

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
February 2, 2021**

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, Nancy Surace, Brian Crane, Larry Kleinman, Jaime Baairaktaris, Jonathan Huzil, Mike Burns, Andrew O'Brien and Sandi MacPherson.

Guests: Marc Hartog and Stewart Reifler.

Approval of Minutes:

Sandi made a motion to adopt the minutes of the January board meeting, seconded by Jaime. No abstentions.

All in favor - unanimous.

Committee Reports

Treasurer's Report: See attached.

Finance Committee:

We have a large cash balance due to the fundraiser so we moved \$50,000 to Wells Fargo into the vehicle and equipment funds.

Finance Committee meets this Friday

Fundraiser:

Yves' reported "Some good news: with the huge batch of donations processed on Friday by Carol, we're at \$124,651.27 (766 donations), \$6,600 above last year's total!!!! WOW!"

Mike Burns mentioned there are plenty of grants in town that we can apply to and if anyone is interested in getting involved, please contact him. Mike mentioned there is a grant he would like for WVEMS to apply to. It is a company in New Jersey that has mounted sprayers that go inside the rigs in which we can fog the back of the ambulance.

Member Relations:

Nancy reported on members to vote out:

Arellano, Nicole
Balidemaj, Armend
Banbury, Sara
Casey, Sophie
Chin, Edward
Cua, Christine
Fitton, Valerie
Huffert, Sean
Izzo, Timothy
Lancancellera, Nickolas
Lareau, Tatum
McVaney, Caitlin
Millar, Audrey
Rigione, Alexander

Nancy made a motion to vote the above members out, seconded by Larry. No abstentions.

All in favor - unanimous.

Marc Hartog reported on intern Blake, Ryan who completed his internship.

Nancy made a motion to vote in Blake, Ryan, seconded by Jaime. No abstentions.

All in favor - unanimous.

Training:

Our next group of potential interns will be going through a new vetting process consisting of an abbreviated EMT test, an agility test and an interview before they are admitted to do shifts. We hope to implement this as soon as possible.

CPR:

See attached.

Public Relations/Website/Social Media:

Norwalk Community College EMT's class was cancelled due to lack of interest.

Jaime would like to get pictures of volunteers. Possibly take the pictures on the last two Saturdays of February.

In light of our not holding an EMT class at this time, we will be looking to make a push in the spring for recruitment. There are a few classes being held that started in February and hopefully we will be able to attract a few new members.

Vehicles/Ambulances/UTV:

UTV was shipped from the Midwest to Milford for us. UTV- still pending on the actual purchase. We are waiting on Fleet Auto to be able to receive it and work on outfitting it.

State/Southwest Council:

See attached.

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. Thank you to those who have been getting things.

Recruitment and Retention:

Andy and Mike are working on a sample shirt for members to be ordered from ASF. Andy to send out poll.

Old Business:

Status on new Life member notifications- pending. Jaime is working on it.

Status on member profile/photo project- pending.

EMT class- We have decided not to pursue an EMT class at this time for a number of reasons not the least of which is the fact that we feel the quality of the class just won't measure up to what we have been known for in the past. We hope to resume the class when we are allowed to have it in person, with the high level of hands-on training that this class deserves.

New Business:

There is an issue with the third garage door transmitter. It may need batteries. No one really knows what is wrong with it.

Adjournment:

Sandi made a motion to adjourn at 19:32 hours, seconded by Dan.

12:02 PM

01/31/21

Cash Basis

Westport Vol. EMS Profit & Loss Budget vs. Actual January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50250 · GRANTS	2,500.00			
050 · OLD ACCTS	0.00	0.00	0.00	0.0%
50100 · PATIENT CONTRIBUTIONS	9,100.00	4,584.00	4,516.00	198.5%
50200 · FUNDRAISER	25,319.70	16,000.00	9,319.70	158.2%
50300 · OTHER DONATIONS	1,233.55	834.00	399.55	147.9%
50400 · COURSES				
50004 · CPR	195.00	958.00	-763.00	20.4%
Total 50400 · COURSES	<u>195.00</u>	<u>958.00</u>	<u>-763.00</u>	<u>20.4%</u>
50500 · OPERATING INTEREST	0.12			
Total Income	<u>38,348.37</u>	<u>22,376.00</u>	<u>15,972.37</u>	<u>171.4%</u>
Gross Profit	38,348.37	22,376.00	15,972.37	171.4%
Expense				
60043 · PUBLIC RELATIONS	29.75	250.00	-220.25	11.9%
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.	32.96			
60300 · OFFICE & MANAGEMENT - Other	0.00	417.00	-417.00	0.0%
Total 60300 · OFFICE & MANAGEMENT	<u>32.96</u>	<u>417.00</u>	<u>-384.04</u>	<u>7.9%</u>
60310 · MEMBER SUPPORT SVCS				
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	166.00	-166.00	0.0%
60009 · COFFEE EXPENSES	126.56			
60010 · DAY ROOM/KITCHEN SUPPLIES	264.59			
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>604.13</u>	<u>1,582.00</u>	<u>-977.87</u>	<u>38.2%</u>
60330 · UNIFORM ALLOWANCE PROGRAM	0.00	584.00	-584.00	0.0%
60340 · FUND RAISER				
60341 · Credit Card Processing Fee	99.89	150.00	-50.11	66.6%
60340 · FUND RAISER - Other	2,607.75	750.00	1,857.75	347.7%
Total 60340 · FUND RAISER	<u>2,707.64</u>	<u>900.00</u>	<u>1,807.64</u>	<u>300.8%</u>
60370 · ANNUAL AWARDS MEETING	0.00	1,000.00	-1,000.00	0.0%

12:02 PM

01/31/21

Cash Basis

**Westport Vol. EMS
Profit & Loss Budget vs. Actual
January 2021**

	Jan 21	Budget	\$ Over Budget	% of Budget
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%
60381 · Tuition Reimbursement EMT-B	0.00	420.00	-420.00	0.0%
60003 · CPR / FIRST AID TRNG	70.20	960.00	-889.80	7.3%
60038 · MISC. TRNG	0.00	84.00	-84.00	0.0%
Total 60380 · TRAINING	70.20	1,947.00	-1,876.80	3.6%
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00	0.0%
60440 · OTHER EXP				
6999 · Uncategorized Expenses	50.00			
Total 60440 · OTHER EXP	50.00			
60500 · WEMS OPER. BDGT				
60260 · RADIOS	0.00	180.00	-180.00	0.0%
60014 · VEH .MAINTENANCE	193.03	2,084.00	-1,890.97	9.3%
60037 · MEDICAL SUPPLIES	1,010.00	2,084.00	-1,074.00	48.5%
60500 · WEMS OPER. BDGT - Other	896.55	417.00	479.55	215.0%
Total 60500 · WEMS OPER. BDGT	2,099.58	4,765.00	-2,665.42	44.1%
Total Expense	5,594.26	12,487.00	-6,892.74	44.8%
Net Ordinary Income	32,754.11	9,889.00	22,865.11	331.2%
Other Income/Expense				
Other Income				
Interest Income	0.16			
Dividend Income	2.79	1,250.00	-1,247.21	0.2%
Total Other Income	2.95	1,250.00	-1,247.05	0.2%
Net Other Income	2.95	1,250.00	-1,247.05	0.2%
Net Income	32,757.06	11,139.00	21,618.06	294.1%

Westport Vol. EMS Profit & Loss Budget vs. Actual July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
50250 · GRANTS	2,500.00			
050 · OLD ACCTS	0.00	0.00	0.00	0.0%
50100 · PATIENT CONTRIBUTIONS	38,000.00	32,084.00	5,916.00	118.4%
50200 · FUNDRAISER	134,151.24	76,000.00	58,151.24	176.5%
50300 · OTHER DONATIONS	34,570.66	5,835.00	28,735.66	592.5%
50400 · COURSES				
50004 · CPR	3,510.00	6,710.00	-3,200.00	52.3%
Total 50400 · COURSES	3,510.00	6,710.00	-3,200.00	52.3%
50500 · OPERATING INTEREST	0.87			
50900 · OTHER				
MISCELLANEOUS INCOME9	4.88			
Total 50900 · OTHER	4.88			
Total Income	212,737.65	120,629.00	92,108.65	176.4%
Gross Profit	212,737.65	120,629.00	92,108.65	176.4%
Expense				
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00	96.3%
60043 · PUBLIC RELATIONS	249.24	1,750.00	-1,500.76	14.2%
60044 · RETENTION AND RECRUITMENT	0.00	1,750.00	-1,750.00	0.0%
60200 · CAPITAL EXPENSES	0.00	5,250.00	-5,250.00	0.0%
60300 · OFFICE & MANAGEMENT				
60013 · GENL. OFF. EXP.	333.16			
60018 · REPAIRS MAINT.	-1,950.83			
60026 · COMPUTER	319.98			
60032 · OFFICE SUPPLIES	46.09			
60300 · OFFICE & MANAGEMENT - Other	0.00	2,918.00	-2,918.00	0.0%
Total 60300 · OFFICE & MANAGEMENT	-1,251.60	2,918.00	-4,169.60	-42.9%
60310 · MEMBER SUPPORT SVCS				
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	1,165.00	-1,165.00	0.0%
60009 · COFFEE EXPENSES	2,060.21			
60010 · DAY ROOM/KITCHEN SUPPLIES	1,588.30			
60030 · CABLEVISION	1,490.86			
60040 · OTHER MEMBER SUPPORT	1,347.00			
60310 · MEMBER SUPPORT SVCS - Other	5.31	9,915.00	-9,909.69	0.1%
Total 60310 · MEMBER SUPPORT SVCS	6,491.68	11,080.00	-4,588.32	58.6%
60330 · UNIFORM ALLOWANCE PROGRAM	964.18	4,085.00	-3,120.82	23.6%

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01/31/21

Cash Basis

Westport Vol. EMS Profit & Loss Budget vs. Actual July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
60340 · FUND RAISER				
60341 · Credit Card Processing Fee	1,066.39	855.00	211.39	124.7%
60340 · FUND RAISER - Other	13,927.19	13,250.00	677.19	105.1%
Total 60340 · FUND RAISER	14,993.58	14,105.00	888.58	106.3%
60360 · AWARDS	725.04	500.00	225.04	145.0%
60370 · ANNUAL AWARDS MEETING	0.00	5,000.00	-5,000.00	0.0%
60380 · TRAINING				
60022 · In service	0.00	2,000.00	-2,000.00	0.0%
60021 · Stop The Bleed	0.00	585.00	-585.00	0.0%
60382 · On-Line Courses	4,440.00	7,000.00	-2,560.00	63.4%
60381 · Tuition Reimbursement EMT-B	1,875.00	2,910.00	-1,035.00	64.4%
60003 · CPR / FIRST AID TRNG	2,888.26	6,700.00	-3,811.74	43.1%
60038 · MISC. TRNG	0.00	584.00	-584.00	0.0%
60391 · OUTSIDE EMS CONFERENCES	0.00	6,000.00	-6,000.00	0.0%
Total 60380 · TRAINING	9,203.26	25,779.00	-16,575.74	35.7%
60410 · INSURANCE	898.00	1,000.00	-102.00	89.8%
60420 · HOSPITALITY/SUNSHINE	0.00	290.00	-290.00	0.0%
60440 · OTHER EXP				
6999 · Uncategorized Expenses	50.00			
Total 60440 · OTHER EXP	50.00			
60500 · WEMS OPER. BDGT				
60260 · RADIOS	8,423.00	9,600.00	-1,177.00	87.7%
60042 · Equipment Repairs & Maintenance	27,212.60			
60014 · VEH .MAINTENANCE	10,082.60	14,585.00	-4,502.40	69.1%
60037 · MEDICAL SUPPLIES	6,966.33	14,585.00	-7,618.67	47.8%
60500 · WEMS OPER. BDGT - Other	5,038.32	2,918.00	2,120.32	172.7%
Total 60500 · WEMS OPER. BDGT	57,722.85	41,688.00	16,034.85	138.5%
Total Expense	103,046.23	128,695.00	-25,648.77	80.1%
Net Ordinary Income	109,691.42	-8,066.00	117,757.42	-1,359.9%
Other Income/Expense				
Other Income				
Interest Income	4.18			
Dividend Income	14,751.02	8,750.00	6,001.02	168.6%
Total Other Income	14,755.20	8,750.00	6,005.20	168.6%
Net Other Income	14,755.20	8,750.00	6,005.20	168.6%
Net Income	124,446.62	684.00	123,762.62	18,194.0%

WVEMS ANNUAL FUNDRAISER STATUS REPORT (10/15/20-2/01/2021)

BOARD OF DIRECTORS MEETING February 2, 2021

The news from your fundraiser committee is very good. While our February mailer has not gone out yet, we have already surpassed last year's total by \$8,667.97 .

Donations have slowed down to a trickle these past two weeks, but we expect a small burst of activity following the February 15 mailer. Because things are different this year, I would not venture to predict what this mailer will bring in. As an example, our largest donor responded early in the campaign and decided to double his donation this year. We ran a successful email blast and our social media presence was very significant and better than ever. For these reasons, it's possible donors were "activated" early and that fewer will respond to the February reminder. In any event, we are also planning a final email blast specifically directed to those who have not yet donated in this campaign (and for whom we have an email address).

We should have a final report and debriefing available for the April Board of Directors meeting.

Please do not hesitate to let us know if you have any questions.

Year to Year Comparison	10/15/20-02/01/21	10/15/19-02/01/20	Change
Dollars (Donations Processed)	\$126,698.97	\$89,882.21	+\$36,816.76
Number of Credit Card Donations	228	146	+82
Donated by credit card	\$31,818.12	\$20,978.80	+\$10,839.32
Number of processed donations	782	693	+89
New Tributes	18	14	+4
First Time Donors*	152	118	+34

Source: ELEO database system

*Report needs to be validated

Yves Cantin
February 1, 2021

1/31/2021

To: WVEMS President, WVEMS -Secretary

From: Jay B. Paretzky

Subject: Jay's January 2021 report

Hello

WVEMS CPR/First Aid January 1st to January 31, 2021 9 classes held with 60 students taught. We trained 53 Westport Police Officer's last week.

CTEMSAB (Advisory Board) virtual met on 1/27/2021

From Raffaella Coler, CT OEMS Director:

Over 200 COVID-19 vaccine EMS evaluators have been trained

Over 1,000 COVID-19 vaccine Administrators participated in the online training.

There is a push to have more EMT's trained to give the vaccination, with the projected increase in the number of vaccines due in the State. Several vaccination sites statewide are in the works.

Health & Wellness Committee is active and working on programs to support EMS members.

Legislative Committee is working on changes to the current required Mental Health First Aid Bill, to allow additional organizations to be allowed to conduct the training.

CT Legislation session started January 6, 2021 and will be virtual

Communications Committee is working on CMED oversight and a Statewide manual.

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