

**Westport Volunteer Emergency Medical Service  
Board of Directors' Meeting  
April 7<sup>th</sup>, 2020**

**Meeting Call to Order:**

Andrea called the Board of Directors' meeting to order at 19:10 hours – this meeting was held through Google Meet due to the current COVID-19 crisis and social distancing.

***Attendance:***

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

*Guests:* Marc Hartog, Yves Cantin, and Dan Guetta

***Approval of Minutes:***

All made a motion to adopt the minutes of the March board meeting.

All in favor - unanimous.

**Committee Reports**

***Treasurer's Report:***

Larry reported our net income is in pretty good shape. We have an actual surplus of \$138k and are ahead of budget by \$104K. Last month we were ahead of budget \$119K. Which means we have gone down \$15K in terms of the budget. Patient contributions was zero which has never happened before and is a timing issue along with everything else that is going on. We will be getting a check in the next few days. Fundraiser and other donations are very small numbers. We had budgeted for \$7K for fundraiser, we got \$700. However, the fundraiser was a little earlier than last year so we didn't expect to get so much so early. The other donations number which is generally \$2K to \$3K a month, again is \$700. It may be a sign of the stock market plummeting and people donating less money or a sign of our transports being down. Because other donations consists of either "here's a donation for taking care of grandma or someone felt nice, and said here is some money. We did receive a couple of Covid donations. Andrea asked about the \$113K for fundraiser and how that number compares to last year.

Martin reported the EMS conference will be postponed till September. A new hourly qualification for the conference will need to be figured out based on eight months instead of five. It will then fall into the next fiscal year. Larry will have to take that into account

when doing the budgets for next year. Essentially, we will have two EMS conferences in one fiscal year.

***Finance Committee:***

Myra reported on finance. Balances – investments are \$661,297. Vehicles replacement is \$222,903. The Board of Finance did have a meeting and Yves suggested that we might want to draw down a line of credit in order to have enough cash. Our income has gone down and is expected to continue to go down for the next year or two. We discussed drawing down the line of credit and we did not want to do this for two main reasons: 1) we felt we had enough cash for about one to two years and we did not want to incur the interest charge that would go along with the line of credit. 2) the other thing is that if our investments went significantly down, Wells Fargo would have the ability to just sell them to cover the loan.

***Fundraiser:***

Yves stated we received \$1,300 in donations with a note saying “COVID relief support” or similar to that.

The fundraiser numbers from October 19<sup>th</sup>, 2019 to-date - \$113,914 which is much better than last year as of April 6<sup>th</sup> which was \$102,861. The year-to-date of \$113/\$114k, we are doing about 10% above last year. We are all caught up with processing donations at this time and at this time last year so this 10% variance is probably real. So this is a good result over last year. It is not clear as to why it is but maybe it is the better mailer, better timing or maybe it is due to better online or social media fundraising, but it is there and it is real and it is good news. We processed in the last 30 days, 29 donations, three donations were sent in as tributes and seven or eight that were labeled COVID relief.

***Member Relations:***

Nancy reported Marc stated members who advised him that they would not be volunteering during the COVID crisis, were put into inactive status. Currently, there are 32 on the inactive status list - which is 1/4 of our volunteers. Jaime asked how many members we currently have – 133.

***Training:***

Marc, Andrea, Rick, Erin and Brian had a meeting of the interview committee. Went over proposed plan for skills and agility. They came up with a good weight of three 45lb plates on a back board carried across the bay and placed it on a stretcher, added a BVM station, medical and trauma assessment. Rick would also like to add a quiz of basic knowledge. Once things get back to normal, we will meet again to finalize this. Rick’s PHTLS class is postponed and the EMT class is cancelled. Andrea asked if Rick put those questions together yet? Brain said Rick is working on it and taking care of it.

**CPR:**

Jay Paretzky's report:

CPR/First Aid Training: 1/1/2020- 3/31/2020 54 classes and 332 students taught. We started teaching CPR and First Aid in 1982, 38 years, and we've held approximately 3,825 classes and trained 31,000 students to-date. In 2019, 227 classes were held compared to 242 in 2010, and 1,693 students were trained 2019.

**Website/Social Media:**

The website was updated. Steve stated we are trying to get pictures of people who donated food and put it on Facebook. Trying to take pictures of the ambulance in front of banners in town thanking the community and healthcare workers. General information sharing is happening as well. The town is going through a Public Information Officer and information needs to be unified with the town and EMS.

**Vehicles/Ambulances:**

The vehicles committee was reactivated. Andrea wrote a letter per Mike's suggestion to the Young Women's League explaining the obvious situation and we may not be able to purchase the UTV in a year and they graciously understood.

**Bylaws:**

The board has already approved changes and they will be voted on at the general membership, which will hopefully be held in June.

**Scholarship:**

Nothing at this time.

**State/Southwest Council:**

Jay reported: EMS Advisory Board met on March 25, 2020 it was a virtual meeting.

- Mental Health First Aid requirements effective 1/1/2020. The Bill that passed only required Paramedics to meet the requirements- not EMR'S , AEMT's or EMT'S
- EMS PRO Expo 2020 at Foxwoods 5/27-5/30/2020- pending to see if it will be held, postponed or cancelled.
- All EMS programs are approved to utilize technology to continue education while maintaining social distancing.

Marc stated we did a teleconference last month and we are going to do another one this Saturday.

*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 reported WEMS was featured on New 12 and Dan Woog put an article out which featured Emma Straight. We are getting good coverage that we are out there. If you see a good photo op when you are on shift, take a picture and send it to Jaime or Steve. This is great for our social media. However, Marc stated do not capture any patients faces or any relatives' faces or anything like that.

There currently is a Public Information Officer where all information needs to be unified with the town and WEMS.

***House:***

Marc reported that Mark Blake made arrangements with the cleaners to collect the comforters in the bunk room that are used by the overnight people to be sent out and cleaned. We have been asked to put the comforters in a plastic bag after use. Dishwasher was broken and fixed. Tabletop was put on hold. Marc said that the tabletop needs to be replaced immediately and is not something to wait on because the table is very porous and is a high touch area that is difficult to decontaminate. It is a priority. The tabletop should not be porous and the least permeable material. Martin stated that table base has been there for 20 years.

***Recruitment and Retention:***

Ashley reported she has not been in and was unable to report if anything had been placed in the box.

Jaime will put together the newsletter with names and recognitions from the Cheers to Peers box.

***Stop the Bleed:***

Classes are suspended due to the current crisis. Mike suggested to Larry about doing some online live Stop the Bleed classes.

***Old Business:***

The presentation to give to RTM is in draft form – and at some point Marc will review it.

The Maker Fair has been postponed.

The EMS Pro conference has been rescheduled.

Nominating committee has the nominees for officers and directors slate put together.

***New Business:***

The Rotary will be sending a check to us.

***Other New Business:***

Nothing at this time.

**Adjournment:**

Martin made a motion to adjourn at 20:58 hours, seconded by Steve.

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

Ordinary Income/Expense					Current	Annual	
	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Month	Budget	% used
<b>Income</b>							
50100 · PATIENT CONTRIBUTIONS	59,850.00	62,500.00	-2,650.00	95.76%	5,750	75,000	80%
50200 · FUNDRAISER	116,232.94	88,000.00	28,232.94	132.08%	2,842	90,000	129%
50300 · OTHER DONATIONS	71,239.01	20,834.00	50,405.01	341.94%	11,582	25,000	285%
50400 · COURSES					0	0	
50004 · CPR	19,840.76	19,168.00	672.76	103.51%	1,815	19,168	104%
50008 · EMT	21,740.00	40,000.00	-18,260.00	54.35%	0	25,000	87%
<b>Total 50400 · COURSES</b>	<u>41,580.76</u>	<u>59,168.00</u>	<u>-17,587.24</u>	<u>70.28%</u>	1,815	44,168	94%
50500 · OPERATING INTEREST	1.03						
<b>50900 · OTHER</b>							
50019 · MISCELLANEOUS INCOME	14.03						
<b>Total 50900 · OTHER</b>	<u>14.03</u>						
<b>Total Income</b>	<u>288,917.77</u>	<u>230,502.00</u>	<u>58,415.77</u>	<u>125.34%</u>	21,990	234,168	123%
<b>Expense</b>					0	0	
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00	96.3%		13,500	96%
60043 · PUBLIC RELATIONS	1,760.01	4,166.68	-2,406.67	42.24%	0	5,000	35%
60044 · RETENTION AND RECRUITMENT	782.28	5,834.00	-5,051.72	13.41%	0	7,000	11%
60200 · CAPITAL EXPENSES	977.99	7,500.00	-6,522.01	13.04%	0	9,000	11%
60260 · RADIOS	9,245.30	18,640.00	-9,394.70	49.6%	0	19,000	49%
60299 · NON-CAPITAL BUILDING/FIXTURES	1,376.94				101	0	
<b>60300 · OFFICE &amp; MANAGEMENT</b>					0	0	
60002 · Bank SvChgs/Cks	35.96						
60008 · COPIER	175.36					0	
60013 · GENL. OFF. EXP.	271.44				57		
60018 · REPAIRS MAINT.	348.95						
60026 · COMPUTER	196.93					0	
60032 · OFFICE SUPPLIES	187.67				95		
60300 · OFFICE & MANAGEMENT - Other	0.00	4,168.00	-4,168.00	0.0%	0	5,000	0%
<b>Total 60300 · OFFICE &amp; MANAGEMENT</b>	<u>1,216.31</u>	<u>4,168.00</u>	<u>-2,951.69</u>	<u>29.18%</u>	152	5,000	24%

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

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget	Current Month	Annual Budget	% used
<b>60310 · MEMBER SUPPORT SVCS</b>					0	0	
60009 · COFFEE EXPENSES	3,391.59				355	0	
60010 · DAY ROOM/KITCHEN SUPPLIES	4,637.93				58	0	
60030 · CABLEVISION	1,960.65				0	0	
60040 · OTHER MEMBER SUPPORT	251.61						
60310 · MEMBER SUPPORT SVCS - Other	0.00	14,168.00	-14,168.00	0.0%	0	17,000	0%
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<u>10,241.78</u>	<u>14,168.00</u>	<u>-3,926.22</u>	<u>72.29%</u>	414	17,000	60%
<b>60330 · UNIFORM ALLOWANCE PROGRAM</b>	3,290.72	5,834.00	-2,543.28	56.41%	600	7,000	47%
<b>60340 · FUND RAISER</b>					0	0	
60341 · Credit Card Processing Fee	952.75	720.00	232.75	132.33%	33	750	127%
60340 · FUND RAISER - Other	13,482.03	13,000.00	482.03	103.71%	59	13,000	104%
<b>Total 60340 · FUND RAISER</b>	<u>14,434.78</u>	<u>13,720.00</u>	<u>714.78</u>	<u>105.21%</u>	92	13,750	105%
<b>60360 · AWARDS</b>	293.90	750.00	-456.10	39.19%	0	1,000	29%
<b>60370 · ANNUAL AWARDS MEETING</b>	5,202.83	8,000.00	-2,797.17	65.04%		8,000	65%
<b>60380 · TRAINING</b>					0	0	
60022 · In service	1,402.89	4,168.00	-2,765.11	33.66%	0	5,000	28%
60021 · Stop The Bleed	14.99	834.00	-819.01	1.8%	0	834	2%
60382 · On-Line Courses	5,935.05	7,000.00	-1,064.95	84.79%		7,000	85%
60381 · Tuition Reimbursement EMT-B	4,375.00	3,000.00	1,375.00	145.83%	0	5,000	88%
60003 · CPR / FIRST AID TRNG	9,142.99	16,668.00	-7,525.01	54.85%	2,643	16,668	55%
60019 · IN-HOUSE EMT	26,551.00	28,000.00	-1,449.00	94.83%	0	26,000	102%
60038 · MISC. TRNG	1,035.26	834.00	201.26	124.13%	0	1,000	104%
60390 · CLASSES-OUTSIDE	900.00						
<b>Total 60380 · TRAINING</b>	<u>49,357.18</u>	<u>60,504.00</u>	<u>-11,146.82</u>	<u>81.58%</u>	2,643	67,502	73%
<b>60410 · INSURANCE</b>	898.00	1,000.00	-102.00	89.8%		1,000	90%
<b>60420 · HOSPITALITY/SUNSHINE</b>	407.62						
<b>60440 · OTHER EXP</b>							
6999 · Uncategorized Expenses	50.00						
<b>Total 60440 · OTHER EXP</b>	<u>50.00</u>						
<b>60500 · WEMS OPER. BDGT</b>					0	0	
60042 · Equipment Repairs & Maintenance	2,764.56						

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

	<u>Jul '19 - Apr 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>60014 · VEH .MAINTENANCE</b>					5,510	0	
Vehicle	105.00					0	
<b>60014 · VEH .MAINTENANCE - Other</b>	<u>19,613.78</u>					0	
<b>Total 60014 · VEH .MAINTENANCE</b>	<u>19,718.78</u>					0	
<b>60031 · OPER. MATERIALS</b>	362.78						
<b>60034 · VEH. OPERATION</b>	260.30						
<b>60037 · MEDICAL SUPPLIES</b>	17,219.69				395	0	
<b>60500 · WEMS OPER. BDGT - Other</b>	<u>1,911.81</u>	<u>45,834.00</u>	<u>-43,922.19</u>	<u>4.17%</u>	451	55,000	3%
<b>Total 60500 · WEMS OPER. BDGT</b>	<u>42,237.92</u>	<u>45,834.00</u>	<u>-3,596.08</u>	<u>92.15%</u>	6,356	55,000	77%
<b>Total Expense</b>	<u>154,773.56</u>	<u>203,618.68</u>	<u>-48,845.12</u>	<u>76.01%</u>	10,358	228,752	68%
<b>Net Ordinary Income</b>	<u>134,144.21</u>	<u>26,883.32</u>	<u>107,260.89</u>	<u>498.99%</u>	11,631	5,416	2477%
<b>Other Income/Expense</b>					0	0	
<b>Other Income</b>					0	0	
<b>50302 · RESTRICTED DONATIONS</b>	1,500.00				500		
Interest Income	344.11					0	
Dividend Income	<u>18,599.75</u>	<u>12,500.00</u>	<u>6,099.75</u>	<u>148.8%</u>	0	15,000	124%
<b>Total Other Income</b>	<u>20,443.86</u>	<u>12,500.00</u>	<u>7,943.86</u>	<u>163.55%</u>	500	15,000	136%
<b>Other Expense</b>							
<b>60404 · Audley Scholarship</b>	<u>1,500.00</u>						
<b>Total Other Expense</b>	<u>1,500.00</u>						
<b>Net Other Income</b>	<u>18,943.86</u>	<u>12,500.00</u>	<u>6,443.86</u>	<u>151.55%</u>	500	15,000	126%
<b>Net Income</b>	<u><u>153,088.07</u></u>	<u><u>39,383.32</u></u>	<u><u>113,704.75</u></u>	<u><u>388.71%</u></u>	12,131	20,416	750%

**Projected Cash Flow**

	<b>Projected Change</b>	<b>Checking Balance</b>	<b>Vehicle</b> Wells Fargo + BOA	<b>Equipment</b>
30-Apr		232,101	223,952	43,069
31-May	-8,941	223,160		
30-Jun	-8,691	214,469		
31-Jul	XXX	XXX		



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

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