

Seymour Ambulance Association

Board of Directors Meeting Minutes

Tuesday, March 31, 2014

Attendance: Karen Spargo, Benjamin Kovalsky, Mark Morris, Gloriann Albini, Alexis Scianna, Debbi Lavranchuk, Ryan Hunt, Adam Shields, Bryan Ryan, Brendan Canty, Jon Lovisolo

Meeting Called to Order: 6:36pm

Pledge of Allegiance

Motion to table the approval of the minutes from last month until next month due to the fact that the revised minutes were not sent out on time. 1st Karen Spargo, 2nd Mark Morris, all on favor, motion carries.

Financials: Received from Debbi via Email. Read by the board. No changes or questions.

Chief's Report: Received by Scott Andrews prior to the meeting, read by board. Scott Andrews was not present at the meeting.

- **Jon Lovisolo:** Congratulations to Ben on being recognized by the town for his service.
- **Jon Lovisolo:** Also, I have several questions on the budget, but since Scott is not here to answer them they will have to wait. We should set up a date before our next meeting to review this once Scott get back.
- **Jon Lovisolo:** Car 6 seems to be broken a lot and is beginning to cost us a significant amount of money. I am hesitant to get a brand new "Car 5" type ambulance so soon.
- **Ryan Hunt:** We should set up a membership committee to help pick out a new ambulance. This would help include them in such a large purchase that would affect them directly.
- **Alexis Scianna:** This sounds like a good idea, we will send out an email to the membership to gauge interest in this committee.

Deputy Chief's Report: Bryan Ryan was present at the meeting and submitted his report to the Board. The report was read by the board.

- **Bryan Ryan:** We just had a 7 day stretcher with no priority 1 coverage so good job guys.
- **Alexis Scianna:** What is going on with all of the vehicles?
- **Bryan Ryan:** Car 4 had a relatively simple \$300 fix which is much less than we thought it would cost to repair it. We had routine oil changes for all of the vehicles. Car 7's back up camera broke which cost about \$550 to fix. Also the Polaris had a dead battery which I am going to replace and also by a battery tender so that this does not happen again.

Training Supervisor's Report: Lea was not present at the meeting but a report was left. The report was read by the Board.

- **Jon Lovisolo:** Lea has made two requests for additional training which we should address. While these requests have significant value added for the organization, we need to have a more formal way to suggest training. I will be working with Karen Spargo to come up with a formal training

request form which both paid staff and volunteer members can use to submit requests for training.

- **Motion was made to pay for Lea to attend the EMS conference in May and also allocate the funds for her training request in September pending the review of a Training Request Form. 1st Mark Morris 2nd Gloriann Albini, all in favor, motion carries.**

Assistant Chief's Report: Assistant Chief Mike Konwerski was not present and no report was left.

Old Business:

- **Alexis Scianna:** Scott has informed us of two quotes for updating our website.
- **Bryan Ryan:** Presented both bids to the Board of Directors
- **Discussion on how to proceed with selection of the bids for the website.**
 - Right now it appears PenTech is the front runner for the choice of website designer. This selection will be made pending a workshop put on by the marketing person. Additional recommendations will be considered if they are submitted in a timely manner.

Motion to allocate funds for the website redesign (\$4750) pending a workshop by the marketing person of PenTech to begin work on the website. 1st Mark Morris 2nd Gloriann Albini, all in favor, motion carries.

New Business:

- **Alexis Scianna:** We have been presented with a proposal for additional accident and safety "gap" insurance.
- **Bryan Ryan:** This is kind of an Aflac type insurance that would provide additional coverage for what the regular insurance doesn't cover. The prices that we were quoted would provide coverage for both volunteers and paid staff and were very reasonable.
- **Jon Lovisolo:** This seems like a good idea and the prices are very reasonable.

Motion to accept the "premium package" VFIS Gap Coverage. 1st Gloriann Albini 2nd Karen Spargo, all in favor, motion carries.

- **Bryan Ryan:** We need to get a new router that is more powerful than our current router. This will hopefully solve our internet problems. This more powerful router would reach out into the ambulance bays and into the training centers for stronger, more reliable wireless coverage.

Motion to get a more powerful router. 1st Mark Morris 2nd Karen Spargo, all in favor, motion carries.

- **Alexis Scianna:** Chris Collins who was a Bridgeport Paramedic and Supervisor has passed away very suddenly. I think we should make a donation to show our support for his family in their time of need.

Motion is made to allocate \$500 dollars to donate to the Collins family. 1st Gloriann Albini 2nd Jon Lovisolo.

- **Ben Kovalsky:** I think there has been an issue with the transparency about run forms that are "not done" in a timely manner. Scott tells Debby to not pay members for calls which are not completed on time behind the members' backs.

- **Alexis Scianna:** Ben thank you for bringing this to our attention. We need to make people aware of this policy that if run forms are not done within 24 hours they are not to be paid. Both paid staff and volunteers should be held accountable for this. Our goal is to be consistent and we will look into this matter and possibly rework the policy.

Motion to suspend the policy of not paying people for calls in which paperwork is not completed on time which will be effective 3/31 and for the month of March until we can rework the policy. 1st Mark Morris 2nd Jon Lovisolo, all in favor, motion carries.

- **Jon Lovisolo:** We should buy 4 rooms for the people going to the conference. There are only a few people going and it would be good to do for the membership in attendance.

Motion to buy 4 rooms for 1 night for the EMS conference in May. 1st Jon Lovisolo 2nd Karen Spargo, all in favor, motion carries.

- **Mark Morris:** I will be leaving for school on May 4th so April will be my last month as the Secretary of the Board of Directors. I have submitted my letter of resignation which will take effect at the end of April. Thank you all for allowing me to this opportunity to help further serve Seymour Ambulance Association.

Membership Comments: There is no membership comment.

Motion to go into executive session inviting Bryan Ryan, Ryan Hunt, Adam Shields, Ben Kovalski, and Brendan Canty. 1st Jon Lovisolo 2nd Karen Spargo all in favor motion passes

Executive Session started at 8:54pm

Ryan Hunt, Adam Shields, Ben Kovalski, Brendan Canty excused at 9:10pm

Bryan Ryan excused at 9:20pm

Executive Session ended at 9:24pm

Motion to accept Bryan Ryan's new proposed salary and to retro pay him from the time of his previous review. The new salary will be pending Debbi's availability so that she can incorporate the new numbers. This will take place no later than May 1st. 1st Jon Lovisolo 2nd Karen Spargo, all in favor, motion carries.

Motion to for a new committee on retention and recruitment. 1st Jon Lovisolo 2nd Mark Morris, all in favor motion carries.

Motion to do a cost of living raise and accept Scott Andrew's new salary effective starting during the next pay period. 1st Jon Lovisolo 2nd Karen Spargo, all in favor, motion carries.

Motion to adjourn at 9.28pm 1st Mark Morris 2nd Karen Spargo, all in favor, motion carries.

Respectfully Submitted,

Mark Morris