

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
September 1th, 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.

Mike reported Steve Bayliss resigned from the board. Jon Huzil will be filling his seat.

Attendance:

Dan Guetta, Nancy Surace, Brian Crane, Martin Iselin, Mike Burns, Jon Huzil, Andrew O'Brien, Jaime Bairakataris and Sandi MacPherson.

Guests: Marc Hartog, Jay Paretzky, Audrone Tarak, Rob Pocius, 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.

Committee Reports

Treasurer's Report:

Dan reported for both August and July we continue to have net income and revenue that exceeded budget and our total expenses continue to be below budget. We are looking good for the first two months of the fiscal year.

August 2020 Financial Results (numbers rounded):

- Net Ordinary Income was \$4,700 vs. a budgeted Net Loss of \$6,300 (\$11,000 over budget).
- Total Revenue was \$10,300 (\$4,000 over budget). Revenue highlights were as follow:
 - Patient Contributions were \$6,000 (\$1,400 over budget). This covered payments from Westport for a six week period (6/16/20-7/31/20).
 - Other donations were \$4,300 (\$3,500 over budget). We received two large donations for the month: \$3,000 from Jon and Dorothy Fox; and \$750 from Celia Campbell-Mohn.
 - Offsetting the revenue increase was the absence of CPR revenue (\$960 under budget).
- Total Expenses were \$5,600 (\$7,100 under budget). Expense highlights were as follows:
 - Expenses were generally lower in most categories. Largest reductions were attributable to (a) cancellation of the Annual Awards Meeting; (b) absence of CPR classes, (c) no

reimbursements for EMS class tuition, (d) lower vehicle maintenance costs, and (e) lower medical supplies expense.

- Dry cleaning expenses (\$750) continued to exceed budget due to COVID-19 related cleaning requirements (\$400 over budget).

- Material and/or one time expenditures for the month:

- Nothing to report.

Financial Results for the Two Months Ending August 31, 2020 (numbers rounded):

- Net Ordinary Income was \$9,440 vs. a budgeted Net Loss of \$11,140 (\$20,600 over budget).
- Total Revenue was \$20,000 (\$7,300 over budget).
- Total Expenses were \$10,600 (\$13,300 under budget).

Finance Committee:

Mike reported Myra will be scheduling a finance committee meeting.

Fundraiser:

Yves reported we are ahead of schedule with the program. There are new people on the committee and getting new ideas. Quotes came in from graphic images and the committee is looking for \$13,000 in authority to spend at the graphic image for the three mailers. Mailers will go out in October, December, and late January early February.

Andy made a motion to spend \$13,000 for the fall mailer, seconded by Sandi.

All in favor – unanimous.

Mike reported we keep getting donations from the COVID Bingo.

Member Relations:

Nancy reported that members are returning to volunteer from being inactive due to COVID.

Mike reported on making some members life members as honorary members. Marc stated that life membership is for those who are not active. Mike wants to put names on a plaque to honor them. Pat Audley, Norman Coltin, Mike Fagin and Todd Keenan.

Life membership is defined as over 20 years of active service.

Jaime made a motion to include the four members lifetime members of the service, seconded by Andy.

All in favor – unanimous.

Presidential service awards are still in the Crew Chief's office to be picked up.

Training:

Not doing any orientations but working on the prescreening process. The agility is all set. The interview panel questions are finalized.

CPR:

Jay Paretzky's report:

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.

The AHA (American Heart Association) has announced a major change in the Basic Life Support Program. A roll-out is scheduled for October 21st. Jay will 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 no 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.

Public Relations/Website/Social Media:

PSA lawn signs. See examples. We will have a small number of the PSA ones made up (30?) and a larger number (70?) of the ones geared towards the fundraiser made up since they can be used in subsequent years.

Visibility - Mike has created a number of Sunday evening posts stretching out to October utilizing the "Did You Know?" document. Vignesh said he would take on some member profiles to post on FB. This should be helpful and then in October we will be more aggressive on fundraising posts coincidental with the fundraising drive.

Do we want to have gifts for people who do good things for us like Dan Woog? Supporter tshirts? coffee mugs? plaques? Mike reached out to Dan to promote the Presidential Service Awards. His post along with our Facebook promotion of it generated \$2500 in donations.

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

Vehicles/Ambulances/UTV:

Marc, Rob and Mike went to a Polaris dealer which was helpful. Rob has been able to get some quotes from Polaris Government Sales. We looked at New Canaan's UTV for comparison. There are pluses and minuses to each. I was in touch with the trailer

dealer. Net is that we are making forward progress on the purchase and the total cost should be less than the budgeted \$50,000.

Mike added phone holders to all of the vehicles to make it safer for people to use their phones as navigation devices. Please make sure they stay in their respective vehicles.

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:

Nothing to report.

Recruitment and Retention:

Andy stated recruiting is currently a challenge especially not having our own class. Yves mentioned we still have the "You Make A Difference" program.

Stop the Bleed:

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

Old Business:

Marc: update on status of the new radio and any word on plans from the town for radio system replacement. We are waiting for state approvals.

Status of bringing back interns was discussed.

Documents - By Laws, Finance committee and New Member Information Packet all need to be updated. Mike, Larry and Dan are involved but we could use some help. Ultimately the Finance Committee document and New Member document need to be subject to BOD approval.

Website BOD page- if you would like to update your picture or bio please let me know.

New Business:

Mike had thought on a fundraiser: Masks or bandanas with our logo on it that we can sell. Sandi is looking at it.

A new policy will be sent for use of the fly car for take home and volunteer hours. Mike agrees with Marc that this is a reasonable way to approach this issue however the awarding of volunteer hours is a WVEMS issue and we should have the board approve of it.

Marc mentioned that there will be students from Sacred Heart riding as observers in the future.

Martin made a motion to accept the new fly car use as policy, seconded by Andy.

All in favor.

Adjournment:

Sandi made a motion to adjourn at 20:37 hours, seconded by Andy.