

Westport Volunteer Emergency Medical Service Board of Directors' Meeting and November 2nd , 2021

Call to Order: 7:02 pm

Attendees:

- Mike Burns, Nancy Surace, Martin Iselin, Josh Rosen, Larry Kleinman, Mary Inagami, Jonathan Huzil, Andrew O'Brien, Brian Crane and Stewart Reifler.
- Jamie has resigned from the BOD and Josh Rosen has agreed to take his place.

Guests:

- Marc Hartog and Rob Pocius

Approval of prior minutes:

- Stew made a motion to adopt the minutes of the September board meeting, seconded by Andy.
- One abstention – Josh Rosen.
- All in favor - unanimous.

Committees:

Treasurer's Report:

- See attached
- Martin requested we segregate grants received into an "other" category to make it easier to compare year on year.

Finance:

- Meeting scheduled for December 10.
- Josh will be joining the committee.

Fundraising:

- Mailer went out thanks to Stew. Going well so far. Please reach out to Stew if you can help in any way. We will be pushing social media as we did last year with emphasis on year end.
- Mike is working on submitting grant applications to the WWC and WYWL. If anyone would like to get involved in this and potentially other grants that may be available to us, please let him know.
- Recently received two donations for \$10,000.

Member Relations:

- Nancy reported on member(s) to vote in:

- Jake Guaglione
- Nancy made a motion to vote the above member(s) in, seconded by Andy.
- No abstentions.
- All in favor - unanimous.

Recruitment and Retention:

- Nothing to report.

Training:

- EMT class is off and running. There was one problem early on but the situation was remedied and will be addressed going forward. There are 16 EMT'Ss 5 EMR's
- CareerCert - we need to renew our contract for the service. Mike circulated the two proposed contracts. We will save money if we sign a longer contract such as three years. Feedback for the service has been positive so far.
- Andy made a motion to continue the CareerCert contract for three years for \$4,309, seconded by Mary.
- No abstentions.
- All in favor - unanimous.

CPR / SW Council:

- See attached.

Public Relations:

- We are looking for anyone who wants to help with PR. Currently Mike is updating the website and social media on his own.
- We will be spending money on pushing our presence on social media during the fundraiser. It seemed to have a positive impact last year. Any suggestions are welcomed.
- Nicole Donovan attended the Town Hall Halloween event and gave out candy to the kids. It was a good opportunity for exposure and we thank her for doing it.
- Now that the UTV and trailer are completed, we need to arrange for some photos with the primary donors for them.
- Martin believes the vaccination clinics will be a big PR event for us and has offered to help get members involved.

House:

- We will be switching to using Norwalk Linens to supply us for the overnight crews. This will be a substantial savings from what we currently do. The plan is to have two sets of linens on hand each night. We will take our current linens and store them after they have been cleaned.
- Going to get rid of the junk couch. Andy will look into some new furniture.
- Look into new chairs for the Crew Chief office. Mary will look into.
- Speakers for the chrome book do no work. Mike will look into.

Vehicles:

- We are finally back to having 3 ambulances on hand.
- The UTV and trailer were outfitted by Fleet and the Deere dealer and are back with us.
- There will be UTV training for crew chief's and drivers on November 13th. A regional class that coordinates the TECC classes.
- The new 605 is awaiting equipment. Once it comes, it will be brought to Fleet for final outfitting.
- Motorcycle training was completed. Rob Pocius completed the course. We will have to pay for some repair to the PD motorcycle that was damaged in training as well as some maintenance to another we used. PD will be looking to source the parts used to keep the cost down which is estimated to be under \$1,000 for the damage. Maintenance is estimated to be under \$500. Need appropriate motorcycle gear for Pocius.
- Larry made a motion to spend \$1,500 for the proper safety equipment for Rob Pocius for the motorcycle, seconded by Josh.
- No abstentions.
- All in favor - unanimous.

Old Biz:

- Establish a Standard Code of Ethics.
- ByLaws and New Member Documents need to be updated.

New Biz:

- Mike and Larry have had meetings with the two candidates for first selectmen to establish a line of communication and to make them aware of just who WVEMS is and why we are a vital component of the operation of WEMS. As expected, they were unaware of many things and appreciated the meeting. There were positive takeaways and offers to help get the word out to bolster our ranks.
- We need a volunteer to attend the Masonic Temple at their annual holiday giving ceremony. WVEMS is slated to receive a monetary gift but we must be there to get it. It is a brunch on Sunday, December 12th at 11:30 am.
- Need to form a committee for looking into a new ambulance, Andy, Mike and Martin are willing to be on the committee, Josh for admin support. Marc stated there is a current lead time of two years for chassis.

Adjournment:

- Andy made a motion to adjourn at 7:56 pm, seconded by Larry.



Treasurer's Report for October 2021

Dan Guetta, Treasurer WVEMS <treasurer@westportems.org> Mon, Nov 1, 2021 at 5:13 PM
To: WVEMS BOD <wvems-bod@westportems.org>, Yves Cantin <rolshan@optonline.net>, "Hartog, Marc" <mhartog@westportct.gov>

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

Financial Results for October 2021 (numbers rounded):

- Net Ordinary Income: Net ordinary income for the month was \$50,900 (\$68,400 over budget). Our net income for October was significantly over budget primary due to the following:
 - (1) Fundraiser revenue was very strong at the beginning of our fundraising campaign;
 - (2) two months of Patient Contributions were credited in October (as previously reported, July and August payments were delayed and were eventually received in October);
 - (3) EMT class revenue was credited in October (one month later than initially projected);
 - (4) our 2021 audit and tax returns were completed earlier than expected resulting in the payment of professional fees in September instead of October (budgeted savings of \$7,000);
 - (5) October fundraiser expenses were lower than forecasted (budgeted savings of \$5,700); and
 - (6) the September annual awards meeting was cancelled (budgeted savings of \$1,000).
- Total Revenue for the month was \$74,700 (\$52,000 over budget). Revenue highlights were as follows:
 - Fundraiser revenue was \$33,800
 - Other Donations were \$3,300
 - Patient Contributions were \$11,700
 - EMT class revenue was \$23,800
 - CPR revenue was \$2,200.
- Total Expenses for the month were \$23,800 (\$16,400 under budget). Expense highlights were as follows:
 - Fundraiser expenses were \$5,500 (mailer, postage and letterhead)
 - EMT class expenses were \$7,000 (instructor fees and books)
 - Insurance expenses were \$900 (EMT class liability policy)
 - Dry Cleaning expenses were \$470 (\$280 under budget)
 - Equipment Repairs & Maintenance were \$1000 (annual payment of Lucas maintenance contract)
 - Vehicle Maintenance expenses were \$3,300 (601 suspension repairs)
 - Medical Supplies expense was \$2,900

Financial Results for the four months ending October 31, 2021 (numbers rounded):

- Net Ordinary Income year-to-date was \$243,800 (\$268,300 over budget) (Note: \$200,000 of our net income was attributable to the Offutt grant received in August).
- Total Revenue year-to-date was \$310,100 (\$242,500 over budget) (Note: \$200,000 of our revenue was attributable to the Offutt grant received in August) .
- Total Expenses year-to-date were \$66,400 (\$25,800 under budget).

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

- Bank of America Checking Account (net of uncleared payments): \$294,000.
- Wells Fargo Accounts: \$1,670,000 (up \$37,000 from 9/30/21).
 - Investment Account: \$966,000.
 - Vehicle Reserve Account: \$547,000.
 - Equipment Reserve Account: \$57,000.
 - Audley Scholarship Account: \$100,000.

Treasurer - Westport Volunteer EMS
treasurer@westportems.org

<https://www.westportems.org>



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2 attachments



October 2021 Income Statement.pdf

175K



October 2021 YTD Income Statement.pdf

176K

3:34 PM
 11/01/21
 Cash Basis

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

	Oct 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50100 · PATIENT CONTRIBUTIONS	11,650.00	5,000.00	6,650.00
50200 · FUNDRAISER	33,845.04	16,000.00	17,845.04
50300 · OTHER DONATIONS	3,258.59	833.00	2,425.59
50400 · COURSES			
50004 · CPR	2,151.82	833.00	1,318.82
50008 · EMT	23,750.00		
Total 50400 · COURSES	25,901.82	833.00	25,068.82
50500 · OPERATING INTEREST	0.10		
Total Income	74,655.55	22,666.00	51,989.55
Gross Profit	74,655.55	22,666.00	51,989.55
Expense			
60011 · PROFESSIONAL FEES - AUDIT	0.00	7,000.00	-7,000.00
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
60200 · CAPITAL EXPENSES	699.75	417.00	282.75
60300 · OFFICE & MANAGEMENT			
60017 · MISC. EXP.	50.00		
60300 · OFFICE & MANAGEMENT - Other	0.00	417.00	-417.00
Total 60300 · OFFICE & MANAGEMENT	50.00	417.00	-367.00
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	167.00	-167.00
60009 · COFFEE EXPENSES	249.29		
60030 · CABLEVISION	213.00		
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,417.00	-1,417.00
Total 60310 · MEMBER SUPPORT SVCS	462.29	1,584.00	-1,121.71
60330 · UNIFORM ALLOWANCE PROGRAM	0.00	583.00	-583.00
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	196.00	230.00	-34.00
60340 · FUND RAISER - Other	5,528.16	11,200.00	-5,671.84
Total 60340 · FUND RAISER	5,724.16	11,430.00	-5,705.84
60360 · AWARDS	374.47		
60370 · ANNUAL AWARDS MEETING	0.00	1,000.00	-1,000.00
60380 · TRAINING			
60022 · In service	284.32	333.00	-48.68
60021 · Stop The Bleed	0.00	87.00	-87.00
60381 · Tuition Reimbursement EMT-B	0.00	500.00	-500.00

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 Cash Basis

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

	Oct 21	Budget	\$ Over Budget
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	17.07		
60003 · CPR / FIRST AID TRNG - Other	569.76	833.00	-263.24
Total 60003 · CPR / FIRST AID TRNG	586.83	833.00	-246.17
60019 · IN-HOUSE EMT	7,028.34	9,000.00	-1,971.66
60038 · MISC. TRNG	0.00	83.00	-83.00
Total 60380 · TRAINING	7,899.49	10,836.00	-2,936.51
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	465.18	750.00	-284.82
60042 · Equipment Repairs & Maintenance	1,009.80	417.00	592.80
60014 · VEH .MAINTENANCE	3,270.78	2,083.00	1,187.78
60037 · MEDICAL SUPPLIES	2,927.53	2,083.00	844.53
60500 · WEMS OPER. BDGT - Other	0.00	21.00	-21.00
Total 60500 · WEMS OPER. BDGT	7,673.29	5,354.00	2,319.29
Total Expense	23,781.45	40,163.00	-16,381.55
Net Ordinary Income	50,874.10	-17,497.00	68,371.10
Other Income/Expense			
Other Income			
Dividend Income	721.39	1,250.00	-528.61
Total Other Income	721.39	1,250.00	-528.61
Net Other Income	721.39	1,250.00	-528.61
Net Income	51,595.49	-16,247.00	67,842.49

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 Cash Basis

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

	Jul - Oct 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	200,000.00		
50100 · PATIENT CONTRIBUTIONS	23,800.00	20,000.00	3,800.00
50200 · FUNDRAISER	33,845.04	16,000.00	17,845.04
50300 · OTHER DONATIONS	18,544.45	3,334.00	15,210.45
50400 · COURSES			
50004 · CPR	10,196.82	3,334.00	6,862.82
50008 · EMT	23,750.00	25,000.00	-1,250.00
Total 50400 · COURSES	33,946.82	28,334.00	5,612.82
50500 · OPERATING INTEREST	0.46		
Total Income	310,136.77	67,668.00	242,468.77
Gross Profit	310,136.77	67,668.00	242,468.77
Expense			
60011 · PROFESSIONAL FEES - AUDIT	13,750.00	7,000.00	6,750.00
60043 · PUBLIC RELATIONS	0.00	1,000.00	-1,000.00
60044 · RETENTION AND RECRUITMENT	1,320.00	1,000.00	320.00
60200 · CAPITAL EXPENSES	699.75	1,668.00	-968.25
60300 · OFFICE & MANAGEMENT			
60017 · MISC. EXP.	50.00		
60300 · OFFICE & MANAGEMENT - Other	0.00	1,668.00	-1,668.00
Total 60300 · OFFICE & MANAGEMENT	50.00	1,668.00	-1,618.00
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	666.00	-666.00
60009 · COFFEE EXPENSES	933.95		
60010 · DAY ROOM/KITCHEN SUPPLIES	874.27		
60030 · CABLEVISION	852.00		
60310 · MEMBER SUPPORT SVCS - Other	0.00	5,666.00	-5,666.00
Total 60310 · MEMBER SUPPORT SVCS	2,660.22	6,332.00	-3,671.78
60330 · UNIFORM ALLOWANCE PROGRAM	533.05	2,334.00	-1,800.95
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	366.74	305.00	61.74
60340 · FUND RAISER - Other	6,377.08	11,200.00	-4,822.92
Total 60340 · FUND RAISER	6,743.82	11,505.00	-4,761.18
60360 · AWARDS	1,167.85	800.00	367.85
60370 · ANNUAL AWARDS MEETING	55.00	4,000.00	-3,945.00
60380 · TRAINING			
60022 · In service	816.96	1,332.00	-515.04
60021 · Stop The Bleed	0.00	336.00	-336.00
60381 · Tuition Reimbursement EMT-B	0.00	2,000.00	-2,000.00

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11/01/21

Cash Basis

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

	Jul - Oct 21	Budget	\$ Over Budget
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	70.33		
60003 · CPR / FIRST AID TRNG - Other	5,179.99	3,334.00	1,845.99
Total 60003 · CPR / FIRST AID TRNG	5,250.32	3,334.00	1,916.32
60019 · IN-HOUSE EMT	7,599.34	25,000.00	-17,400.66
60038 · MISC. TRNG	0.00	333.00	-333.00
60380 · TRAINING - Other	0.00	0.00	0.00
Total 60380 · TRAINING	13,666.62	32,335.00	-18,668.38
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	0.00	164.00	-164.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	2,372.03	3,000.00	-627.97
60042 · Equipment Repairs & Maintenance	5,433.80	1,667.00	3,766.80
60014 · VEH .MAINTENANCE	10,217.47	8,334.00	1,883.47
60037 · MEDICAL SUPPLIES	6,814.86	8,334.00	-1,519.14
60500 · WEMS OPER. BDGT - Other	0.00	84.00	-84.00
Total 60500 · WEMS OPER. BDGT	24,838.16	21,419.00	3,419.16
Total Expense	66,382.47	92,225.00	-25,842.53
Net Ordinary Income	243,754.30	-24,557.00	268,311.30
Other Income/Expense			
Other Income			
Dividend Income	3,577.40	5,000.00	-1,422.60
Total Other Income	3,577.40	5,000.00	-1,422.60
Other Expense			
70500 · VEHICLE REPLACEMENT	9,891.60		
Total Other Expense	9,891.60		
Net Other Income	-6,314.20	5,000.00	-11,314.20
Net Income	237,440.10	-19,557.00	256,997.10

November 1, 2021st

To: WVEMS President & Secretary

From: Jay B. Paretzky

Subject: Jay's October 2021 report to the Board

Hello

WVEMS CPR/First Aid January 1, 2021, to October 31, 2021, 161 classes held with 922 students taught.

Westport has been designated a HeartSafe Community once again by the Commissioner of Public Health. This designation recognizes our continued commitment to provide improved cardiac response and care to the community. While the certificate issued to us does not comment about our high level of CPR classes or the increase in the number of AED we know are in Westport, our application for renewal of the designation reflects all that. There are signs that can be put up around Town, as many other HeartSafe Communities have done, we haven't been able to do that here in Westport. The First Selectman's Office has received the original certification.

CT EMS Advisory Board virtual meeting was held on Wednesday October 27, 2021

A very short meeting with just one issue on the agenda. Nominations for the Chair, Vice Chair and Secretary of the CT EMS Advisory Board.

The Commissioner of Health appoints the Chair, the members of the Board vote for their recommendation.

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

NOTE: Proposal Pricing good for 30 days.


Raymond Shanahan
ray.shanahan@careercert.com
+1 7149319453

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CareerCert

Westport EMS

By: *Ray Shanahan*

By: 

Name: Ray Shanahan

Name: *MICHAEL BURNS*

Title: Sr. Business Development Mgr

Title: *PRESIDENT - WVEMS*

Address: 2901 N Ashton Blvd.
Lehi
UT
84043

Address: 50 Jesup Road
Westport, Connecticut 06880
United States

Date: 11/5/21

Date: *11/5/21*