

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
August 6th, 2019**

Meeting Call to Order:

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

Attendance:

Andrea Harman, Larry Kleinman, Nancy Surace, Mike Burns, Jaime Bairakataris, Steve Bayliss, Ashley Ramirez, Myra Goldberg and Sandi MacPherson.

Guests: Marc Hartog

Approval of Minutes:

Sandi made a motion to approve the minutes of the July 2nd board meeting minutes, seconded by Mike.

All in favor – unanimous.

Committee Reports

Treasurer's Report:

Larry Kleinman reported we are one month into the year. Net income we budgeted to be down by \$3,700, July is a lean month we don't have a lot of income because we don't have a fundraiser. We are up \$1,600 so far and we are \$10,000 a head of budget already. Patient contributions are where we expected them to be and other donations are significantly lower. We budgeted \$25,000 in other donations we divide it by 12 and it is about \$2,000. We have about \$390. On August 1st we just deposited a check for \$20,000 from the Young Women's League (they want us to attend a couple of events). CPR is ahead of budget. In-house EMT's – we budgeted \$3,000 and we spent \$0. Pat had submitted the May class invoice very late so payment will be this month. Under Cash flow, we have \$165K for the end of July and what will have in the next couple of months, it will go down in August and up in September.

Finance Committee:

Myra reported there was a meeting with Tom Hofstetter. Currently, there is 56% Equity, Y-T-D return is 8.43%, one year return is 4.51% with \$731,422 in investments, \$170,317 in vehicle and \$31,714 in equipment expenses. Rates on return dropped.

Fundraiser:

Nothing to report – it is not that time of year. Yves, Larry and Carol met on Sunday

and Yves has agreed to continue with fundraising and processing.

Member Relations:

Nancy reported on member(s) to vote in:

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

Perez, Briana
Taylor-Yeremeev, Ekaterina

Mike made a motion to vote member(s) in, seconded by Steve.

All in favor - unanimous.

Nancy reported on member(s) to vote out:

Member(s) to remove from our active rooster:

Brittis, Christina
Cabeza, John
Gray, James
Renne, Benjamin

Mike made a motion to vote member(s) out, seconded by Steven.

All in favor - unanimous.

Training:

Andrea reported on Brian Crane's behalf who is out of the country and emailed his report.

The current EMT refresher course will conclude with final testing on 8/10. This will be our the last EMT refresher assuming the state changes go into effect as scheduled.

Pat is submitting paperwork for the fall EMR/EMT class to the state. Class will run from 9/25 until 2/2 with the EMR students testing out early as usual. We should start advertising ASAP.

Pat's recently concluded EMT class graduated 8 out of 10 students who took the final exam on July 20th.

The Internship Interview/Screening committee met on July 15th. We discussed the pros and cons of physical agility and skills testing focusing more on a practical test of physical abilities. After doing the math on manpower required to interview every applicant we turned to a process of earlier detecting those that are not on the path to being cleared. Suggestions included requiring interns to ride with more than one crew chief and switching crew chiefs after a certain number of calls/hours if that intern is failing to perform

adequately with the initial crew chief. Some subsequent email discussions between some members of the committee have revisited the interview angle after discussing it with paid staff members who are in favor of pursuing that route. I will follow up with Rick and Erin when I get back from vacation.

Rick has the most up to date revision of the internship paperwork and I have asked him to send out an email to crew chiefs detailing their responsibilities.

Marc suggested if there are any meeting regarding the internship committee meeting, paid staff should be included. Committee members are Andrea, Larry, Ashley, Brian, Erin and Jaime. Marc said it will ultimately in the end be his decision.

CPR:

WVEMS has conducted 136 classes, training 1,199 students from January 1st, 2019 to July 31st, 2019

Website:

Mike reported thanks to Marc we have the new FAQ's updated. The EMS application was updated by Marc and Kevin. All board members are on Gmail and Mike created a group board email if you need to send it to everyone at once – it is wvems-bod@westportems.org. Mike offered to help with email.

Social Media:

Nothing to report. However, there is some conflict with posting pictures. Some members do not want their pictures posted on the website – need to figure this out. Would like to get the proper Ok's from members. Andrea said something was created for this.

Vehicles/Ambulances:

Mike reported on the UTV committee. They had a meeting – doing homework – short on money. Cost is upwards of \$40,000 right now we have \$30,000. Committee members are Rob, Mike, Martin, and Marc. The Young Women's League would like to hear from us if we don't use their money in a year.

Scholarship:

Nothing to report

State/Southwest Council:

The CT EMS Advisory Board and the South West Regional Council did not meet in July, therefore no report.

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

Public Relations:

Steve sent an email to board members asking five quick questions. It is a quick survey of peoples' thoughts in regards to what works well for us or where there are opportunities to improve and get some new strategies. Help us retain and acquire new members by being more visible in the community. Jaime and Steve are working together and will ask for some volunteers to be on the PR committee. Andrea will send an email out to the entire membership to ask for volunteers to be on various committees. Would like to put out there the change of leadership and have pictures of the new board. Steve mentioned to contact News Channel 12 to do a quick interview with Marc and Andrea about the service here and the upcoming EMT/EMR course. News 12 is always looking for content and Larry suggested to talk about the Stop the Bleed class which is September 18.

House:

Sandi reported a new microwave was ordered from PC Richards and was able to use some gift cards (\$125) to purchase it. Someone will need to be here to receive the delivery/installation on Monday – Mike volunteered. Marc reported additional forks are needed – Sandi to purchase. Marc stated Crew Chiefs need to make sure their crews are cleaning their dishes up after themselves. Empty the dishwasher and put the dirty stuff in the dishwasher or hand wash it. ***Stuff should not be left in the sink.***

Recruitment and Retention:

Ashley reported they are making a box. It is a way to compliment someone on your crew or someone did something nice for me that day. It would get written down and put into the box. It is a way to make members feel better about being here. Currently, working on names for the box i.e. "Cheers for Peers." Also, trying to find new members, younger and older members. Also working on a presentation as to why they should come volunteer.

Mike reported there are 12 new buddies.

Old Business:

Chris Siano donated a Fuji bike (it does not have lights). We have two types of bikes the I-Force and the Fuji. Currently, lights are not working on two of the existing bikes - an I-Force and a Fuji. The I-Force bikes all shorted out which are the newer bikes. Mike worked with the people at I-force to send back parts and parts came back. Three of them do work now. But the bike that doesn't work is the one that shorted out the other bikes because we swapped components and it shorted it out during the test. One bike cannot be used and parts cannot be swapped. The company wants us to send the bike back to them to fix it. Marc suggested to check with Brain. The Fuji bikes are simpler and we have plenty of them that do work.

The 40

th Anniversary is planning interviews – a colleague of Larry who is a real journalist will be doing the interviews on August 24/25 regarding their experiences here who have been here since the beginning. The library has an audio facility and they are going to train Larry on how to run a board over there. The plan is to run audio vignettes and put them on the website. It is getting an audio history of those who have been here for the 40th anniversary.

Andrea mentioned we talked about doing an EMS day at the library. So far nobody has really stepped up to be in charge. It looks as though it may not happen.

Marc stated it would be nice to contact senators or state representatives.

Larry reported in the fall we will be doing more work with Temple Israel no dates have been set for Stop The Bleed. The Y has been a little odd and not returning Larry's calls. Larry stated we have trained close to 100 people so far for Stop The Bleed.

There are a couple of long term members in the hospital and Andrea had visited them. Another member is in a hospice facility.

New Business:

Marc gave background information on the large copier/scanner/printer in the Crew Chief's office which is at the end of a five-year lease. The town was replacing all the copiers / printers and reordered one for WVEMS. The price on that is \$5,390.47 for the five-year lease about \$1,000 per year. The color was \$2,000 more. It includes toner up to a certain amount, we are allowed x number of prints. If we run out of toner, we place an order and they just send it to us, no charge. We have never paid for toner before, however, there is some sort of limit but no one really knows. The new copier doesn't staple. A color printer will be given to us.

Marc stated it is a five-year lease and WVEMS will cut a check for the amount. That check will be made payable to the town, the town places the check in sort of an escrow and every month draws out from that account to pay for the copier.

Sandi made a motion to spend up \$6,000 for the town to purchase a copier, seconded by Larry.

All in favor - unanimous.

The other thing was the radio. Marc reported we budgeted \$19,000 for radios for this year. We talked about purchasing the APX tri band radio. These radios can be used for any number of different channels also can program UASI. At this time, Marc is only asking for one. The radios are 20 years old and well beyond their life expectancy. Marc would like to request to purchase an APX radio which is about \$8,500. The quote was received a year ago and Marc will get a more updated quote. A second radio will be purchased later on down the road. Marc would like to request up to \$9,000 to purchase one of the APX radios. This will be a command radio and will be held by Marc or held by a designated person if Marc is on vacation. It is a command radio that if multiple jurisdictions come into play, we

have the ability to communicate.

For 602, a mounting charger should be purchased and radio that was purchased previously will be placed into 602. The reason is that the portable dispatch radio that is in those charging units in 602 center console, which is the regular dispatch one for 602 has stopped working.

Steve made a motion to spend up \$9,000 for the APX radio, seconded by Mike.

All in favor - unanimous.

Other New Business:

Mike brought all the shirts to New England Uniform to turn them into intern shirts. Going forward to give them out to interns, we should collect a deposit of about \$100 and will then return the deposit after the shirt has been returned back to WVEMS. Mike will label them with a Sharpie. Mike spoke to ASF about setting up an EMS store online. New Wifi was installed with Marc's help.

Kevin stenciled First County Bank on the scoop stretchers. A photo op will be done with First County Bank and WVEMS. An Amazon credit card will be explored and discussed, points can be earned.

Adjournment:

Larry made a motion to adjourn at 20:31 hours, Jaime seconded the motion.