

Westport Volunteer Emergency Medical Service Board of Directors' Meeting October 6th, 2020

Meeting Call to Order:

Mike called the Board of Directors' meeting to order at 19:05 hours – this meeting was held through Zoom due to the current COVID-19 crisis and social distancing.

Attendance:

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

Guests: Marc Hartog, Jay Paretzky, Yves Cantin and Mrs. Cantin, and Stewart Reifler.

Approval of Minutes:

Sandi made a motion to adopt the minutes of the June board meeting and the Annual General Meeting, seconded by Andy. No abstentions.

All in favor - unanimous.

September minutes need correction so will be approved at the next meeting.

Committee Reports

Treasurer's Report:

September 2020 Financial Results (numbers rounded):

- Net Ordinary Income was \$13,300 (\$26,900 over budget).
- Total Revenue was \$26,400 (\$20,000 over budget). Revenue highlights were as follow:
 - Patient Contributions were \$5,250 (\$700 over budget). This covered payments from Westport for the month of August. Please note, however, that Patient Contributions for July-September 2020 (\$16,600) were approximately \$10,000 below the Patient Contributions we received for the same period last year (\$26,400).
 - Other donations were \$21,000 (\$20,000 over budget). We received a large \$20,000 donation from an anonymous donor who donated \$10,000 last year.
- Total Expenses were \$13,000 (\$6,800 under budget). Expense highlights were as follows:
 - Expenses continue to run lower in most categories.
 - Material and/or one time expenditures: (1) 50% progress payment to our auditors (\$6,500); (2) Postage payment for fundraiser (\$1,100); and (3) New Chromebook computer (\$320).

Financial Results for the Three Months Ending September 30, 2020 (numbers rounded):

- Net Ordinary Income was \$22,800 (\$47,500 over budget, but \$6,000 less than the same period last year).
- Total Revenue was \$46,500 (\$27,400 over budget, but \$15,000 less than the same period last year).
- Total Expenses were \$23,700 (\$20,000 under budget, and \$10,000 less than the same period last year).

September 30 Checking and Investment Account Balances (numbers rounded):

- BOA Checking Account (net of outstanding, uncleared payments): \$185,000.
- Wells Fargo Accounts: \$1,224,000 (down \$16,000 from 8/31/20).
 - Investment Account: \$790,000.
 - Vehicle Reserve Account: \$293,000.
 - Equipment Reserve Account: \$52,000.
 - Audley Scholarship Account: \$89,000.

Finance Committee:

Our accounts will no longer have fees or commissions. Audley outperformed all accounts due to a market move in our holding in VUG. We will be rebalancing to be in line with other accounts. We will be looking to simplify our holdings structure to better assess our positions .

Fundraiser:

We received an anonymous donation of \$20k. The person has been thanked. Mike suggests we move this into the vehicle fund. This will be taken up by the Finance Committee.

Yves reports the fundraiser is on track to kick off. We are looking to increase our use of Constant contact and are finalizing documenting procedures for booking donations. All is going well. Next up is the holiday card. We will be having a big social media push as well so please share and like the posts to help the algorithms. We will be paying for promotions on FB.

Member Relations:

Nancy reported that there was nothing new to report. Abatement checks went out to the volunteers however, checks were sent later than normal because Town Hall was closed due to COVID. Checks were marked as VFIS PMT but it was checked and is ok.

Training:

Brian stated he just learned from Rick that he and Marc have found an online training program they both like and have met with their representative and obtained a quote. Here is a link: <https://www.careercert.com/>. It has 2 levels of service- basic and enhanced. Enhanced adds live webinars that count towards current instructor based NREMT requirements. We will get some temporary licenses for us to try out. Brian and

Mike will test it. There was further conversation on the matter. Mike the system is a good idea however there are questions. Mike will reach out to get answers to the questions that were brought up. Mike will also ask about getting basic licenses and upgrading as needed in the future. To save time, a motion was made to authorize the expenditure subject to testing and various contractual questions answered. The motion was to spend up to \$11,000 for the system- unanimously passed.

The second item concerns our new intern screening program. We entertained the possibility of bringing new interns in soon at our last meeting and rolling out the new program at that time. As of now we have finalized a set of questions and scoring criteria for panel interviews as the first step in the screening process. The panel of four or five people will consist of a mix of volunteers (probably committee members to start) and paid staff. As the questions are similar to and in some cases identical to the ones currently used by WEMS for paid crew chief positions Marc asked that Brian does not distribute the original documents by email. Therefore Brian is not including them here. Upon successful completion of a panel interview, each candidate will be required to successfully complete a skills/agility test, the contents of which will be disclosed to the candidate beforehand. Here is description from an email Brian sent out to the committee members in April:

What we have settled on thus far is: carrying the red bag and monitor up two flights of stairs from the bays in a reasonable amount of time, performing two minutes of good quality CPR, sitting on the floor with legs straight and touching toes(tests flexibility and gives them quick rest after CPR), effectively ventilating a mannequin with a BVM per the National Registry skill sheet, performing a basic medical or trauma assessment per the National Registry skill sheet(modified scoring to accept a lower passing score and eliminating some of the "critical fails"), carrying the equipment back down to the ambulance bay and lifting(with a partner) a backboard with three 45lb. plates strapped to it, carrying it across the length of the ambulance bay and placing it on an awaiting stretcher. In addition, Rick has suggested a 25 question written quiz consisting of some basic knowledge such as normal resting pulse and respiratory rate ranges. Unfortunately, not all that apply to volunteer with us have retained this important knowledge.

Discussion ensued about the physical requirements. The requirements are for new members. This will probably be implemented with any new interns going forward. We will be looking to offer entry to people who have taken our EMT class first. Oral interviews will be implemented as well. Participants to be determined- suggested board is Marc, Rick, President, Vice President, and outside person.

CPR:

Jay Paretzky's report:

CPR/First Aid:

CPR/First Aid January 1st to September 30, 2020 72 classes held with 397 students taught. On going process to get approval to resume classes at WEMS is pending with the Chief. I received approval for the plan from Mark Cooper, Director of

Westport-Weston Health District, Kevin, Marc and Mike Burns. Classes are going to go forward in the ambulance bays with all of the appropriate precautions taken. If it works out we could move them back upstairs depending on how it goes.

The AHA (American Heart Association) has announced a major change in the Basic Life Support Program A roll-out is scheduled for October 21st. I need to attend the all-day virtual class. We will have to purchase all new DVD'S , manuals and course cards. Effective 12/31/2020 hard cards will not longer be allowed for the BLS students- only the E-cards. The AHA does a major update every five years. The first change is for the BLS classes , the Heartsaver programs will follow later.

Norwalk school nurse class pending.

Public Relations/Website/Social Media:

Lawn signs are available. 100 being made split 60 fundraising and 40 covid. We won't be putting them out until late November after the election.

FB "Did You Know?" campaign coming to close- any suggestions for posts? Morgan was going to possibly look into doing member profiles for social media

Website- we are having some billing issues with the company that holds our domains for us. So far there does not seem to be any problems but if anyone notices our website go offline, please let us know asap.

Vehicles/Ambulances/UTV:

We are close to purchasing a UTV. A John Deere late entry into the selection process stole the show. We are having difficulty pinning down the dealer to a final price. We hope to have closure on this soon. We hope to see a unit in three weeks that we may be able to purchase. Rob Pocius is putting in a lot of effort and we thank him for it. We will need a general membership vote on the expenditure.

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:

CTEMSAB (Advisory Board) met on 9/23/20

Two Regional Coordinator positions update. Region 3 position has been posted and interviews are scheduled, Region 5 interviews have been completed and a hire will be announced in the near future.

The Board's Emergency Preparedness and Regional Collaboration Committees have been merged into one Committee due to the similarities in their work.

A new Committee of the Board was suggested to address the physical and mental health issues EMS providers face.

State EMS Award recommendations to CORP (Council of Regional Chairpersons) is closed. The Committee is working on plans to make the presentations on a regional level. Details will be announced.

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:

Mike installed a new computer in the day room to replace the older, slower one..

Mike got a large cabinet to supplement our storage needs only to find we are out of room due to the hvac work.

Andy and Mary are going to help with snacks. Nancy and Sandi's numbers are on the fridge.

Recruitment and Retention:

Sandi is looking into masks with the WVEMS logo for member use. Any reason not to do this? Nice morale booster. They will be gotten and are not to be used on calls.

Stop the Bleed:

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

Old Business:

Status on doing an orientation for our new members we have a list with well over 20 people. Was discussed in Training.

Last call for nominations for awards please. Sadly we can't have a beach party.

New Business:

Draft tax returns were sent to the board. Any objections to them? None raised.

New 3 year Stryker Stretcher/Powerload and Stair Chair service contracts are due. Historically we pay for this one and the town pays for the Lifepack service contracts. Discussion on the contracts was had with all agreeing that we needed to spend the money for it. Motion was made to spend up to \$25,000 for them- unanimously carried.

Stryker is offering essentially a 2 for 1 deal on Lifepacks. Ours are some older models. Mike, Larry and Dan were going to meet with our sales rep to discuss the deal and if it was actually necessary at this time.

Adjournment:

Sandi made a motion to adjourn at 20:48 hours, seconded by Larry.