

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
June 2nd, 2020**

Meeting Call to Order:

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

Attendance:

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

Guests: Marc Hartog, Yves Cantin, Dan Guetta, Jay Paretzky Andrew O'Brien, and Mark Blake.

Approval of Minutes:

Sandi made a motion to adopt the minutes of the May board meeting, seconded by Jaime.

All in favor - unanimous.

Committee Reports

Treasurer's Report:

Larry reported there was nothing major to point out. Net ordinary income amounted to \$135k versus the budget of \$17k. Our revenue is \$300k. This is largely due to other donations and the fundraiser being up. Most of our expenses are lower. Currently the radio budget is \$9,200 under budget but Marc would like to purchase an additional radio this year. EMT revenue is down because we didn't have a spring class, but expenses are also down and CPR revenue is down. Larry stated we have not seen any significant impact from Covid 19 yet. Marc Hartog stated our call volume is significantly down. Our mix of calls is down we are higher in BLS than ALS which changes the amount EMS is getting but not WVEMS. The amount collected from EMS' billing company is down. Most calls are paid within a month/month and a half, Medicare/Medicaid is electronically billed. The town then pays WVEMS. Marc stated when he submits a request it is usually paid within two to three weeks, currently it is taking longer and is about five to six weeks. Larry, stated there is about a two month lag by the time the money shows up at EMS.

Finance Committee:

Myra reported on finance. Balances – investments went up last month and is at \$742,614 – this is an increase from last month. Vehicles replacement is \$222,986. The Board of Finance will meet this Friday to review everything.

Fundraiser:

Fundraiser at this point is wrapped up. Donations continue to come in – about five to six a week.

Member Relations:

Nancy reported there were three members per Marc Hartog who resigned:

Members to vote out:

Lyons, Keara
Pformmer, Julia
Salvo, Diane

Nancy made a motion to vote out the members who resigned, seconded by Jaime.

All in favor - unanimous.

Training:

Not a whole lot going on for training. Last month someone had a question on the Centrelearn assignments and how long they stay up for. Assignments stay up to the end of the month. Because of Covid, recerts can be completed online in Centrelearn. We currently plan to hold an EMT class. Steve stated he saw on his news feed that Stratford is holding an EMT in person class that starts June 26. Also, Code 1 is starting an in person class that begins June/July. Pat is interested in teaching the class. Marc stated we should go ahead and hold a class and possibly do a hybrid class, with online/distance learning and hold class at headquarters only for practical skills days and testing and modifications need to be made by limiting the number of people in the room at one time, staggered times. OEMS put together a whole package which needs to be followed concerning how practical skill are done. The distance learning should be planned for the didactic material. Marc stated if we go ahead with a September class, it should be an EMT only class because of Covid. Jay stated Harry Downs is holding an EMT class in the fall at NCC.

CPR:

Jay Paretzky's report:

CPR/First Aid Training: No classes held in May 2020 We are unable to use any Public building for classes until the end of June.

Public Relations/Website/Social Media:

Steven reported we continue to post content on food donations we receive. Possibly we may go ahead with the yard signs for EMS. Marc ok'd the yard signs and suggested to talk to Sarah Harris the town's operation manager. Marc said to mention to them we will pay for these signs and ask is it ok to put on town property. Jaime to head up. Andrea stated Jaime should develop a basic design first before going to the town.

Vehicles/Ambulances:

Nothing happening.

Bylaws:

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

Scholarship:

Jay stated the scholarship fund has given out a total of \$134,600 to 38 recipients. This year there were five applicants. The committee consisted of Ed, Pat, Sandi, Carol Dixon, and Julie Pformmer. Hillary O'Neil, Alice Sardanian, Edward Chin, Vignesh Karridy, and Isabella Sperry are the current year recipients.

Martin made a motion to accept the recommendation of the scholarship committee for the \$7,500 distribution, seconded by Steve.

All in favor - unanimous.

State/Southwest Council:

EMS Advisory Board met on May 27, 2020 it was a virtual meeting.

- EMS PRO Expo 2020 at Foxwoods changed to August 15-18- pending to see if it will be held, postponed or cancelled. A survey was sent out again to see about attendance numbers. A final decision is due in a week or two. Update – conference has been cancelled.
- All EMS programs are approved to utilized technology to continue education while maintaining social distancing.
- General discussion regarding the COVID-19 Pandemic concerning its effect on EMS staffs, including our volunteers, call volume, income and expenses for services, and supply needs.
- As Chair of the CT EMS Volunteer Committee. Jay will survey the Volunteer Services to see the impact on them and report back to the Advisory Board
- Vicky Barnes, EMS-for Children Chair of that Committee based at Yale New Haven Hospital is leaving that position. Vicky reported that there are no special medical care issues for Children for EMS.

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:

Dishwasher was having an issue. It is being repaired.

Recruitment and Retention:

Ashley reported there is nothing new.

Jaime will put together the newsletter – he stated he had to revise it creating a duplex newsletter.

Stop the Bleed:

Stop the Bleed classes are not being held at this time.

Old Business:

Marc stated we purchased one of the triband radios at the beginning of this fiscal year. We had put into the budget to purchase two this year and Marc stated he wanted to wait to see how the first one worked. We have not yet purchased the second one. We are at the end of the fiscal year and now would like to purchase another radio in this fiscal year and a third one beginning of the next fiscal year. These radios will be assigned to the first and second crew chiefs on duty. Marc would like to get approval to purchase the triband radio and the cost is somewhere from \$8,500 to \$8,700 at this time. Marc will place the order upon approval to get it into this fiscal year but will probably not get delivered in this fiscal year.

Larry made a motion to authorize Marc to order up to \$8,800 for the triband radios, seconded by Steve.

Motion is carried with one opposed.

New Business:

The board has to approve any changes to our membership. A life member is currently required to complete 20 years of service and continue to volunteer 20 hours a year and remains a voting member for life without any other requirements. Would like to change the lifetime membership to still have to volunteer for 20 years but to eliminate the requirement for any continual service during their lifetime membership. But they would be all nonvoting members. Life members have in the past been able to receive beach passes and are able to continue with this.

Jaime made a motion to provide for lifetime non-voting membership to those who had volunteered for 20 years with no additional service requirement, motion seconded by Martin.

All in favor - unanimous.

Andrea stated we need suggestions for EMT, volunteer, youth corps member and crew chief of the year. Andrea will send out an email but also would like suggestions from the board and hopefully not just a name but why that person would fit that category. Please send information and suggestions to Andrea. Mike stated we did not get a grant from the Young Women's League this year. Andrea asked about the You Make a Difference program – it did not happen for this year.

Yves would like to start a Music League which basically is a weekly contest.

Adjournment:

Martin made a motion to adjourn at 20:45 hours, seconded by Steve.

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
50100 · PATIENT CONTRIBUTIONS	65,850.00	68,750.00	-2,900.00	95.78%
50200 · FUNDRAISER	118,031.24	90,000.00	28,031.24	131.15%
50300 · OTHER DONATIONS	74,494.11	22,917.00	51,577.11	325.06%
50400 · COURSES				
50004 · CPR	19,860.76	21,084.00	-1,223.24	94.2%
50008 · EMT	21,740.00	40,000.00	-18,260.00	54.35%
Total 50400 · COURSES	41,600.76	61,084.00	-19,483.24	68.1%
50500 · OPERATING INTEREST	1.27			
50900 · OTHER				
50019 · MISCELLANEOUS INCOME	14.03			
Total 50900 · OTHER	14.03			
Total Income	299,991.41	242,751.00	57,240.41	123.58%
Expense				
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00	96.3%
60043 · PUBLIC RELATIONS	1,760.01	4,583.34	-2,823.33	38.4%
60044 · RETENTION AND RECRUITMENT	782.28	6,417.00	-5,634.72	12.19%
60200 · CAPITAL EXPENSES	977.99	8,250.00	-7,272.01	11.85%
60260 · RADIOS	9,245.30	18,820.00	-9,574.70	49.13%
60299 · NON-CAPITAL BUILDING/FIXTURES	1,376.94			
60300 · OFFICE & MANAGEMENT				
60002 · Bank SvChgs/Cks	35.96			
60008 · COPIER	175.36			
60013 · GENL. OFF. EXP.	430.97			
60018 · REPAIRS MAINT.	348.95			
60026 · COMPUTER	196.93			
60032 · OFFICE SUPPLIES	187.67			

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60300 · OFFICE & MANAGEMENT - Other	0.00	4,584.00	-4,584.00	0.0%
Total 60300 · OFFICE & MANAGEMENT	1,375.84	4,584.00	-3,208.16	30.01%
60310 · MEMBER SUPPORT SVCS				
60009 · COFFEE EXPENSES	3,623.24			
60010 · DAY ROOM/KITCHEN SUPPLIES	4,830.61			
60030 · CABLEVISION	2,386.65			
60040 · OTHER MEMBER SUPPORT	370.61			
60310 · MEMBER SUPPORT SVCS - Other	0.00	15,584.00	-15,584.00	0.0%
Total 60310 · MEMBER SUPPORT SVCS	11,211.11	15,584.00	-4,372.89	71.94%
60330 · UNIFORM ALLOWANCE PROGRAM	4,497.58	6,417.00	-1,919.42	70.09%
60340 · FUND RAISER				
60341 · Credit Card Processing Fee	974.25	735.00	239.25	132.55%
60340 · FUND RAISER - Other	13,541.03	13,000.00	541.03	104.16%
Total 60340 · FUND RAISER	14,515.28	13,735.00	780.28	105.68%
60360 · AWARDS	1,045.57	1,000.00	45.57	104.56%
60370 · ANNUAL AWARDS MEETING	5,202.83	8,000.00	-2,797.17	65.04%
60380 · TRAINING				
60022 · In service	1,402.89	4,584.00	-3,181.11	30.6%
60021 · Stop The Bleed	14.99	917.00	-902.01	1.64%
60382 · On-Line Courses	5,935.05	7,000.00	-1,064.95	84.79%
60381 · Tuition Reimbursement EMT-B	4,375.00	5,000.00	-625.00	87.5%
60003 · CPR / FIRST AID TRNG	9,142.99	18,334.00	-9,191.01	49.87%
60019 · IN-HOUSE EMT	26,551.00	37,000.00	-10,449.00	71.76%
60038 · MISC. TRNG	1,035.26	917.00	118.26	112.9%
60390 · CLASSES-OUTSIDE	900.00			
Total 60380 · TRAINING	49,357.18	73,752.00	-24,394.82	66.92%

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60410 · INSURANCE	898.00	1,000.00	-102.00	89.8%
60420 · HOSPITALITY/SUNSHINE	407.62			
60440 · OTHER EXP				
6999 · Uncategorized Expenses	50.00			
Total 60440 · OTHER EXP	50.00			
60500 · WEMS OPER. BDGT				
60042 · Equipment Repairs & Maintenance	2,764.56			
60014 · VEH .MAINTENANCE				
Vehicle	105.00			
60014 · VEH .MAINTENANCE - Other	22,577.01			
Total 60014 · VEH .MAINTENANCE	22,682.01			
60031 · OPER. MATERIALS	362.78			
60034 · VEH. OPERATION	260.30			
60037 · MEDICAL SUPPLIES	20,697.35			
60500 · WEMS OPER. BDGT - Other	2,414.20	50,417.00	-48,002.80	4.79%
Total 60500 · WEMS OPER. BDGT	49,181.20	50,417.00	-1,235.80	97.55%
Total Expense	164,884.73	226,059.34	-61,174.61	72.94%
Net Ordinary Income	135,106.68	16,691.66	118,415.02	809.43%
Other Income/Expense				
Other Income				
50302 · RESTRICTED DONATIONS	1,500.00			
Interest Income	344.90			
Dividend Income	20,708.04	13,750.00	6,958.04	150.6%
Total Other Income	22,552.94	13,750.00	8,802.94	164.02%

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
60404 · Audley Scholarship	<u>1,500.00</u>			
Total Other Expense	<u>1,500.00</u>			
Net Other Income	<u>21,052.94</u>	<u>13,750.00</u>	<u>7,302.94</u>	<u>153.11%</u>
Net Income	<u><u>156,159.62</u></u>	<u><u>30,441.66</u></u>	<u><u>125,717.96</u></u>	<u><u>512.98%</u></u>