

**EAST HAMPTON AMBULANCE ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING**

Location: 4 Middletown Ave, East Hampton, CT

Date: Tuesday, January 21, 2025

Time: 6:30 PM

MINUTES

Board Members in Attendance: Vice President, Nancy Brown; Secretary, Lori Lanzi; Members, Alan Hurst, Kevin Kiely, Debra Mayer, Liz Whitty

Board Member(s) Absent: President, Barbara Moore

Ex Officio Member of Board: Chief of Service, Donald Scranton

Finance Committee Member: Ted Hintz

Service Corp Member(s) in Attendance: Maddy Starr, Barbara Sargent, Betty Donnelly, Christopher Wherry, Kim Danaher

Call to Order & Pledge of Allegiance

Since Barbara Moore is unable to attend, and as she thought Nancy Brown was out of town, she has delegated the leadership of tonight's meeting to Alan Hurst.

Alan Hurst called the meeting to order at 6:30 p.m.

Alan Hurst asked to add 4.5 Announcement and 7.e. Survey to tonight's Agenda.

Adoption of Agenda

A motion was made by Nancy Brown, seconded by Debra Mayer, to adopt the agenda with proposed additions 4.5 Announcement and 7.e. Survey to Agenda. Vote 6-0 Motion passed.

Approval of minutes

A motion was made by Debra Mayer to accept the December 17, 2024 minutes as written, seconded by Kevin Kiely. Vote 6-0 Motion passed

Public Remarks

None

Announcement

Alan Hurst announced Barbara Moore's decision to step down as Board President due to personal challenges she is currently facing. Barbara has given her heart to this Board and we all support her during this difficult time. While Barbara will no longer be the President, she will remain a Board Member, which means her experience and insights will continue to be valuable to the organization.

Kevin Kiely made a motion to discuss changes to Board of Directors and vote Debra Mayer in as Board President and Barbara Moore as a Board Member, effective April 1, 2025, seconded by Nancy Brown. Vote 6-0 Motion passed.

This timeframe will give Debra and Barbara a little time to prepare for the role changes and ensure a smooth leadership transition.

Treasurer's Report

Alan Hurst has asked Lori Lanzi and Liz Whitty to collaborate on creating a New Board Member Orientation Packet, which will include a Glossary of Terms commonly used within the EHAA. This will help new members get up to speed quickly and ensure they understand the key terminology, processes, and expectations of the organization.

Alan Hurst distributed December 2024 Budget Report and May 2024 through April 2025 Fiscal Year Operating Budget. The May 2024 through April 2025 Fiscal Year Operating Budget was never approved by the Board.

Kevin Kiely made a motion to approve the May 2024 through April 2025 Fiscal Year Operating Budget, seconded by Lori Lanzi. Vote 6-0 Motion passed.

A. Finance Committee Update: Alan Hurst and Ted Hintz currently do not have the FY 2025-2026 Fiscal Year Operating Budget for Board review. This budget is essential for making informed decisions about funding requests.

Board of Directors directed Ted Hintz and Alan Hurst to meet with Donald Scranton on Thursday, January 23, 2024, at 2:00 PM. Donald Scranton is to supply all requested information to the Finance Committee members so that a FY 2025-2026 Fiscal Year Operating Budget can be prepared. This meeting is crucial as it will provide them with the data needed to finalize the budget, identify potential cost-saving opportunities, and plan for any future funding requests.

B. Reaffirm Treasurer vote:

Debra Mayer made a motion to reaffirm electing Alan Hurst as Treasurer via an Email Vote on January 8, 2025, seconded by Kevin Kiely. Vote 6-0 Motion Passed.

C. Authorization of signers:

At a meeting of the Board of Directors of East Hampton Ambulance Association held on January 21, 2025 at 4 Middletown Avenue, East Hampton, CT, a motion was made by Nancy Brown, second by Kevin Kiely to change the signers on all checking, savings and investment accounts that are with Liberty Bank, effective February 1, 2025 as follows: Alan R. Hurst and Debra Licht Mayer. This resolution was presented, unanimously approved, adopted, and attested to by Board Secretary Lori Lanzi. (Copy of file.) Vote 6-0 Motion Passed.

D. Other:

Fundraising: Alan Hurst shared Ted Hintz's idea to implement a fundraising strategy for the EHAA (East Hampton Ambulance Association), which includes asking local residents for donations through a targeted letter campaign. This is something we would look to accomplish in October of this year and also look at additional funding sources.

Investment Account Liquidation: Barbara Moore, Alan Hurst, Donald Scranton, and Maddy Starr attended a meeting with Rich Knotek, Chairman of the Task Force. Rich Knotek proposed liquidating the investment account to cash. This is likely being done to provide more immediate funding for the EHAA's needs. The Task Force will recommend to the Board of Finance to approve \$100,000 in funding for 2025 and \$150,000 in funding for 2026 to support the EHAA.

Board discussion revolved around considering whether part or all of the funds should be liquidated and if some funds should stay invested, some felt running money down to nothing is not a good idea. Liz Whitty proposes waiting for the approval of the 2025-2026 budget to assess the financial landscape and identify areas where costs can be saved. This would provide more clarity on how much funding is actually needed and whether any cuts can be made to avoid overextending the budget.

Chief of Service Report

Donald Scranton reviewed EHAA Chief Report for January 2025 previously emailed to Board.

EHAA 2025 Volunteer Incentive Program (VIP): Donald Scranton requested the value for 2025 be raised from \$14.00 to \$15.00.

Debra Mayer made a motion we approve the EHAA 2025 Volunteer Incentive Program for calendar year 2025 at \$14.00. We will revisit the dollar amount after we have an approved FY 2025-2026 Fiscal Year Operating Budget, Kevin Kiely second the motion. 6-0 Motion passed.

Policy Revision: Title: Tardiness, Absenteeism and Paid Sick Leave, Policy No: 2.21. Donald Scranton reviewed updates to policy. After discussion, the Board agreed the NOTICE Connecticut General Statutes §§ 31-57r - 31-57w - Paid Sick Leave be attached to the policy as an Addendum. Policies and Procedures must have revision dates in the header. Donald Scranton will be forming a Policy Review Committee in the Spring 2025.

File of Life packets: Donald Scranton asked for approval to purchase 500 packets in the amount of \$774.74.

Kevin Kiely made a motion to approve the purchase of 500 File of Life packets in the amount of \$774.74, seconded by Nancy Brown. Rotary members who sit on our Board will see if Rotary will cover the cost of \$774.74 Vote 6-0 Motion Passed.

EMS Manager subscription expires in March 2025. We have been offered a three year subscription at \$2,547.00 per year or five year subscription at \$2,547.00 for 1st four years and 5th year at \$2,623.41. Donald Scranton asked the Board to choose and approve a subscription.

Nancy Brown made a motion to purchase the three year subscription at \$2,547.00, seconded by Debra Mayer. Vote 6-0 Motion passed.

QuickBooks: Donald Scranton priced out a QuickBooks license. The Plus Version would be \$1,070.00 per year and the Advanced Version would be \$2,540.00 per year. The higher priced

program has fixed assets and depreciation capability. Alan Hurst feels fixed assets and depreciation can be done elsewhere or we can get a license that already exists.

Lori Lanzi made a motion to allow Alan Hurst to pay the invoice in amount of \$534.60 for the Plus Version by 2/3/2025, if needed, seconded by Nancy Brown. Vote 6-0 Motion passed.

Workers Comp: Donald Scranton let the Board know our Workers Comp Policy expires 4/9/2025. Once he receives the new quote he will bring it to the Board.

Ambulance Loaned

2022: 16 days to East Haddam and 1 day to Colchester

2023: 4 days to East Haddam

2024: 10 days to East Haddam, 8 days to East Haddam, 16 days to Colchester, 4 days to Lebanon, and 11 days to Marlborough

EHA has borrowed an ambulance twice between 2022 to 2024 for Old Home Day.

Alan Hurst asked if we could have a policy that after 4 “free” days of usage we charge a fee. Debra Mayer thinks there should be some kind of financial benefit as it is a big deal and we are a business and have to look at it going forward. We have to look at every dollar spent. Kim Danaher shared how thankful Lebanon was for our generosity. It’s a good PR move and such a goodwill thing.

CPR Data

2022: 13 physically perform CPR

2023: 9 physically perform CPR

2024: 9 physically perform CPR

Donald Scranton asked in the future can we share the priority of a request and what it is needed for. It will help him prioritize.

Continued Business

- a) Task Force update: None
- b) Subcommittee reports & Updates: Lori Lanzi asked if the Personnel Committee can complete Chief of Service job description revision. It was agreed to table to after 2025-2026 Fiscal Year Operating Budget is approved.
- c) Life Membership Policy: Donald Scranton read current version to Board. Liz Whitty shared problem is none of the versions are dated; so no one knows what is current policy. Paid, disabled members discussed. Stipend is set by the Town of East Hampton.
- d) Lucas Machine: We currently have 3 working devices and 1 non-working device. After discussion it was agreed Donald Scranton would see if any local association would be interested in using our non-working device as a trade-in allowance toward a purchase as we will not be purchasing a device at this time. Debra Mayer shared there are some studies taking place at this time researching the efficacies of the Lucas. The trending is showing that since the Lucas has become the standard use in many EMS systems the

survival rate of cardiac arrests is declining. EHAA still has three functioning Lucas machines which still meets the needs of the town. At this time the need to purchase another machine is not needful. We will follow the research as it is completed and follow the recommendations of the state.

- e) Survey: The Task Force asked the Board to survey Service Corp members. Alan Hurst will purchase 40 \$10.00 gift cards to be distributed if 80% of Service Corp members respond to the survey. We will have Cathy Sirois announce the incentive when she sends out the Survey. The survey is confidential.

Lori Lanzi made a motion that Debra Mayer will coordinate with Cathy Sirois to send out the survey to all Service Corp members, Nancy Brown seconded the motion. 6-0 Motion passed

New Business

None

Public Remarks

None

Adjournment

A motion was made by Kevin Kiely, seconded by Nancy Brown to adjourn the meeting at 8:24 p.m. Voted 6-0 Motion passed.

Next Board of Directors Meeting: February 18, 2025

Minutes submitted by Secretary, Lori Lanzi

Vote(s) by Email

On December 27, 2024 Barbara Moore emailed the Board of Directors to vote on new Board member Liz Whitty. Vote 6-0 Motion passed

Task List

<u>Action Items:</u>	<u>Assignee(s)</u>	<u>Due Date</u>
New Orientation Packet w/glossary	Liz Whitty & Lori Lanzi	2/18/2025
Chief Of Service Job description	Personnel Committee	Tabled
Finance Committee Mtg. 1/23/05	Finance Comm. Members	Ongoing
Donating inoperable Lucas Machine	Donald Scranton	
EHAA Member Survey	Debra Mayer	2/7/2025
Policy Review Committee to be formed	Donald Scranton	Spring 2025