

**Westport Volunteer Emergency Medical Service  
Board of Directors' Meeting  
September 3<sup>rd</sup>, 2019**

**Meeting Call to Order:**

Andrea called the Board of Directors' meeting to order at 19:10 hours.

***Attendance:***

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

*Guests:* Marc Hartog, Yves Cantin

***Approval of Minutes:***

August board meeting minutes not approved due to late circulation and members unable to review prior to board meeting.

**Committee Reports**

***Treasurer's Report:***

No Treasurer's report. There was no bank statement because the bank was closed for the labor day holiday.

Larry reported on a Security Audit. A security specialist contacted Larry regarding a security audit of our web and that some hacking may have been done. The specialist was not clear as to what it was, but said he would get back to Larry with a proposal at some point in the future.

***Finance Committee:***

Andrea reported for the end of August - \$742,000 was in investments, \$171,000 in vehicle, \$32,000 in equipment expenses. Next finance meeting is October 22<sup>nd</sup>.

***Fundraiser:***

Yves reported on price quotes for the graphic images, printing, color card for mailings. Yves forwarded an email to the board for their review. The plan is to follow the same mailing dates as in the past. October 15<sup>st</sup> is the first mailing, mid-December for holiday post cards and best wishes for the season and a reminder that our campaign is ongoing and a 3<sup>rd</sup> mailing in early February when people have received their bonuses.

There will be a cover letter and a recruitment card insert. Yves will come up with some content and will submit a draft to Andrea. Yves talked to Larry about adding emails. We have about 400 addresses in ELEO

Would like to get approval of \$12,400, the price of the mailing is not completely determined yet and depends when the items go out. 9 cents apiece and billed separately and depends on how many get mailed. It is \$1,000 more than last year. \$800 is for the card. Last year we had a medical information card where people would write down their medications and medical history to keep that with them. Yves is going to change things up this year and not include that.

Larry stated that ELEO has a linkage software to Constant Contact and can email to the list of people we have. The email can state what their donation was last year and we can send thank you via email. Right now we send a paper thank you from the people that donated from the website if we have their address. There is not much of a cost associated with it. Constant Contact is \$20.00 month. A form letter needs to be created for Constant Contact.

Mike made a motion to spend up \$14,000 to send the mailing out, seconded by Martin.

All in favor - unanimous.

***Member Relations:***

Nancy reported on member(s) to vote in:

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

Reifler, Steward

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

All in favor - unanimous.

Nancy reported on member(s) to vote out:

No members to vote out.

Abatement checks were put into the 8/31 payroll and the town mailed checks directly to members.

***Training:***

Brian reported on training that there will be a prescreening for interns. Marc's idea is to have a two tier panel. It would consist of a paid staff member, a volunteer and maybe Dr. Fischel – it would be a panel of five people. There will be about five or six questions.

There would be a 20-minute interview and they will be scored. They have to achieve a certain score to pass. Also, there will be a physical component to it. It would be limited to three times a year.

Intern process and evaluation sheets - working on condensing. Currently, there are 10 students for the fall class. Try to get some PR out for this fall class, social media, advertising. Possibly use sign at train station. Jaime reported Westport Moms sent out something - they have an email blast. Possibly do a press release and the Patch.

EMT refresher - everyone passed.

Larry reported a bunch of Stop the Bleed classes are coming up. There is a class here, one at Temple Israel, and the Y will maybe hold a class for their internal people. Larry reported to hold a class for schools is a little more complicated.

***CPR:***

Jay Paretzky forwarded his report on CPR.

CPR/First Aid Training: 1/1/2019 to 8/31/2019 - 161 classes and 1307 students taught

***Website:***

Nothing to report.

***Social Media:***

Nothing to report.

***Vehicles/Ambulances:***

Still short money for the UTV. Would like to look into a trailer. Look to get out a press release.

***Scholarship:***

Nothing to report

***State/Southwest Council:***

Jay Paretzky forwarded his report on Council.

EMS Advisory Board Met on August 28th, 2019 in Wallingford.

The following issues were discussed:

Update Mobile Integrated Healthcare program approved by PA-19-118 Education and Training Committee working on details to move forward. Per CT OEMS Director Raffaella Coler there is no budget at this time to proceed with the MIH program.

- National Registry - Effective January 1st, 2020- CT OEMS working on how this will work..
- CT OEMS website has been updated and has lots of good information including the National Registry.
- CT Opioid Response SWORD page is now on the CT OEMS Website.

Jay is the Chair of the CT EMS Volunteer Committee which met in Bantam, CT on August 15th, 2019.

One re-occurring issue for many years is the requirement that a Paramedic must have an AEMT or EMT in the ambulance with them on a transport. A basic ambulance service can have an EMR and EMT. Services are looking to have any ambulance have an EMR or EMT with a Paramedic This change has been rejected many times by the Doctor's They are preparing a formal request to move towards making this change.

*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 said there was a drawing contest and there was a winner. Winner is supposed to get a ride to school in the ambulance. Jaime will contact Kathy and Kathy will contact the winner.

Larry mentioned the audio recording went very well. The library has a nice facility. There were 10 interviews and it was a cross section of young people and those who have been at WVEMS for many years and the recordings were 8-9 minutes long. Larry stated he listened to them all. It needs some cleaning up. Minor editing needed to be done going to take a while. People interviewed: Alan Yoder, Neil Harding, Jay Paretzky, Russ Blair, Marc, Bill Min, Myra Goldberg, Leah Foodman and Ruth Angrand who is a medical student.

Jaime mentioned to reach to WSHU as a media outlet. They are always interested in local happenings.

There was talk of possibly posting it on WVEMS' website, pictures were taken, and some thought in contacting the Historical Society.

### **House:**

Sandi reported there are more forks in the drawer, the furniture people were contacted. There were springs on the floor – the furniture is collapsing and the foot rest has issues. Larry asked Sandi to put a sign up in the dayroom with her contact info on it.

***Recruitment and Retention:***

Andrea reported on behalf of Ashley who is not here this evening. She is putting together a box "Cheers for Peers." A letter will be sent to the membership explaining how it works.

***Old Business:***

The new copier arrived and is in the Crew Chief's office.

***New Business:***

Need people for the DNR concert.

***Other New Business:***

Nothing to report.

***Adjournment:***

Jaime made a motion to adjourn at 20:58 hours, Sandi seconded the motion.