

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
March 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, Larry Kleinman, Martin Iselin, Jonathan Huzil, Mike Burns, Andrew O'Brien and Sandi MacPherson.

Guests: Marc Hartog, Rick Baumblatt, Yves Cantin, Audra Tarnok, Ryan Blake and Stewart Reifler.

Approval of Minutes:

Martin made a motion to adopt the minutes of the February board meeting, seconded by Larry. No abstentions.

All in favor - unanimous.

Committee Reports

Treasurer's Report:

See attached. Mike stated that our numbers look very good vs. budget because we adopted a conservative budget when Covid began. Dan pointed out that a more relevant comparison is year on year which is closer to even.

Finance Committee:

See attached.

No changes made at the recent meeting.

Grant applications have been submitted recently. Sadly a few are unavailable due to fundraising issues at the sponsoring organizations. The focus of the grant requests is for the installation of electrostatic sprayers in each of the ambulances.

Fundraiser:

See attached.

Member Relations:

Nothing to report.

Training:

Procedure for training. Soon we will be implementing the oral board, agility and written tests to prospective interns once we have intern slots free up.

CPR:

See attached.

Public Relations/Website/Social Media:

Focus is on money and members. Jaime did a corporate photo shoot on Sunday. Eleven members came in and these will be vignettes to put on Facebook and Instagram. Just to keep exposure going. WEMS' Facebook page highlighted Alice Sardarian winner of the National Collegiate Emergency Medical Services Foundation's 2021 EMS Provider of the Year Award- congratulations!

Vehicles/Ambulances/UTV:

Progress was made on the UTV project. A potential trailer has been identified, coming in three to four weeks. We will need to have a brake controller installed on one of the Excursion fly cars in order to safely tow it.

Marc, Rick and are Mike looking into a pickup truck to tow the trailer and replace 605. This would be a utility vehicle and possibly used a paramedic fly car as a backup. Additionally, 606 will have to be replaced within 3-4 years followed by the ambulances themselves with 603 being first to be replaced. 603 will be the primary ambulance in the future to put as many miles on it as possible so that the others last longer. Marc and Rick will be exploring pricing available for the 605 replacement through the police department.

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.

Recruitment and Retention:

We will be getting golf shirts for our active members as thanks for their service this past year. Mike and Andy will be sending out a survey to get sizes from everyone. Mike noted we need to restart the project to make presentations to local groups for recruitment as well as fund raising.

Old Business:

Life member notifications.

Member profiles for public relations.

New Business:

We will be working on refining our governing documents - the Bylaws and the Orientation Packet. Jay needs a volunteer from the membership for the Aurdley Scholarship.

Adjournment:

Sandi made a motion to adjourn at 19:55 hours, seconded by Larry.

11:59 AM
 02/28/21
 Cash Basis

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

	Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
050 · OLD ACCTS	0.00	0.00	0.00	0.0%
50100 · PATIENT CONTRIBUTIONS	4,450.00	4,583.00	-133.00	97.1%
50200 · FUNDRAISER	17,007.71	6,000.00	11,007.71	283.5%
50300 · OTHER DONATIONS	855.31	833.00	22.31	102.7%
50400 · COURSES				
50004 · CPR	195.00	958.00	-763.00	20.4%
Total 50400 · COURSES	195.00	958.00	-763.00	20.4%
50500 · OPERATING INTEREST	0.12			
Total Income	22,508.14	12,374.00	10,134.14	181.9%
Gross Profit	22,508.14	12,374.00	10,134.14	181.9%
Expense				
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				
60002 · Bank SvChgs/Cks	12.00			
60300 · OFFICE & MANAGEMENT - Other	0.00	416.00	-416.00	0.0%
Total 60300 · OFFICE & MANAGEMENT	12.00	416.00	-404.00	2.9%
60310 · MEMBER SUPPORT SVCS				
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	167.00	-167.00	0.0%
60009 · COFFEE EXPENSES	246.54			
60010 · DAY ROOM/KITCHEN SUPPLIES	309.02			
60030 · CABLEVISION	212.98			
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,417.00	-1,417.00	0.0%
Total 60310 · MEMBER SUPPORT SVCS	768.54	1,584.00	-815.46	48.5%
60330 · UNIFORM ALLOWANCE PROGRAM	179.78	583.00	-403.22	30.8%
60340 · FUND RAISER				
60341 · Credit Card Processing Fee	174.87	145.00	29.87	120.6%
60340 · FUND RAISER - Other	173.36	750.00	-576.64	23.1%
Total 60340 · FUND RAISER	348.23	895.00	-546.77	38.9%
60370 · ANNUAL AWARDS MEETING	0.00	2,000.00	-2,000.00	0.0%
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	410.00	-410.00	0.0%
60003 · CPR / FIRST AID TRNG	0.00	960.00	-960.00	0.0%
60038 · MISC. TRNG	0.00	83.00	-83.00	0.0%
Total 60380 · TRAINING	0.00	1,936.00	-1,936.00	0.0%

11:59 AM

02/28/21

Cash Basis

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

	Feb 21	Budget	\$ Over Budget	% of Budget
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%
60014 · VEH . MAINTENANCE	751.47	2,083.00	-1,331.53	36.1%
60037 · MEDICAL SUPPLIES	1,582.74	2,083.00	-500.26	76.0%
60500 · WEMS OPER. BDGT - Other	662.99	416.00	246.99	159.4%
Total 60500 · WEMS OPER. BDGT	<u>2,997.20</u>	<u>4,762.00</u>	<u>-1,764.80</u>	<u>62.9%</u>
Total Expense	<u>4,305.75</u>	<u>13,468.00</u>	<u>-9,162.25</u>	<u>32.0%</u>
Net Ordinary Income	18,202.39	-1,094.00	19,296.39	-1,663.8%
Other Income/Expense				
Other Income				
Dividend Income	474.93	1,250.00	-775.07	38.0%
Total Other Income	<u>474.93</u>	<u>1,250.00</u>	<u>-775.07</u>	<u>38.0%</u>
Net Other Income	<u>474.93</u>	<u>1,250.00</u>	<u>-775.07</u>	<u>38.0%</u>
Net Income	<u><u>18,677.32</u></u>	<u><u>156.00</u></u>	<u><u>18,521.32</u></u>	<u><u>11,972.6%</u></u>

12:00 PM
02/28/21
Cash Basis

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

	Jul '20 - Feb 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	42,450.00	36,667.00	5,783.00	115.8%
50200 · FUNDRAISER	151,158.95	82,000.00	69,158.95	184.3%
50300 · OTHER DONATIONS	35,425.97	6,668.00	28,757.97	531.3%
50400 · COURSES				
50004 · CPR	3,705.00	7,668.00	-3,963.00	48.3%
Total 50400 · COURSES	3,705.00	7,668.00	-3,963.00	48.3%
50500 · OPERATING INTEREST	0.99			
50900 · OTHER				
MISCELLANEOUS INCOME9	4.88			
Total 50900 · OTHER	4.88			
Total Income	235,245.79	133,003.00	102,242.79	176.9%
Gross Profit	235,245.79	133,003.00	102,242.79	176.9%
Expense				
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00	96.3%
60043 · PUBLIC RELATIONS	249.24	2,000.00	-1,750.76	12.5%
60044 · RETENTION AND RECRUITMENT	0.00	2,000.00	-2,000.00	0.0%
60200 · CAPITAL EXPENSES	0.00	6,000.00	-6,000.00	0.0%
60300 · OFFICE & MANAGEMENT				
60002 · Bank SvChgs/Cks	12.00			
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	3,334.00	-3,334.00	0.0%
Total 60300 · OFFICE & MANAGEMENT	-1,239.60	3,334.00	-4,573.60	-37.2%
60310 · MEMBER SUPPORT SVCS				
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	1,332.00	-1,332.00	0.0%
60009 · COFFEE EXPENSES	2,306.75			
60010 · DAY ROOM/KITCHEN SUPPLIES	1,897.32			
60030 · CABLEVISION	1,703.84			
60040 · OTHER MEMBER SUPPORT	1,347.00			
60310 · MEMBER SUPPORT SVCS - Other	5.31	11,332.00	-11,326.69	0.0%
Total 60310 · MEMBER SUPPORT SVCS	7,260.22	12,664.00	-5,403.78	57.3%
60330 · UNIFORM ALLOWANCE PROGRAM	1,143.96	4,668.00	-3,524.04	24.5%

12:00 PM

02/28/21

Cash Basis

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

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
60340 · FUND RAISER				
60341 · Credit Card Processing Fee	1,241.26	1,000.00	241.26	124.1%
60340 · FUND RAISER - Other	14,100.55	14,000.00	100.55	100.7%
Total 60340 · FUND RAISER	15,341.81	15,000.00	341.81	102.3%
60360 · AWARDS	725.04	500.00	225.04	145.0%
60370 · ANNUAL AWARDS MEETING	0.00	7,000.00	-7,000.00	0.0%
60380 · TRAINING				
60022 · In service	0.00	2,400.00	-2,400.00	0.0%
60021 · Stop The Bleed	0.00	668.00	-668.00	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	3,320.00	-1,445.00	56.5%
60003 · CPR / FIRST AID TRNG	2,888.26	7,660.00	-4,771.74	37.7%
60038 · MISC. TRNG	0.00	667.00	-667.00	0.0%
60391 · OUTSIDE EMS CONFERENCES	0.00	6,000.00	-6,000.00	0.0%
Total 60380 · TRAINING	9,203.26	27,715.00	-18,511.74	33.2%
60410 · INSURANCE	898.00	1,000.00	-102.00	89.8%
60420 · HOSPITALITY/SUNSHINE	0.00	332.00	-332.00	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	9,780.00	-1,357.00	86.1%
60042 · Equipment Repairs & Maintenance	27,212.60			
60014 · VEH .MAINTENANCE	10,834.07	16,668.00	-5,833.93	65.0%
60037 · MEDICAL SUPPLIES	8,549.07	16,668.00	-8,118.93	51.3%
60500 · WEMS OPER. BDGT - Other	5,701.31	3,334.00	2,367.31	171.0%
Total 60500 · WEMS OPER. BDGT	60,720.05	46,450.00	14,270.05	130.7%
Total Expense	107,351.98	142,163.00	-34,811.02	75.5%
Net Ordinary Income	127,893.81	-9,160.00	137,053.81	-1,396.2%
Other Income/Expense				
Other Income				
Interest Income	4.18			
Dividend Income	15,225.95	10,000.00	5,225.95	152.3%
Total Other Income	15,230.13	10,000.00	5,230.13	152.3%
Net Other Income	15,230.13	10,000.00	5,230.13	152.3%
Net Income	143,123.94	840.00	142,283.94	17,038.6%

WVEMS ANNUAL FUNDRAISER STATUS REPORT (10/15/20-2/28/2021)

BOARD OF DIRECTORS MEETING March 2, 2021

Even though numbers are not final, your annual fundraiser committee is pleased to report a record year: \$149,785.88 thus far. Last year's campaign total was \$118,031.

We hope to submit a more detailed report for the April Board meeting, but we likely benefited from an increased sympathy factor due to the pandemic. For example, our two largest annual campaign contributors: McInerney \$10,000 vs \$5,000 last year; Bradshaw \$5,000 vs \$3,000 last year. These results will hopefully help offset the decrease in "patient contributions" income.

As a campaign update, our second mailer (a/k/a our "reminder mailer") went out on Feb. 9. Donations had slowed to a trickle immediately prior to this mailer but surged again. From Feb. 11 through February 28, we processed 195 new donations totaling \$21,394.47 (36 first time donors). Our additional costs for this mailer totaled \$3,469.22. We should perhaps also note that a certain number of donations in response to this mailer were from donors who also donated in October. Five or six years ago, when we first sent a mailer in February, we contacted those who seemed to have duplicated their donation. None expressed concerns and several reported they did mean to donate a second time.

After catching up with processing donations, we plan to do a database review and clean up using the deduplication functions. This should validate our first time donor reports. We will also send an email reminder to lapsed donors using Constant Contact.

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

Year to Year Comparison	10/15/20-02/28/21	10/15/19-02/28/20	Change
Dollars (Donations Processed)	\$149,785.88	\$97,651.57	+\$52,134.31
Number of Credit Card Donations	260	161	+99
Donated by credit card	\$37,743.38	\$22,509.16	+\$15,234.22
Number of processed donations	988	775	+213
New Tributes	19	15	+4
First Time Donors*	188	136	+52

Source: ELEO database system

*Report needs to be validated

Yves Cantin
February 28., 2021

2/25/2021

To: WVEMS President, WVEMS -Secretary

From: Jay B. Paretzky

Subject: Jay's February 2021 report

Hello

WVEMS CPR/First Aid January 1st to February 25, 2021, 12 classes held with 66 students taught. We still cannot hold classes at 50 Jesup Road, per the Chief.

The AHA is just came out with their 2020 Heartsaver program. We will have to purchase new materials for both our Instructor's and students. I will know better on Monday when we must use the new manuals. The AHA is pushing for blended learning classes and having students borrow manikins and AED trainers and take the class on-line with the Instructor then return the equipment. More research is needed to see how feasible this would be for us.

I need to setup this years Audley Scholarship Committee. The Committee includes one person from the Board and the General Membership.

CTEMSAB (Advisory Board) virtual met on 2/24/2021

From Raffaella Coler, CT OEMS Director:

Over 1,000 EMS personnel have been trained to administer the Covid-19 vaccine under medical direction. No one trained in this group has been asked to assist just yet. The plan is to bring in this group when the supply chain is more efficient and mass vaccination sites are up and running.

COVID-19 and SWORD information is on the OEMS website

The EMS PRO Expo date has been moved to October 27-30, 2021 and is still at Foxwoods

Both the Legislative Committee (I am on this Committee) and the Advisory Board reviewed the current Bills in Hartford. The list of our review is not out yet, but I will submit it once it is published showing what Bills the Advisory Board supports.

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