

# **December 2021 BOD Meeting**

Quorum is 7 out of 11 board members.

**Call to Order**: 7:05pm

**Attendees**: Mike Burns, Martin Iselin, Dan Guetta, Stew Reifler, Josh Rosen, Brian Crane, Mari Inagami. Guests Mark Blake and Marc Hartog

**Approval of prior minutes**: Martin/Josh- unanimous approved

**Treasurer's Report**:

- See attached

**Committees**:

**Finance**:

- We will be having a meeting this Thursday.
- Martin asked if some of our large cash balance at BankAmerica should be moved to Wells Fargo. To be discussed Thursday.

**Fundraising**:

- Going well. Report from Stew: Holiday postcards going out next week. YTD 438 donors which is slightly less than last year but 66 new donors. October to December 3rd revenues are \$108,000 vs \$112,000 the same period last year. A few large donors have yet to give that did last year. Revenues are reasonably close but we did have a boost from COVID last year. True results will have to wait for the end of the campaign March 31st.
- Mike sent out a few grant applications and got some positive feedback in response to submitting them. Mike will be following up with meetings in January.
- We are working with the First Selectman, Chief Koskinas and DC Arciola to request \$200,000 for the purchase of a new ambulance from the ARPA funds. PD will be submitting on our behalf. We are optimistic about the outcome.

**Member Relations**:

- none

## **Recruitment and Retention:**

- Agility and Written testing for new recruits was held this past Saturday. It went well and all involved agree this process is a good thing. We had 7 people pass and 1 fail. They are all youth corps age.

## **Training:**

- Rick reports the EMT class is going well.
- Last week there was a discussion about our training practices and whether or not we should be instituting a WVEMS training requirement. It was noted that our in service program now counts directly towards EMT recertification. These discussions are open to the BOD and will be continuing in the future with the goal of improving the level of preparedness of our volunteer staff.

## **CPR / SW Council:**

- WVEMS will be changing some of its policies and practices related to the CPR program:
  - We will no longer be paying CPR instructors for working at the EMT class. That will be up to the EMT coordinator.
  - CPR instruction will be standardized for all instructors revolving around a hybrid format. Students will do class work online and come in to be tested. Our website will be amended to reflect this policy.
  - Any classes that require travelling to a remote location will be done using the video visual aids from the AHA.
- See attached for Jay's report

## **Public Relations:**

- We had a very good WVEMS showing at the recent vaccination clinic for kids. There was a followup clinic this past Saturday. These events are great PR for us.
- Mike set up many Facebook and Instagram posts to support the fundraiser going into the year end. Mike will selectively pay to boost our posts. This strategy seemed to help last year. Please like and share our posts- it helps boost them.

## **House:**

- Feedback from switching to Norwalk Linens has not been positive. An alternate plan was circulated to get feedback from people that do the night shifts. We heard from 4 people so far. A conversation ensued with the suggestion that we institute a policy similar to the jackets where we assign comforter/blanket to our staff for them to keep and launder, and that we also have a smaller selection of blankets on hand for Norwalk EMS medics with the understanding that these will not be laundered as often. All are welcome to bring their own blankets. Mari will

price out other washing services and investigate lighter blankets as opposed to heavier comforters. Washing is generally done by weight.

- Progress on looking for couch replacements? Are loungers necessary? No update.
- New chairs were purchased and placed in the Crew Chief office. It was requested we do the same for the 2 chairs by the computers in the day room which are apparently broken.
- Speakers were purchased and installed on the day room Chromebox.

### **Vehicles:**

- Initial ambulance discussion was had last week. Notes were sent to the BOD.
- UTV class was a success for the morning session but the afternoon session was cancelled due to severe weather. This will be rescheduled for a future date. Martin thought the class was well done though not entirely relevant for our town.
- New 605 is still awaiting outfitting from Fleet.

### **Old Biz:**

- Establish a Standard Code of Ethics for the BOD
- Update Bylaws and New Member documents
- We need a volunteer to attend the Mason's annual gift giving luncheon. It is on December 12th at 11:30am. Mike will send out an appeal to the membership.

### **New Biz:**

- We are apparently having issues with some of our Lucas devices and were told that the issue may not be covered by our service contracts. We have asked why that is the case and we are waiting to hear back from Stryker. Mike will follow up with Kevin.
- Dan Woog will be hosting a "Holiday Stroll" event downtown December 11th from 4 - 7pm. Dan has been a very good friend of WVEMS for many years and it would be really nice if some "yellow shirts/jackets" could show up and be present.
- A reminder that conference reimbursements need to be submitted to Mike in order to get them.

**Adjournment:** 7:52pm Stew/Josh unanimously approved



**Treasurer's Report for November 2021**

Dan Guetta, Treasurer WVEMS <treasurer@westportems.org> Tue, Dec 7, 2021 at 6:23 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 November 2021 and the five months ending November 30, 2021.

**Financial Results for November 2021 (numbers rounded):**

- **Net Ordinary Income:** Net ordinary income for November was \$63,700 (\$58,600 over budget). Our net income for the month was significantly over budget primary due to the following:
  - (1) Fundraiser revenue was very strong (\$40,000 over budget);
  - (2) Total expenses for the month were lower than forecasted (\$17,600 under budget)
    - \$4,000 was budgeted for EMS Conference reimbursement (no reimbursement requests were received in November; only one request for \$239 was received so far in December).
    - \$8,000 was budgeted for Career Cert renewal but we have not yet received a renewal invoice.
    - Medical Supplies and Vehicle Maintenance expenses were collectively \$3,000 under budget (but note that we paid a \$5,000 invoice for 603 repairs in early December).
  
- **Total Revenue** for the month was \$73,700 (\$41,000 over budget). Revenue highlights were as follows:
  - Fundraiser revenue was \$66,000
  - Patient Contributions were \$5,000 (for September transports)
  - CPR revenue was \$2,100.
  
- **Total Expenses** for the month were \$10,000 (\$17,600 under budget). Expense highlights were as follows:
  - Fundraiser expenses were \$1,500 (primarily postage for holiday cards and thank you letters)
  - EMT class expenses were \$3,400 (instructor fees)
  - Dry Cleaning expenses were \$660 (final charges to Washing Well)
  - Member Support Services expenses (kitchen supplies and cable) were \$1,400
  - Uniform Allowance expenses were \$1,100 (motorcycle gear)
  - Vehicle Maintenance expenses were \$300
  - Medical Supplies expense was \$800

**Financial Results for the five months ending November 30, 2021 (numbers rounded):**

- **Net Ordinary Income** year-to-date was \$307,500 (\$326,900 over budget) (Note: \$200,000 of our net income was attributable to the one-time Offutt grant received in August).
- **Total Revenue** year-to-date was \$383,800 (\$283,500 over budget) (Note: \$200,000 of our revenue was attributable to the one-time Offutt grant received in August).
- **Total Expenses** year-to-date were \$76,300 (\$43,400 under budget).

**November 30 Checking and Investment Account Balances (numbers rounded):**

- Bank of America Checking Account (net of uncleared payments): \$358,000.
- Wells Fargo Accounts: \$1,659,000 (down \$11,000 from 10/31/21).
  - Investment Account: \$956,000.
  - Vehicle Reserve Account: \$547,000.
  - 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



**November 2021 Income Statement.pdf**

175K



**November 2021 YTD Income Statement.pdf**

176K

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 12/02/21  
 Cash Basis

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

	Nov 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
50100 · PATIENT CONTRIBUTIONS	5,000.00	5,000.00	0.00
50200 · FUNDRAISER	66,006.30	26,000.00	40,006.30
50300 · OTHER DONATIONS	40.60	834.00	-793.40
50400 · COURSES			
50004 · CPR	2,127.00	834.00	1,293.00
50008 · EMT	500.00		
<b>Total 50400 · COURSES</b>	<b>2,627.00</b>	<b>834.00</b>	<b>1,793.00</b>
50500 · OPERATING INTEREST	0.09		
<b>Total Income</b>	<b>73,673.99</b>	<b>32,668.00</b>	<b>41,005.99</b>
<b>Gross Profit</b>	<b>73,673.99</b>	<b>32,668.00</b>	<b>41,005.99</b>
<b>Expense</b>			
60011 · PROFESSIONAL FEES - AUDIT	0.00	3,500.00	-3,500.00
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
60200 · CAPITAL EXPENSES	246.93	417.00	-170.07
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	262.00		
60010 · DAY ROOM/KITCHEN SUPPLIES	923.88		
60030 · CABLEVISION	213.01		
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,416.00	-1,416.00
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<b>1,398.89</b>	<b>1,582.00</b>	<b>-183.11</b>
60330 · UNIFORM ALLOWANCE PROGRAM	1,118.96	584.00	534.96
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	87.67	320.00	-232.33
60340 · FUND RAISER - Other	1,439.99	950.00	489.99
<b>Total 60340 · FUND RAISER</b>	<b>1,527.66</b>	<b>1,270.00</b>	<b>257.66</b>
60360 · AWARDS	197.68		
60380 · TRAINING			
60022 · In service	260.96	333.00	-72.04
60021 · Stop The Bleed	0.00	83.00	-83.00
60382 · On-Line Courses	0.00	8,000.00	-8,000.00
60381 · Tuition Reimbursement EMT-B	0.00	500.00	-500.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	22.19		
60003 · CPR / FIRST AID TRNG - Other	0.00	834.00	-834.00
<b>Total 60003 · CPR / FIRST AID TRNG</b>	<b>22.19</b>	<b>834.00</b>	<b>-811.81</b>

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12/02/21

Cash Basis

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

	Nov 21	Budget	\$ Over Budget
60019 · IN-HOUSE EMT	3,380.00		
60038 · MISC. TRNG	0.00	84.00	-84.00
60391 · OUTSIDE EMS CONFERENCES	0.00	4,000.00	-4,000.00
<b>Total 60380 · TRAINING</b>	<b>3,663.15</b>	<b>13,834.00</b>	<b>-10,170.85</b>
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	662.37	750.00	-87.63
60042 · Equipment Repairs & Maintenance	0.00	416.00	-416.00
60014 · VEH .MAINTENANCE	299.27	2,084.00	-1,784.73
60037 · MEDICAL SUPPLIES	835.75	2,084.00	-1,248.25
60500 · WEMS OPER. BDGT - Other	0.00	21.00	-21.00
<b>Total 60500 · WEMS OPER. BDGT</b>	<b>1,797.39</b>	<b>5,355.00</b>	<b>-3,557.61</b>
<b>Total Expense</b>	<b>9,950.66</b>	<b>27,501.00</b>	<b>-17,550.34</b>
<b>Net Ordinary Income</b>	<b>63,723.33</b>	<b>5,167.00</b>	<b>58,556.33</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Dividend Income	484.12	1,250.00	-765.88
<b>Total Other Income</b>	<b>484.12</b>	<b>1,250.00</b>	<b>-765.88</b>
<b>Net Other Income</b>	<b>484.12</b>	<b>1,250.00</b>	<b>-765.88</b>
<b>Net Income</b>	<b>64,207.45</b>	<b>6,417.00</b>	<b>57,790.45</b>

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 12/02/21  
 Cash Basis

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

	Jul - Nov 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
50250 · GRANTS	200,000.00		
50100 · PATIENT CONTRIBUTIONS	28,800.00	25,000.00	3,800.00
50200 · FUNDRAISER	99,851.34	42,000.00	57,851.34
50300 · OTHER DONATIONS	18,585.05	4,168.00	14,417.05
50400 · COURSES			
50004 · CPR	12,323.82	4,168.00	8,155.82
50008 · EMT	24,250.00	25,000.00	-750.00
<b>Total 50400 · COURSES</b>	<b>36,573.82</b>	<b>29,168.00</b>	<b>7,405.82</b>
50500 · OPERATING INTEREST	0.55		
<b>Total Income</b>	<b>383,810.76</b>	<b>100,336.00</b>	<b>283,474.76</b>
<b>Gross Profit</b>	<b>383,810.76</b>	<b>100,336.00</b>	<b>283,474.76</b>
<b>Expense</b>			
60011 · PROFESSIONAL FEES - AUDIT	13,750.00	10,500.00	3,250.00
60043 · PUBLIC RELATIONS	0.00	1,250.00	-1,250.00
60044 · RETENTION AND RECRUITMENT	1,320.00	1,250.00	70.00
60200 · CAPITAL EXPENSES	946.68	2,085.00	-1,138.32
60300 · OFFICE & MANAGEMENT			
60017 · MISC. EXP.	50.00		
60300 · OFFICE & MANAGEMENT - Other	0.00	2,085.00	-2,085.00
<b>Total 60300 · OFFICE &amp; MANAGEMENT</b>	<b>50.00</b>	<b>2,085.00</b>	<b>-2,035.00</b>
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	832.00	-832.00
60009 · COFFEE EXPENSES	1,195.95		
60010 · DAY ROOM/KITCHEN SUPPLIES	1,798.15		
60030 · CABLEVISION	1,065.01		
60310 · MEMBER SUPPORT SVCS - Other	0.00	7,082.00	-7,082.00
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<b>4,059.11</b>	<b>7,914.00</b>	<b>-3,854.89</b>
60330 · UNIFORM ALLOWANCE PROGRAM	1,652.01	2,918.00	-1,265.99
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	454.41	625.00	-170.59
60340 · FUND RAISER - Other	7,817.07	12,150.00	-4,332.93
<b>Total 60340 · FUND RAISER</b>	<b>8,271.48</b>	<b>12,775.00</b>	<b>-4,503.52</b>
60360 · AWARDS	1,365.53	800.00	565.53
60370 · ANNUAL AWARDS MEETING	55.00	4,000.00	-3,945.00
60380 · TRAINING			
60022 · In service	1,077.92	1,665.00	-587.08
60021 · Stop The Bleed	0.00	419.00	-419.00
60382 · On-Line Courses	0.00	8,000.00	-8,000.00
60381 · Tuition Reimbursement EMT-B	0.00	2,500.00	-2,500.00



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12/02/21

Cash Basis

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

	Jul - Nov 21	Budget	\$ Over Budget
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	92.52		
60003 · CPR / FIRST AID TRNG - Other	5,179.99	4,168.00	1,011.99
<b>Total 60003 · CPR / FIRST AID TRNG</b>	<b>5,272.51</b>	<b>4,168.00</b>	<b>1,104.51</b>
60019 · IN-HOUSE EMT	10,979.34	25,000.00	-14,020.66
60038 · MISC. TRNG	0.00	417.00	-417.00
60391 · OUTSIDE EMS CONFERENCES	0.00	4,000.00	-4,000.00
60380 · TRAINING - Other	0.00	0.00	0.00
<b>Total 60380 · TRAINING</b>	<b>17,329.77</b>	<b>46,169.00</b>	<b>-28,839.23</b>
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	0.00	206.00	-206.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	3,034.40	3,750.00	-715.60
60042 · Equipment Repairs & Maintenance	5,433.80	2,083.00	3,350.80
60014 · VEH .MAINTENANCE	10,516.74	10,418.00	98.74
60037 · MEDICAL SUPPLIES	7,650.61	10,418.00	-2,767.39
60500 · WEMS OPER. BDGT - Other	0.00	105.00	-105.00
<b>Total 60500 · WEMS OPER. BDGT</b>	<b>26,635.55</b>	<b>26,774.00</b>	<b>-138.45</b>
<b>Total Expense</b>	<b>76,333.13</b>	<b>119,726.00</b>	<b>-43,392.87</b>
<b>Net Ordinary Income</b>	<b>307,477.63</b>	<b>-19,390.00</b>	<b>326,867.63</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Dividend Income	4,061.52	6,250.00	-2,188.48
<b>Total Other Income</b>	<b>4,061.52</b>	<b>6,250.00</b>	<b>-2,188.48</b>
<b>Other Expense</b>			
70500 · VEHICLE REPLACEMENT	9,891.60		
<b>Total Other Expense</b>	<b>9,891.60</b>		
<b>Net Other Income</b>	<b>-5,830.08</b>	<b>6,250.00</b>	<b>-12,080.08</b>
<b>Net Income</b>	<b>301,647.55</b>	<b>-13,140.00</b>	<b>314,787.55</b>

December 2<sup>nd</sup>, 2021

To: WVEMS President & Secretary

From: Jay B. Paretzky

Subject: Jay's November 2021 report to the Board

Hello

WVEMS CPR/First Aid January 1, 2021, to November 30, 2021, 173 classes held with 975 students taught.

CT EMS Advisory Board virtual meeting was held on Monday November 22, 2021

I was unable to attend this meeting, I had a funeral to attend. Once I have the draft minutes from the meeting I will re-cap them and advise you accordingly.

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