terms of income because we had more students than we thought. Expenses are also over budget but we are more over budget in income than we are in expenses. However, the income budget is on the conservative side by underestimating what our income is and overestimating what our expenses will be. Providing a conservative estimate. CPR and EMT classes are doing well. For example, the budget for the whole year for fundraising is \$90,000. Retention and recruitment, we budgeted \$200, we are at \$500. Most of that is “You Make a Difference” program. That expense is going to be used very soon. Capital expenses, we are way over budget because of the Lifepak which is made up for in the special donations. The only thing to really point out in terms of expenses is the fundraiser expense is a little over budget. We budgeted for \$12,000, we spent about \$13,000, most of that \$1,000 consists of a couple of things. 1) The credit card processing

fee which we did not budget originally because we didn't know it was going to be happening. 2) The fundraising software -Eleo software costs about \$500 a year and 3) The cost of postage is about \$400 to \$500.

CPR expenses are way under budget. CPR income was only what we budgeted and is not that high but the good news is that expenses are way under budget.

EMS conference expense is way under budget because we have not spent the money yet. The money will be spent soon. \$80k for restricted donation is off setting the additional capital expenses. Checking account balance is \$318,000 which is high because money was taken out of the major equipment expense account and transferred to checking to write a check to Wells Fargo for a higher interest rate account. The check has not yet gone to Wells Fargo but will be soon.

Finance Committee:

There is a meeting April 12th @ 1:00pm.

Fundraiser:

Yves stated Larry reported the number out of quick book for the fundraiser. Yves did a report out of Eleo and stated it is not as accurate as quick books but it is \$102,000 as of April 2nd. February 15th was the date the reminder letter went out. Currently, there are 30 envelopes that still need to be processed. The annual fundraiser income from February 15th to-date is \$13,200 with additional postage and printing costs. This number is pretty close to what was raised in the past years. We netted about \$10,000 out of the reminder letter. Some income may be because of social media promotions it is difficult to differentiate the incomes. Yves is satisfied with the numbers.

Member Relations:

Nancy reported on member(s) to vote in:

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

Baumblatt, Jenna
Cabezas, John
Casey, Sophie
Dhillon, Ramandeen
Michelin, Lisa
Millar, Audrey
Mocarski, Jack
Muschett, Christopher
Peterson, Hunter
Pressman, Jeffrey

Yanez, Andres

Sandi made a motion to vote member(s) in and Jaime seconded the motion.

All in favor - unanimous.

The “Buddy” program will try to be implemented. Jaime agreed to spearhead that effort. Yves and Larry offered to help as “buddies” but all board members are encouraged to participate.

Training:

There are about seven applications for the April EMT class. The PHTLS class is April 28th and May 5th and the cost will be \$260.00 per person WVEMS members will be funded by WVEMS to attend.

Mike made a motion to spend up to \$3,800 to fund the PHTLS class, seconded by Jaime.

All in favor – unanimous.

CPR:

Harry Downs is now a CPR instructor for us.

See attached email.

Website:

Jaime reported there was an issue with a plug-in on the member’s login. It was bringing the user to a 3rd party website for shopping. It has since been fixed and plug-ins will be monitored closely by Mike and Jaime.

Social Media:

A press release went out for EMT class.

Jamie reported that there was a budget of \$500 for advertising for social media for Facebook. So far \$345 has been spent and we are in the middle of the campaign right now. We ran the campaign in two phases which worked well and did a cap of \$100 for 3 days and is currently coming in below budget.

Vehicles/Ambulances:

A report was done on a headlight that was out and it was fixed the next day.

Scholarship:

Audley scholarship application period is open. Kevin is going to ask for a member from the Youth Core to be on the committee. Yves will ask a member from the general membership to be on the committee at the in-service. Sandi MacPherson from the board will be on the committee. Prior committee members – Kaitlyn and Kathy Smith.

State/Southwest Council:

See attached email.

Martin made a motion to support an increase in abatements to keep up with inflation, Mike seconded the motion.

All in favor – unanimous.

Jay reported that Marc Hartog gave testimony at the state level on body armor. Currently, you cannot purchase body armor online, you have to physically go to the store to buy it. Body armor is something the service needs to approve in order for you to have it. With this approval, it would allow you to purchase it online. Every year this comes up and if EMS wants to have body armor, they need more support. A bill is being drafted and is on a watch list to keep us posted as to what transpires.

Public Relations:

A press release was sent out – didn't get much traction. The Maker Fair is coming up April 27th and it will be in front of the Town Hall this year. There are ideas in trying to tie it into the 40th anniversary.

The electronic billboard is not available for advertising for the EMT class. Signs were put up advertising the upcoming EMT class. Jaime will contact other towns to possibly borrow an electronic billboard.

Jaime mentioned there is an article in the New Yorker about "Stop-the-Bleed." Mark Blake reported May is Stop the bleed month. We will organize a class. Instructors will be Jaime, Larry, Martin and Andrea. They will go online and sign up to be register as instructors.

The Meatball Shop will have a soft opening – date to be determined. Owners are not sure when they will open the shop. They will donate their proceeds to WVEMS. The event is being organized by the Judy Michael's Real Estate Group.

House:

Two bids on the furniture, a company we used in the past and from another company. Martin wants to discuss with Yves and get something going by Friday.

Old Business:

The 40th anniversary committee has a meeting coming up and there still is no chairman for the committee. The banner and the pins are in. Jaime is working on T-shirts and they will cost approximately \$13.36 per shirt. There is a meeting on April 8th @ 1:00pm. Larry mentioned someone he knows is willing to come up and do interviews for free on former members and current members. Yves will send an email to the members on the 40th anniversary with a list of projects in hopes that some members will help with the project.

New Business:

EMS conference is May 29th to June 1st at Foxwoods.

In order to be reimbursed, members must have 100 hours logged between January 1st and June 1st to be reimbursed for one night hotel stay. For those who have 200 hours logged between January 1st and June 1st, can request reimbursement of a third day standard attendance registration cost.

Andrea made a motion for the new guidelines above for reimbursement of the EMS Expo Conference, Sandi seconded the motion.

An amendment was made so as to not include any "on-call hours."

All in favor – unanimous.

Members will register themselves and be reimbursed for their costs per the guidelines below (email was sent April 5th by Yves to the members):

The expense reimbursement program is slightly different this year and will not include group registration for those interested.

*Active voting members may be reimbursed for up to two conference days standard registration costs. Standard registration costs are available until May 28. We will not reimburse "at the door" prices. Members will need to register online themselves. They may request reimbursement after the conference upon presentation of their paid receipt and certificates of attendance. We require at least 75% attendance (as an example, a one day attendee must submit 3 certificates of attendance if 4 time slots were offered that day). Interns are not eligible for the reimbursement. **Youth Corps members** may attend and avail themselves of the reimbursement benefit, but a signed parental acknowledgement form must be turned in **before** the conference. Please let me know and I will email you the form.*

For those who have logged in 100 or more volunteer hours between January 1st and June 1st, WVEMS will reimburse up to one night lodging at the site (\$230 maximum). You must book through the conference website to avoid additional non-reimbursed charges like sales tax and resort fee.

Those who have logged in 200 volunteers hours between January 1st and June 1st may request reimbursement of a third day standard attendance registration cost.

The conference website address which includes the link to the special hotel non-profit pricing address

is <https://emspro.org/>

Please make sure to turn in your reimbursement request and documentation to Erin Finch (mailbox in Crew Chiefs' office) or at efinch06855@yahoo.com for review. Please do not hesitate to let Erin or me know if you have any questions or if any of the above seems unclear. Also, if financial hardship makes it impossible for you to register on your own, please let me know and we will see what accommodations may be made. Similarly, if you feel at a disadvantage for the lodging benefit rule because you have a history of putting over 220 each year but those hours are concentrated after June 1st each year, please let Yves Cantin know.

Other New Business:

Discussed the “Liaison Program” (aka “Buddy” program) already.

Adjournment:

Sandi made a motion to adjourn at 21:48 hours, Mike seconded the motion.