

# **Westport Volunteer Emergency Medical Service Board of Directors' Meeting and September 14th, 2021**

***Call to Order:*** 7:03 pm

***Attendees:***

- Mike Burns, Nancy Surace, Dan Guetta, Larry Kleinman, Jonathan Huzil, Andrew O'Brien, Jaime Bairaktaris, Brian Crane and Stewart Reifler.

***Guests:***

- Mark Blake, Marc Hartog, and Ryan Blake,

***Approval of prior minutes:***

- Andy made a motion to adopt the minutes of the April board meeting, seconded by Larry. No abstentions.
- All in favor - unanimous.

**Committees:**

***Treasurer's Report:***

- See attached
- Audit - circulated to the BOD.
- Anyone has any questions, please email Mike.
- Audit suggests that we adopt a standard Code of Ethics for our board members. This is not something we have done before but may make sense since it is a standard practice for 501c3 corporations. Stewart will take on the Code of Ethics.

***Finance:***

- Meeting was held on September 10<sup>th</sup>.
  - Equity positions in the Investment account and Audley account have gotten high and will be rebalanced to reflect our policy of 60% equities and 40% fixed income. A treasury note recently matured and will be factored into the rebalancing using ETF's.
  - The \$200,000 from the Offutt Trust for a new ambulance was inadvertently put into the investment account but it will be moved to the Vehicle Replacement Account.
  - The committee will meet again in early December.

***Fundraising:***

- 21/22 Fundraiser is underway. Again, we need help in general and especially processing donations. Please let us know if you can help.
- See attached.
- Larry made a motion to spend up to \$15,00 for the fundraiser mailer, Andy seconded. No abstentions.
- All in favor - unanimous.

- Larry reports that Sally will not be available to help with credit card processing in December. Andy has volunteered to help Larry.

***Member Relations:***

- Nancy reported on member(s) to vote in:
  - Bruce Gimpel
- Andy made a motion to vote the above member(s) in, seconded by Larry. No abstentions.
- All in favor - unanimous.

***Recruitment and Retention:***

- Sadly we had to cancel our Beach Party due to a lack of interest. We will attempt to have a winter gathering if Covid allows. Thank you Andrea and Myra!
- Outside presentations are finished. We are trying to get an opportunity to present to the RTM. Any suggestions of other groups would be appreciated.

***Training:***

- EMT class sign ups total 8 so far. Mike just reported that Rick said there are 9 paid EMT 's, 3 EMR's and 7 more inquiries. We have been pushing advertising on social media and PD set up the sign by FD for us.
- A vote was made to hold the EMT class. The vote was unanimous Jaime/Andy. No abstentions.

***CPR / SW Council:***

- See attached. Jay has been busy!

***Public Relations:***

- EMT class is being pushed.
- Judy Michaelis presented us with another check from her online campaign for us.
- DNR concert was a success and Mike thanked the people who came out and helped out. We took in a similar amount to 2 years ago.

***House:***

- High dry cleaning bills are being investigated. Norwalk linens will be able to supply us some time in October if we choose. Spent over \$9,000 a year on dry cleaning. The cost for two sets of pillow cases, two sheets and one blanket every night would be \$5.20. So each bed would cost \$5.20 to set. If we assume we need to allow for 2 beds that would come to just shy of \$3800 per year which would be more than half off of what we have been doing. Given the savings we will be looking to change our bedding practices as soon as we can. Looking into Norwalk Linens with a cost of \$3,800 a year.

***Vehicles:***

- Two ambulances were out of service recently leaving us with one. One had issues related to the power steering and brakes, and the other was apparently damaged in use. A reminder to

please use the special reports in EMS Charts to not only report on any accidents that may have caused damage, but any and all issues that might compromise safety. New Canaan EMS was kind enough to temporarily loan us a rig for which we are very grateful. These recent incidents raise the question of the condition of our fleet and whether or not we should be starting the process to replace one of them to get us back on a reasonable replacement rotation.

- The UTV is at Fleet for outfitting. The stretcher mount parts are in and we will be bringing it back to Deere to install that in the near future.
- Fleet will be outfitting the new 605 and trailer soon. They measured for markings when the UTV was dropped off.
- We still need to get brake controllers for the new 605 and 606.
- We need to formalize the formal transfer of the new 605, the UTV and the trailer.
- Motorcycle training is ongoing with Officer Bergamo.

***Old Biz:***

- Stew Reifler has agreed to help with reviewing our by-laws.
- Outsourcing PR- Jamie was looking into it.

***New Biz:***

- The Rotary are regular donors of ours and they are holding the Lobsterfest on Sept. 18th. They are looking for either volunteers to help at the event or offering for groups such as ourselves to set up informational tables at the event. We are looking for volunteers to perhaps staff a table.
- Slice of Saugatuck is looking to do the same kind of thing on Saturday, September 25 from 2:00 pm to 5:00 pm if anyone is interested.
- Yves is organizing the Presidential Service awards.

***Adjournment:***

- Andy made a motion to adjourn at 7:38 pm, seconded by Jon .



Michael Burns, President WVEMS <[mburns@westportems.org](mailto:mburns@westportems.org)>

## Treasurer's Report for August 2021

Dan Guetta, Treasurer WVEMS <[treasurer@westportems.org](mailto:treasurer@westportems.org)>

Fri, Sep 10, 2021 at 9:40 AM

To: WVEMS BOD <[wwems-bod@westportems.org](mailto:wwems-bod@westportems.org)>, "Hartog, Marc" <[mhartog@westportct.gov](mailto:mhartog@westportct.gov)>, Yves Cantin <[rolshan@optonline.net](mailto:rolshan@optonline.net)>

Attached for your review are the WVEMS Income Statements for August 2021 and the two months ending August 31, 2021.

### Financial Results for August 2021 (numbers rounded):

- Net Ordinary Income: Net ordinary income for the month was \$196,800. The primary driver of our increased net income for August was the \$200,000 grant from the Offutt Trust. Offsetting our increased net income was the absence of a monthly Patient Contributions payment from Westport. The August Patient Contributions check (approximately \$6,500) was delayed and still in process as of the end of August. Adjusted net ordinary income for the month (i.e., subtracting the one-time Offutt grant and adding the delayed Patient Contributions payment) was \$3,300 (\$10,600 over budget).
- Total Revenue for the month was \$203,000. Revenue highlights were as follows:
  - Other Donations were \$2,100.
  - Grants were \$200,000.
  - Patient Contributions were \$0.
  - CPR Revenue was \$900.
- Total Expenses for the month were \$6,300 (\$14,300 under budget). Expense highlights were as follows:
  - Uniform Allowance (including intern shirt returns) was: \$900
  - Fundraiser expenses (order for new envelopes) were \$490
  - CPR expenses were \$680
  - Dry Cleaning was \$640
  - Vehicle Maintenance (new tires for 602 and 603) was \$2,900

### Financial Results for the two months ending August 31, 2021 (numbers rounded):

- Net Ordinary Income year-to-date was \$214,000 (\$232,000 over budget).
- Total Revenue year-to-date was \$226,100 (\$212,800 over budget).
- Total Expenses year-to-date were \$12,100 (\$19,200 under budget).

### August 31 Checking and Investment Account Balances (numbers rounded):

- Bank of America Checking Account (net of uncleared payments): \$265,000.
- Wells Fargo Accounts: \$1,669,000 (up \$219,000 from 7/31/21).
  - Investment Account: \$1,166,000.
  - Vehicle Reserve Account: \$347,000.
  - Equipment Reserve Account: \$57,000.
  - Audley Scholarship Account: \$99,000.

Dan Guetta

Treasurer - Westport Volunteer EMS

[treasurer@westportems.org](mailto:treasurer@westportems.org)

<https://www.westportems.org>



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**2 attachments**



**August 2021 Income Statement.pdf**

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**August 2021 YTD Income Statement.pdf**

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Cash Basis

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

	Jul - Aug 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
50250 · GRANTS	200,000.00		
50100 · PATIENT CONTRIBUTIONS	12,150.00	10,000.00	2,150.00
50300 · OTHER DONATIONS	6,451.57	1,667.00	4,784.57
50400 · COURSES			
50004 · CPR	7,485.00	1,667.00	5,818.00
<b>Total 50400 · COURSES</b>	<b>7,485.00</b>	<b>1,667.00</b>	<b>5,818.00</b>
50500 · OPERATING INTEREST	0.24		
<b>Total Income</b>	<b>226,086.81</b>	<b>13,334.00</b>	<b>212,752.81</b>
<b>Gross Profit</b>	<b>226,086.81</b>	<b>13,334.00</b>	<b>212,752.81</b>
<b>Expense</b>			
60043 · PUBLIC RELATIONS	0.00	500.00	-500.00
60044 · RETENTION AND RECRUITMENT	1,320.00	500.00	820.00
60200 · CAPITAL EXPENSES	0.00	834.00	-834.00
60300 · OFFICE & MANAGEMENT	0.00	834.00	-834.00
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	333.00	-333.00
60009 · COFFEE EXPENSES	523.32		
60010 · DAY ROOM/KITCHEN SUPPLIES	874.27		
60030 · CABLEVISION	426.00		
60310 · MEMBER SUPPORT SVCS - Other	0.00	2,833.00	-2,833.00
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<b>1,823.59</b>	<b>3,166.00</b>	<b>-1,342.41</b>
60330 · UNIFORM ALLOWANCE PROGRAM	7.84	1,167.00	-1,159.16
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	45.71	50.00	-4.29
60340 · FUND RAISER - Other	597.00		
<b>Total 60340 · FUND RAISER</b>	<b>642.71</b>	<b>50.00</b>	<b>592.71</b>
60360 · AWARDS	0.00	800.00	-800.00
60370 · ANNUAL AWARDS MEETING	55.00	1,000.00	-945.00
60380 · TRAINING			
60022 · In service	258.99	666.00	-407.01
60021 · Stop The Bleed	0.00	166.00	-166.00
60381 · Tuition Reimbursement EMT-B	0.00	1,000.00	-1,000.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	40.82		
60003 · CPR / FIRST AID TRNG - Other	1,766.56	1,667.00	99.56
<b>Total 60003 · CPR / FIRST AID TRNG</b>	<b>1,807.38</b>	<b>1,667.00</b>	<b>140.38</b>

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 Cash Basis

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

	Jul - Aug 21	Budget	\$ Over Budget
60019 · IN-HOUSE EMT	0.00	8,000.00	-8,000.00
60038 · MISC. TRNG	0.00	166.00	-166.00
60380 · TRAINING - Other	0.00	0.00	0.00
<b>Total 60380 · TRAINING</b>	<b>2,066.37</b>	<b>11,665.00</b>	<b>-9,598.63</b>
60420 · HOSPITALITY/SUNSHINE	0.00	82.00	-82.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	1,267.26	1,500.00	-232.74
60042 · Equipment Repairs & Maintenance	0.00	834.00	-834.00
60014 · VEH .MAINTENANCE	3,027.48	4,167.00	-1,139.52
60037 · MEDICAL SUPPLIES	1,902.80	4,167.00	-2,264.20
60500 · WEMS OPER. BDGT - Other	0.00	42.00	-42.00
<b>Total 60500 · WEMS OPER. BDGT</b>	<b>6,197.54</b>	<b>10,710.00</b>	<b>-4,512.46</b>
<b>Total Expense</b>	<b>12,113.05</b>	<b>31,308.00</b>	<b>-19,194.95</b>
<b>Net Ordinary Income</b>	<b>213,973.76</b>	<b>-17,974.00</b>	<b>231,947.76</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Dividend Income	1,050.01	2,500.00	-1,449.99
<b>Total Other Income</b>	<b>1,050.01</b>	<b>2,500.00</b>	<b>-1,449.99</b>
<b>Other Expense</b>			
70500 · VEHICLE REPLACEMENT	9,198.00		
<b>Total Other Expense</b>	<b>9,198.00</b>		
<b>Net Other Income</b>	<b>-8,147.99</b>	<b>2,500.00</b>	<b>-10,647.99</b>
<b>Net Income</b>	<b>205,825.77</b>	<b>-15,474.00</b>	<b>221,299.77</b>

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Cash Basis

## Westport Vol. EMS Profit & Loss Budget vs. Actual August 2021

	Aug 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
50250 · GRANTS	200,000.00		
50100 · PATIENT CONTRIBUTIONS	0.00	5,000.00	-5,000.00
50300 · OTHER DONATIONS	2,130.97	833.00	1,297.97
50400 · COURSES			
50004 · CPR	895.00	833.00	62.00
<b>Total 50400 · COURSES</b>	<b>895.00</b>	<b>833.00</b>	<b>62.00</b>
50500 · OPERATING INTEREST	0.12		
<b>Total Income</b>	<b>203,026.09</b>	<b>6,666.00</b>	<b>196,360.09</b>
<b>Gross Profit</b>	<b>203,026.09</b>	<b>6,666.00</b>	<b>196,360.09</b>
<b>Expense</b>			
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
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	167.00	-167.00
60009 · COFFEE EXPENSES	184.69		
60010 · DAY ROOM/KITCHEN SUPPLIES	286.84		
60030 · CABLEVISION	213.00		
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,417.00	-1,417.00
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<b>684.53</b>	<b>1,584.00</b>	<b>-899.47</b>
60330 · UNIFORM ALLOWANCE PROGRAM	907.84	583.00	324.84
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	10.38	25.00	-14.62
60340 · FUND RAISER - Other	477.00		
<b>Total 60340 · FUND RAISER</b>	<b>487.38</b>	<b>25.00</b>	<b>462.38</b>
60360 · AWARDS	0.00	800.00	-800.00
60370 · ANNUAL AWARDS MEETING	0.00	1,000.00	-1,000.00
60380 · TRAINING			
60022 · In service	0.00	333.00	-333.00
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	10.07		
60003 · CPR / FIRST AID TRNG - Other	671.06	833.00	-161.94
<b>Total 60003 · CPR / FIRST AID TRNG</b>	<b>681.13</b>	<b>833.00</b>	<b>-151.87</b>



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Cash Basis

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

	<u>Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
60019 · IN-HOUSE EMT	0.00	8,000.00	-8,000.00
60038 · MISC. TRNG	0.00	83.00	-83.00
60380 · TRAINING - Other	0.00	0.00	0.00
<b>Total 60380 · TRAINING</b>	<b>681.13</b>	<b>9,832.00</b>	<b>-9,150.87</b>
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	639.38	750.00	-110.62
60042 · Equipment Repairs & Maintenance	0.00	417.00	-417.00
60014 · VEH .MAINTENANCE	2,868.00	2,083.00	785.00
60037 · MEDICAL SUPPLIES	0.00	2,083.00	-2,083.00
60500 · WEMS OPER. BDGT - Other	0.00	21.00	-21.00
<b>Total 60500 · WEMS OPER. BDGT</b>	<b>3,507.38</b>	<b>5,354.00</b>	<b>-1,846.62</b>
<b>Total Expense</b>	<b>6,268.26</b>	<b>20,554.00</b>	<b>-14,285.74</b>
<b>Net Ordinary Income</b>	<b>196,757.83</b>	<b>-13,888.00</b>	<b>210,645.83</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Dividend Income	427.66	1,250.00	-822.34
<b>Total Other Income</b>	<b>427.66</b>	<b>1,250.00</b>	<b>-822.34</b>
<b>Other Expense</b>			
70500 · VEHICLE REPLACEMENT	9,198.00		
<b>Total Other Expense</b>	<b>9,198.00</b>		
<b>Net Other Income</b>	<b>-8,770.34</b>	<b>1,250.00</b>	<b>-10,020.34</b>
<b>Net Income</b>	<b>187,987.49</b>	<b>-12,638.00</b>	<b>200,625.49</b>

September 1<sup>st</sup>, 2021

To: WVEMS President & Secretary

From: Jay B. Paretzky

Subject: Jay's August 2021 report to the Board

Hello

WVEMS CPR/First Aid January 1, 2021, to August 31, 2021, 141 classes held with 804 students taught. In August we certified 52 Westport Fire personnel in eight classes. Yashi and I did the training for the WFD. We have a very large class scheduled on September 29, Wednesday starting at 6:30 PM for about two hundred students. This is a Hands-Only CPR class at Shorehaven Golf Club in Norwalk. Any one can help with this class- yes, we can use some help.

CT EMS Advisory Board virtual meeting Wednesday August 25, 2021

Major review of the Statewide Coordinated Medical Emergency Direction (CMED) Radio Network. Up-dated list of CMED call and patch channels and phone numbers given out. The goal is to make the entire communication system work better. A long term projects.

EMSEXPO is going on and they are looking for some volunteers to help. Contact Judy Reynolds for additional information.

Legislative Committee virtual meeting September 9, 2021

Discussion on how to bring back Volunteers that did not work due to COVID, and establish relationships with State Legislative Representatives , so EMS has more input into Bills. It was agreed this is best accomplished by local EMS meeting with their representative.

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