

# WVEMS BOD Meeting

April 6, 2021

Quorum is 7 out of 11 board members.

**Call to Order:** 7pm

**Attendees:** Mike Burns, Sandi MacPherson, Martin Iselin, Larry Kleinman, Jaime Bairaktaris, Andy O'Brien, Jon Huzil, Brian Crane, Myra Goldberg, Dan Guetta, Yves Cantin, Ryan Blake, Stew Reifler, Mari Inagami, Marc Hartog, Mark Blake

**Approval of prior minutes:** Sandi/Myra. Unanimous approval with Brian abstaining.

## **Treasurer's Report:**

- See attached report from Dan
- CPR cost high due to purchase of new AHA manuals for instructors
  - In the future efforts should be made to reduce costs by encouraging cheaper versions such as online.
- Equipment repair for the year is high due to the Stryker service contract that covers the stretchers and stair chairs. It's a 3 year contract.

## **Committees:**

### **Finance:**

- Myra cited the balances at Wells Fargo. Listed in the treasurer's report
- Finance committee meets this Friday

### **Fundraiser (if needed):**

- See final campaign report attached. It was a record year.
- Yves expressed an interest in passing the organizational role on to someone else next year. He has led the fundraising campaign for the past 7 years and it is greatly appreciated by all.

- We made an effort to reach out to lapsed donors via information from Constant Contact. We sent 100 emails and over 200 letters. We have received over \$1500 already for our efforts!
- We need to focus efforts on tapping into potential large donors in town especially in light of our future vehicle purchases.
- There is an effort being made by a group of Westport and Weston residents to raise money for local non for profits. Westport and Weston EMS will be their first recipients.
- The budget for 2021/2022 is coming up. We need to rethink some of our assumptions going forward. This past year was a tough one and unusual to predict.

### **Member Relations:**

- 3 members to vote out- Edan Lasham, Lisa Michelin and Briana Perez. Sandi/Larry. Unanimous vote.

### **Recruitment and Retention:**

- Golf shirt order will be placed this week. Only 39 people responded.
- EMS Week is coming in May- do we want to do anything? Discussion ensued and it was agreed that buying trinkets is probably not the best idea. Jaime suggested perhaps supplying food for the crews that week since that is always well received. Andy agreed to organize it with Larry and Martin helping. We are looking to set a monetary cap of \$150 per day. They will organize lunch and dinner on each day to be delivered.
- Summer picnic if allowable? Any volunteers to organize? We still have to wait to see what is allowable.
- Status on presentations to outside organizations? We need to make efforts to reach out to the public for visibility and recruitment. Andy will revisit.

### **Training:**

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

- See Jay's Report attached

### **Public Relations:**

- We need to make a social media campaign focused on recruitment despite our not having any in house EMT classes.

### **House:**

- We have a Costco membership- does anyone else need a card?

- The kitchen has been restocked. Members are encouraged to let house committee members know when things are low.

## **Vehicles:**

- UTV has been paid for and we got the MCO (Manufacturer's Certificate of Origin). We have been in touch with Fleet about outfitting it and the trailer. We are working on ordering a trailer because it needs to be a bit larger than standard trailers. Picture of proposed markings is attached.
- Mike circulated an email to the BOD and general membership about our upcoming vehicle needs. Our current priority is to purchase a fly car that will also act as our primary tow vehicle. A discussion ensued on the matter and it was agreed that a towing capable fly car would be the best vehicle for us to purchase at this time. Martin made a motion to spend up to \$50,000 for the purchase and outfitting of an SUV fly car that has the appropriate capacity to tow all of our trailers including the UTV and it's trailer. Andy seconded the motion and the motion was unanimously approved.

## **Old Biz:**

- Refining our By-laws and Orientation Packet

## **New Biz:**

- none

**Adjournment:** 815pm Sandi/Myra- unanimously approved.

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

	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
50250 · GRANTS	2,500.00		
050 · OLD ACCTS	0.00	0.00	0.00
50100 · PATIENT CONTRIBUTIONS	48,500.00	41,251.00	7,249.00
50200 · FUNDRAISER	169,526.53	86,000.00	83,526.53
50300 · OTHER DONATIONS	39,161.97	7,501.00	31,660.97
50400 · COURSES			
50004 · CPR	3,764.00	8,626.00	-4,862.00
<b>Total 50400 · COURSES</b>	<b>3,764.00</b>	<b>8,626.00</b>	<b>-4,862.00</b>
50500 · OPERATING INTEREST	0.99		
50900 · OTHER			
MISCELLANEOUS INCOME9	5.10		
<b>Total 50900 · OTHER</b>	<b>5.10</b>		
<b>Total Income</b>	<b>263,458.59</b>	<b>143,378.00</b>	<b>120,080.59</b>
<b>Gross Profit</b>	<b>263,458.59</b>	<b>143,378.00</b>	<b>120,080.59</b>
<b>Expense</b>			
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00
60043 · PUBLIC RELATIONS	839.51	2,250.00	-1,410.49
60044 · RETENTION AND RECRUITMENT	0.00	2,250.00	-2,250.00
60200 · CAPITAL EXPENSES	0.00	6,750.00	-6,750.00
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	3,751.00	-3,751.00
<b>Total 60300 · OFFICE &amp; MANAGEMENT</b>	<b>-1,239.60</b>	<b>3,751.00</b>	<b>-4,990.60</b>
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	1,499.00	-1,499.00
60009 · COFFEE EXPENSES	2,546.50		
60010 · DAY ROOM/KITCHEN SUPPLIES	1,957.32		
60030 · CABLEVISION	1,916.82		
60040 · OTHER MEMBER SUPPORT	1,347.00		
60310 · MEMBER SUPPORT SVCS - Other	51.88	12,749.00	-12,697.12
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<b>7,819.52</b>	<b>14,248.00</b>	<b>-6,428.48</b>
60330 · UNIFORM ALLOWANCE PROGRAM	1,243.96	5,251.00	-4,007.04

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04/01/21

Cash Basis

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

	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>60340 · FUND RAISER</b>			
60341 · Credit Card Processing Fee	1,320.14	1,025.00	295.14
60340 · FUND RAISER - Other	14,367.19	14,000.00	367.19
<b>Total 60340 · FUND RAISER</b>	15,687.33	15,025.00	662.33
<b>60360 · AWARDS</b>	725.04	500.00	225.04
<b>60370 · ANNUAL AWARDS MEETING</b>	0.00	8,000.00	-8,000.00
<b>60380 · TRAINING</b>			
60022 · In service	0.00	2,800.00	-2,800.00
60021 · Stop The Bleed	0.00	751.00	-751.00
60382 · On-Line Courses	4,440.00	7,000.00	-2,560.00
60381 · Tuition Reimbursement EMT-B	1,875.00	3,740.00	-1,865.00
60003 · CPR / FIRST AID TRNG	4,615.76	8,620.00	-4,004.24
60019 · IN-HOUSE EMT	0.00	5,000.00	-5,000.00
60038 · MISC. TRNG	0.00	751.00	-751.00
60391 · OUTSIDE EMS CONFERENCES	0.00	6,000.00	-6,000.00
<b>Total 60380 · TRAINING</b>	10,930.76	34,662.00	-23,731.24
<b>60410 · INSURANCE</b>	898.00	1,000.00	-102.00
<b>60420 · HOSPITALITY/SUNSHINE</b>	0.00	374.00	-374.00
<b>60440 · OTHER EXP</b>			
6999 · Uncategorized Expenses	50.00		
60440 · OTHER EXP - Other	35.99		
<b>Total 60440 · OTHER EXP</b>	85.99		
<b>60500 · WEMS OPER. BDGT</b>			
60260 · RADIOS	8,423.00	9,960.00	-1,537.00
60042 · Equipment Repairs & Maintenance	27,290.69		
60014 · VEH .MAINTENANCE	12,063.68	18,751.00	-6,687.32
60037 · MEDICAL SUPPLIES	9,639.58	18,751.00	-9,111.42
60500 · WEMS OPER. BDGT - Other	6,394.30	3,751.00	2,643.30
<b>Total 60500 · WEMS OPER. BDGT</b>	63,811.25	51,213.00	12,598.25
<b>Total Expense</b>	113,801.76	158,774.00	-44,972.24
<b>Net Ordinary Income</b>	149,656.83	-15,396.00	165,052.83
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	4.18		
Dividend Income	15,225.95	11,250.00	3,975.95
<b>Total Other Income</b>	15,230.13	11,250.00	3,980.13

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Cash Basis

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

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Expense			
70500 - VEHICLE REPLACEMENT	<u>32,978.92</u>		
Total Other Expense	<u>32,978.92</u>		
Net Other Income	<u>-17,748.79</u>	<u>11,250.00</u>	<u>-28,998.79</u>
Net Income	<u><b>131,908.04</b></u>	<u><b>-4,146.00</b></u>	<u><b>136,054.04</b></u>

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

	Mar 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
050 · OLD ACCTS	0.00	0.00	0.00
50100 · PATIENT CONTRIBUTIONS	6,050.00	4,584.00	1,466.00
50200 · FUNDRAISER	18,367.58	4,000.00	14,367.58
50300 · OTHER DONATIONS	3,736.00	833.00	2,903.00
50400 · COURSES			
50004 · CPR	59.00	958.00	-899.00
<b>Total 50400 · COURSES</b>	<u>59.00</u>	<u>958.00</u>	<u>-899.00</u>
50900 · OTHER			
MISCELLANEOUS INCOME9	0.22		
<b>Total 50900 · OTHER</b>	<u>0.22</u>		
<b>Total Income</b>	<u>28,212.80</u>	<u>10,375.00</u>	<u>17,837.80</u>
<b>Gross Profit</b>	28,212.80	10,375.00	17,837.80
<b>Expense</b>			
60043 · PUBLIC RELATIONS	590.27	250.00	340.27
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
60200 · CAPITAL EXPENSES	0.00	750.00	-750.00
60300 · OFFICE & MANAGEMENT	0.00	417.00	-417.00
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	167.00	-167.00
60009 · COFFEE EXPENSES	239.75		
60010 · DAY ROOM/KITCHEN SUPPLIES	60.00		
60030 · CABLEVISION	212.98		
60310 · MEMBER SUPPORT SVCS - Other	46.57	1,417.00	-1,370.43
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<u>559.30</u>	<u>1,584.00</u>	<u>-1,024.70</u>
60330 · UNIFORM ALLOWANCE PROGRAM	100.00	583.00	-483.00
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	78.88	25.00	53.88
60340 · FUND RAISER - Other	266.64		
<b>Total 60340 · FUND RAISER</b>	<u>345.52</u>	<u>25.00</u>	<u>320.52</u>
60370 · ANNUAL AWARDS MEETING	0.00	1,000.00	-1,000.00
60380 · TRAINING			
60022 · In service	0.00	400.00	-400.00
60021 · Stop The Bleed	0.00	83.00	-83.00
60381 · Tuition Reimbursement EMT-B	0.00	420.00	-420.00
60003 · CPR / FIRST AID TRNG	1,727.50	960.00	767.50
60019 · IN-HOUSE EMT	0.00	5,000.00	-5,000.00
60038 · MISC. TRNG	0.00	84.00	-84.00
<b>Total 60380 · TRAINING</b>	<u>1,727.50</u>	<u>6,947.00</u>	<u>-5,219.50</u>

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04/01/21

Cash Basis

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

	<u>Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60440 · OTHER EXP	35.99		
60500 · WEMS OPER. BDGT			
60260 · RADIOS	0.00	180.00	-180.00
60042 · Equipment Repairs & Maintenance	78.09		
60014 · VEH .MAINTENANCE	1,229.61	2,083.00	-853.39
60037 · MEDICAL SUPPLIES	1,090.51	2,083.00	-992.49
60500 · WEMS OPER. BDGT - Other	692.99	417.00	275.99
<b>Total 60500 · WEMS OPER. BDGT</b>	<u>3,091.20</u>	<u>4,763.00</u>	<u>-1,671.80</u>
<b>Total Expense</b>	<u>6,449.78</u>	<u>16,611.00</u>	<u>-10,161.22</u>
<b>Net Ordinary Income</b>	21,763.02	-6,236.00	27,999.02
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Dividend Income	0.00	1,250.00	-1,250.00
<b>Total Other Income</b>	0.00	1,250.00	-1,250.00
<b>Other Expense</b>			
70500 · VEHICLE REPLACEMENT	32,978.92		
<b>Total Other Expense</b>	<u>32,978.92</u>		
<b>Net Other Income</b>	<u>-32,978.92</u>	1,250.00	<u>-34,228.92</u>
<b>Net Income</b>	<u><u>-11,215.90</u></u>	<u><u>-4,986.00</u></u>	<u><u>-6,229.90</u></u>



3/24/2021

To: WVEMS President, WVEMS -Secretary

From: Jay B. Paretzky

Subject: Jay's March 2021 report

Hello

WVEMS CPR/First Aid January 1<sup>st</sup> to March 24, 2021, 15 classes held with 71 students taught. We still cannot hold classes at 50 Jesup Road, per the Chief.

We have classes scheduled off-site, at the Senior Center, Saugatuck Harbor Yacht Club, Westport-Weston Coop at the Unitarian Church and some others pending.

CTEMSAB ( Advisory Board) virtual meeting on 3/24/2021

From Raffaella Coler, CT OEMS Director:

Concerns about the growing issue with Ebola again in Africa

COVID-19 and SWORD information is on the OEMS website

Data collection continues with 815,000 of 1,500,000 posted.

300 COVID-19 Skills Evaluators have been trained- no more are needed

Legislative review is ongoing with the sessions ending within two weeks.

Dan Manz, EMS compact Educator presented information about the Interstate Commission for EMS Personnel Practice ( the information is at [emscompact.gov](http://emscompact.gov).)

This is a program to allow EMS personnel to function in another-state legally.

So far 21 states have joined in, Connecticut has not since there is a cost related to being a member of the Commission.

CORP is opening nominations for 2021 April first and ending September- awards to be presented in October.

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

WVEMS 2020-21 ANNUAL FUNDRAISER CAMPAIGN REPORT

BOARD OF DIRECTORS MEETING April 5, 2021

**SUMMARY**

WVEMS benefits from a long tradition of success in running an annual fundraiser campaign, its largest source of income. Following several years during which the fundraiser income generated was generally stable from year to year, this year’s campaign took advantage of several factors coalescing into exceptional results. Fundraiser receipts currently stands at \$165,560.13, a 40% increase over last year.

It is impossible to unscramble the factors that contributed to this outstanding result. One cannot say that any specific initiative or circumstance was primarily responsible for the increase in revenue. The media reported extensively on the critical and difficult frontline mission being accomplished by EMS workers during the pandemic. This certainly assisted our public appeal and created a unique sympathy factor in the general population. At the same time, thanks to a re-constituted team, our campaign efforts exploded into a series of new and extensive initiatives building on prior experience and taking advantage of technology. These innovations are detailed below.

Project expenses remained essentially flat from last year (\$15,746 vs \$14,413). The \$1,333 increase in expenses is primarily due to the increase in number of donations (credit card fees and thank you letter/receipt postage). Other new expenses included postage needed for first class mailing to lapsed donors, letterhead color printing, social media ads (approximately \$150 each).

Year to Year Comparison	10/15/20-04/05/21	2019-20 Campaign	Change
Dollars (Donations Processed)	\$165,560.13	\$118,031.00	+\$47,529.13
Number of Credit Card Donations	275	179	+96
Donated by credit card	\$41,681.63	\$24,201.44	+\$17,480.19
Number of processed donations	1073	864	+209
First Time Donors*	209	154	+55

Source: ELEO database system

\*Exact per campaign data not available for ‘19-‘20

**NEW THIS YEAR**

Possibly the most important development this year is that the team that had been working on the fundraiser for several years was increased from two or three volunteers to a total of six. Each contributed at first to campaign concepts and strategy and then later contributed to various phases of implementation and donations processing. Team members were Carol Dixon, Larry Kleinman, Sally

Kleinman, Hank Weinstock, Mike Burns, Yves Cantin. Each member contributed countless hours of their time over a period of weeks and months.

The following is a non-exhaustive list of innovations or firsts in this year's campaign. Some of these items are administrative in nature but will contribute importantly to future campaigns management and committee leadership and succession:

- A written detailed timeline (roadmap) of campaign preparation process and steps was created.
- A new data element was activated in ELEO to track activity and donations per annual campaign. This will be extremely important in running comparisons reports in the future, but will also be essential in tracking and fine tune marketing per donor, run lapsed donor reports, etc. Detailed instructions were recorded in manual.
- Research was conducted into system capabilities to generate emails. Detailed instructions written in manual.
- Constant Contact/ELEO email blast sent to over 300 donors concurrent with initial USPS mailer. The email was customized per donor to include a donation request amt (10% over last donation).
- New mailer envelopes (COVID-19)
- Response card was updated
- New responses card photos (also used in emails)
- Organized extensive social media campaign including the purchase of some paid advertisements
- The donations processing manual was improved and updated
- Credit card donations were segregated and processed remotely to simplify and expedite donations processing
- Research conducted on how to send letters and emails to lapsed donors (detailed instructions created and included in manual)
- Email and USPS letters were sent to lapsed donors at the end of the campaign
- ELEO database was cleaned up to eliminate duplicate donor profiles

### **DIGGING DEEPER INTO THE RESULTS**

The functionality included with the ELEO database system offers multiple opportunities to understand better and debrief our results. As time went by, we started mastering the ELEO functions and were able to gain some additional insights. Here is a sample of the observations made this year:

- Several of our largest donors increased their donation amount significantly this year. Some even doubled their donation.
- Contrary to assumptions, we have been gaining a large number of new (first time) donors each of these past two years. It is true most of our donations come from repeat donors, but we manage to reach a new audience each year.
- A large number of donors (200-300) do not donate or repeat their donation each year (lapsed donors)
- The tribute function in our credit card donation screen has gained significant popularity. Nearly 20 donors for the first time made donations in memory of individuals who passed away many years ago. They appear to appreciate the opportunity to memorialize a long-lost love one.
- Credit card donations continue to increase in popularity with many donors choosing to click the box to add the 2.2% for credit card fee

## **CONCLUSION**

This year's campaign results were exceptional. Credit should go to committee members. While the pandemic may have increased our visibility in the public, we have made numerous updates to our strategy and processes and started to make better use of the technology available.

Important tools and team members are now available to assure continuity and strong results in the future. These same tools are in place to assure a smooth and effective leadership succession.

New committee members and leaders should be recruited in August. The Annual Fundraiser Committee should start meeting in August with the firm goal of launching next year's campaign in mid- October.

Yves Cantin  
April 5, 2021

Note that results are reported using ELEO system data which may be at slight variance from general ledger numbers due to timing of entries, etc.

	<u>Final Results</u>	<u>Estimated</u>	<u>Budget</u>		<u>Proposed</u>	<u>Proposed</u>	
	<u>2019-2020</u>	<u>Results</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>Budget</u>	<u>Change in</u>	
		<u>2020-2021*</u>			<u>2021-2022</u>	<u>Budget</u>	
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
50100 · PATIENT CONTRIBUTIONS	71,500	62,250	75,000	55,000	60,000	5,000	Note 1
50200 · FUNDRAISER	118,031	173,500	90,000	90,000	100,000	10,000	Note 2
50250 - GRANTS	0	5,000	0	20,000	5,000	-15,000	Note 3
50300 · OTHER DONATIONS	89,685	41,700	25,000	10,000	10,000	0	Note 4
<b>50400 · COURSES</b>							
50004 · CPR	19,886	5,000	23,000	11,500	10,000	-1,500	Note 5
50008 · EMT	21,740	0	40,000	15,000	40,000	25,000	Note 6
Total 50400 · COURSES	41,626.00	5,000.00	63,000.00	26,500.00	50,000.00	23,500	
50900 MISC OTHER INCOME	15	-	-	-	-	-	
<b>Total Income</b>	<b>320,857</b>	<b>287,450</b>	<b>253,000</b>	<b>201,500</b>	<b>225,000</b>	<b>23,500</b>	
<b>Expense</b>							
60011 · PROFESSIONAL FEES - AUDIT	13,000	13,000	13,500	13,500	13,500	0	
60043 · PUBLIC RELATIONS	1,760	1,600	5,000	3,000	3,000	0	
60044 · RETENTION AND RECRUITMENT	782	750	7,000	3,000	3,000	0	
60200 · CAPITAL EXPENSES	978	2,250	9,000	9,000	5,000	-4,000	Note 7
60300 · OFFICE & MANAGEMENT	1,398	2,000	5,000	5,000	5,000	0	
<b>60310 · MEMBER SUPPORT SVCS</b>							
60299 · NON-CAPITAL BUILDING/FIXTURE	1,377	500	0	2,000	2,000	0	
60310 · MEMBER SUPPORT SVCS - Other	11,904	12,000	17,000	17,000	17,000	0	
Total 60310 · MEMBER SUPPORT SVCS	13,281.00	12,500.00	17,000.00	19,000.00	19,000.00	0	
60330 · UNIFORM ALLOWANCE PROGRAM	4,967	3,000	7,000	7,000	7,000	0	
<b>60340 · FUND RAISER</b>							
60341 · Credit Card Processing Fee	998	1,400	750	1,100	1,500	400	Note 8

	<u>Estimated</u>		<u>Budget</u>		<u>Proposed</u>	<u>Proposed</u>	
	<u>Final Results</u>	<u>Results</u>			<u>Budget</u>	<u>Change in</u>	
	<u>2019-2020</u>	<u>2020-2021*</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Budget</u>	
60340 · FUND RAISER - Other	13,600	14,400	13,000	14,000	15,000	1,000	Note 9
<b>Total 60340 · FUND RAISER</b>	<b>14,598.00</b>	<b>15,800.00</b>	<b>13,750.00</b>	<b>15,100.00</b>	<b>16,500.00</b>	<b>1,400</b>	
<b>60360 · AWARDS</b>	<b>1,046</b>	<b>1,200</b>	<b>1,000</b>	<b>1,000</b>	<b>1,500</b>	<b>500</b>	
60370 · ANNUAL AWARDS MEETING	5,203	0	8,000	8,000	8,000	0	Note 10
<b>60380 · TRAINING</b>							
60022 · In service	1,403	0	5,000	4,000	4,000	0	Note 11
60021 · Stop The Bleed	15	0	1,000	1,000	1,000	0	
60382 · On-Line Courses	5,935	4,500	7,000	7,000	8,000	1,000	
60381 · Tuition Reimbursement EMT-B	4,375	3,000	5,000	5,000	6,000	1,000	
60003 · CPR / FIRST AID TRNG	9,143	7,500	20,000	11,500	10,000	-1,500	Note 12
60019 · IN-HOUSE EMT	27,182	0	40,000	15,000	40,000	25,000	Note 12
60038 · MISC. TRNG	1,035	250	1,000	1,000	1,000	0	
60390 CLASSES-OUTSIDE	900	0	-	-	-	-	
60391 · OUTSIDE EMS CONFERENCE	0	0	6,000	12,000	12,000	0	Note 13
<b>Total 60380 · TRAINING</b>	<b>49,988.00</b>	<b>15,250.00</b>	<b>85,000.00</b>	<b>56,500.00</b>	<b>82,000.00</b>	<b>25,500</b>	
<b>60410 · INSURANCE</b>	<b>898</b>	<b>898</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	
60420 · HOSPITALITY/SUNSHINE	408	120	0	500	500	0	
60440 · OTHER EXP	50	0	-	-	-	-	
<b>60500 · WEMS OPER. BDGT</b>							
60260 · RADIOS	17,513	8,500	19,000	10,500	0	-10,500	Note 14
60014 · VEH .MAINTENANCE	23,427	19,000	0	25,000	25,000	0	
60037 · MEDICAL SUPPLIES	21,500	16,000	0	25,000	25,000	0	
60042 · EQUIPMENT REPAIRS & MAINT	2,765	27,300	0	0	5,000	5,000	Note 15
60045 - DRY CLEANING	-	8,500	0	0	9,000	9,000	Note 16
60500 · WEMS OPER. BDGT - Other	3,423	250	55,000	5,000	250	-4,750	

	<u>Final Results</u>	<u>Estimated Results</u>	<u>Budget</u>		<u>Proposed Budget</u>	<u>Proposed Change in Budget</u>
	<u>2019-2020</u>	<u>2020-2021*</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Budget</u>
Total 60500 · WEMS OPER. BDGT	68,628.00	79,550.00	83,000.00	65,500.00	64,250.00	-1,250
<b>Total Expense</b>	<b>176,985</b>	<b>147,918</b>	<b>255,250</b>	<b>207,100</b>	<b>229,250</b>	<b>22,150</b>
<b>Net Ordinary Income</b>	<b>143,872</b>	<b>139,532</b>	<b>-2,250</b>	<b>-5,600</b>	<b>-4,250</b>	<b>1,350</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Dividend Income	20,708	19,000	15,000	15,000	15,000	0
<b>Total Other Income</b>	<b>20,708.00</b>	<b>19,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>164,580</b>	<b>158,532</b>	<b>12,750</b>	<b>9,400</b>	<b>10,750</b>	<b>1,350</b>

\* Estimated Results based on actual results through March 2021 plus budgeted amounts through remainder of fiscal year (FY), except as follows:

- (1) EMT class revenue and expenses, In-Service expenses, and Outside EMT Conference assumed to be "0" for remainder of FY; and
- (2) CPR class revenue and expenses assumed to continue at current levels for remainder of FY.

**Notes:**

**Revenue Items:**

- 1 We expect Patient Contributions to remain at current year levels (~20% below FY 19-20 budget).
- 2 Record Fundraiser revenue unlikely to continue at current year level. Add ~10% to current year budget.
- 3 Current year Grants budget probably too optimistic. Reduce to \$5K and strive for better.
- 4 Several one-time Donations unlikely to recur. Maintain current year budgeted amount.
- 5 Jay Paretsky believes CPR revenue may recover to approximately \$10,000 for FY 21-22.
- 6 We expect to resume Fall and Spring EMT classes.

**Expense Items:**

- 7 We do not anticipate any significant Capital Expenses for FY 21-22. Reduce to \$5K.
- 8 Credit card donations have been steadily increasing. Adjust Credit Card Processing Fees to reflect current donation levels.

	<u>Final Results</u>	<u>Estimated Results</u>	<u>Budget</u>		<u>Proposed Budget</u>	<u>Proposed Change in Budget</u>
	<u>2019-2020</u>	<u>2020-2021*</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	
9	Increase Fundraiser expenses to reflect current expense levels.					
10	We expect to resume our two Annual Awards events.					
11	We expect to resume our monthly In-Service meetings.					
12	Assumes resumption of CPR and EMT Classes will be at breakeven levels.					
13	We expect two Outside EMS Conferences to be held during FY 21-22.					
14	No additional Radio purchases are anticipated.					
15	Current year equipment expenses higher than expected due to 3-year Stryker contract. We expect FY 21-22 equipment expenses will return to prior year levels.					
16	Creating a new budget item for dry cleaing expenses which have increased significantly due to COVID-19 and will likely continue at current year levels.					





Mike Burns <michaeleburns@gmail.com>

## April BOD and big impending expenditures

Michael Burns <president@westportems.org>  
Reply-To: president@westportems.org  
To: Michael Burns <michaeleburns@gmail.com>

Tue, Mar 23, 2021 at 6:15 PM

Welcome to Spring! I hope you all are doing well.

This month's email concerns one very important topic and one less so. On the lesser matter, please sign up for the golf shirts if you haven't already. We will be placing an order at the end of this month and don't want to leave anyone out. This is the last time I will pester you all on this I promise! Here is the link (again) <https://www.signupgenius.com/go/30e0849a9ac29a4f94-westport>

On the much more serious and long term issue I want to inform you all of our upcoming need to replace **a lot** of our vehicles. This is largely what we do all of our fundraising for and we need to start planning and acting now. Below is the email I sent out to the board of directors. If anyone has any questions please feel free to reach out. You are also welcome to join the discussion at the next BOD meeting which is on April 6th. All are always welcome and encouraged to attend. The zoom link is at the bottom of this email.

Thank you for all that you do. Stay healthy and safe. Peace.

Mike

**Michael Burns EMT-B, President - Westport Volunteer EMS**  
[president@westportems.org](mailto:president@westportems.org)

<https://www.westportems.org>



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### Letter to the BOD 3/13/21

To follow up with the comments I made at the last BOD meeting, I want to bring you all up to date on the coming issue of vehicle replacement. In the past few weeks I have had some informal discussions with Marc and Rick regarding vehicles. We are fast approaching what will be an expensive replacement cycle for our vehicles. It is going to be something we will be dealing with regularly in the future so we will be forming a committee of myself, Larry and Martin representing WVEMS with Marc and Rick representing WEMS to deal with the situation. Below I will lay out our current state of affairs and potential solutions.

### Current condition of the fly cars- we currently have 2 1/2

- 604 is relatively new and we have no issues with it.
- 605 is in bad shape- it is in need of what is probably a lot of electrical work because it discharges it's batteries all the time which is why I count it as ½ a vehicle. Given its age, the general shape it's in, and the fact that we have no idea how much it will cost to fix the electrical problems, we probably shouldn't be spending money on it to fix it.
- 606 is in decent shape and with some TLC can probably give us 2 or 3 more years of service barring any unforeseen breakdowns.

### **Current condition of our 3 ambulances**

We are in the unfortunate position of having them all be of similar ages and wear implying that we may have to replace them all in a relatively short period of time. 603 will probably be the first to need to be replaced in 3 - 4 years followed shortly after by the other 2- again barring any unforeseen breakdowns.

### **What's it all mean?**

There's a lot of vehicle replacement coming up. To put it in perspective, a guess at the cost of replacing an ambulance is \$250,000 and a fly car can vary but can easily cost over \$50,000 so we are talking potentially over \$800,000 we will need to spend on vehicles in the not too distant future. There will be variations in these costs depending on if any equipment can be transferred to the new vehicles and what types of vehicles we buy. We can discuss fundraising separately but that will obviously be important going forward.

### **So what do we need to do now?**

We have a lot to consider going forward. First is just how many fly cars do we need and how can we plan around our other needs. One influencing factor is the UTV which we are waiting to take delivery of. (We are delayed primarily because we are having a hard time scheduling with Fleet to outfit it.) Along with the UTV we are also purchasing a trailer to transport and house it. We should see that in a few weeks. Our current issue is that we have to consider how we go about safely towing the trailer for the UTV as well as our other trailers. As it stands right now we have 1 vehicle that is mechanically capable and sound enough to do it and that is 606. 606 is getting on in age and it would need some electrical work done to it to add a brake controller but that should be relatively minor. It is older so we will have to hope that it will hold up to the added strain on it as a primary tow vehicle. As for the other fly cars, 605 is probably best put out to pasture because it is probably going to be a big money drain to fix it. 604 was not purchased with towing in mind and does not have the mechanical capacity to tow our trailers. That leaves us in an odd position of not only figuring out what is the best plan for towing all of our trailers, but also how to best plan for fly car replacement given the age of 606.

### **Options and future planning**

We have a few options to consider:

- Do we purchase a used pickup of some kind to fill in as a tow/utility vehicle?
  - Marc and Rick reached out to Aquarion because they donate their used pickups to organizations like ours but unfortunately the trucks they have are very old and in poor shape. We thought about the possibility of purchasing a used pickup however we found that we could buy a new vehicle using the state emergency vehicle discount for not a lot more than certified pre owned pickups.
- Do we purchase a new pickup to be a tow vehicle and general utility vehicle?
  - This would be a relatively cheap option with a quick delivery. A new Chevrolet Silverado 2500 pickup can be gotten for \$31,040 and is deliverable in June. We would

probably have to do minimal outfitting to it meaning lights, siren and markings on top of the purchase price. This would satisfy our towing needs but we would still need to replace 606 in a few years because a pickup can't be used as a fly car without a lot of expensive modifications made to it.

- Do we purchase a new SUV that is capable of towing and act as a fly car?
  - We could purchase a Chevrolet Tahoe and outfit it as a fly car. The vehicle would cost approximately \$37,000 and be deliverable in July. We would then need to outfit it as a fly car which could add \$20,000 to the cost. This option would allow us to use it not only as a fly car but also as a tow vehicle for our trailers. This would then give us 2 newer fly cars with many years of service left in them while relegating 606 to the role of backup fly car/tow vehicle/utility vehicle. We would still need to outfit 606 with a brake controller so that we can tow until this new vehicle is put into service.
- Do we do nothing and use 606 as a fly car and tow vehicle?
  - While this is by far the cheapest option, it is in my opinion a bad idea and delaying the inevitable. We could equip 606 to tow and hope that it can do the job both as a tow vehicle and as a fly car. We would have to keep our fingers crossed and hope it lasts a while, but if it breaks down, we will be in a bind not only for a second fly car but a tow vehicle. I personally feel this is not a great option.

This is what we are facing. I would love to know your opinions on the matter or if you have any other solutions. Please let me know your thoughts. I plan to share this information with the membership as well in my upcoming monthly email. We will no doubt have a lively discussion at the next BOD meeting. I would like to get this process moving forward as soon as possible.

Mike

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Mike Burns is inviting you to a scheduled Zoom meeting.

Topic: WVEMS April 2021 BOD Meeting  
Time: Apr 6, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/97283290536?pwd=OE5MZCtqNDIzamxQYzZGVURIVVlhQT09>

Meeting ID: 972 8329 0536  
Passcode: 648296  
One tap mobile  
+13017158592,,97283290536#,,,,\*648296# US (Washington DC)  
+13126266799,,97283290536#,,,,\*648296# US (Chicago)

Dial by your location  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)

Meeting ID: 972 8329 0536  
Passcode: 648296  
Find your local number: <https://zoom.us/u/aiiAPLwoO>

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