

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
January 4, 2022**

Call to Order:

- Meeting called to order at 19:06.

Attendees:

- Mike Burns, Nancy Surace, Stewart Reifler, Larry Kleinman, Josh Rosen, Martin Iselin, Brian Crane, Mari Inagami, Andrew O'Brien.

Guests:

- Marc Hartog, Mark Blake, Andrew Dinitz.

Approval of prior minutes:

- Josh made a motion to adopt the minutes of the December board meeting, seconded by Stew.
 - All in favor - unanimous.

Committees:

Treasurer's Report:

- Dan is on vacation with his family so there will not be a treasurer's report this month.

Finance:

- Meeting held on Dec. 9th. Related minutes distributed to the BOD and attached here.
- Next meeting to be in March.

Fundraising:

- Report from Stew on fundraiser progress. October 15 to December 31, 2020 we had revenues of \$132,000 from 759 donors. In the same period for 2021 we have \$147,000 from 647 donors. Good results all around.
- 2nd Donation letter going out February 15.

Member Relations:

- Nothing to report
- Mark Blake reported that orientation is coming up January 10.

Recruitment and Retention:

- Nothing to report.

Training:

- EMT class is going well and will end this week with maybe some possible recruitments. The consensus of the BOD is that Rick is doing a great job and Mike will ask him to plan and run a spring class.

- Training practices and requirements: discussions ongoing. A training committee was formed of Mike, Brian, Larry, Erin and Stewart to discuss the possibility of an annual evaluation process. It was agreed that we should look to institute one in order to maintain a high level of competency of our members as well as to ensure they are also physically capable of doing the job. We feel this is an important matter and welcome all input on the matter. We will be meeting with the full time staff to further refine all aspects of this and other training issues and will present recommendations to the BOD and membership for ratification.

CPR / SW Council:

- See attached

Public Relations:

- Vaccination clinics are well received and good PR for us.
- We have posted a lot on Facebook and Instagram to support the fundraiser.
- We are participating in booster clinics, would like pictures for Facebook and Instagram.

House:

- The linen situation has been resolved by reverting to our own linens with crew members being given their own blanket to wash and care for. Thank you Mari.
- Looking into some replacement office chairs.
- Day room furniture replacement update. Mari will be looking into it.
- It was noted and appreciated that Andy has done a great job with supplying the day room with snacks. Thank you Andy!

Vehicles:

- The new 605 (Tahoe) will be going to Fleet for outfitting soon. We are hoping to get an estimate on the job prior to work starting.
- New ambulance discussions are ongoing. We will be looking at least three builders in part due to the fact that the town will require it if we are to get any ARPA funds which we remain hopeful for. We have gotten good feedback from a few members on requirements and specs. We met with NEFEA (PL) last week. Pricing is up substantially due to supply chain constraints and availability is difficult due to the very limited availability of chassis. We will be looking into possibilities including a potential remount.
- We need to do formal UTV training for the members whose class was cancelled due to weather.

Old Biz:

- Documents need to be updated:
 - Establish a Standard Code of Ethics for the BOD.
 - Update Bylaws and New Member documents.
 - Update Finance Committee document.
- The Stryker situation was resolved. We apparently did not have a full service contract on the Lucas Devices on the assumption that they wouldn't be used often. One of our units failed and the repair was slated to cost \$8,000. Mike negotiated with Stryker and they cut the repair bill in half to \$4,000 provided we upgraded our service contract

which will cost \$12,636 for 3 years. The BOD was given the facts and unanimously decided to pay for the repair and upgrade our contract. This was necessary to be done before the end of the year so we could get our Lucas back and also because contract pricing was going up by 7% in 2022. We will be using the funds from the Wells Fargo Equipment account to pay for this.

- Mike sent out an email to the membership soliciting interest for a winter party. Sadly there weren't many positive responses and in light of the surge in Covid, it was decided to not have one.

New Biz:

- Mike wants to plan for the BOD going into 2023. There may be a few positions opening up this summer. Any members potentially interested in joining should reach out to Mike or any BOD member.
- Tax abatement - need W4's in order to get their abatement. Mike will send out an email to the membership.

Adjournment:

Andy made a motion to adjourn at 20:14 hours, seconded by Larry.



Treasurer's Report for December 2021

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

Fri, Jan 7, 2022 at 2:44 PM

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

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

Financial Results for December 2021 (numbers rounded):

- Net Ordinary Loss: We had a net loss of \$980 for the month (we budgeted net income of \$11,700). Despite strong Fundraiser revenue, we closed the month with a net loss due to expenses that either exceeded forecasts or were unanticipated (i.e., Lucas repair costs and service contract).
- Total Revenue for the month was \$44,800 (\$16,100 over budget). Revenue highlights were as follows:
 - Fundraiser revenue was \$36,900
 - Patient Contributions were \$6,750 (for October transports)
 - CPR revenue was \$1,000.
- Total Expenses for the month were \$45,800 (\$28,800 over budget). Major expenses were as follows:
 - Fundraiser expenses were \$2,000 (holiday cards and Facebook posts)
 - On-Line Courses expenses were \$4,300 (CareerCert annual renewal)
 - CPR expenses were \$1,300 (course materials)
 - EMT class expenses were \$3,100 (instructor fees)
 - Outside EMS Conference expenses were \$3,100 (conference reimbursement requests)
 - Equipment Repairs and Maintenance expenses were \$16,600 (Lucas repair and three year Lucas service contract)
 - Vehicle Maintenance expenses were \$10,400 (602 - suspension, brakes and door hardware; 603 - patient compartment heating and air compressor; motorcycle repairs)
 - Medical Supplies expenses were \$3,000

Financial Results for the six months ending December 31, 2021 (numbers rounded):

- Net Ordinary Income year-to-date was \$306,500 (\$314,200 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 \$428,600 (\$300,000 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 \$122,100 (\$14,700 under budget).

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

- Bank of America Checking Account (net of uncleared payments): \$158,000.
- Wells Fargo Accounts: \$1,875,000 (up \$215,000 from 11/30/21).
 - Investment Account: \$1,094,000.
 - Vehicle Reserve Account: \$604,000.
 - Equipment Reserve Account: \$76,000.
 - Audley Scholarship Account: \$101,000.

Dan Guetta
Treasurer - Westport Volunteer EMS
treasurer@westportems.org
<https://www.westportems.org>





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To view this discussion on the web visit <https://groups.google.com/a/westportems.org/d/msgid/wvems-bod/CAHHXpv61LprjAtm-3mYCd3FRLtb11JQ6cneene%2BA%2Brz0-yyrg%40mail.gmail.com>.

2 attachments



December 2021 Income Statement.pdf

174K



December 2021 YTD Income Statement.pdf

176K

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 Cash Basis

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

	Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50100 · PATIENT CONTRIBUTIONS	6,750.00	5,000.00	1,750.00
50200 · FUNDRAISER	36,882.36	22,000.00	14,882.36
50300 · OTHER DONATIONS	130.00	833.00	-703.00
50400 · COURSES			
50004 · CPR	1,010.00	833.00	177.00
Total 50400 · COURSES	1,010.00	833.00	177.00
50500 · OPERATING INTEREST	0.10		
Total Income	44,772.46	28,666.00	16,106.46
Gross Profit	44,772.46	28,666.00	16,106.46
Expense			
60011 · PROFESSIONAL FEES - AUDIT	0.00	3,000.00	-3,000.00
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
60200 · CAPITAL EXPENSES	369.96	416.00	-46.04
60300 · OFFICE & MANAGEMENT	118.50	416.00	-297.50
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	167.00	-167.00
60009 · COFFEE EXPENSES	445.43		
60030 · CABLEVISION	213.01		
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,417.00	-1,417.00
Total 60310 · MEMBER SUPPORT SVCS	658.44	1,584.00	-925.56
60330 · UNIFORM ALLOWANCE PROGRAM	0.00	583.00	-583.00
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	366.41	320.00	46.41
60340 · FUND RAISER - Other	1,990.38	950.00	1,040.38
Total 60340 · FUND RAISER	2,356.79	1,270.00	1,086.79
60380 · TRAINING			
60022 · In service	171.65	333.00	-161.35
60021 · Stop The Bleed	0.00	83.00	-83.00
60382 · On-Line Courses	4,309.20		
60381 · Tuition Reimbursement EMT-B	0.00	500.00	-500.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	9.12		
60003 · CPR / FIRST AID TRNG - Other	1,296.02	833.00	463.02
Total 60003 · CPR / FIRST AID TRNG	1,305.14	833.00	472.14

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 Cash Basis

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

	Dec 21	Budget	\$ Over Budget
60019 · IN-HOUSE EMT	3,080.00		
60038 · MISC. TRNG	0.00	83.00	-83.00
60391 · OUTSIDE EMS CONFERENCES	3,122.00	2,000.00	1,122.00
Total 60380 · TRAINING	11,987.99	3,832.00	8,155.99
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	210.59	750.00	-539.41
60042 · Equipment Repairs & Maintenance	16,636.00	417.00	16,219.00
60014 · VEH .MAINTENANCE	10,371.99	2,083.00	8,288.99
60037 · MEDICAL SUPPLIES	3,040.00	2,083.00	957.00
60500 · WEMS OPER. BDGT - Other	0.00	21.00	-21.00
Total 60500 · WEMS OPER. BDGT	30,258.58	5,354.00	24,904.58
Total Expense	45,750.26	16,997.00	28,753.26
Net Ordinary Income	-977.80	11,669.00	-12,646.80
Other Income/Expense			
Other Income			
Dividend Income	27,319.08	1,250.00	26,069.08
Total Other Income	27,319.08	1,250.00	26,069.08
Other Expense			
70500 · VEHICLE REPLACEMENT	8,479.00		
Total Other Expense	8,479.00		
Net Other Income	18,840.08	1,250.00	17,590.08
Net Income	17,862.28	12,919.00	4,943.28

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 Cash Basis

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

	Jul - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	200,000.00		
50100 · PATIENT CONTRIBUTIONS	35,550.00	30,000.00	5,550.00
50200 · FUNDRAISER	136,733.70	64,000.00	72,733.70
50300 · OTHER DONATIONS	18,715.05	5,001.00	13,714.05
50400 · COURSES			
50004 · CPR	13,333.82	5,001.00	8,332.82
50008 · EMT	24,250.00	25,000.00	-750.00
Total 50400 · COURSES	37,583.82	30,001.00	7,582.82
50500 · OPERATING INTEREST	0.65		
Total Income	428,583.22	129,002.00	299,581.22
Gross Profit	428,583.22	129,002.00	299,581.22
Expense			
60011 · PROFESSIONAL FEES - AUDIT	13,750.00	13,500.00	250.00
60043 · PUBLIC RELATIONS	0.00	1,500.00	-1,500.00
60044 · RETENTION AND RECRUITMENT	1,320.00	1,500.00	-180.00
60200 · CAPITAL EXPENSES	1,305.33	2,501.00	-1,195.67
60300 · OFFICE & MANAGEMENT			
60017 · MISC. EXP.	50.00		
60300 · OFFICE & MANAGEMENT - Other	118.50	2,501.00	-2,382.50
Total 60300 · OFFICE & MANAGEMENT	168.50	2,501.00	-2,332.50
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	999.00	-999.00
60009 · COFFEE EXPENSES	1,641.38		
60010 · DAY ROOM/KITCHEN SUPPLIES	1,798.15		
60030 · CABLEVISION	1,278.02		
60310 · MEMBER SUPPORT SVCS - Other	0.00	8,499.00	-8,499.00
Total 60310 · MEMBER SUPPORT SVCS	4,717.55	9,498.00	-4,780.45
60330 · UNIFORM ALLOWANCE PROGRAM	1,652.01	3,501.00	-1,848.99
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	820.82	945.00	-124.18
60340 · FUND RAISER - Other	9,807.45	13,100.00	-3,292.55
Total 60340 · FUND RAISER	10,628.27	14,045.00	-3,416.73
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	1,249.57	1,998.00	-748.43
60021 · Stop The Bleed	0.00	502.00	-502.00
60382 · On-Line Courses	4,309.20	8,000.00	-3,690.80
60381 · Tuition Reimbursement EMT-B	0.00	3,000.00	-3,000.00

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 01/05/22
 Cash Basis

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

	Jul - Dec 21	Budget	\$ Over Budget
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	101.64		
60003 · CPR / FIRST AID TRNG - Other	6,476.01	5,001.00	1,475.01
Total 60003 · CPR / FIRST AID TRNG	6,577.65	5,001.00	1,576.65
60019 · IN-HOUSE EMT	14,059.34	25,000.00	-10,940.66
60038 · MISC. TRNG	0.00	500.00	-500.00
60391 · OUTSIDE EMS CONFERENCES	3,122.00	6,000.00	-2,878.00
60380 · TRAINING - Other	0.00	0.00	0.00
Total 60380 · TRAINING	29,317.76	50,001.00	-20,683.24
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	0.00	248.00	-248.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	3,244.99	4,500.00	-1,255.01
60042 · Equipment Repairs & Maintenance	22,069.80	2,500.00	19,569.80
60014 · VEH .MAINTENANCE	20,888.73	12,501.00	8,387.73
60037 · MEDICAL SUPPLIES	10,690.61	12,501.00	-1,810.39
60500 · WEMS OPER. BDGT - Other	0.00	126.00	-126.00
Total 60500 · WEMS OPER. BDGT	56,894.13	32,128.00	24,766.13
Total Expense	122,072.08	136,723.00	-14,650.92
Net Ordinary Income	306,511.14	-7,721.00	314,232.14
Other Income/Expense			
Other Income			
Dividend Income	31,380.60	7,500.00	23,880.60
Total Other Income	31,380.60	7,500.00	23,880.60
Other Expense			
70500 · VEHICLE REPLACEMENT	18,370.60		
Total Other Expense	18,370.60		
Net Other Income	13,010.00	7,500.00	5,510.00
Net Income	319,521.14	-221.00	319,742.14

December 2021 Finance Committee Meeting

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

Thu, Dec 9, 2021 at 2:10 PM

To: WVEMS BOD <wvems-bod@westportems.org>, Andrea Harman <dreajoan@optonline.net>, Myra Goldberg <mygold911@aol.com>, Thomas Hofstetter <thomas.hofstetter@wellsfargoadvisors.com>

In attendance: Mike Burns, Dan Guetta, Andrea Harmon, Josh Rosen and Tom Hofstetter.

- Current allocations are in line and will be kept as is.
- Tom has no recommendations for changes to our investments.
- The current market environment makes it difficult to find yield in fixed income as opposed to equities.
- Tom commented that remaking our investment account into a formal endowment may have a positive effect on attracting donors. He will be sending some examples of appropriate documentation to the committee for review.
- Mike made Tom aware that we are in the beginning stages of purchasing an ambulance with another one likely 2 years after this one. We have ample cash on hand for them.
- A discussion ensued as to our large cash position in our checking account which is currently in the neighborhood of \$340,000. It was agreed to move \$190,000 to Wells Fargo splitting it into the following three accounts: Investments 60%, Vehicle 30%, Equipment 10%. Given the ease of moving money around as needed, it was decided this was a reasonable thing to do. It was also decided that leaving the checking account with a \$150,000 balance should be more than enough for the near future given our budget and our historic cash burn rate.
- Josh pointed out that our cash accounts effectively lose money on an annual basis and with inflation rising it may be prudent to perhaps invest them into US Treasury TIPS.
- Our investment policy has not been revised in almost 3 years. We will look to revise it to bring it up to more appropriate current standards.
- The committee will meet again in March.

Feel free to reach out with any questions.

Michael Burns EMT-B, President - Westport Volunteer EMS

president@westportems.org

<https://www.westportems.org>



December 31, 2021st

To: WVEMS President & Secretary

From: Jay B. Paretzky

Subject: Jay's December 2021 report to the Board

Hello

WVEMS CPR/First Aid January 1, 2021, to December 31, 2021, 184 classes held with 1,006 students taught.

I am working on a new AHA BLS-Instructor Course to start in February 2022. I have attached the Information sheet and ask that it is distributed to our membership.

Most of our AHA BLS-Instructor's must attend a Work Shop every two years as part of the AHA requirements. In February we will hold several Work Shops and at that time, I will review the procedures to have WVEMS move to the Blended Learning methods of teaching AHA CPR and First Aid.

The schedule in March will reflect Blended Learning and only Skills Testing classes for the Public.

CT EMS Advisory Board virtual meeting was held on Wednesday November 22, 2021 . I was unable to attend this meeting, due to a funeral I needed to attend. William Schietinger was nominated for the Chairs position to replace Greg Allard.

December 22, 2021, the Board held its virtual meeting. CT OEMS website has been updated with many new forms, polices and procedures for all in EMS to access. William Schietinger approved as Chair of the Advisory Board. No key issues being discussed at this time.

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

December 31, 2021

WVEMS AHA BASIC LIFE SUPPORT PROVIDER INSTRUCTOR COURSE

WVEMS will be conducting the American Heart Association (AHA) BLS-Instructor course in February 2022 at 50 Jesup Road in Westport. The dates will be posted in January.

Candidates must meet the following requirements per the AHA:

1. You must be aligned with an AHA Training Center, WVEMS is a Training Center, as is Norwalk Hospital
2. You must be 18 years of age or older to be approved as an AHA BLS-Instructor
3. You must be current in your AHA BLS-Provider Course
4. You must agree to teach a minimum of four classes in two years
5. You must attend an AHA Work Shop every two years
6. You have to sign-up with the AHA after completing the course

The course will cover all the requirements to teach CPR and First Aid for the AHA and WVEMS.

Once you have completed both the on-line and in-person course, you will need to student teach classes while being monitored by one of our Training Faculty members. When our Training Faculty approves you, you will be signed off as one of our AHA BLS-Instructors. If you do not align with WVEMS, your paperwork will be forwarded to your AHA Training Center. There is no set number of classes you have to student teach but you must be signed off within six months of completing the course.

The fee for taking the course is \$250 payable to Westport Volunteer EMS and is due at the first in-person meeting. WVEMS does have a reimbursement plan once you have taught a minimum of classes after you have been signed off.

At the first in-person meeting you will receive the following materials:

All the related AHA forms to teach the Heartsaver CPR/AED, Heartsaver First Aid, Hands-Only CPR, and the Basic Life Support Provider. The link for the AHA Essentials online class, and for the AHA Program Administration Manual.

You can receive the following items in hard copy or e-books: The Instructor Manuals the AHA BLS and Heartsaver Programs. The student manuals for BLS and the combined Heartsaver CPR/AED and First Aid.

Once you have received all these items your fee is non-refundable.

The first thing you need to do is let me know you are interested in attending the AHA Basic Life Support Provider Instructor Course.

Then we will have an in-person meeting at WEMS to answer your questions and break-down the procedures.

Then we schedule an in-person student teaching day. You will student teach to other candidates while being monitored by our Training Faculty. Your segment will be 10-15 minutes long. Once everyone has student taught, we take a break, and everyone will student teach another short segment. The purpose of the student teaching is to allow you to see how it feels to teach and get comments from other candidates and from Training Faculty- Don't worry we try to be positive.

Once you have decided to join our AHA Training Center you can come to any class on the schedule and see how it works.

Let me know if you have any questions and if you are interested.

We can use your help.

Jay B. Paretzky WVEMS AHA Training Center Coordinator

Cell 203 247-9883 email: ctemt80@frontier.com