

WVEMS October 2022 BOD Meeting

Quorum is 6 out of 10 board members.

Call to Order: 7:01pm

Attendees: Mike Burns, Martin Iselin, Larry Kleinman, Brian Crane, Mari Inagami, Stew Reifler, Josh Rosen

Approval of prior minutes:

- September 2022 BOD- Josh/Stew unanimously passed
- Special General Meeting October 1, 2022- Martin/Larry. Brian and Josh abstained. Unanimously passed.

Treasurer's Report: See attached

Committees:

Finance:

- Finance Committee notes attached

Fundraising:

- The fundraiser is about to get underway. Stew could use some help with related admin work. Stew will reach out to past participants and potential new helpers.
- Any comments on the fundraiser letter? Letter to be sent out very soon.
- Judy Michaelis reached out and wants to do her "Kitchen Crawl" for WVEMS' benefit next year. Mike will be in touch with her. She wants to have it September 30th or 9th 2023. She will do most of the organizing. We will need to be on hand at each of the houses. In the past she has done this and raised \$25-30,000
- Mike spoke to the head of the Offutt Trusts and they are almost closed. He will be sending us an additional \$50,000 to help pay for the ambulance they originally donated towards.

Member Relations: None

-

Recruitment and Retention:

-

Training:

- EMT class underway with 11 students

CPR / SW Council:

- See attached

Public Relations:

- WVEMS will be presenting to the Rotary in January. We need to refine our presentation before then.
- Martin brought up that the WYWL Craft Fair is resuming November 5/6. WVEMS has had a table in the past. Mike will inquire with them.

House:

- In service next week- both Mari and Mike are unavailable. Can someone else handle the food? It's already ordered from Angelinas to be delivered at 620. Stew will help with that. Thank you Stew.
- Snack supplies are sometimes in short supply. Mari will talk to Andy about getting regularly scheduled non perishable snacks delivered via Amazon.

Vehicles:

- The old 605 is being salvaged by Naugatuck and will be put into service. They are very grateful to everyone at WVEMS.
- The ambulance committee is recommending we go with PL due to the fact that we got no competing proposals as other manufacturers have closed their books. We have placed ourselves in the cue at PL for 2 ambulances with the intention of delaying replacing the third for some time so as to attempt to stagger the service ages of our fleet. Payments due will be dealt with as they come up in the future.
- We got in the order cue at Stryker for 3 sets of loaders, stretchers and stair chairs to be able to get ahead of the price increases. We can amend those orders if needed. This will save us \$15,000 and Fleet has agreed to store the equipment if we buy the ambulances from them. The start of associated warranty periods will only start when the equipment is actually put into service as opposed to when delivery is taken. It was decided this is a wise decision. A motion was made to spend \$181,000 to cover the cost of the equipment and related service plans by Stew/Martin. Carried unanimously.

Old Biz:

- Party/Meeting was on Oct. 1 at the VFW. Bylaws unanimously passed and a good time was had by all.
- We are still technically short one BOD member. With new bylaws we are not, however we have an open slot should anyone want to join.
- With the new bylaws passed, the BOD needs to establish a set of policies. We have already established the Training and Competency Policy, the EMS Pro Policy as well as the Lifetime Recognition Policy. Can the BOD members help out with the following:
 - Finance / Investment- Mike/Josh
 - New Member Testing (incorporate into T&C?)
 - Uniform Reimbursement / General Reimbursement / Training (EMT) Reimbursement - Mike/Josh
 - Public Relations / Social Media
 - BOD Code of Ethics- Stew will work on this.
 - Email Retention for WVEMS email accounts

New Biz:

- The funeral for Mark Blake was held. This was an especially tragic event because Mark was lost in the line of duty. Mark started his career as a member of WVEMS and ended it as part of the paid staff. Flowers and food were sent to the family on behalf of WVEMS. We also initiated a GoFundMe campaign for the educational benefit of his sons.
<https://www.gofundme.com/f/mark-blake-memorial-education-fund> Mark will be sorely missed.
- It was pointed out that we should have an email retention policy. We will look to formalize that in the near future. In the meantime please do not delete WVEMS emails on the WVEMS system - archive only.
- State EMS awards will be given out at Foxwoods October 27 th , 2022 at 5:30 PM. From WVEMS : Youth EMS Provider of the Year: Ryan Blake

Adjournment: 7:55pm Josh/Larry

2:29 PM

10/10/22

Cash Basis

Westport Vol. EMS

Profit & Loss Budget vs. Actual

July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	0.00	3,750.00	-3,750.00
50100 · PATIENT CONTRIBUTIONS	12,950.00	16,248.00	-3,298.00
50200 · FUNDRAISER	250.00		
50300 · OTHER DONATIONS			
50301 · Restricted Donations	1,028.00		
50300 · OTHER DONATIONS - Other	14,009.86	3,750.00	10,259.86
Total 50300 · OTHER DONATIONS	15,037.86	3,750.00	11,287.86
50400 · COURSES			
50004 · CPR	4,660.00	2,499.00	2,161.00
50008 · EMT	13,640.00		
Total 50400 · COURSES	18,300.00	2,499.00	15,801.00
50900 · OTHER			
50019 · MISCELLANEOUS INCOME	160.00		
Total 50900 · OTHER	160.00		
Total Income	46,697.86	26,247.00	20,450.86
Gross Profit	46,697.86	26,247.00	20,450.86
Expense			
60011 · PROFESSIONAL FEES - AUDIT	7,500.00	14,000.00	-6,500.00
60043 · PUBLIC RELATIONS	121.99		
60044 · RETENTION AND RECRUITMENT	0.00	3,000.00	-3,000.00
60200 · CAPITAL EXPENSES	0.00		
60300 · OFFICE & MANAGEMENT			
60013 · GENL. OFF. EXP.	11.69		
Total 60300 · OFFICE & MANAGEMENT	11.69		
60310 · MEMBER SUPPORT SVCS			
60009 · COFFEE EXPENSES	571.66		
60010 · DAY ROOM/KITCHEN SUPPLIES	1,434.33		
60030 · CABLEVISION	639.05		
60040 · OTHER MEMBER SUPPORT	7,640.91	4,248.00	-4,223.32
60310 · MEMBER SUPPORT SVCS - Other	24.68		
Total 60310 · MEMBER SUPPORT SVCS	10,310.63	4,248.00	6,062.63
60330 · UNIFORM ALLOWANCE PROGRAM			
60340 · FUND RAISER	200.00	1,749.00	-1,549.00
60341 · Credit Card Processing Fee	92.44	498.00	-405.56
60340 · FUND RAISER - Other	144.68	4,500.00	-4,355.32
Total 60340 · FUND RAISER	237.12	4,998.00	-4,760.88
60360 · AWARDS	0.00	500.00	-500.00

2:29 PM

10/10/22

Cash Basis

Westport Vol. EMS

Profit & Loss Budget vs. Actual

July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget
60380 · TRAINING			
60022 · In service	423.82	999.00	-575.18
60021 · Stop The Bleed	0.00	249.00	-249.00
60381 · Tuition Reimbursement EMT-B	0.00	1,248.00	-1,248.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	47.50		
60003 · CPR / FIRST AID TRNG - Other	2,918.39	2,499.00	419.39
Total 60003 · CPR / FIRST AID TRNG	2,965.89	2,499.00	466.89
60019 · IN-HOUSE EMT	6,008.47	13,000.00	-6,991.53
Total 60380 · TRAINING	9,398.18	17,995.00	-8,596.82
60420 · HOSPITALITY/SUNSHINE	565.88		
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	258.65	1,248.00	-989.35
60042 · Equipment Repairs & Maintenance	0.00	2,499.00	-2,499.00
60014 · VEH .MAINTENANCE	4,697.10	9,999.00	-5,301.90
60031 · OPER. MATERIALS	384.99		
60037 · MEDICAL SUPPLIES	3,187.55	7,500.00	-4,312.45
60500 · WEMS OPER. BDGT - Other	601.56		
Total 60500 · WEMS OPER. BDGT	9,129.85	21,246.00	-12,116.15
Total Expense	37,475.34	67,736.00	-30,260.66
Net Ordinary Income	9,222.52	-41,489.00	50,711.52
Other Income/Expense			
Other Income			
50302 · RESTRICTED DONATIONS	351,000.00		
Dividend Income	7,608.00	3,750.00	3,858.00
Total Other Income	358,608.00	3,750.00	354,858.00
Net Other Income	358,608.00	3,750.00	354,858.00
Net Income	367,830.52	-37,739.00	405,569.52

WVEMS MONTHLY SNAPSHOT FINANCIAL REPORT FOR FY 2023

	1Q				2Q			3Q			4Q		
	6/30/2022	7/31/2022	8/31/2022	9/30/2022	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023
Bank of America	\$230,981	\$228,076	\$142,879	\$142,999									
Change in Value	NA	(\$2,905)	(\$85,197)	\$120									
Wells Fargo Vehicle Repl	\$875,352	\$875,753	\$1,226,376	\$1,229,557									
Income	NA	\$591.58	\$511.56	\$3,016.00									
Change in Value	NA	\$400	\$350,624	\$3,180									
Wells Fargo PCL Collateral	\$1,017,023	\$1,069,449	\$1,145,007	\$1,080,957									
Income	NA	\$498.51	\$223.23	\$2,195.96									
Change in Value	NA	\$52,425	\$75,558	(\$64,050)									
Wells Fargo Equipment	\$76,104	\$76,183	\$76,286	\$76,424									
Income	NA	\$50.19	\$48.67	\$125.60									
Change in Value	NA	\$79	\$103	\$138									
Wells Fargo Scholarship	\$81,710	\$87,386	\$84,340	\$78,256									
Income	NA	\$101.53	\$65.90	\$179.27									
Change in Value	NA	\$5,676	(\$3,046)	(\$6,084)									
Total Wells Fargo	\$2,050,190	\$2,108,770	\$2,532,009	\$2,465,193									
Income	NA	\$1,241.81	\$849.36	\$5,516.83									
Change in Value	NA	\$58,580	\$423,239	(\$66,816)									
TOTAL	\$2,281,171	\$2,336,846	\$2,674,888	\$2,608,192									
Change in Value	NA	\$55,675	\$338,041	(\$66,696)									

	July	August	September	October	November	December	January	February	March	April	May	June	
22-23 Fundraising Campaign		\$0	\$0	\$0									
Total		\$0	\$0	\$0									
21-22 Fundraising Campaign		\$0	\$0	\$0	\$56,804	\$30,055	\$49,646	\$21,718	\$54,080	\$14,416	\$47,062	\$3,409	\$927
Total		\$0	\$0	\$0	\$56,804	\$86,858	\$136,505	\$158,222	\$212,303	\$226,719	\$273,780	\$277,189	\$278,366
20-21 Fundraising Campaign		\$0	\$0	\$100	\$44,907	\$29,833	\$47,856	\$5,780	\$26,914	\$8,161	\$5,714	\$2,298	\$2,152
Total		\$0	\$0	\$100	\$45,007	\$74,840	\$122,696	\$128,476	\$155,390	\$163,551	\$169,265	\$171,563	\$173,715
Grants		\$0	\$0	\$0									
Total		\$0	\$0	\$0									\$0
Other Donations		\$2,426	\$353,654	\$4,140									
Total		\$2,426	\$356,080	\$360,220									\$360,220
Liistro Garden Party		\$1,700	\$1,000	\$0								\$1,358	\$12,147
Total		\$15,205	\$16,205	\$16,205									\$16,205

Notes:

- 21-22 Fundraising Campaign total includes \$250 in matching gifts received in September 2022.
- Liistro donations in May and June are for FY 2023.

Finance Committee Meeting Notes

1 message

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

Fri, Sep 16, 2022 at 2:57 PM

To: WVEMS BOD <wvems-bod@westportems.org>, Tom Hofstetter <thomas.hofstetter@wellsfargoadvisors.com>

In Attendance: Tom Hofstetter, Mike Burns, Larrk Kleinman, Stew Reifler, Josh Rosen

- Tom: Recession worries are gripping the market. Recent CPI report was bad. Even hopeful talk of rates being lowered after they get jacked up more to fight inflation. For long term investors, hang in there. Fixed income money market fund yields have gone from .15% in December to 2% currently.
- Discussion ensued about the allocation in the Vehicle Replacement fund. It was decided to leave it as is because we may need cash to fund more than 1 ambulance in the near future. We currently have approximately \$775,000 in a fixed income mutual fund and \$450,000 in US Treasury Bills. We will roll our Treasury Bills when they come due.
- Discussion about the investment account allocation. Currently stands at 55/45. It was decided to use cash on hand in the account to bring the equity portion up to 60% bringing it more in line with our 60/40 policy.
- Discussion about our relative underperformance in the investment account vs our theoretical index. 2 reasons for it:
 - The index itself needs to be revisited and may no longer be appropriate. Tom will look into it.
 - Our 60/40 investment policy is conservative by nature so our performance won't follow top performing equity or fixed income managers.
- Discussion on our investment policy itself. It was agreed it should be looked at and revised as the financial landscape has changed a lot from when the policy was written. Current shocks to the financial system combined with Fed policy of Quantitative Easing have changed the rules thus making it hard to perform well compared to broad indexes.
- We will look to have another meeting in December.

Michael Burns EMT-B, President - Westport Volunteer EMS

president@westportems.org

<https://www.westportems.org>



October 8th, 2022

To: WVEMS President & Secretary From: Jay B. Paretzky

Subject: Jay's September 2022, report to the Board

WVEMS CPR/First Aid January 1, to September 30, 2022, 173 classes held with 791 students taught. We have a big Hands-Only CPR upon request for the Staples SLOBS. The SLOBS are the Service League of Boys that do community projects.

There are over two hundred members, and some have taken CPR with us before.

CT EMS Advisory Board meeting was held on September 28th, 2022, at Hunter's Ambulance Service in Meriden.

CT OEMS reported that Michael Zacchera has moved from being one of the Regional Coordinator's to being the Health Program Associate for MIH. MIH now has funding to start working on the implementation of MIH in the State.

This will allow services to dispatch a Paramedic on calls and treat the patient on scene or call for a transport unit if needed. Services will be able to bill for the Paramedic even if the patient is not transported. As the system is developed additional services by the Paramedic may be included in their treatment of patients. This program is to reduce the over-loading of hospitals and cut-down required ambulance transports.

There are now only two Regional Coordinators for Five Regions. The Legislative Committee, which I am part of, is working on getting the coordinator's to be permanent state employees and not provisional ones.

Discussion continues how to effect getting the two Regional Coordinators, as fulltime State employees. They are provisional employees with none of the benefits of regular employees. There were five regional Coordinator's, but two positions were cut from the budget several years ago. We have five EMS regions in the State. This has been an issue for years and requires legislation to make the change. Raffaella Coler, CT OEMS Director reported that her Office cannot make the change, it needs legislation and lots of support from the EMS community.

State EMS awards will be given out at Foxwoods October 27th, 2022 at 5:30 PM

From WVEMS : Youth EMS Provider of the Year: Ryan Blake

Years of Service Recognition:

Jay Paretzky, Sandra MacPherson, and Ben Frimmer

OEMS reported the annual report for EMS 2021, 46 pages can be found on the OEMS website CEMSTAR.

Let me know if you have any questions.

Jay B. Paretzky cell 203 247-9883