

**Westport Volunteer Emergency Medical Service  
Board of Directors' Meeting  
January 7th, 2020**

**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, Steve Bayliss, Brian Crane, Myra Goldberg, Ashley Ramirez and Sandi MacPherson.

*Guests:* none

***Approval of Minutes:***

Steve made a motion to adopt the minutes of the December Board meeting, seconded by Sandi.

All in favor - unanimous.

**Committee Reports**

***Treasurer's Report:***

Larry reported on the treasurer's report. A couple of minor things to report on the treasurer's report and it is mostly timing. Everything is on budget and expenses are below budget. A couple of exceptions are professional fees for the audit were way under budget and looks way better than it is. It is a timing issue and the auditor is taking a very long time to complete the audit and in fact they still haven't completed the audit. So we budgeted for \$13,500 and got a \$7,000 bill. We are getting another bill for like \$6,000.00 at some point. The only other thing on here is tuition EMT reimbursement. We budgeted for like \$5,000 this year and paid out \$3,750. That is actually a good thing because it means we have a bunch of people who have taken our EMT class and have been here and been here long enough to get their reimbursement. There was like three people. If there is more in the future, we will have to budget for a higher amount. Andrea asked a question, "the six month budget is \$500?" Larry said yes. Andrea asked, "The 12 month budget was \$5,000?" Larry replied, yes because what we did is we staggered the reimbursements based on when the classes are so we have more in certain months. Maybe it could be I put too much in."

Mike Burns asked, other donations was \$40k? Larry reported we received \$20k worth of donations and someone made a \$10k donation. Mike asked about Centrelearn.

Larry reported Rick is looking into an alternative possibility. Mike asked about the \$75 defensive driving training? Larry reports it is possibly a mistake. Mike asked about Hospitality Sunshine? Larry reported that is for birthday cards or if someone is sick, we send flowers.

Mike asked about equipment, repair and maintenance \$2,600? What is it for? Maintenance other is \$11,000. Is that all truck stuff? Larry reported and said most of it. The oxygen maker was a fairly expensive bill. \$11,500 is vehicle and tires cost a bunch of money. "Jaime mentioned about sending crew chiefs a maintenance report on the ambulances. To be discussed further with Martin.

Mike asked why are we spending \$1,500 on the Audley Scholarship? Larry said "someone transferred school and the check was not cashed but then sent to other college."

### ***Finance Committee:***

Myra reported on finance. Balances – investments are \$786,625, vehicles is \$221,184 and equipment is \$41,953. Myra said Carol Boas mentioned she doesn't want to be on the Finance Committee any more.

Myra said she looked into Sole Bistro and it was very expensive. The Winter Party is going to be February 22 – 12:00pm to 3:00pm at Via Sforza. A save the date email will be sent out. Kathy will do the invites.

Cash dividend income, why is it not being invested. It is suggested to leave that for the finance committee meeting.

### ***Fundraiser:***

Yves forwarded a report:

Booked fundraiser donations 10/15/19 to-date \$57,674. Larry reported Yves called him this morning and it is about \$10k higher than that number.

Booked fundraiser donations 10/15/18 to 1/7/19 is \$69,938.

Fifty-one new donors thus far this campaign per review, excludes duplicates and "in memory".

We saw a surge of credit card donations for a couple of days coinciding with publications of Dan Woog's piece.

120 donations have not yet been processed.

Upcoming: email via Constant Contact, final mailer to all addresses in Town (early February reminder), sending a custom letter w/token of appreciation at end of campaign to first time donors.

***Member Relations:***

Nancy reported on the new member(s) to vote in:

Baldwin, Lindsey  
Corro, David  
Cua, Christine  
Cua, Megan  
Cumming, William  
Harris, Elyssa  
Karol, Zachary  
Korus, Jacob  
Leshem, Edan  
Nightingale, Sophia  
Pfrommer, Julia

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

All in favor - unanimous.

Nancy reported there were no new member(s) to vote out.

***Training:***

Brian reported, there is nothing new. There will be a meeting a week from tonight to go over skills, intern interview process and the final process of scoring the candidates.

***CPR:***

Jay Paretzky forwarded his report on CPR.

CPR/First Aid Training: Year-to-date - 232 classes and 1,693 students taught.

***Website:***

Nothing to report.

***Social Media and Public Relations:***

Steve reported he and Jaime picked up the pace on posting on social media which is good and we are able to track engagement. It is up from last year because of the frequency of postings. We are focused on recapping events that may have had interesting comments like the Halloween post, New Year's, and recapping the Stop-the-Bleed class we did for the student healthcare group in Norwalk. It was 40 students. We are getting good engagement with that. Steve reported we are receiving 1,100 likes and follows. Steven will compare to the previous year and see where we are at. Steve has a couple of messages in with Lauren

Fabrizi from News 12 to try to get a meeting to talk with Andrea and talk about WVEMS. Laura Fabrizi had expressed interest after the DNR concert. Now it is just tracking her down. We want to contact the Historical Society to get content out there.

***Vehicles/Ambulances:***

There was some discussion of various issues related to vehicles, including rotation of ambulances and oversight of maintenance. Mike, Jaime and Larry volunteered to be on a committee with Martin to address these issues. Andrea to inform Martin.

***Bylaws:***

Martin, Mike and Andrea made numerous updates /changes. Larry asked for some changes to be completed. Mike will update those changes. The concept of life members was deleted. The honorary members were left in. Another amendment is that we clearly stated the EMR class is not reimbursable. Which is stated in the first line. EMT class is reimbursable with some restrictions. By the next meeting, Andrea would like to have this approved.

***Scholarship:***

Nothing to report

***State/Southwest Council:***

CT EMS Advisory Board was cancelled in December because of bad weather.

*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.*

***House:***

Sandi reported she got glasses and new knives. The blinds are dirty and she will look into getting new blinds. Also looking into a new table. More forks are needed. Steve suggested looking at Uline. They do industrial furniture. Andrea stated she received an email asking to upgrade our cable box with a DVR. At this time, we will not upgrade.

***Recruitment and Retention:***

Ashley reported there were seven notes in the box. Two not so nice notes and five nice notes. These notes will be published in the monthly newsletter after asking the person for permission, if it ok to put them in. Ashley needs to email Jaime the notes. Andrea asked Jaime to get the monthly newsletter going again.

***Stop-the-Bleed:***

There is a class scheduled January 28, only three people signed up. Mike said if you have Facebook, share our posts if you are on there. Steve said there is a Facebook event set up for this.

***Old Business:***

Larry is the chair of the RTM Relations Committee. First order of business is to create a presentation and let them know who we are. In the presentation, tell them the difference between WVEMS and EMS. Andrea to put together the points. Committee needs to review. To be presented to the town groups: safety committee first, RTM and finance committee.

***New Business:***

Andrea received an email regarding the Maker fair dates which is Sunday, April 18<sup>th</sup> and 19<sup>th</sup>. Andrea said in thinking ahead – we need someone to take charge. Jaime stated he would take charge. Jaime stated it was originally the Mini Maker Fair and then it was changed to the Maker Fair. It is being held at the Staples Field House. We will bring the Lifepak, CPR, Lucas, etc.

***Other New Business:***

Nothing at this time.

***Adjournment:***

Sandi made a motion to adjourn at 20:29 hours, Mike seconded the motion.

## Westport Vol. EMS Profit & Loss Budget vs. Actual January 2020

Ordinary Income/Expense					Current	Annual	
	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget	Month	Budget	% used
<b>Income</b>							
50100 · PATIENT CONTRIBUTIONS	47,900.00	43,750.00	4,150.00	109.49%	6,200	75,000	64%
50200 · FUNDRAISER	95,006.15	76,000.00	19,006.15	125.01%	35,531	90,000	106%
50300 · OTHER DONATIONS	57,524.05	14,585.00	42,939.05	394.41%	9,169	25,000	230%
50400 · COURSES					0	0	
50004 · CPR	13,532.76	13,420.00	112.76	100.84%	995	23,000	59%
50008 · EMT	21,740.00	25,000.00	-3,260.00	86.96%		40,000	54%
<b>Total 50400 · COURSES</b>	<u>35,272.76</u>	<u>38,420.00</u>	<u>-3,147.24</u>	<u>91.81%</u>	995	63,000	56%
50500 · OPERATING INTEREST	0.67						
<b>50900 · OTHER</b>							
50019 · MISCELLANEOUS INCOME	14.03						
<b>Total 50900 · OTHER</b>	<u>14.03</u>						
<b>Total Income</b>	<u>235,717.66</u>	<u>172,755.00</u>	<u>62,962.66</u>	<u>136.45%</u>	51,894	253,000	93%
<b>Expense</b>					0	0	
60011 · PROFESSIONAL FEES - AUDIT	10,000.00	13,500.00	-3,500.00	74.07%	3,500	13,500	74%
60043 · PUBLIC RELATIONS	1,181.04	2,916.70	-1,735.66	40.49%	20	5,000	24%
60044 · RETENTION AND RECRUITMENT	642.28	4,085.00	-3,442.72	15.72%	0	7,000	9%
60200 · CAPITAL EXPENSES	977.99	5,250.00	-4,272.01	18.63%	0	9,000	11%
60260 · RADIOS	8,416.50	9,680.00	-1,263.50	86.95%	0	19,000	44%
60299 · NON-CAPITAL BUILDING/FIXTURES	566.95				171	0	
<b>60300 · OFFICE &amp; MANAGEMENT</b>					0	0	
60002 · Bank SvChgs/Cks	35.96				12		
60008 · COPIER	175.36					0	
60013 · GENL. OFF. EXP.	116.28						
60018 · REPAIRS MAINT.	348.95						
60026 · COMPUTER	196.93					0	
60032 · OFFICE SUPPLIES	71.98						
60300 · OFFICE & MANAGEMENT - Other	0.00	2,920.00	-2,920.00	0.0%	0	5,000	0%
<b>Total 60300 · OFFICE &amp; MANAGEMENT</b>	<u>945.46</u>	<u>2,920.00</u>	<u>-1,974.54</u>	<u>32.38%</u>	12	5,000	19%

## Westport Vol. EMS Profit & Loss Budget vs. Actual January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<b>Current</b> Month	<b>Annual</b> Budget	<b>% used</b>
<b>60310 · MEMBER SUPPORT SVCS</b>					0	0	
60009 · COFFEE EXPENSES	2,343.21				434	0	
60010 · DAY ROOM/KITCHEN SUPPLIES	3,653.18				634	0	
60030 · CABLEVISION	1,530.44				213	0	
60040 · OTHER MEMBER SUPPORT	251.61						
60310 · MEMBER SUPPORT SVCS - Other	0.00	9,920.00	-9,920.00	0.0%	0	17,000	0%
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<u>7,778.44</u>	<u>9,920.00</u>	<u>-2,141.56</u>	<u>78.41%</u>	1,281	17,000	46%
<b>60330 · UNIFORM ALLOWANCE PROGRAM</b>	1,369.63	4,085.00	-2,715.37	33.53%	-6	7,000	20%
<b>60340 · FUND RAISER</b>					0	0	
60341 · Credit Card Processing Fee	823.80	590.00	233.80	139.63%	331	750	110%
60340 · FUND RAISER - Other	13,078.49	12,500.00	578.49	104.63%	3,110	13,000	101%
<b>Total 60340 · FUND RAISER</b>	<u>13,902.29</u>	<u>13,090.00</u>	<u>812.29</u>	<u>106.21%</u>	3,441	13,750	101%
<b>60360 · AWARDS</b>	293.90	500.00	-206.10	58.78%		1,000	29%
<b>60370 · ANNUAL AWARDS MEETING</b>	2,487.33	5,000.00	-2,512.67	49.75%	0	8,000	31%
<b>60380 · TRAINING</b>					0	0	
60022 · In service	956.90	2,920.00	-1,963.10	32.77%	194	5,000	19%
60021 · Stop The Bleed	14.99	585.00	-570.01	2.56%	0	1,000	1%
60382 · On-Line Courses	5,935.05	7,000.00	-1,064.95	84.79%		7,000	85%
60381 · Tuition Reimbursement EMT-B	3,750.00	500.00	3,250.00	750.0%		5,000	75%
60003 · CPR / FIRST AID TRNG	5,866.43	11,670.00	-5,803.57	50.27%	716	20,000	29%
60019 · IN-HOUSE EMT	19,059.99	25,000.00	-5,940.01	76.24%	0	40,000	48%
60038 · MISC. TRNG	1,035.26	585.00	450.26	176.97%	0	1,000	104%
60390 · CLASSES-OUTSIDE	900.00						
<b>Total 60380 · TRAINING</b>	<u>37,518.62</u>	<u>48,260.00</u>	<u>-10,741.38</u>	<u>77.74%</u>	910	85,000	44%
<b>60410 · INSURANCE</b>	898.00	1,000.00	-102.00	89.8%		1,000	90%
<b>60420 · HOSPITALITY/SUNSHINE</b>	407.62				66		
<b>60500 · WEMS OPER. BDGT</b>					0	0	
60042 · Equipment Repairs & Maintenance	2,764.56				118		
60014 · VEH .MAINTENANCE					1,537	0	
Vehicle	105.00					0	
60014 · VEH .MAINTENANCE - Other	13,010.39					0	

## Westport Vol. EMS Profit & Loss Budget vs. Actual January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<b>Current</b> Month	<b>Annual</b> Budget	<b>% used</b>
Total 60014 · VEH .MAINTENANCE	13,115.39					0	
60034 · VEH. OPERATION	260.30						
60037 · MEDICAL SUPPLIES	11,429.80				1,344	0	
60500 · WEMS OPER. BDGT - Other	1,181.92	32,085.00	-30,903.08	3.68%	308	55,000	2%
<b>Total 60500 · WEMS OPER. BDGT</b>	<b>28,751.97</b>	<b>32,085.00</b>	<b>-3,333.03</b>	<b>89.61%</b>	<b>3,307</b>	<b>55,000</b>	<b>52%</b>
<b>Total Expense</b>	<b>116,138.02</b>	<b>152,291.70</b>	<b>-36,153.68</b>	<b>76.26%</b>	<b>12,701</b>	<b>246,250</b>	<b>47%</b>
<b>Net Ordinary Income</b>	<b>119,579.64</b>	<b>20,463.30</b>	<b>99,116.34</b>	<b>584.36%</b>	<b>39,193</b>	<b>6,750</b>	<b>1772%</b>
<b>Other Income/Expense</b>					0	0	
<b>Other Income</b>					0	0	
50302 · RESTRICTED DONATIONS	1,000.00				1,000		
Interest Income	340.97					0	
Dividend Income	14,724.53	8,750.00	5,974.53	168.28%	0	15,000	98%
<b>Total Other Income</b>	<b>16,065.50</b>	<b>8,750.00</b>	<b>7,315.50</b>	<b>183.61%</b>	<b>1,000</b>	<b>15,000</b>	<b>107%</b>
<b>Other Expense</b>							
60404 · Audley Scholarship	1,500.00						
<b>Total Other Expense</b>	<b>1,500.00</b>						
<b>Net Other Income</b>	<b>14,565.50</b>	<b>8,750.00</b>	<b>5,815.50</b>	<b>166.46%</b>	<b>1,000</b>	<b>15,000</b>	<b>97%</b>
<b>Net Income</b>	<b>134,145.14</b>	<b>29,213.30</b>	<b>104,931.84</b>	<b>459.19%</b>	<b>40,193</b>	<b>21,750</b>	<b>617%</b>

### Projected Cash Flow

	<b>Projected Change</b>	<b>Checking Balance</b>	<b>Vehicle</b> Wells Fargo + BOA	<b>Equipment</b>
31-Jan		217,037	223,232	42,964
29-Feb	-1,276	215,761		
30-Mar	6,308	222,069		
30-Apr	5,138	227,207		

**Westport Vol. EMS**  
**Profit & Loss Budget vs. Actual**  
January 2020

<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Current Month	Annual Budget	% used
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