

Westport Volunteer Emergency Medical Service Board of Directors' Meeting February 1, 2022

Call to Order:

- Meeting called to order at 19:05.

Attendees:

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

Guests:

- Marc Hartog, Mark Blake, Ryan Blake, Rob Pocius, Erin Finch.

Approval of prior minutes:

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

Committees:

Treasurer's Report:

- No treasurer's report due to the timing of February's Board meeting. Bank statements are not available until two business days following the end of the month. January's treasurer's report will be completed in the next several days. Preliminary reports show \$45k of net income and expenses 15% over budget but donations were strong and offsets it. See attached.

Finance:

- Nothing to report.

Fundraising:

- Update from Stew on the fundraiser.
- This year we received \$178K and had 759 donors up 15%! Follow up letter going out soon.
- Mike had a meeting and a number of follow up emails with the Westport Women's Club on a potential substantial donation.
- ARPA funds- Chief Koskinas is of the opinion that we have a strong case to receive the funds requested in the second tranche. As that time approaches, we will increase our contact with the relevant decision makers.
- One of our donors gave \$2,500 and Mike sent a note and they responded back to Mike and said they will be working with their employer to give a donation of \$25,000.

Member Relations:

- Nothing to report

Recruitment and Retention:

- We hope the EMT class will yield a solid crop of candidates.

Training:

- EMT class concluded with 1 student not passing their practical's. There was an incident involving that student's child posting some disparaging comments on Facebook which were quickly seen and taken down. Mike got unsolicited feedback from 5 students supporting both Rick as an instructor but also how the situation was handled. Rick will be making plans for a spring class.
- The committee on capability and competency met again and made progress on ways to improve the preparedness of our membership. Notes on recommendations were sent to the BOD for review. A supportive discussion ensued. The committee will come back with further refinements but they are recommending imposing both training and shift requirements for the membership in order to maintain a high level of proficiency for all.
- Careercert was acquired. Supposedly they will have improved offerings in the future.
- An EMT class will be begin in March, there are Facebook and Instagram ads being circulating. Also Dan Woog circulated an article.

CPR / SW Council:

- See attached
- Jay stated he is looking for CPR instructors
- Jay also would like to pay instructors, however, Mike disagrees and they should not be paid since CPR is a volunteer effort. In the past, instructors had been paid on occasion. The board is asking Jay for more information.

Public Relations:

- We have some initial paid ads for the EMT class going on Facebook and Instagram. Dan Woog mentioned it in his blog as well.
- We also had a very nice article in Westport Lifestyle Magazine centered on needing more volunteers.

House:

- Day room office chairs were purchased by Mari and put together by Ryan. Thank you both!

Vehicles:

- Still waiting on sending 605 to Fleet for outfitting. We have not gotten an estimate for the work.
- The UTV had an issue that turned out not to be a problem. It was taken out to possibly use on a call and found to not have functioning power steering. This is by design in cold situations and the vehicle is fine. Rob and Mike will be looking into a solar charging system for the roof of the trailer to keep the UTV battery charged.
- Ambulance - waiting on NEFEA to take delivery of their remount so we can evaluate it as a possible candidate for purchase. The committee is hoping to have Darien EMS bring one of their Dodge rigs to us for evaluation and sizing in bay 3.

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
- 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.

New Biz:

- No new business.

Adjournment:

Larry made a motion to adjourn at 20:01 hours, seconded by Andy.



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

Treasurer's Report for January 2022

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

Wed, Feb 2, 2022 at 1:03 PM

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

Attached for your review are the WVEMS Income Statements for January 2022 and the seven months ending January 31, 2022.

Financial Results for January 2022 (numbers rounded):

- Net Ordinary Income for the month was \$45,000 (\$30,200 over budget). Total expenses for the month were 14% over budget, but strong donation revenue resulted in better than expected net income.
- Total Revenue for the month was \$59,800 (\$32,100 over budget). Revenue highlights were as follows:
 - Fundraiser revenue was \$44,400 (\$10,000 of this amount was received from a single donor)
 - Other Donations were \$3,000 (from the Pequot Running Club)
 - Patient Contributions were \$11,500 (this includes payments for both November and December transports)
 - CPR revenue was \$900.
- Total Expenses for the month were \$14,800 (\$1,900 over budget). Major expenses were as follows:
 - Member Support Services expenses were \$1,300 (primarily coffee, kitchen supplies and cable)
 - Fundraiser expenses were \$1,700 (primarily postage for February mailing; credit card fees; and Facebook posts)
 - EMT class expenses were \$5,800 (final two installments of instructor fees)
 - Equipment Repairs and Maintenance expenses were \$500 (service of fire extinguishers)
 - Vehicle Maintenance expenses were \$2,800 (primarily 601 - heater repairs; and 603 - door panel repairs and on-spot chains)
 - Medical Supplies expenses were \$1,600

Financial Results for the seven months ending January 31, 2022 (numbers rounded):

- Net Ordinary Income year-to-date was \$351,500 (\$344,500 over budget) (Note: \$144,500 over budget if we back out the one-time Offutt grant (\$200,000) received in August).
- Total Revenue year-to-date was \$488,300 (\$331,700 over budget) (Note: \$131,700 over budget if we back out the one-time Offutt grant (\$200,000) received in August).
- Total Expenses year-to-date were \$136,800 (\$12,800 under budget).

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

- Bank of America Checking Account (net of uncleared payments): \$204,000.
- Wells Fargo Accounts: \$1,819,000 (down \$56,000 from 12/31/21).
 - Investment Account: \$1,044,000.
 - Vehicle Reserve Account: \$604,000.
 - Equipment Reserve Account: \$76,000.
 - Audley Scholarship Account: \$95,000.

Dan Guetta

Treasurer - Westport Volunteer EMS

treasurer@westportems.org


<https://www.westportems.org>





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2 attachments

 **January 2022 Income Statement.pdf**
176K

 **January 2022 YTD Income Statement.pdf**
177K

Westport Vol. EMS Profit & Loss Budget vs. Actual January 2022

	Jan 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50100 · PATIENT CONTRIBUTIONS	11,500.00	5,000.00	6,500.00
50200 · FUNDRAISER	44,386.95	21,000.00	23,386.95
50300 · OTHER DONATIONS	3,000.00	834.00	2,166.00
50400 · COURSES			
50004 · CPR	873.00	834.00	39.00
Total 50400 · COURSES	873.00	834.00	39.00
50500 · OPERATING INTEREST	0.11		
Total Income	59,760.06	27,668.00	32,092.06
Gross Profit	59,760.06	27,668.00	32,092.06
Expense			
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
60200 · CAPITAL EXPENSES	374.33	417.00	-42.67
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	367.37		
60010 · DAY ROOM/KITCHEN SUPPLIES	753.49		
60030 · CABLEVISION	213.01		
60310 · MEMBER SUPPORT SVCS - Other	0.00	1,416.00	-1,416.00
Total 60310 · MEMBER SUPPORT SVCS	1,333.87	1,583.00	-249.13
60330 · UNIFORM ALLOWANCE PROGRAM	250.00	584.00	-334.00
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	258.54	230.00	28.54
60340 · FUND RAISER - Other	1,484.69	950.00	534.69
Total 60340 · FUND RAISER	1,743.23	1,180.00	563.23
60370 · ANNUAL AWARDS MEETING	0.00	1,000.00	-1,000.00
60380 · TRAINING			
60022 · In service	298.33	333.00	-34.67
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	3.76		
60003 · CPR / FIRST AID TRNG - Other	0.00	834.00	-834.00
Total 60003 · CPR / FIRST AID TRNG	3.76	834.00	-830.24
60019 · IN-HOUSE EMT	5,760.00		
60038 · MISC. TRNG	0.00	84.00	-84.00
Total 60380 · TRAINING	6,062.09	1,834.00	4,228.09

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02/02/22

Cash Basis

Westport Vol. EMS Profit & Loss Budget vs. Actual January 2022

	Jan 22	Budget	\$ Over Budget
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60440 · OTHER EXP			
6999 · Uncategorized Expenses	50.00		
Total 60440 · OTHER EXP	50.00		
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	27.56	750.00	-722.44
60042 · Equipment Repairs & Maintenance	473.00	416.00	57.00
60014 · VEH .MAINTENANCE	2,832.21	2,084.00	748.21
60037 · MEDICAL SUPPLIES	1,617.79	2,084.00	-466.21
60500 · WEMS OPER. BDGT - Other	0.00	21.00	-21.00
Total 60500 · WEMS OPER. BDGT	4,950.56	5,355.00	-404.44
Total Expense	14,764.08	12,912.00	1,852.08
Net Ordinary Income	44,995.98	14,756.00	30,239.98
Other Income/Expense			
Other Income			
Dividend Income	5.17	1,250.00	-1,244.83
Total Other Income	5.17	1,250.00	-1,244.83
Net Other Income	5.17	1,250.00	-1,244.83
Net Income	45,001.15	16,006.00	28,995.15

Westport Vol. EMS Profit & Loss Budget vs. Actual July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	200,000.00		
50100 · PATIENT CONTRIBUTIONS	47,050.00	35,000.00	12,050.00
50200 · FUNDRAISER	181,120.65	85,000.00	96,120.65
50300 · OTHER DONATIONS	21,715.05	5,835.00	15,880.05
50400 · COURSES			
50004 · CPR	14,206.82	5,835.00	8,371.82
50008 · EMT	24,250.00	25,000.00	-750.00
Total 50400 · COURSES	38,456.82	30,835.00	7,621.82
50500 · OPERATING INTEREST	0.76		
Total Income	488,343.28	156,670.00	331,673.28
Gross Profit	488,343.28	156,670.00	331,673.28
Expense			
60011 · PROFESSIONAL FEES - AUDIT	13,750.00	13,500.00	250.00
60043 · PUBLIC RELATIONS	0.00	1,750.00	-1,750.00
60044 · RETENTION AND RECRUITMENT	1,320.00	1,750.00	-430.00
60200 · CAPITAL EXPENSES	1,679.66	2,918.00	-1,238.34
60300 · OFFICE & MANAGEMENT			
60017 · MISC. EXP.	50.00		
60300 · OFFICE & MANAGEMENT - Other	118.50	2,918.00	-2,799.50
Total 60300 · OFFICE & MANAGEMENT	168.50	2,918.00	-2,749.50
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	1,166.00	-1,166.00
60009 · COFFEE EXPENSES	2,008.75		
60010 · DAY ROOM/KITCHEN SUPPLIES	2,551.64		
60030 · CABLEVISION	1,491.03		
60310 · MEMBER SUPPORT SVCS - Other	0.00	9,915.00	-9,915.00
Total 60310 · MEMBER SUPPORT SVCS	6,051.42	11,081.00	-5,029.58
60330 · UNIFORM ALLOWANCE PROGRAM	1,902.01	4,085.00	-2,182.99
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	1,079.36	1,175.00	-95.64
60340 · FUND RAISER - Other	11,292.14	14,050.00	-2,757.86
Total 60340 · FUND RAISER	12,371.50	15,225.00	-2,853.50
60360 · AWARDS	1,365.53	800.00	565.53
60370 · ANNUAL AWARDS MEETING	55.00	5,000.00	-4,945.00
60380 · TRAINING			
60022 · In service	1,547.90	2,331.00	-783.10
60021 · Stop The Bleed	0.00	585.00	-585.00
60382 · On-Line Courses	4,309.20	8,000.00	-3,690.80
60381 · Tuition Reimbursement EMT-B	0.00	3,500.00	-3,500.00

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02/02/22

Cash Basis

Westport Vol. EMS Profit & Loss Budget vs. Actual July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	105.40		
60003 · CPR / FIRST AID TRNG - Other	6,476.01	5,835.00	641.01
Total 60003 · CPR / FIRST AID TRNG	6,581.41	5,835.00	746.41
60019 · IN-HOUSE EMT	19,819.34	25,000.00	-5,180.66
60038 · MISC. TRNG	0.00	584.00	-584.00
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	35,379.85	51,835.00	-16,455.15
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	0.00	290.00	-290.00
60440 · OTHER EXP			
6999 · Uncategorized Expenses	50.00		
Total 60440 · OTHER EXP	50.00		
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	3,272.55	5,250.00	-1,977.45
60042 · Equipment Repairs & Maintenance	22,542.80	2,916.00	19,626.80
60014 · VEH .MAINTENANCE	23,720.94	14,585.00	9,135.94
60037 · MEDICAL SUPPLIES	12,308.40	14,585.00	-2,276.60
60500 · WEMS OPER. BDGT - Other	0.00	147.00	-147.00
Total 60500 · WEMS OPER. BDGT	61,844.69	37,483.00	24,361.69
Total Expense	136,836.16	149,635.00	-12,798.84
Net Ordinary Income	351,507.12	7,035.00	344,472.12
Other Income/Expense			
Other Income			
Dividend Income	31,385.77	8,750.00	22,635.77
Total Other Income	31,385.77	8,750.00	22,635.77
Other Expense			
70500 · VEHICLE REPLACEMENT	18,370.60		
Total Other Expense	18,370.60		
Net Other Income	13,015.17	8,750.00	4,265.17
Net Income	364,522.29	15,785.00	348,737.29

January 31, 2022

WVEMS AHA BASIC LIFE SUPPORT PROVIDER INSTRUCTOR COURSE

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

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