

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
December 3rd, 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, Brian Crane, Martin Iselin, Myra Goldberg, Ashley Ramirez and Sandi MacPherson.

Guests: Marc Hartog, Rob Pocius and Yves Cantin

Approval of Minutes:

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

All in favor - unanimous.

Committee Reports

Treasurer's Report:

Larry reported year-to-date net income was almost \$69,000, we budgeted \$1,300. We are \$67,000 ahead of budget. We had \$14,000 budgeted in bills that did not show up in this report. A more accurate account is to subtract \$14K from \$67K so we really are only about \$53,000 ahead budget. We are lower in fundraiser because we didn't process anything in October. That \$34,000 is really all November income. Last month the \$39,000 other donations was way over budget because we have \$30,000 worth of gifts. We had a \$20K donation from the Young Woman's League and a \$10K anonymous donation. The \$10K anonymous donation is made by the same people every year. One expense is the audit we budgeted \$10K we only spent \$2,500. We received a \$4K bill last week and we paid that yesterday. So it really should be \$6,500. The audit by the way is later than in the past but should be completed soon. The rest of the expenses are lower than budget which is good. Training budget we spent \$6,000 this month and budgeted \$7,000 for Centre Learn. The cost was the same as last year. EMT expense was less than we budgeted. We received a \$4,000 bill for books the other day. We are doing well and we are way ahead of budget. We are in our fat period. There is approximately \$222,000 in the vehicle replacement fund and \$44,000 in the equipment fund. Money is in Wells Fargo.

Finance Committee:

Myra reported on finance. Balances – investments are \$766,031, vehicles is \$221,927 and equipment is \$41,911.

Would like to make a date for the Winter Party. Last year it was the second week in February. Going to try to schedule for February 22 – 12:00pm to 3:00pm at the same place. A couple of alternative places were recommended including Bistro Sole.

Fundraiser:

Yves reported we booked year to date \$34,000 for the fundraiser. It is a little under budget but last year at this time, we were around \$34,000. There is still a stack of envelopes about 70 Larry counted to be processed. We received 253 donations by check, 50 by credit card. We have 27 new donors this year. Yves believes the uptick is due to the PR efforts. Andrea asked how many donors we have had in the past? Yves stated it is around 600 to 800 for the annual fundraiser. Looking for help with the processing of donations for next year we run behind about 50 – 60 donations behind. It really is a two-person job. Marc suggested a non-member.

Coming up for the annual campaign is the holiday postcard –going out a week from now. Trying to get the email out through Constant Contact. The final mailer is in February. In regards to non-fundraiser donations, we received \$850 in memory of Mike Feigan there were 8 donors - mostly out of state donors. Ignazio’s party brought in approximately \$2,300. It was great PR. Giving Tuesday only brought in \$100 – which was a donation made by Mike Burns.

Member Relations:

Nancy reported there were no new members to vote in.

Nancy reported on member(s) to vote out:

Lee, Michelle
Siano, Chris

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

All in favor - unanimous.

Training:

Brian reported, there is currently an EMT class with 11 students. EMR’s ended November 2nd. There is an orientation December 16th.

CPR:

Jay Paretzky forwarded his report on CPR.

CPR/First Aid Training: Year-to-date - 219 classes and 1,651 students taught.

Website:

Nothing to report – Jaime not present.

Social Media:

Nothing to report – Steve not present.

Vehicles/Ambulances:

UTV – Mike stated we put calls in but did not receive any calls back. Martin said we are going to have to buy the vehicle at one place and do the build out at another place which is what we do with fly cars and ambulances.

Bylaws:

Martin, Mike and Andrea made numerous updates /changes. Mike will revise them and give the revised copies out at the next board meeting.

Scholarship:

Nothing to report

State/Southwest Council:

The Advisory Board considered a couple of issues: there was discussion of having a hand over report to the ED staff when a patient is brought in.

There are now two free classes being offered that will meet the mental health requirement for new EMT's.

CT EMS Volunteer Committee discussed the safety benefit which is an insurance benefit for people who die while working as an EMT. This will be posted on the board.

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:

The craft fair was great and had some calls. A lot of people stopped by. We had a very good team at the Pequot runner Thanksgiving day race which had about 4,500 runners. We had an ambulance at the finish line, the motorcycle, and the bike team. The president of the Pequot runners mentioned on the loud speaker system “we have to thank Westport EMS for covering our race. Here is the bike team from Westport EMS.” It was out for all 9,000 to 10,000 people to hear.

House:

Sandi reported the couches are here, pillows are here, and the toaster oven is set up in the kitchen. Rob Pocius suggested we look into new cutlery – may sharpen or purchase new ones. Also we need new plastic cups. At this point, Andrea stated we will just get new knives at this time.

And let's make a sign for people to wash their dishes/put them in the dishwasher.

Recruitment and Retention:

Ashley reported there is nothing new to report and is going to get a meeting together.

Stop the Bleed:

There is a class scheduled January 28, and no one has signed up yet. Possibly need more publicity.

The 40th Anniversary interviews need to be moved front and center on the website. PR stuff needs to be put up.

Old Business:

RTM – Relations Committee met which consists of Marc, Larry, Andrea and Jay. We are going to try to get our message out to the town. The big message “we are volunteers and we rely on donations.” Mike, Yves, Larry, Marc and Andrea collected stuff for a unified presentation to make to any group. With a basic message – and it would be tailored to the different groups. It would consist of how to get volunteers, how to get more money, explain to people what WVEMS is. Who we are – what we do.

The Masonic Lodge brunch is coming up December 15th – Martin and Myra will be attending. They would like attendees to bring a food donation.

New Business:

Nothing at this time.

Other New Business:

Nothing at this time.

Adjournment:

Larry made a motion to adjourn at 19:57 hours, Sandi seconded the motion.

Westport Vol. EMS Profit & Loss Budget vs. Actual Through 2nd Quarter 2019/2020

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
50100 · PATIENT CONTRIBUTIONS	41,700.00	37,500.00	4,200.00
50200 · FUNDRAISER	59,475.20	60,000.00	-524.80
50300 · OTHER DONATIONS	48,355.52	12,502.00	35,853.52
50400 · COURSES			
50004 · CPR	12,537.76	11,504.00	1,033.76
50008 · EMT	21,740.00	25,000.00	-3,260.00
Total 50400 · COURSES	<u>34,277.76</u>	<u>36,504.00</u>	<u>-2,226.24</u>
50500 · OPERATING INTEREST	0.55		
 50900 · OTHER			
50019 · MISCELLANEOUS INCOME	14.03		
Total 50900 · OTHER	<u>14.03</u>		
Total Income	183,823.06	146,506.00	37,317.06
Expense			
60011 · PROFESSIONAL FEES - AUDIT	6,500.00	13,500.00	-7,000.00
60043 · PUBLIC RELATIONS	1,161.04	2,500.04	-1,339.00
60044 · RETENTION AND RECRUITMENT	642.28	3,502.00	-2,859.72
60200 · CAPITAL EXPENSES	977.99	4,500.00	-3,522.01
60260 · RADIOS	8,416.50	9,500.00	-1,083.50
60299 · NON-CAPITAL BUILDING/FIXTURES	395.96		
 60300 · OFFICE & MANAGEMENT			
60002 · Bank SvChgs/Cks	23.96		
60008 · COPIER	175.36		
60013 · GENL. OFF. EXP.	116.28		
60018 · REPAIRS MAINT.	348.95		
60026 · COMPUTER	196.93		
60032 · OFFICE SUPPLIES	71.98		
60300 · OFFICE & MANAGEMENT - Other	0.00	2,504.00	-2,504.00
Total 60300 · OFFICE & MANAGEMENT	<u>933.46</u>	<u>2,504.00</u>	<u>-1,570.54</u>

Westport Vol. EMS Profit & Loss Budget vs. Actual Through 2nd Quarter 2019/2020

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
60310 · MEMBER SUPPORT SVCS			
60009 · COFFEE EXPENSES	1,909.44		
60010 · DAY ROOM/KITCHEN SUPPLIES	3,018.87		
60030 · CABLEVISION	1,317.54		
60040 · OTHER MEMBER SUPPORT	251.61		
60310 · MEMBER SUPPORT SVCS - Other	0.00	8,504.00	-8,504.00
Total 60310 · MEMBER SUPPORT SVCS	<u>6,497.46</u>	<u>8,504.00</u>	<u>-2,006.54</u>
60330 · UNIFORM ALLOWANCE PROGRAM	1,375.99	3,502.00	-2,126.01
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	493.22	475.00	18.22
60340 · FUND RAISER - Other	9,968.10	12,000.00	-2,031.90
Total 60340 · FUND RAISER	<u>10,461.32</u>	<u>12,475.00</u>	<u>-2,013.68</u>
60360 · AWARDS	293.90	500.00	-206.10
60370 · ANNUAL AWARDS MEETING	2,487.33	4,000.00	-1,512.67
60380 · TRAINING			
60022 · In service	762.75	2,504.00	-1,741.25
60021 · Stop The Bleed	14.99	502.00	-487.01
60382 · On-Line Courses	5,935.05	7,000.00	-1,064.95
60381 · Tuition Reimbursement EMT-B	3,750.00	500.00	3,250.00
60003 · CPR / FIRST AID TRNG	5,150.19	10,004.00	-4,853.81
60019 · IN-HOUSE EMT	18,984.99	23,000.00	-4,015.01
60033 · DEFENSIVE DRIVING TRN	75.00		
60038 · MISC. TRNG	1,035.26	502.00	533.26
60390 · CLASSES-OUTSIDE	900.00		
Total 60380 · TRAINING	<u>36,608.23</u>	<u>44,012.00</u>	<u>-7,403.77</u>
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	341.80		
60500 · WEMS OPER. BDGT			
60042 · Equipment Repairs & Maintenance	2,646.96		
60014 · VEH .MAINTENANCE			
Vehicle	105.00		

Westport Vol. EMS
Profit & Loss Budget vs. Actual
Through 2nd Quarter 2019/2020

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
60014 · VEH .MAINTENANCE - Other	11,473.63		
Total 60014 · VEH .MAINTENANCE	<u>11,578.63</u>		
60034 · VEH. OPERATION	260.30		
60037 · MEDICAL SUPPLIES	10,085.65		
60500 · WEMS OPER. BDGT - Other	873.80	27,502.00	-26,628.20
Total 60500 · WEMS OPER. BDGT	<u>25,445.34</u>	<u>27,502.00</u>	<u>-2,056.66</u>
Total Expense	<u>103,436.60</u>	<u>137,501.04</u>	<u>-34,064.44</u>
Net Ordinary Income	80,386.46	9,004.96	71,381.50
Other Income/Expense			
Other Income			
Interest Income	338.89		
Dividend Income	7,817.06	7,500.00	317.06
Total Other Income	<u>8,155.95</u>	<u>7,500.00</u>	<u>655.95</u>
Other Expense			
60404 · Audley Scholarship	1,500.00		
Total Other Expense	<u>1,500.00</u>		
Net Other Income	<u>6,655.95</u>	<u>7,500.00</u>	<u>-844.05</u>
Net Income	<u><u>87,042.41</u></u>	<u><u>16,504.96</u></u>	<u><u>70,537.45</u></u>