

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

**Meeting Call to Order:**

Andrea called the Board of Directors' meeting to order at 19:03 hours.

***Attendance:***

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

*Guests:* Marc Hartog, Mark Blake, Yves Cantin and Jay Paretzky

***Opening Remarks by Andrea:***

Andrea welcomed the new board members, thanked them for joining the board and is excited to be working with everyone.

***Approval of Minutes:***

Sandi made a motion to approve the minutes of the June Board meeting, seconded by Steve.

All in favor – unanimous.

Mike made a motion to approve the General Membership meeting minutes, seconded by Sandi.

All in favor – unanimous with one abstention by Larry.

**Committee Reports**

***Treasurer's Report:***

Larry Kleinman will continue as Treasurer. Larry reported June 30th is the fiscal year and July 1<sup>st</sup> starts the New Year. Larry briefly explained the budget to the board. Larry reported we did \$137,000 better than budget. We tend to budget cautiously every year with worse case scenarios. We have lean years when we buy fly cars and we have fat years we accumulate funds and that is what we use to buy expensive equipment. This was one of those fat years with \$168,000 in surplus. At some point in the future, we will be buying ambulances and fly cars. We make our money through contributions, fund raising

and when a bill is paid by a patient for transporting. We also make money from EMT classes and CPR classes but also spend money on these classes. Patient contributions are what the town sends us money for transport. We took in slightly less than we budgeted \$73,000 – and budgeted \$75,000. Fundraiser was \$23,000 over budget. Other donations are monies sent to WVEMS other than fundraising. The fundraiser is at the end of the calendar year. Other donations are checks that are sent for such things as “thank you for taking care of grandma!” We also receive grants in addition to people donating money. Total income we took in is \$314,000 and took in \$61,000 more than we expected. Expenses include but are not limited to buying fly cars, training, cable TV, house items, radios, etc. Capital expenses is buying expensive stuff, like buying LifePaks and if we buy paper, it is a just an expense. We budgeted capital expenses for \$15,000 we spent close to \$50,000. Some big items were the LifePak that was offset by a grant, we got locks on the key pads for getting in here, we bought furniture for the dayroom, beds for the bunkrooms, scoop stretchers, the display panel all these things add up. None of them were budgeted items. Although we were \$34,000 over budget we had a good year. The rest of the numbers in here, are close to or under budget. With a couple of minor exceptions, the fundraiser we budgeted \$12,000 but spent close to \$14,000 - we did not include credit card processing fee. Also, we have an expense for online software at \$40 a month. Then we have a restricted donation of \$81,000. Restricted donations are when someone donates money and would like it used towards specific things.

A question was asked about how much a new ambulance costs? Marc Hartog said about \$225,000 outfitted with sirens which is a MD P compartment vehicle. The UTV grant has not been received yet.

***Finance Committee:***

Myra Goldberg has taken over the finance committee. Myra reported there is a finance meeting July 16<sup>th</sup> @ 1:00pm. Andrea reported there is approximately \$748,000 in the investment account. Right now we have 58% which is in equity and is in keeping with our allocation expectations. YTD return on investment is 11.51%, one year is 6%, and the three year is 7%. We are more conservative which keeps our balances more steady.

***Fundraiser:***

Yves Cantin will handle the fundraiser, other donations and grants. Carol Dixon will input donations into ELEO. Yves’ stated there is nothing new to report. There are some checks to be processed and the fundraiser should be closed out. The mailer has been moved up to October rather than November.

***Member Relations:***

Nancy Surace will continue working on member relations and “You Make A Difference Program”, buying food for the kitchen, abatements, President’s Volunteer Service Awards, Pins for Years of Service, etc.

Marc reported an email was sent out stating there were 17 new members which was inaccurate, there are about 12.

Marc reported on member(s) to vote in:

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

Alcyone, Emma  
Gurahian, Zachary  
Kery, Rebecca  
Klein, Benjamin  
Krishnamurthy, kavya  
Lang, Eliza  
Lareau, Tatum  
Lyons, Keara  
Palaniappan, Shruthi  
Speers, Ian  
Sriram, Swati  
Banbury, Sara

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

All in favor - unanimous.

Marc reported on member(s) to vote out:

Member(s) to remove from our active roster:

Oliver Viera – has not showed up for a shift.

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

All in favor - unanimous.

A question was asked what the split was for youth core versus adults? Marc stated it is about 60/40. Youth core being 18 and under.

***Training:***

Brian Crane will continue with training. Brian is involved with in-services, EMT classes and internship training. Brian reported he and Erin met with Rick to talk about the internship training program. There is a six month limitation on internship training. There will be a check in after three months then again in six months. Input will be given by crew chiefs. Interns will have binders with skill sheets. There may be an interview process for applicants. Rick and Brian are revamping the skill evaluation sheets. There was some discussion about what interns can/should wear on duty and what would meet state

requirements which means that the agency's name is visible, name tags/id's are visible and patches with the proper certifications. Also, there was some discussion about collecting a check in the amount of \$50.00 or \$100.00 from interns to borrow shirts WVEMS has on hand and returning the check to the intern after their internship is over and they returned the shirt. There was some thought of interns wearing the white short sleeve shirt for duty.

Marc recommended a committee be formed to explore and discuss the internship program and screening applicants. Those who volunteered: Larry, Steve, Ashley, Jaime and Brian.

Marc discussed that we use CentreLearn – and we are able to use the CME's for the National Registry for the every two year recert. In-services count towards the requirements. Other ways to get hours is online. CentreLearn lessons have not been updated in years. Currently looking into alternatives to CentreLearn.

Jay reported the state is sending a memo out next month on the National Registry requirements.

***CPR:***

CPR/First Aid Training: 1/1/2019- 6/30/2019 122 classes and 1,159 students taught. Youngest student taught Hands-Only CPR was two years old and for Stop the Bleed the oldest 102 years. We have permission from both Jean (102 years old) and Olivia's parents (2 years old) to use the pictures - we should have a directive about getting or needing release. Two forms used by the Westport Library are attached.

Stop the Bleed – two classes – July 18<sup>th</sup>. Larry had a preliminary conversation with the Executive Director of the Y who is interested in having classes for their staff and then the public. One class at Temple Israel for the staff in the fall.

There was an interview done by STAR 99.9. They interviewed Jay and Andrea and is supposed to be on their website.

***Website:***

Jaime reported it is up and running. Mike added some things for the anniversary. Mike updated the board. Mike got rid of email contacts and put in hyperlinks.

***Social Media:***

Nothing to report.

***Vehicles/Ambulances:***

Martin Iselin will take over vehicles and ambulances. There is a meeting on Tuesday the 9<sup>th</sup> at 6:00pm for the UTV.

**Scholarship:**

Nothing to report

**State/Southwest Council:**

Jay B. Paretzky reported on CT EMS Advisory Board meeting. There was no meeting in May. EMS Advisory Board Met on June 26<sup>th</sup>, 2019.

The following issues were discussed:

- Draft of Hand-off form to turnover to ED staff upon arrival at ED with a patient copy of the draft form is attached.
- MIH program approved by PA-19-118 Education and Training Committee working on details to move forward
- National Registry with MIH bill approved. Effective January 1<sup>st</sup>, 2020- CT OEMS working on details to move forward and publish outline of how it all works including re-freshers We go back to a two- year renewal cycle.
- Sub-Committee working on guide to help regionalization of EMS

Bill PA-19-36 passed allowing Town's to increase the Property Tax Abatement for EMS; Copy of the bill is attached.

*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 Bayliss will be handling public relations.

**House:**

Sandi MacPherson will be taking over house.

**Recruitment and Retention:**

Ashley Ramirez will work on recruitment and retention. Ashley to hold a meeting with Jaime, Andrea and Mike.

**Old Business:**

The 40<sup>th</sup> anniversary still needs a committee chair. There is a committee but no one to head it up. Marc reported the anniversary falls into Nov, Dec, Jan has a nice ring that it is 1979 to 2019.

Credit card reader up and running. Has to work on a phone or tablet over WiFi. WVEMS may purchase a tablet dedicated to the credit card reader. Marc suggested it is best to use an organizational device rather than a personal device.

Buddy system started a couple of months ago. Positive feedback. Send any FAQ's to Brian or Mike.

***New Business:***

Mike created a thank you page for donors on our website. Mike would like any suggestions for donations to add to the page.

***Other New Business:***

Would like some nice WVEMS shirts to wear to an event. Look into ASF to make shirts.

***Adjournment:***

Larry made a motion to adjourn at 20:00 hours, Sandi seconded the motion.