

# December 2020 BOD Meeting Minutes

Quorum is 7 out of 11 board members.

## Call to Order: 7pm

**Attendees-** Mike Burns, Martin Iselin, Larry Kleinman, Dan Guetta, Sandi MacPherson, Brian Crane, Myra Goldberg, Jon Huzil, Nancy Surace, Andy O'Brien, Jamie Bairaktaris, Erin Finch, Stew Reifler, Yves Cantin, Ben Frimmer, Dorrie Harris, Audrone Tarnok. Guests Marc Hartog, Rob Pocius

**Approval of prior minutes:** Sandi/Myra- unanimous approval

**Treasurer's Report:** See attached. No questions

## Committees:

### Finance:

- Meeting this Friday

### Fundraiser (if needed):

- Donations seem to be solid so far this year. See attached.
- Larry looked into adding pay platforms to our website to make it easier for donors but has hit some roadblocks due to Eleo not being compatible. Apple Pay apparently does work on CPR payments.

### Member Relations:

- Ashley Ramirez resigned. Motion to vote out- Nanci/ Sandi. Unanimous vote
- Masks have arrived and are available to members- again thanks to Myra and Bart

### Recruitment and Retention:

- Masks for use outside of EMS are available for members

### Training:

- Careercert is up and running and Rick has assigned the first assignment. Rick says feedback is positive so far.
- An orientation was held for 16(?) new members last night. We will be sending out an email with appropriate documentation to the new interns.

### **CPR / SW Council:**

- See Jay's attached report.
- According to Marc, at the SW Council meeting, Jack Carter stated that the new Red Cross CPR system and classes are better than AHA. The current problem is that many medical professionals are required to get AHA certified.

### **Public Relations:**

- Facebook/Instagram campaign continues throughout December- please like and share
- Yard signs are out- positive feedback so far.
- Martin- We should push "You make a difference" so people wear logo wear in public. It gets noticed.

### **House:**

- 3 or 4 people are now involved in the kitchen supplies. Thanks to all. Phone numbers or emails are on the fridge.

### **Vehicles:**

- UTV- We had a demo and seemed to be very happy with what we saw. The committee is trying to get some final questions answered and will make a recommendation soon.

### **Old Biz:**

- New radio status? FD dragging their heels due to "technical differences"
- Life members- Jamie will notify families of their addition
- Status on Jamie and his member profile/photo project- Will work on it in December
- Myra was kind enough to get the permissions and put our public service Covid-19 signs out around town. If anyone sees them fallen down please put them back up.
- EMT class- possibility of holding it off premises. Andy is investigating 4 possible locations that would also allow us to also store some supplies on site. This is needed before we go further in planning. If we do, we would want to hold it as soon as possible keeping in mind the OEMS requires 30+ days to approve it. We are looking at Feb. / March at best. Problems are: possible insurance issues for

liability, personal injury, etc. That may all be moot if we don't have an offsite venue to hold the class in the first place.

- **New Biz:**

- The Chief has put HEPA/UV air purifiers throughout the building. We have one in the day room and crew chief office. They should be left on. Marc was going to ask if they would also put them in the bunkrooms. The town is also installing HEPA/UV sterilizers on all air handlers in town buildings.
- Andy raised the question of if N100/AV3000 masks should be issued for members other than crew chiefs. A discussion ensued. There have been zero cases to date of anyone getting sick from patient contact. It was noted by some that the "new" N95 masks are not very good and that people should be getting fit tested to be sure they are effective. Proper fitting N95 masks should be sufficient for patient contact. It was noted that doctors and nurses in the ED's wear N95's. It was noted that members could use their uniform allowance to purchase an N100/AV3000. They cost approximately \$350 each. A member would have to be fit tested by WFD first for sizing should they want to go this route.
- Marc cautioned members on "Covid fatigue" and that we need to be diligent in our practices. Patients need to get surgical masks immediately if they don't have one already. It significantly lowers risks for all and needs to be documented in EMS Charts. Marc noted that it is not necessary to put a surgical mask on an NRB at this time.
- Marc said the state has come out with a plan for vaccine distribution. EMS will get them in the first round though it may be slightly delayed due to the refrigeration issues with the Pfizer vaccine. We will likely be getting the Moderna vaccine via the Health District. Details to follow when available.
- Marc said WEMS may be a collection point for Covid testing for the town employees. They are looking into a spit test and the company providing it is opening a lab in Trumbull.

**Adjournment:** 8pm Sandi/Martin

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

	<u>Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
050 · OLD ACCTS	0.00	0.00	0.00	0.0%
50100 · PATIENT CONTRIBUTIONS	4,700.00	4,584.00	116.00	102.53%
50200 · FUNDRAISER	53,309.36	25,000.00	28,309.36	213.24%
50300 · OTHER DONATIONS	0.00	834.00	-834.00	0.0%
50400 · COURSES				
50004 · CPR	945.00	960.00	-15.00	98.44%
Total 50400 · COURSES	<u>945.00</u>	<u>960.00</u>	<u>-15.00</u>	<u>98.44%</u>
50900 · OTHER				
MISCELLANEOUS INCOME9	0.38			
Total 50900 · OTHER	<u>0.38</u>			
<b>Total Income</b>	<u>58,954.74</u>	<u>31,378.00</u>	<u>27,576.74</u>	<u>187.89%</u>
<b>Gross Profit</b>	58,954.74	31,378.00	27,576.74	187.89%
<b>Expense</b>				
60011 · PROFESSIONAL FEES - AUDIT	0.00	3,500.00	-3,500.00	0.0%
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00	0.0%
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.	20.22			
60032 · OFFICE SUPPLIES	46.09			
60300 · OFFICE & MANAGEMENT - Other	0.00	417.00	-417.00	0.0%
Total 60300 · OFFICE & MANAGEMENT	<u>66.31</u>	<u>417.00</u>	<u>-350.69</u>	<u>15.9%</u>
60310 · MEMBER SUPPORT SVCS				
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	166.00	-166.00	0.0%
60009 · COFFEE EXPENSES	158.51			

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

	<u>Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60010 · DAY ROOM/KITCHEN SUPPLIES	156.41			
60030 · CABLEVISION	212.98			
60310 · MEMBER SUPPORT SVCS - Other	5.31	1,416.00	-1,410.69	0.38%
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<b>533.21</b>	<b>1,582.00</b>	<b>-1,048.79</b>	<b>33.71%</b>
60330 · UNIFORM ALLOWANCE PROGRAM	221.47	584.00	-362.53	37.92%
60340 · FUND RAISER				
60341 · Credit Card Processing Fee	97.58	240.00	-142.42	40.66%
60340 · FUND RAISER - Other	1,413.49	750.00	663.49	188.47%
<b>Total 60340 · FUND RAISER</b>	<b>1,511.07</b>	<b>990.00</b>	<b>521.07</b>	<b>152.63%</b>
60360 · AWARDS	4.60			
60380 · TRAINING				
60022 · In service	0.00	400.00	-400.00	0.0%
60021 · Stop The Bleed	0.00	83.00	-83.00	0.0%
60382 · On-Line Courses	4,200.00	7,000.00	-2,800.00	60.0%
60381 · Tuition Reimbursement EMT-B	0.00	420.00	-420.00	0.0%
60003 · CPR / FIRST AID TRNG	958.50	960.00	-1.50	99.84%
60038 · MISC. TRNG	0.00	84.00	-84.00	0.0%
<b>Total 60380 · TRAINING</b>	<b>5,158.50</b>	<b>8,947.00</b>	<b>-3,788.50</b>	<b>57.66%</b>
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00	0.0%
60500 · WEMS OPER. BDGT				
60260 · RADIOS	0.00	180.00	-180.00	0.0%
60042 · Equipment Repairs & Maintenance	25,533.82			
60014 · VEH .MAINTENANCE	1,217.48	2,084.00	-866.52	58.42%
60037 · MEDICAL SUPPLIES	778.64	2,084.00	-1,305.36	37.36%
60500 · WEMS OPER. BDGT - Other	444.35	417.00	27.35	106.56%
<b>Total 60500 · WEMS OPER. BDGT</b>	<b>27,974.29</b>	<b>4,765.00</b>	<b>23,209.29</b>	<b>587.08%</b>
<b>Total Expense</b>	<b>35,469.45</b>	<b>22,077.00</b>	<b>13,392.45</b>	<b>160.66%</b>

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

	<u>Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Net Ordinary Income</b>	23,485.29	9,301.00	14,184.29	252.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Dividend Income</b>	0.00	1,250.00	-1,250.00	0.0%
<b>Total Other Income</b>	<u>0.00</u>	<u>1,250.00</u>	<u>-1,250.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>1,250.00</u>	<u>-1,250.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><u>23,485.29</u></u>	<u><u>10,551.00</u></u>	<u><u>12,934.29</u></u>	<u><u>222.59%</u></u>

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
050 · OLD ACCTS	0.00	0.00	0.00	0.0%
50100 · PATIENT CONTRIBUTIONS	26,900.00	22,917.00	3,983.00	117.38%
50200 · FUNDRAISER	71,091.32	40,000.00	31,091.32	177.73%
50300 · OTHER DONATIONS	31,803.93	4,168.00	27,635.93	763.05%
50400 · COURSES				
50004 · CPR	1,360.00	4,794.00	-3,434.00	28.37%
<b>Total 50400 · COURSES</b>	<u>1,360.00</u>	<u>4,794.00</u>	<u>-3,434.00</u>	<u>28.37%</u>
50500 · OPERATING INTEREST	0.51			
50900 · OTHER				
MISCELLANEOUS INCOME9	4.88			
<b>Total 50900 · OTHER</b>	<u>4.88</u>			
<b>Total Income</b>	<u>131,160.64</u>	<u>71,879.00</u>	<u>59,281.64</u>	<u>182.47%</u>
<b>Gross Profit</b>	131,160.64	71,879.00	59,281.64	182.47%
<b>Expense</b>				
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	10,500.00	2,500.00	123.81%
60043 · PUBLIC RELATIONS	219.49	1,250.00	-1,030.51	17.56%
60044 · RETENTION AND RECRUITMENT	0.00	1,250.00	-1,250.00	0.0%
60200 · CAPITAL EXPENSES	0.00	3,750.00	-3,750.00	0.0%
60300 · OFFICE & MANAGEMENT				
60013 · GENL. OFF. EXP.	300.20			
60026 · COMPUTER	319.98			
60032 · OFFICE SUPPLIES	46.09			
60300 · OFFICE & MANAGEMENT - Other	0.00	2,085.00	-2,085.00	0.0%
<b>Total 60300 · OFFICE &amp; MANAGEMENT</b>	<u>666.27</u>	<u>2,085.00</u>	<u>-1,418.73</u>	<u>31.96%</u>
60310 · MEMBER SUPPORT SVCS				

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	832.00	-832.00	0.0%
60009 · COFFEE EXPENSES	1,337.66			
60010 · DAY ROOM/KITCHEN SUPPLIES	813.55			
60030 · CABLEVISION	1,064.90			
60040 · OTHER MEMBER SUPPORT	1,347.00			
60310 · MEMBER SUPPORT SVCS - Other	5.31	7,082.00	-7,076.69	0.08%
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<b>4,568.42</b>	<b>7,914.00</b>	<b>-3,345.58</b>	<b>57.73%</b>
60330 · UNIFORM ALLOWANCE PROGRAM	1,321.96	2,918.00	-1,596.04	45.3%
60340 · FUND RAISER				
60341 · Credit Card Processing Fee	659.53	465.00	194.53	141.83%
60340 · FUND RAISER - Other	9,333.84	11,750.00	-2,416.16	79.44%
<b>Total 60340 · FUND RAISER</b>	<b>9,993.37</b>	<b>12,215.00</b>	<b>-2,221.63</b>	<b>81.81%</b>
60360 · AWARDS	52.59	500.00	-447.41	10.52%
60370 · ANNUAL AWARDS MEETING	0.00	4,000.00	-4,000.00	0.0%
60380 · TRAINING				
60022 · In service	0.00	1,200.00	-1,200.00	0.0%
60021 · Stop The Bleed	0.00	419.00	-419.00	0.0%
60382 · On-Line Courses	4,200.00	7,000.00	-2,800.00	60.0%
60381 · Tuition Reimbursement EMT-B	1,875.00	2,080.00	-205.00	90.14%
60003 · CPR / FIRST AID TRNG	2,077.46	4,780.00	-2,702.54	43.46%
60038 · MISC. TRNG	0.00	417.00	-417.00	0.0%
60391 · OUTSIDE EMS CONFERENCES	0.00	6,000.00	-6,000.00	0.0%
<b>Total 60380 · TRAINING</b>	<b>8,152.46</b>	<b>21,896.00</b>	<b>-13,743.54</b>	<b>37.23%</b>
60410 · INSURANCE	898.00	1,000.00	-102.00	89.8%
60420 · HOSPITALITY/SUNSHINE	0.00	206.00	-206.00	0.0%
60500 · WEMS OPER. BDGT				
60260 · RADIOS	8,423.00	9,240.00	-817.00	91.16%
60042 · Equipment Repairs & Maintenance	26,940.60			
60014 · VEH .MAINTENANCE	7,448.83	10,418.00	-2,969.17	71.5%



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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60037 · MEDICAL SUPPLIES	5,709.85	10,418.00	-4,708.15	54.81%
60500 · WEMS OPER. BDGT - Other	3,328.18	2,085.00	1,243.18	159.63%
<b>Total 60500 · WEMS OPER. BDGT</b>	<u>51,850.46</u>	<u>32,161.00</u>	<u>19,689.46</u>	<u>161.22%</u>
<b>Total Expense</b>	<u>90,723.02</u>	<u>101,645.00</u>	<u>-10,921.98</u>	<u>89.26%</u>
<b>Net Ordinary Income</b>	40,437.62	-29,766.00	70,203.62	-135.85%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	2.87			
Dividend Income	4,665.45	6,250.00	-1,584.55	74.65%
<b>Total Other Income</b>	<u>4,668.32</u>	<u>6,250.00</u>	<u>-1,581.68</u>	<u>74.69%</u>
<b>Net Other Income</b>	<u>4,668.32</u>	<u>6,250.00</u>	<u>-1,581.68</u>	<u>74.69%</u>
<b>Net Income</b>	<u><u>45,105.94</u></u>	<u><u>-23,516.00</u></u>	<u><u>68,621.94</u></u>	<u><u>-191.81%</u></u>

WVEMS ANNUAL FUNDRAISER STATUS REPORT (10/15/20-11/29/2020)

BOARD OF DIRECTORS MEETING December 1, 2020

As of this writing, we are essentially caught up with processing donations. Thank you to Carol and Sally! (I did a little bit myself too). Based on prior years' experience, we expect a steady flow of a few donations per day till the last week of December when we typically experience a moderate surge. Our Holidays postcard is slated to mail out on or about Dec. 10. Mike is still putting out social media postings.

**CURRENT RESULTS AND STATISTICS**

It is too early to draw conclusions from results and statistical reports. We cannot compare this year's numbers to last year's if for example, as of this date last year, we were lagging behind in processing donations. Because we are all caught up this year, in this scenario, our numbers look better, but in fact, the donations last year may have been the same except that the numbers don't reflect that because a bunch of donations remained unprocessed. The comparative analysis should only be done at the end of the campaign in mid-March. Nevertheless, understandably, everyone is curious, so here are some numbers:

Year to Year Comparison	10/15/20-11/29/20	10/15/19-11/29/19	Change
Dollars (Donations Processed)	\$69,190.08	\$51,120.00	+\$18,070.08
Number of Credit Card Donations	115	48	+67
Donated by credit card	\$16,876.18	\$6,749.49	+\$10,126.69
Number of processed donations	461	380	+81
New Tributes	14	1	+13
First Time Donors*	90	76	+14

Source: ELEO database system

\*Report needs to be validated

Yves Cantin  
November 29, 2020

11/26/2020

To: WVEMS President, WVEMS -Secretary

From: Jay B. Paretzky

Subject: Jay's November 2020 report

Hello

CPR/First Aid January 1<sup>st</sup> to November 26, 2020 90 classes held with 460 students taught. We conducted the AHA BLS-recert for the Norwalk School System Nurses, in Norwalk for 26 students. Yashi, Toni, Carmen and Sandy MacPherson helped me.

We have been asked to conduct the AHA BLS-recert for the Westport Police Department in January. Classes will have a limited number of students and will conform to all the COVID-19 safety procedures. The dates have not been set just yet. We will need to purchase new AHA BLS materials due to the changes as required by the AHA.

I have been advised that there will be no public classes, held at HQ until further notice, even in the ambulance bays.

CTEMSAB ( Advisory Board) met on 11/23/20

CT DPH-OEMS website is improved and updated COVID-19 information is there  
Regional 3 and 5 coordinator position have been filled.

COVID-19 plans are being formed to allow for EMS to be part of giving vaccines and do site testing. OEMS is working on how this would work, if approval is given by the DPH ( Department of Public Health)

MIH plans are on hold due to any funding available currently, unless a Legislator gets behind the implementation of MIH and proposals a Bill that would include funding.

Advice from OEMS is that EMS organizations need to seek their own PPE supplies, due to an extremely limited inventory available from the State. N95 masks and gloves are difficult to obtain

EMS-C ( for Children) classes are ongoing with COVID-19 provisions, check the website for updates.

Discussion about having CMED's conducting universal screening question for COVID calls- on going

The newly formed Health & Wellness Committee of the Board has created a survey that will be sent out to all EMS providers.

The National Registry is moving towards a multi-answer test rather than a multiple choice. The change is under discussion and has not been implemented.

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