

August 3, 2021 BOD Meeting

Quorum is 7 out of 11 board members.

Call to Order: 7:04PM

Attendees: Mike Burns, Martin Iselin, Dan Guetta, Larry Kleinman, Stew Reifler, Brian Crane, Mari Inagami, Jamie Baiktaris, Marc Hartog

Welcome to our new board members and thank you for joining us!

Approval of prior minutes: Larry/Dan. Unanimous approval

Treasurer's Report:

- Dan sent out a report for June- thank you
- See attached for August
- We are currently going through our annual audit

Committees:

Finance:

- The next meeting will be in September- Myra has kindly offered to remain in charge of the committee
- Chris Moore and Stew Reifler will be joining the committee.

Fundraising:

- Mike has been working on a large donation from the Offutt Trust which is closing and the work has paid off. We have received a check from the trust for an unrestricted donation of \$200,000 for the future purchase of an ambulance which is to be noted on the ambulance as we have with past fly cars. This is the biggest single gift we have ever received with the Offutt Trust being our biggest donor ever. Larry expressed congratulations to Mike on behalf of the board.
- Mike worked with Dan Woog who did a special piece on us on his blog which ended up generating over \$11,000 in donations.

- The 21/22 fundraising campaign is coming up and we need help. We hope to have Carol and Sally Kleinman back to help but we need more, especially processing donations. If anyone can help please let Stew know. Larry set up a new 21/22 campaign in Eleo.

Member Relations:

- 3 members to vote in:
 - Baker, Collin
 - Fass, Madeleine
 - Grogan, Elyssa
 - Jamie/Stew. Unanimously approved.
- 1 member to vote out: Hanna Bukzin. Mari/Stew. Unanimously approved.

Recruitment and Retention:

- Golf shirts are in for those who ordered them. Please see any board member or crew chief to get one if you ordered one. Thank you Andy for handling this.
- Andrea and Myra are working on a fall beach picnic as we have done in the past. The date is set for September 12th. Please RSVP to Mike so we can get an accurate headcount. Families are welcome! We have very few responses so far.
- Outside presentations are almost complete. We will be looking to use them in the near future.

Training:

- The fall EMT class will be headed up by Rick Baumblatt. It is slated to run from September to late January or early February. We need to arrange for the traffic sign for publicity. We already have many people interested. A discussion ensued over if we should require students to be fully vaccinated. Marc will consult with PD to see if they will mandate it. If not we may need to make a decision on the issue however we do not want to instigate any kind of legal proceedings against us or negative PR.
- The interviews and testing procedure for new interns was a success. We have 10 interns who are starting doing shifts. This process will be repeated in the future.

CPR / SW Council:

- See attached

Public Relations:

- We have run Facebook/Instagram ads for the EMT class.
- We need to get the town traffic sign for publicity of the EMT class- Jamie will look into it.

- WVEMS Tribute “DNR” concert at the Levitt is scheduled for 9/10/21. Please sign up to help out at the event!
- Mike gave Dan Woog information and he posted about our new UTV

House:

- High dry cleaning bills- we are looking into a service similar to what the FD uses

Vehicles:

- New 605 is in house waiting on outfitting from Fleet
- The UTV is in the house! But we are still waiting on a part from Stryker to attach the stretcher mount as well as outfitting from Fleet.
- The trailer is in house thanks to Rob Pocius. It too is awaiting some outfitting from Fleet
- 606 and the new 605 need brake controllers- hoping Fleet can help
- We need to finalize the formal transfer of the UTV, trailer and the new 605 to the town
- Motorcycle training is moving forward

Old Biz:

- Bylaws and Orientation packet need updating
- Pillow protectors for the bunk rooms are in place
- EMSPro Conference is coming in the fall. Mike sent out the guidelines for attendance and reimbursement

New Biz:

- Jamie brought up the possibility of paying an outside service to help with PR. He will look into it. It may be a worthwhile investment.

Adjournment: Jamie/Stew. Unanimously approved at 7:41 PM.



Michael Burns, President WVEMS <mburns@westportems.org>

Treasurer's Report for June 2021

Dan Guetta, Treasurer WVEMS <treasurer@westportems.org>

Fri, Jul 9, 2021 at 4:23 PM

To: WVEMS BOD <wvems-bod@westportems.org>, "Hartog, Marc" <mhartog@westportct.gov>, Yves Cantin <rolshan@optonline.net>

Attached for your review are the WVEMS Income Statements for (1) June 2021; and (2) the Fiscal Year ending June 30, 2021.

Financial Results for June 2021 (numbers rounded):

- Net Ordinary Income: Net ordinary income for the month was \$8,900 (\$12,100 over budget). We had budgeted a net loss of \$3,200. The primary driver of our increased net income for June was stronger than expected donations (Grants of \$9,000 and Other Donations of \$15,600). Offsetting the stronger donation revenue were (1) the absence of a Patient Contributions payment from Westport (the Patient Contributions check we typically receive towards the end of the month was not received until July); and (2) higher vehicle maintenance expenses which were \$10,000 for the month (\$8,000 over budget).
- Total Revenue for the month was \$28,800 (\$15,400 over budget). Revenue highlights were as follows:
 - Fundraiser revenue was \$2,000.
 - Other Donations were \$15,600.
 - Grants were \$9,000.
 - Patient Contributions were \$0.
 - CPR Revenue was \$2,200.
- Total Expenses were \$19,900 (\$3,300 over budget).

Financial Results for the Fiscal Year Ending June 30, 2021 (numbers rounded):

- Net Ordinary Income for the Fiscal Year was \$228,000 (an increase of 58% (\$84,100) over last Fiscal Year (\$143,900)).
- Total Revenue for the Fiscal Year was \$375,200 (an increase of 17% (\$54,300) over last Fiscal Year (\$320,900)).
 - Total Donations (Fundraiser + Other Donations + Grants) for the Fiscal Year were \$307,000 (an increase of 48% (\$100,000) over last Fiscal Year (\$207,700)).
 - Patient Contributions for the Fiscal Year were \$59,600 (a decrease of 17% (\$11,900) compared to last Fiscal Year (\$71,500)). [Note: Adjusted for the delayed June payment mentioned above, Patient Contributions for the Fiscal Year would have been down only 9% compared to last Fiscal Year.]
- Total Expenses for the Fiscal Year were \$147,300 (a decrease of 17% (\$29,700) compared to last Fiscal Year (\$177,000)).

June 30 Checking and Investment Account Balances (numbers rounded):

- Bank of America Checking Account (net of uncleared payments): \$260,300.
- Wells Fargo Accounts: \$1,437,000 (up \$11,500 from 5/31/21).
 - Investment Account: \$937,300.
 - Vehicle Reserve Account: \$347,000.
 - Equipment Reserve Account: \$57,100.
 - Audley Scholarship Account: \$95,700.

Dan Guetta

Treasurer - Westport Volunteer EMS

Treasurer - Westport Volunteer EMS


treasurer@westportems.org


<https://www.westportems.org>



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2 attachments

 **June 2021 Income Statement.pdf**
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 **June 2021 YTD Income Statement.pdf**
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 07/07/21
 Cash Basis

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

	Jun 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	9,000.00	7,000.00	2,000.00
050 · OLD ACCTS	0.00	0.00	0.00
50100 · PATIENT CONTRIBUTIONS	0.00	4,583.00	-4,583.00
50200 · FUNDRAISER	1,975.00		
50300 · OTHER DONATIONS	15,597.15	833.00	14,764.15
50400 · COURSES			
50004 · CPR	2,207.50	958.00	1,249.50
Total 50400 · COURSES	2,207.50	958.00	1,249.50
50500 · OPERATING INTEREST	0.12		
Total Income	28,779.77	13,374.00	15,405.77
Gross Profit	28,779.77	13,374.00	15,405.77
Expense			
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
60200 · CAPITAL EXPENSES	0.00	750.00	-750.00
60300 · OFFICE & MANAGEMENT	0.00	416.00	-416.00
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	167.00	-167.00
60009 · COFFEE EXPENSES	287.57		
60010 · DAY ROOM/KITCHEN SUPPLIES	734.31		
60030 · CABLEVISION	212.98		
60040 · OTHER MEMBER SUPPORT	830.33		
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,417.00	-1,417.00
Total 60310 · MEMBER SUPPORT SVCS	2,065.19	1,584.00	481.19
60330 · UNIFORM ALLOWANCE PROGRAM	462.04	583.00	-120.96
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	351.74	25.00	326.74
60340 · FUND RAISER - Other	146.00		
Total 60340 · FUND RAISER	497.74	25.00	472.74
60380 · TRAINING			
60022 · In service	0.00	400.00	-400.00
60021 · Stop The Bleed	14.39	83.00	-68.61
60381 · Tuition Reimbursement EMT-B	0.00	420.00	-420.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	41.29		
60003 · CPR / FIRST AID TRNG - Other	884.00	960.00	-76.00
Total 60003 · CPR / FIRST AID TRNG	925.29	960.00	-34.71

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 Cash Basis

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

	Jun 21	Budget	\$ Over Budget
60038 · MISC. TRNG	0.00	83.00	-83.00
60391 · OUTSIDE EMS CONFERENCES	0.00	6,000.00	-6,000.00
Total 60380 · TRAINING	939.68	7,946.00	-7,006.32
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	558.98		
60260 · RADIOS	0.00	180.00	-180.00
60042 · Equipment Repairs & Maintenance	1,322.40		
60014 · VEH .MAINTENANCE	10,023.60	2,083.00	7,940.60
60037 · MEDICAL SUPPLIES	3,996.53	2,083.00	1,913.53
60500 · WEMS OPER. BDGT - Other	0.00	416.00	-416.00
Total 60500 · WEMS OPER. BDGT	15,901.51	4,762.00	11,139.51
Total Expense	19,866.16	16,608.00	3,258.16
Net Ordinary Income	8,913.61	-3,234.00	12,147.61
Other Income/Expense			
Other Income			
Dividend Income	1,985.35	1,250.00	735.35
Total Other Income	1,985.35	1,250.00	735.35
Other Expense			
60404 · Audley Scholarship	10,000.00		
70500 · VEHICLE REPLACEMENT	37,103.60		
Total Other Expense	47,103.60		
Net Other Income	-45,118.25	1,250.00	-46,368.25
Net Income	-36,204.64	-1,984.00	-34,220.64

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 Cash Basis

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

	Jul '20 - Jun 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	64,000.00	20,000.00	44,000.00
050 · OLD ACCTS	0.00	0.00	0.00
50100 · PATIENT CONTRIBUTIONS	59,600.00	55,000.00	4,600.00
50200 · FUNDRAISER	180,380.78	90,000.00	90,380.78
50300 · OTHER DONATIONS	62,597.06	10,000.00	52,597.06
50400 · COURSES			
50004 · CPR	8,627.50	11,500.00	-2,872.50
50008 · EMT	0.00	15,000.00	-15,000.00
Total 50400 · COURSES	8,627.50	26,500.00	-17,872.50
50500 · OPERATING INTEREST	1.47		
50900 · OTHER			
MISCELLANEOUS INCOME9	5.10		
Total 50900 · OTHER	5.10		
Total Income	375,211.91	201,500.00	173,711.91
Gross Profit	375,211.91	201,500.00	173,711.91
Expense			
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00
60043 · PUBLIC RELATIONS	839.51	3,000.00	-2,160.49
60044 · RETENTION AND RECRUITMENT	0.00	3,000.00	-3,000.00
60200 · CAPITAL EXPENSES	0.00	9,000.00	-9,000.00
60300 · OFFICE & MANAGEMENT			
60002 · Bank SvChgs/Cks	12.00		
60013 · GENL. OFF. EXP.	492.70		
60018 · REPAIRS MAINT.	-1,950.83		
60026 · COMPUTER	319.98		
60032 · OFFICE SUPPLIES	46.09		
60300 · OFFICE & MANAGEMENT - Other	0.00	5,000.00	-5,000.00
Total 60300 · OFFICE & MANAGEMENT	-1,080.06	5,000.00	-6,080.06
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	2,000.00	-2,000.00
60009 · COFFEE EXPENSES	3,632.44		
60010 · DAY ROOM/KITCHEN SUPPLIES	3,384.40		
60030 · CABLEVISION	2,555.76		
60040 · OTHER MEMBER SUPPORT	2,244.54		
60310 · MEMBER SUPPORT SVCS - Other	170.88	17,000.00	-16,829.12
Total 60310 · MEMBER SUPPORT SVCS	11,988.02	19,000.00	-7,011.98
60330 · UNIFORM ALLOWANCE PROGRAM	2,775.97	7,000.00	-4,224.03

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Cash Basis

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

	Jul '20 - Jun 21	Budget	\$ Over Budget
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	1,744.25	1,100.00	644.25
60340 · FUND RAISER - Other	14,581.19	14,000.00	581.19
Total 60340 · FUND RAISER	16,325.44	15,100.00	1,225.44
60360 · AWARDS	725.04	1,000.00	-274.96
60370 · ANNUAL AWARDS MEETING	0.00	8,000.00	-8,000.00
60380 · TRAINING			
60022 · In service	154.99	4,000.00	-3,845.01
60021 · Stop The Bleed	14.39	1,000.00	-985.61
60382 · On-Line Courses	5,077.00	7,000.00	-1,923.00
60381 · Tuition Reimbursement EMT-B	1,875.00	5,000.00	-3,125.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	74.60		
60003 · CPR / FIRST AID TRNG - Other	8,943.61	11,500.00	-2,556.39
Total 60003 · CPR / FIRST AID TRNG	9,018.21	11,500.00	-2,481.79
60019 · IN-HOUSE EMT	0.00	15,000.00	-15,000.00
60038 · MISC. TRNG	0.00	1,000.00	-1,000.00
60391 · OUTSIDE EMS CONFERENCES	0.00	12,000.00	-12,000.00
Total 60380 · TRAINING	16,139.59	56,500.00	-40,360.41
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	0.00	500.00	-500.00
60440 · OTHER EXP			
6999 · Uncategorized Expenses	50.00		
60440 · OTHER EXP - Other	35.99		
Total 60440 · OTHER EXP	85.99		
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	1,299.20		
60260 · RADIOS	8,423.00	10,500.00	-2,077.00
60042 · Equipment Repairs & Maintenance	29,042.52		
60014 · VEH .MAINTENANCE	23,200.56	25,000.00	-1,799.44
60031 · OPER. MATERIALS	358.40		
60037 · MEDICAL SUPPLIES	15,923.75	25,000.00	-9,076.25
60500 · WEMS OPER. BDGT - Other	7,305.51	5,000.00	2,305.51
Total 60500 · WEMS OPER. BDGT	85,552.94	65,500.00	20,052.94
Total Expense	147,250.44	207,100.00	-59,849.56
Net Ordinary Income	227,961.47	-5,600.00	233,561.47

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07/07/21
Cash Basis

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

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Income			
Interest Income	4.18		
Dividend Income	20,072.39	15,000.00	5,072.39
Total Other Income	<u>20,076.57</u>	<u>15,000.00</u>	<u>5,076.57</u>
Other Expense			
60404 · Audley Scholarship	10,000.00		
70500 · VEHICLE REPLACEMENT	70,082.52		
Total Other Expense	<u>80,082.52</u>		
Net Other Income	<u>-60,005.95</u>	<u>15,000.00</u>	<u>-75,005.95</u>
Net Income	<u>167,955.52</u>	<u>9,400.00</u>	<u>158,555.52</u>



Michael Burns, President WVEMS <mburns@westportems.org>

Treasurer's Report for July 2021

Dan Guetta, Treasurer WVEMS <treasurer@westportems.org>

Tue, Aug 3, 2021 at 11:57 AM

To: WVEMS BOD <wvems-bod@westportems.org>, "Hartog, Marc" <mhartog@westportct.gov>, Yves Cantin <rolshan@optonline.net>

Attached for your review is the WVEMS Income Statement for July 2021. July was the first month of our new fiscal year which commenced on July 1, 2021 and ends on June 30, 2022.

Financial Results for July 2021 (numbers rounded):

- Net Ordinary Income: Net ordinary income for the month was \$17,200 (\$21,300 over budget). We had budgeted a net loss of \$4,100. The primary drivers of our increased net income for July were (1) stronger than expected donations; (2) a doubled-up Patient Contributions payment from Westport covering both May and June transports (as noted last month, the May Patient Contributions check we typically receive in June was not received until July); and (3) lower than budgeted expenses in most categories. If we backout the May Patient Contributions payment, net ordinary income for the month would have been \$11,700 (\$15,500 over budget)
- Total Revenue for the month was \$23,100 (\$16,400 over budget). Revenue highlights were as follows:
 - Other Donations were \$4,300.
 - Patient Contributions were \$12,150 (\$5,500 for May transports and \$6,650 for June transports).
 - CPR Revenue was \$6,600.
- Total Expenses for the month were \$5,800 (\$4,900 under budget). The major expenses for the month were:
 - Retention and Recruitment: \$1,320 (for polo shirts)
 - CPR expenses: \$1,100
 - Medical Supplies: \$1,900

July 31 Checking and Investment Account Balances (numbers rounded):

- Bank of America Checking Account (net of uncleared payments): \$277,500.
- Wells Fargo Accounts: \$1,449,400 (up \$12,400 from 6/30/21).
 - Investment Account: \$948,300.
 - Vehicle Reserve Account: \$347,000.
 - Equipment Reserve Account: \$57,100.
 - Audley Scholarship Account: \$97,000.

Dan Guetta

Treasurer - Westport Volunteer EMS


treasurer@westportems.org

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 **July 2021 Income Statement.pdf**
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 Cash Basis

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

	Jul 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50100 · PATIENT CONTRIBUTIONS	12,150.00	5,000.00	7,150.00
50300 · OTHER DONATIONS	4,320.60	834.00	3,486.60
50400 · COURSES			
50004 · CPR	6,590.00	834.00	5,756.00
Total 50400 · COURSES	6,590.00	834.00	5,756.00
50500 · OPERATING INTEREST	0.12		
Total Income	23,060.72	6,668.00	16,392.72
Gross Profit	23,060.72	6,668.00	16,392.72
Expense			
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	1,320.00	250.00	1,070.00
60200 · CAPITAL EXPENSES	0.00	417.00	-417.00
60300 · OFFICE & MANAGEMENT	0.00	417.00	-417.00
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	166.00	-166.00
60009 · COFFEE EXPENSES	338.63		
60010 · DAY ROOM/KITCHEN SUPPLIES	587.43		
60030 · CABLEVISION	213.00		
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,416.00	-1,416.00
Total 60310 · MEMBER SUPPORT SVCS	1,139.06	1,582.00	-442.94
60330 · UNIFORM ALLOWANCE PROGRAM	-900.00	584.00	-1,484.00
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	35.33	25.00	10.33
60340 · FUND RAISER - Other	120.00		
Total 60340 · FUND RAISER	155.33	25.00	130.33
60370 · ANNUAL AWARDS MEETING	55.00		
60380 · TRAINING			
60022 · In service	258.99	333.00	-74.01
60021 · Stop The Bleed	0.00	83.00	-83.00
60381 · Tuition Reimbursement EMT-B	0.00	500.00	-500.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	30.75		
60003 · CPR / FIRST AID TRNG - Other	1,095.50	834.00	261.50
Total 60003 · CPR / FIRST AID TRNG	1,126.25	834.00	292.25
60038 · MISC. TRNG	0.00	83.00	-83.00
Total 60380 · TRAINING	1,385.24	1,833.00	-447.76
60420 · HOSPITALITY/SUNSHINE	0.00	40.00	-40.00

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08/01/21

Cash Basis

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

	<u>Jul 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	627.88	750.00	-122.12
60042 · Equipment Repairs & Maintenance	0.00	417.00	-417.00
60014 · VEH .MAINTENANCE	159.48	2,084.00	-1,924.52
60037 · MEDICAL SUPPLIES	1,902.80	2,084.00	-181.20
60500 · WEMS OPER. BDGT - Other	0.00	21.00	-21.00
Total 60500 · WEMS OPER. BDGT	<u>2,690.16</u>	<u>5,356.00</u>	<u>-2,665.84</u>
Total Expense	<u>5,844.79</u>	<u>10,754.00</u>	<u>-4,909.21</u>
Net Ordinary Income	17,215.93	-4,086.00	21,301.93
Other Income/Expense			
Other Income			
Dividend Income	622.35	1,250.00	-627.65
Total Other Income	<u>622.35</u>	<u>1,250.00</u>	<u>-627.65</u>
Net Other Income	<u>622.35</u>	<u>1,250.00</u>	<u>-627.65</u>
Net Income	<u><u>17,838.28</u></u>	<u><u>-2,836.00</u></u>	<u><u>20,674.28</u></u>

August 1, 2021

To: WVEMS President, WVEMS -Secretary

From: Jay B. Paretzky

Subject: Jay's July 2021 report

Hello

WVEMS CPR/First Aid January 1st to July 31, 2021, 104 classes held with 663 students taught.

We have on our current schedule over 90 students to train in August. This number includes the AHA BLS-refresher for about 60 Westport Fire personnel. We are conducting 8 classes for the Fire Department starting August 17, 18, 19 and 20 - two classes per day for 8 students in each class.

The CT EMS Advisory Board did not meet in July.

CT OEMS reports that all five MCI Trailers are in place now.

Region One (our Region) trailer is located at Stratford EMS. For information or questions contact our Regional Coordinator Judy Reynolds at OEMS.

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