

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
October 1st, 2019**

Meeting Call to Order:

Andrea called the Board of Directors' meeting to order at 19:05 hours.

Attendance:

Andrea Harman, Nancy Surace, Mike Burns, Brian Crane, Martin Iselin, Myra Goldberg, Ashley Ramirez and Sandi MacPherson.

Guests: Marc Hartog, Yves Cantin and Mark Blake

Approval of Minutes:

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

All in favor – with one abstention – Martin Iselin who was not at the August Board meeting.

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

All in favor – with one abstention – Ashley Ramirez who was not at the September Board meeting.

Committee Reports

Treasurer's Report:

Larry emailed the August's Treasurer's report to Andrea who presented it at the board meeting in Larry's absence. Nothing remarkable here except Other Donations are much higher than budgeted due to the \$20,000 donation from the Young Women's League. We don't have September's bank statement yet and cannot report on that yet but there were no major unexpected expenses or receipts in September. The September Treasurer's report is not done yet due to Larry being out because of the holiday.

Finance Committee:

Myra reported for the end of September - \$748,457 was in investments, \$171,567 in in vehicle, \$31,819 in equipment expenses. Next finance meeting is October 22nd. Andrea mentioned the cash balance is high and at the next finance meeting we will discuss transferring money.

Fundraiser:

Yves reported we are on track with our October 15st mailer. Yves has a final draft at the printer which is similar to the past years. Yves is currently working with Andrea on the cover letter. The response cards are going to be the same as last year except the front part will have the 40th anniversary logo and will have a recruitment card which will go out with that mailer. File of life cards will not be sent out this year – it may be included in the thank you letter – to be determined. The next step will be to organize an email campaign with email addresses which will be set up with Constant Contact. The next step will be the holiday cards and finally the February mailer. So far everything is on track.

Member Relations:

Nancy reported on member(s) to vote in:

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

Blackburn, Katherine
Greco, Gianna
Huffert, Sean
O'Brien, Andrew
Rigione, Alexander

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

All in favor - unanimous.

Nancy reported on member(s) to vote out:

Gefen, Samantha

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

All in favor - unanimous.

Training:

The fall EMT / EMR class started last week. There are 23 people, 16 EMT's and 7 EMR's. Update from Pat on the summer class: 8 out of 10 people passed the written and

practical exam, they have done their ride time and are cleared to take the state exam. Trying to schedule another intern committee meeting.

Marc Hartog reported the regular in-service cannot be held next week because it is Yom Kippur. We will plan on having the in-service training possibly October 15. Part of it will be a South West Region Triage Tag Initiative. Every patient is expected to have a triage tag. We are going to review triage and tagging at the in-service. One day at the end of the month, October 29th, there will be a day of triaging patients and that is for patients who are going to the hospital.

CPR:

Jay Paretzky forwarded his report on CPR.

CPR/First Aid Training: 1/1/2019- 9/30/2019 - 187 classes and 1,465 students taught.

Mike mentioned he went with a couple of volunteers to the car show and there were a ton of people interested in seeing a CPR demo and the Lucas device.

Website:

Nothing to report – Jaime absent.

Social Media:

Nothing to report – Jaime absent.

Vehicles/Ambulances:

Martin stated there is nothing to report on the UTV – going to get another meeting going.

Bylaws:

Martin stated a meeting will be scheduled.

Scholarship:

Nothing to report

State/Southwest Council:

Jay Paretzky forwarded his report on Council.

EMS Advisory Board met on September 25th, 2019 in Wallingford.

The following issues were discussed:

- National Registry - Effective January 1st, 2020 - CT OEMS working on how this will work.
- A major issue was discussed, and Marc sent out the notice about Public Act 19-191. This is a law now and calls for all initial certifications for EMR'S, EMT'S, AEMT'S and Paramedics to be required to complete an eight-hour class called Mental Health First Aid, before the state can issue the certifications or licenses.

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:

Nothing to report – Steve Bayliss absent.

House:

Sandi reported there is a new dishwasher coming from Aitoro tomorrow afternoon. The furniture manufacturer sent the parts for the furniture which arrived the other day. She contacted the father and son team who fix the furniture and they will be coming to fix the broken recliners.

Recruitment and Retention:

Ashley stated as of yet, there was nothing in the box. Ashley stated she received a nice email saying that it was a great idea to put the box out there. Andrea suggested sending out another follow-up email about the box. Going to try and get the recruitment and retention committee going again for another meeting. Mark Blake mentioned he would like the focus to be on getting adults in here. Andrea stated the plan is to put together a program to present and go to local synagogues, churches or wherever we can find new people. Martin said he found a rough outline of a presentation that was put together years ago. The presentation was designed to be 15 to 30 minutes of which 15 minutes would be presentation and another 15 minutes on question and answer. Martin will put it into a readable form and will meet with Andrea and Mike.

Old Business:

The DNR concert raised \$3,300 which is more than last year even though it was postponed. Andrea complimented on the people who were sitting in the front of the venue because they were assertive and as people walked in they said "You know this is a benefit concert, would you like to donate?" Andrea stated she thought that was effective.

The winner of the drawing contest was given a ride to school in the ambulance, however, there was not much PR associated with the event. Would have liked to have had more PR on it. The pictures taken by WVEMS didn't turn out well as they were dark and grainy. The child was very happy and the parents took pictures of the event. We were hoping to have received the pictures the parents took, but we have not received them yet.

Yves stated there was talk about putting it on the website. Mike is happy to create the page on the website. Mike will contact Kathy for pictures.

New Business:

There was a technology fail at the Y during a "Stop the Bleed" class. They said they would have everything but there was an issue. Mike stated Marc did an incredible job doing the presentation off his phone. Andrea agreed Marc always does an awesome job. Martin said he had some friends that took the class and they said the level of instruction from here stood out. There was discussion that it would probably be a good idea for us to have a laptop and a small projector that we can bring with us to presentations. Low cost of a laptop is about \$300 to \$500 and the cost for a small projector is \$300. Marc reported we have been requested to do several "Stop the Bleed" classes that will probably not be in this building. No vote is needed because it is below the \$2,000 limit. Mike just want to make sure everyone is ok with this purchase and it does seem as if everyone is in agreement with the purchase. Marc reported the Y had 12 staff members at the class who said they had to attend but by the end, all said it was a great class. We did a class for 20 people at Temple Israel and there was a class at WVEMS last week. There were about three classes in the last three weeks with about 30 to 40 people from the athletic trainer training program from Sacred Heart University. They were very impressed with the class and they actually approached Marc about entering into a possible affiliation agreement. Martin mentioned about possibly recruiting local universities to come to volunteer here. Marc stated we had Fairfield University's students a few years ago volunteering during their time at college and during college breaks when they went home to visit, our kids from Westport would come back home from college break and volunteer. Marc stated it worked very well. Marc stated it would be a good idea to approach the two universities and identify already certified EMT's or student body and faculty and how do we entice them to take an EMT class.

Other New Business:

The new engagement letters for the audit were received. The audit is \$10,000, and \$3,000 is the tax prep for a total of \$13,000. Yves has been through eight audits and stated this firm is comfortable with our system - a lot of companies would not audit a 501(c)3. Andrea worked for a local firm. They did a lot of non-for-profits, but not at this price.

Mike made a motion to pay \$13,000 for the audit, seconded by Sandi. All in favor - unanimous.

Masonic Lodge is having a brunch where we are presented with a check. It is on Sunday, December 15 at 11:30am. The only condition to receive the check, is that we show up and a short speech is required. Myra and Martin volunteered to attend.

The craft fair is coming up November 9th and 10th. Martin stated we should make every effort to have it covered as it is a big event. Andrea stated she would like to see everyone on the board try to take a shift to cover the event. There are two shifts for the day to sign up for. Fire and police are there as well. We are going to bring our WVEMS

background board, the Lucas and the bin of pamphlets. Mike signed up and Martin will sign up even though it is his birthday on the 9th. Marc suggests phone calls be made to get volunteers to sign up for the craft fair and it is an important event to support.

The topic of wrapping the ambulance in pink for breast cancer came up and FD wrapped their engine in pink for breast cancer, PD is doing it. Marc had contacted Fleet Auto and it takes a couple of months to prep and it is really too late at this point to be able to do this with the ambulances. Mike Burns suggested a press on decal. Jonathan Huzil came up with a design but it really was too late to do anything.

Mike mentioned ASF set up a web store for items but ASF cannot make it a secure website link. Marc is leery of the site not being secure as well as is Andrea. The decision is that the website link will not happen.

A committee has been created to discuss guidelines for reimbursement of EMT classes for volunteer. The committee consists of Martin, Mike and Andrea. A meeting to be scheduled at a later date.

Adjournment:

Martin made a motion to adjourn at 20:25 hours, Myra seconded the motion.