

**Westport Volunteer Emergency Medical Service  
Board of Directors' Meeting  
May 7<sup>th</sup>, 2019**

**Meeting Call to Order:**

Yves called the Board of Directors' meeting to order at 19:06 hours.

***Attendance:***

Yves Cantin, Larry Kleinman, Nancy Surace, Brian Crane, Mike Burns, Erin Finch, Jaime Bairakataris, and Sandi MacPherson.

*Guests:* Marc Hartog, Mark Blake, and Steve Bayliss

***Approval of Minutes:***

Sandi made a motion to adopt the minutes of the April Board meeting, seconded by Mike.

All in favor – unanimous.

**Committee Reports**

***Treasurer's Report:***

Larry reported that we are doing pretty well. Through the end of April, we are showing a surplus of \$177,000. The budget was only \$40,000 to \$60,000. Which means, we are \$131,000 ahead of budget and if you take that \$177,000 number and look at the projection for May and June, based on our budget we expect to lose \$7,500 in both May and June. So if you take \$15,000 from the \$177,000, we expect to have a surplus of \$160,000 for the year. Which is pretty good. Under "Courses and EMT Class" \$40,000 was budgeted for the revenue for the tuition for the EMT class, we have not deposited that yet for nine students. Rick is holding onto the checks because he is waiting for one more check. It is close to \$10,000 that will be deposited. It should have been there but it is not and it will be. Capital expenses are way over budget and most of that is due to the LifePak which we got a donation for and it does not show up in here. It looks like we are way over budget, but in fact, comes back later on. For radios, it only shows \$57.00. We are planning on getting a few more radios this year for about \$3,000, upon board approval. This was budgeted for earlier in the year and had not yet been spent yet. Expenses for in-house EMT class that includes paying Pat his first check for that class and we paid some of the CPR instructors. We incurred about \$5,000 to \$6,000 expenses so far. Of that \$37,000, we have not taken in any revenue for that yet. We budgeted \$28,000 but both income and expenses are higher

for the year. Net ordinary income of about \$185,000 and is \$51,000 is ahead of budget. That includes the LifePak and EMT classes but does not include the revenue for the EMT classes. The restricted donation of \$81,000 paid for the LifePak and the fly car. So when you add in the \$81,000 that is how we get to the \$177,000. Fund raiser was ahead of budget and we made money on the EMT class. Yves noted there may be some additional expenses now and up until June 30 such as – Public Relations we will have additional expenses like the Panel/Banner which is almost \$4,000. We will run into some expenses for the 40<sup>th</sup> anniversary promotions which may be \$1,000. Retention and recruitment may pass an expense of around \$5,000. Yves had a meeting with ASF and Nancy and Yves will be adding some items to the “You Make A Difference” program. There will be some Stop the Bleed expenses. We are buying Polo shirts which may cost \$200 to \$300. Once the \$10,000 from the EMT class is deposited, it becomes a wash. Traditionally, if there is a surplus of funds, they are moved in July and August.

Budget proposal for next year: This needs to be voted on by the board this evening and then circulated to the membership and voted on at the annual general membership meeting. It can be amended at the general membership meeting. Any changes cannot be made after this meeting. Any errors can be brought up at the general membership meeting.

The only changes are when we knew something was going to be significantly different on expenses we didn't have last year that will change this year. The EMT income line says \$37,000 we are going to have \$10,000 to \$12,000 more. So the real number for the total will be \$47,000.

Public relations we spent about \$6,500 we budgeted \$8,000. The public relations number has always been \$3,000. We added \$5,000 for the website, the website was \$8,000. We don't have to spend \$5,000 this year. We figured we would put in \$2,000 and come up with some 40<sup>th</sup> anniversary expenses so that is where that \$5,000 comes from.

The capital expense number was \$15,000 – we only budgeted \$5,000 in misc. expenses. We are also including in here is that we plan on getting modems for the LifePaks. Each LifePak has a modem in it which is how we transmit the data. The modems will be for the four trucks. The modems will be about \$4,000. Radios – we are getting two multi band radios which are \$8,500 each. Yves, stated this will be the focus of our small grant requests for next year - multi band radios. Marc explained the purpose of the new radios. The new radios are capable of operating on two or three bands so that we can have just one radio to communicate with EMS, Fire, Police and CMED. With the new radio, we will have the ability to communicate with other fire departments and EMS' services in the region. The fire department has one radio with the officer on each piece of apparatus. The police have it – the deputy chief and the assistant chief all have these radios. Eventually, the system used by the town may replace all three radio systems in two years but these portables radios will be compatible with whatever system the town goes with. Two will be put in the budget: one will be assigned to Marc, one will be here at headquarters, not to be used in normal operations but should be used by a crew chief assigned to another town or during an MCI – they will grab that portable and be able to operate off of that pretty much anywhere in the area. If and when this town wide system gets put into place, all our

portables will be replaced because they would not work on the new system but the new portables that we are getting will be compatible.

The credit card fee is fairly insignificant and was mostly associated with donations but also some CPR classes. As we moved forward and use more credit processing, that number is expected to get higher. Fund raiser will be \$1,000 more, mostly because of inflation and we will probably do more social media stuff. Stop the Bleed is brand new and we have not had that before. We don't expect to spend a lot of money on it but there will be some expense associated with it. Currently, it is under the training budget along with CPR. If it takes off, we may start to charge for the Stop the Bleed classes. Marc pointed out that some services give out tourniquets so there is an expense there. Most of the free programs, do not give out tourniquets just information as to where they can be purchased. Some corporations that run classes, the charge of the class includes the cost of the tourniquet. A new line was created for in-service food which we started having dinner at the in-services this year – it used to be under misc. training budget because there was no other place to put it. In fact, all the misc. training budget has been spending money for pizza for in-service. So a new line item was created for that. So most of the misc. budget was taken out of misc. training and put into in-service training. So the total number has not changed. Misc. training is \$1,000 and in-service training is now \$5,000. These are the only changes being made to the budget. We expect a surplus of about \$6,700 budgeting conservatively. We budget higher expense and use lower income than we expect to.

Mike made a motion to adopt the new budget proposal, seconded by Jaime.

All in favor – unanimous

### ***Finance Committee:***

Yves reported the accounts at Wells Fargo are straightened out. Larry and Andrea both have on-line access to the accounts. Account labeling for the vehicle replacement and major equipment was done. Yves wants limited access to these accounts.

### ***Fundraiser:***

Yves reported we are caught up with bookings. We had a \$109,000 in donations which is a decent number. Larry is going to run a report to find out how much came through credit cards on our website. Fundraising is winding down and there may be four or five checks in the box to process.

### ***Member Relations:***

Nancy reported on member(s) to vote out.

Member(s) to vote out of our active roster:

Jenna Doran

Shelby Marus  
Kendall Meyer  
Juergen Pichler  
Alexander Raucci  
Grace Roseme  
Jerry Walker

Larry made a motion to vote member(s) out, seconded by Jaime.

All in favor - unanimous.

Mark Blake reported there is an orientation June 3<sup>rd</sup> with nine people.

Yves reported we have anniversary pins and we will have T-shirts. Yves will send an email out asking for member's sizes. They will probably be here in June. Nancy is working on the list for the President's Volunteer Service Awards, we are up-to-date on the abatement lists. Nancy is working on the five year pins' list. Also, we will be ordering some additional products for "You Make A Difference" program. Yves has two garment items from ASF.

***Training:***

There are nine students for the spring EMT class which ends in July. A small class size will run in the red. The PHTLS class was held April 28<sup>th</sup> and May 5<sup>th</sup>. There were seven volunteers from WVEMS that attended. There is a summer EMT refresher class that will end in August. Yves mentioned about reconsidering running another spring class next year being there has been minimal attendance in the past. Marc Hartog, suggested because of the low attendance and timing of the spring EMT class, and the state has approved this, having a flipped class. Where the vast majority of the didactic material is being done online and students only have to come in periodically to do skills. There is one in Easton currently and everyone is waiting to see how that class goes. If that works, we could go back and have a program that begins early June or mid-June and ends in July and this gives the student enough time to do their ride along and do their tests before they go away to college. This may be a way to drum up additional participation in the summer class.

***CPR:***

Jay reported, CPR/First Aid training from January 1, 2019 - May 3, 2019 held 76 classes with 715 students taught.

We have classes on the schedule from now to the end of June for the following: Parks and Rec, BOE School Nursing Staff, Longshore Sailing School and others.

We trained 94 students at the Maker Faire last year the number was 210. We have been authorized to keep the 20 adult and infant manikins and 20 AED trainers for another year, by CT OEMS. We have also have been issued seven Stop the Bleed kits by CT

OEMS. All the CPR and Bleed kits are to be lent out to area volunteer services as requested, as long as that does not interfere with our training schedule. Each May, CT OEMS will review the program to determine if we get to warehouse the equipment for another year.

The Westport Library has requested a HS CPR class for staff members and that we take part in short training classes from 12 – 4pm on opening day June 23. Kris Nash at the Library is coordinating that with Jay.

**Website:**

Jaime reported for some odd reason, one of Jay's BLS class came up as free but since has been fixed. The website was used for Stop the Bleed class. So far, 17 people have signed up for Stop the Bleed class. The class consists of couples and families of three or four. Larry would like to be kept posted on the attendance - three instructors will be needed. Marc Hartog will send a press release out on this. Other services in the area are running Stop the Bleed classes as well. Larry stated that there is a class going to be held at Temple Israel for six people and then another one that will be larger for their whole congregation. One will be held at the Synagogue.

**Social Media:**

Marc Hartog will send a press release out on the Stop the Bleed class being held May 23.

**Vehicles/Ambulances:**

The bumper is falling off of the ambulance. Parts are on order for this.

**Scholarship:**

In a report from Jay, there are seven applications for the Audley scholarship. Yves will ask a member from the general membership to be on the committee.

**State/Southwest Council:**

Representatives for State/Southwest Council are Mark Blake who is on the committee representing SW Council and Marc Hartog is also on the Committee, representing the Town of Westport and Westport EMS.

Jay reported, at the State EMS Advisory Board meeting the following subjects were discussed:

Here is the question that Ralf presented to one of the DPH Staff Attorneys:

*The question is; "Is it legal for an under 18 years of age EMT to sign a legal document in the role of EMT?" Specifically, a patient care run form that becomes part of the patient's official medical record."*

And the answer is:

*"The age of majority in Connecticut is 18. Therefore, an EMT under the age of 18 should not be signing legal documents in his/her line of duty."*

I think this is a pretty straight forward answer. If you still have any questions after seeing this answer, I would direct them to OEMS through normal channels. Greg Allard Chair CTEMSAB.

Introduction of opioid response initiative SWORD, all services will need to call Poison Control as of June 1st to report it. This new program requires services to call the Poison Control line and report opioid calls.

A sub-committee was formed to explore regionalization of EMS organizations in the State. Mark Blake is on that committee. MIH (Mobile Integrated Healthcare) continues in the process at the legislature and looks like the bill will be approved. The bill to allow towns to increase the tax abatement is still in the works at the Capitol. National Registry bill is also moving forward and expects to be approved.

The new Commissioner of Public Health Designate is Renee D. Coleman-Mitchell, MPH. EMS Week starts May 20 with the awards service at 10:00 AM at the Capitol.

### ***Public Relations:***

We have lots of special events. The focus is on the 40<sup>th</sup> anniversary to create public relations out of this event. One item that came up is that we received approval from the head of the parade to set up a table and our banner on the green for the anniversary committee and we would like to give out snacks after the Memorial Day parade prior to the speeches. This is to get out the message that we are a volunteer organization.

### ***House:***

The furniture is arriving on Thursday and will be stored in bay 4 until it can be assembled. Someone from the West Hartford area will come Saturday to put it together and take away the old furniture for a cost of \$500. Yves is going to look at buying six mattresses instead of four with the approved money for the four mattresses. The partition in the bunk rooms currently is not going to be able to be done at this time.

### ***Old Business:***

The company, CDC's Display, that is working on the display is slowly making progress. Yves had a proof and presented it to the Board. Yves' hope is to have it before the Stop the Bleed class.

Mike brought up from our prior discussions regarding sensitivity training that we try to implement it. Brian Crane and Yves to discuss. Jaime mentioned Easton is using a component on Centre Learn – B319 "sexual harassment in the workplace". Sensitivity,

sexual harassment and bullying are the three things that need to be addressed. That includes gender bias. Marc will look at Centre Learn's component.

***New Business:***

Shirts are being made for Stop the Bleed instructors.

Yves received a quote for the three portable radios for the ones in the office to be replaced with Norcom, 32 channel VHF Portables for WEMS for a cost of \$3,092.79. These are just basic radios.

Erin made a motion to fund the new Norcom radios, seconded by Nancy.

All in favor - unanimous.

A salesman called Yves and asked if WVEMS had any interest in attending a Mets game as a group and we would be recognized as first responders. There are two tickets available this Friday to the Mets game if anyone is interested. No one from the board was interested.

***Other New Business:***

Square card readers have not come in as of yet. Mike Burns mentioned about the buddy system and would like to pair up some Board members with new members. He wants to distribute names and emails.

***Adjournment:***

Jaime made a motion to adjourn at 21:59 hours, Sandi seconded the motion.