

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

Meeting Call to Order:

Mike called the Board of Directors' meeting to order at 19:03 hours – this meeting was held through Zoom due to the current COVID-19 crisis and social distancing.

Attendance:

Dan Guetta, Larry Kleinman, Nancy Surace, Brian Crane, Martin Iselin, Steve Bayliss, Myra Goldberg, Mike Burns, Andrew O'Brien and Sandi MacPherson.

Guests: Marc Hartog, Yves Cantin, Andrea Harman, and Stewart Reifler.

Approval of Minutes:

Sandi made a motion to adopt the minutes of the June board meeting, seconded by Steve. Dan had an abstention.

All in favor - unanimous.

Committee Reports

Treasurer's Report:

Dan reported income statements were emailed to the board in advance for review. Net income for the month of June was \$8,800 vs. a budgeted net loss of \$10k. In terms of net income we are \$19k above budget and made June a good month. Revenue for the month was \$21k which was \$11k over budget and the primary reason we were over budget is because we received a couple of donations which we were not expecting. One from Eaton Vance for \$10,600 and another one from Newman's Own for \$2,500. Offsetting those revenues, was a decline in some other revenues such as CPR revenue which was \$1,900 under budget and patient contributions was \$600 below budget. Looking at the expense side for the month \$12,100 was for the month and was \$8,100 under budget and we had some savings there because of the cancellation of the EMS conference which saved us \$6k. EMT class expenses were down and as of June we spent \$2,400 less than the \$3k we budgeted. Because of the CPR classes cancelled we were \$1,700 under budget for CPR expenses. The only material expense for the month was the radio purchase which was \$8,300. We ordered the radio and cut the check. However, it has not been delivered yet. That's it for June. Mike noted we have an EMT liability policy of \$631 we pay and also a dry cleaning expense of \$385 we pay to have the bunk rooms sheets sent out to be cleaned. Dan noted Washing Well expenses went up for additional cleaning of blankets because of COVID.

The year-end results subject to audit: our net income for the year was \$144k vs. budgeted income of \$6,750 which is about break even. It was a good year. \$137k in net income over budget. On the revenue side: total revenues \$321k which was \$68k over budget and total expenses \$177k which was \$70k below budget. A very good year overall. That is the fiscal yearend of June 2020.

Our account balances: we ended the year with the Bank of America checking account cash of \$259k. We do have an investment policy which states we have a target balance we should maintain. We have a target balance of \$135k with a lower limit of \$120 and an upper limit of \$150. In the next few weeks, we will transfer some of that surplus over to Wells Fargo, perhaps holding back \$50k for the upcoming UTV purchase. The Wells Fargo accounts the main investment account closed the year with \$749k in investments. The vehicle account with \$223k, the equipment account with \$42k and the Audley Scholarship account with \$81k.

Finance Committee:

Dan covered finance. Myra reported our investment went up for the moment. Today it was \$760k and Dan reported \$749k. The Finance Committee will meet this Friday to review everything.

Fundraiser:

We are not in the fundraising season. Mike mentioned that Steve will help out with Grants. Any board member can help take an active role in helping Yves out with the fundraiser.

Member Relations:

Nancy/Marc reported there were members to vote out:

Members to vote out:

Angrand, Ruth
Schrader, Paige
Greenspun, Aaron
Gross, Aliza
Baxley, Emma
Straight, Emma
Bernhard, G. Kenneth
Pressman, Jeffrey
Furahian, Zachary

Andrew made a motion to vote out the members who resigned/terminated because they have not volunteered in several months, seconded by Steve.

All in favor - unanimous.

Training:

Rick is investigating other possibilities for online training to replace the Centrelearn program. Nothing else to report. Larry reported we paid for Centrelearn for a while. Marc said the contract expires in October. There are a lot of problems on the administrative side of Centrelearn. Marc stated we have been trying to upload our own lesson plan so we can get some of the inactive people who want to come back back. Videos and tests are not able to be uploaded. There are three or four others out there that may be better and cheaper.

CPR:

Jay Paretzky's report:

CPR/First Aid: January 1st to June 30, 2020, 66 classes with 363 students, Still no plan for public classes currently.

EMS Advisory Board met on June 24, 2020 it was a virtual meeting.

I reported on my survey of volunteer EMS about the impact of the Covid19 about the loss of volunteers, budget issues, equipment, and supply issues.

Thanks to Marc his response to the survey.

The services all show a drop in call volume of 25-40 percent. The loss of volunteers was made up by adding paid staff or volunteers working more shifts. In some cases, it was using mutual aid as needed.

Public Relations/Website/Social Media:

Jamie forwarded a report for the meeting: I spoke with Baker Graphics last week while picking up items for work. For an order of 500 signs, I believe they had the pricing down to about \$5/sign. For an order of 100 signs, I think it was a bit closer to \$20/sign. I am attaching designs that I did a while back for something different - however I think the designs could work for this PSA project, as text is easily changed. They are attached.

The Town of Easton had yard signs made up for every EMT and dropped them off at each EMT's house during COVID - my house included. I think that this could be a fun way to honor our members - maybe not to take the place of our summer party entirely, but at least something during the summer to show them they're being thought of.

As for our EMT class, I have spoken to two adults in town who reached out to me because they felt that "now is the time to help." I find this could be true for many other adults, especially as working from home becomes a new norm. Easton will be doing an EMT class, I'm sure other services will, too. I find this will be a great time to hit the "market" of possible volunteers.

Steve reported Mike has been posting on social media. Steve will post more content in the weeks to come. Steve is looking for content such as the former volunteers who are going to med school. Trying to get Lauren Fabrizi to come back towards the end of the summer. To do a feature on us.

Mike said to let him know if you have any photo ops so we can post.

Vehicles/Ambulances/UTV:

Mike reported the Young Women's League did not donate to us this year. Trying to get Marc and Rob to visit dealers. We physically need to see the UTVs. Yves mentioned we have a long history with the Young Women's League as we have staffed their events in the past such as Craft Fair and Minuteman Race and vice versa. UTV will be stored in a trailer with solar panel on top to trickle charge the battery. UTV will be kept at the beach near the marine unit in the summer months and in the winter, it will stored in the back parking lot. Steve said Polaris offers some grant support.

Bylaws:

These were voted on at the June General Membership meeting.

Scholarship:

Scholarships were given out at the June General Membership meeting.

State/Southwest Council:

Services reported a lack of PPE at the start of the virus, but with donations, supplies from CT OEMS and purchases they were able to stay in business.

The State now has just one Regional Coordinator Stacey Durante has moved to another position at CT OEMS.

The Advisory Board is considering having virtual meetings more often and in-person meetings now and then

The CT OEMS web site has lots of information for EMS

Council of Regional Coordinators (CORP) has extended the time to submitted nominations for State EMS awards. The information is on the CT OEMS web site

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:

We need more silverware.

Recruitment and Retention:

Andy is now Recruitment and Retention – nothing to report as he is new in the role.

Stop the Bleed:

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

Old Business:

Marc stated the radios were ordered for the fiscal year 2020 but has not ordered the one for this fiscal year yet.

Looking for suggestions for EMT/crew chief and volunteer of year award. Heard from a couple of people. Any thoughts please forward to Mike.

Sign designs, please let Mike know your thoughts.

We should vote in life members after 20 years.

Presidential Service Awards. Yves was kind enough to help with this and the list was posted at headquarters and is on the member section of the website. Anyone who wants their awards, please contact Yves or Mike and they will get them to you.

New Business:

Summer party – we cannot have a large group getting together yet during COVID, so we will not have a summer party.

Is the EMT doable? The cost will be significantly higher. We cannot have the class in our building because it is not open to the public. Marc reported Trumbull and Stratford are holding classes as well as New Britain is beginning to run classes again in their own buildings. Classes are going to be more expensive because not everyone can come in at once. Would have to expand out the instructors or have the classes on different days for different students with different instructors. Marc believes we will not be able to hold a class in September. Larry asked, “is there a downside to not doing a class?” Andrea replied, “part of it is our mission and the other part is people want to help out during this crisis. Also, we do not have any interns right now.” Marc doesn’t want to expose youth core members and their parents do not want them exposed to COVID.

The board agrees we will not hold an EMT class in the fall due to COVID.

Adjournment:

Larry made a motion to adjourn at 20:45 hours, seconded by Andy.

Westport Vol. EMS
Profit & Loss Budget vs. Actual
July 2020

	<u>Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
050 · OLD ACCTS	0.00	0.00	0.00	0.0%
50100 · PATIENT CONTRIBUTIONS	5,350.00	4,583.00	767.00	116.74%
50300 · OTHER DONATIONS	4,324.36	834.00	3,490.36	518.51%
50400 · COURSES				
50004 · CPR	50.00	958.00	-908.00	5.22%
Total 50400 · COURSES	<u>50.00</u>	<u>958.00</u>	<u>-908.00</u>	<u>5.22%</u>
50500 · OPERATING INTEREST	0.15			
Total Income	<u>9,724.51</u>	<u>6,375.00</u>	<u>3,349.51</u>	<u>152.54%</u>
Gross Profit	9,724.51	6,375.00	3,349.51	152.54%
Expense				
60043 · PUBLIC RELATIONS	209.50	250.00	-40.50	83.8%
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00	0.0%
60200 · CAPITAL EXPENSES	0.00	750.00	-750.00	0.0%
60300 · OFFICE & MANAGEMENT				
60013 · GENL. OFF. EXP.	229.98			
60300 · OFFICE & MANAGEMENT - Other	0.00	417.00	-417.00	0.0%
Total 60300 · OFFICE & MANAGEMENT	<u>229.98</u>	<u>417.00</u>	<u>-187.02</u>	<u>55.15%</u>
60310 · MEMBER SUPPORT SVCS				
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	166.00	-166.00	0.0%
60009 · COFFEE EXPENSES	577.75			
60010 · DAY ROOM/KITCHEN SUPPLIES	159.06			
60030 · CABLEVISION	212.98			
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,416.00	-1,416.00	0.0%
Total 60310 · MEMBER SUPPORT SVCS	<u>949.79</u>	<u>1,582.00</u>	<u>-632.21</u>	<u>60.04%</u>
60330 · UNIFORM ALLOWANCE PROGRAM	590.35	584.00	6.35	101.09%

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60340 - FUND RAISER				
60341 - Credit Card Processing Fee	65.47	25.00	40.47	261.88%
60340 - FUND RAISER - Other	59.00			
Total 60340 - FUND RAISER	<u>124.47</u>	<u>25.00</u>	<u>99.47</u>	<u>497.88%</u>
60360 - AWARDS	47.99			
60370 - ANNUAL AWARDS MEETING	0.00	1,000.00	-1,000.00	0.0%
60380 - TRAINING				
60021 - Stop The Bleed	0.00	83.00	-83.00	0.0%
60381 - Tuition Reimbursement EMT-B	0.00	420.00	-420.00	0.0%
60003 - CPR / FIRST AID TRNG	103.32	950.00	-846.68	10.88%
60038 - MISC. TRNG	0.00	83.00	-83.00	0.0%
Total 60380 - TRAINING	<u>103.32</u>	<u>1,536.00</u>	<u>-1,432.68</u>	<u>6.73%</u>
60420 - HOSPITALITY/SUNSHINE	0.00	40.00	-40.00	0.0%
60500 - WEMS OPER. BDGT				
60260 - RADIOS	0.00	180.00	-180.00	0.0%
60014 - VEH .MAINTENANCE	1,786.24	2,084.00	-297.76	85.71%
60037 - MEDICAL SUPPLIES	315.01	2,084.00	-1,768.99	15.12%
60500 - WEMS OPER. BDGT - Other	654.70	417.00	237.70	157.0%
Total 60500 - WEMS OPER. BDGT	<u>2,755.95</u>	<u>4,765.00</u>	<u>-2,009.05</u>	<u>57.84%</u>
Total Expense	<u>5,011.35</u>	<u>11,199.00</u>	<u>-6,187.65</u>	<u>44.75%</u>
Net Ordinary Income	4,713.16	-4,824.00	9,537.16	-97.7%
Other Income/Expense				
Other Income				
Interest Income	0.31			
Dividend Income	1,119.88	1,250.00	-130.12	89.59%
Total Other Income	<u>1,120.19</u>	<u>1,250.00</u>	<u>-129.81</u>	<u>89.62%</u>

2:02 PM
08/02/20
Cash Basis

Westport Vol. EMS
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July 2020

	<u>Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Other Income	1,120.19	1,250.00	-129.81	89.62%
Net Income	<u>5,833.35</u>	<u>-3,574.00</u>	<u>9,407.35</u>	<u>-163.22%</u>

7/29/2020

To: WVEMS President, WVEMS -Secretary

From: Jay B. Paretzky

Subject: Jay's July 2020 report

Hello

CPR/First Aid January 1st to July 2020 No change from prior month- no classes held in July. I am working on a proposal to allow us to conduct small classes at HQ. More to follow.

EMS Advisory Board met on July 22, 2020 it was a virtual meeting.

Nominations for State EMS awards deadline has been extended to 8/24 with a possible date of 9/30 for a ceremony in Hartford. Nomination forms are available on the CT OEMS website under CORP.(Council of Regional Coordinators)

PPE from CT OEMS to EMS will end on August 7th, 2020

It was reported the Vicky Barnes was leaving Yale-New Haven and would not be the Chairperson for the CT EMS-C committee, Vicky reported that she has taken another position that makes her the National EMS-C Coordinator. So, CT will still benefit from her good job as Chair. Ongoing PEP classes being held

Extended discussion about the number of services in the State that are not familiar with the SWORD mandate.

Two Regional Coordinator positions are open. Region 3 and 5

Let me know if you have any questions. Jay B. Paretzky cell 203 247-9883