Groton Ambulance Association

Board of Directors Meeting

December 18, 2024

Board members present: Chet Kaniecki (President), Rob McDermott (Vice President/Secretary/Treasurer), Kelsey Gomes (Training Officer), Paula Edwards (Member at Large #1), Martha Brucker (Member at Large #2)  
  
Other members: Ruth Schneider

1. President Kaniecki called the December Board of Directors meeting to order at 09:35 with all board members present.
2. Motion by Martha Brucker and seconded by Kelsey Gomes to accept minutes from the November Board of Directors meeting as posted. Motion carried unanimously.
3. Officers Report
   1. President
      1. Items to be discussed in Old and New Business.
   2. Vice President
      1. The SOP committee met to discuss revisions to the Employee Handbook Appendixes and Standard Operating Procedure updates.
   3. Secretary/Treasurer
      1. Past meeting minutes are current on grotonambulance.org and Aladtec.
      2. See attached submitted Treasurer’s report. Motion by Paula Edwards and seconded by Martha Brucker to accept treasurer’s report as read. Motion carried unanimously.
   4. Training
      1. New hire Taylor Sanders has resigned.
      2. Orientation has started for two new hires Dorota Harag and Kiley Smith.
      3. Kelly Gillis and Michael Ibrahim have completed the training program.
      4. Hoyt Emery is making good progress in the training program.
      5. Hannah Warner and Jacob Goes are working to get their EMT certification.
      6. Dre Singleton had an injury and is currently out.
      7. Lexi Myers has completed the driver training program.
      8. In November the three sessions of training were held for Bloodborne pathogens and EB nuclear topics.
      9. More in person trainings will be held in 2025.
      10. CPR renewals will be scheduled for staff soon. Future trainings will be held for community and little league programs.
      11. An email will go out about a mandatory training for April 5, 2025 on the topic of mental health at the Mystic Hilton.
   5. Member at Large #1
      1. No report.
   6. Member at Large #2
      1. No report.
   7. Vehicle Officer
      1. G300 is expected back soon.
      2. G304 has chains dragging which is a known issue.
4. Old Business
5. An email vote was conducted by the board November 16 from a request by Evelyn Layne to change status from Part Time to Per Diem for the December shift bid. Motion carried unanimously.
6. An email vote was conducted by the board November 17 to make repairs to bay garage doors. Motion carried unanimously.
7. An email vote was conducted by the board December 10 from Brian Kiely to change to Community Member status. Motion carried unanimously.
8. Motion by President Kaniecki and seconded by Kelsey Gomes to approve the revised Employee Handbook Appendixes A, B, and C as presented with corrections. Motion carried unanimously.
9. The Groton Town Council Public Safety Committee had a meeting scheduled in November which was cancelled. Discussion continues.
10. Twiage software deployment is in progress. Employees interested can contact President Kaniecki.
11. No update on IRS fees due to Quickbooks error.
12. The Holiday Cheer event by Ruthie Schneider had an influx of funding and items to donate and did not need the $200 from Groton Ambulance approved at the November meeting. Many blankets and stuffed animals were collected and delivered.
13. The ARPA funding will be discussed with the town to see when the specific items need to be purchased. Items include a supply vending machine, an intelligent training manikin, and uniform/PPE for staff.
14. Groton Public schools have contacted Groton Ambulance to get the logo for the sports calendar.
15. New Business
    * 1. President Kaniecki noted Grasso Tech standbys for winter sports started 12/17 with a basketball game. Additional information has been requested so these can be staffed.
      2. President Kaniecki noted the investment accounts held in Edward Jones are making good returns.
      3. President Kaniecki had an email from the New England Revolution soccer program to see if there was interest for discounted tickets for staff.
      4. President Kaniecki plans to send four employees to the women’s weekend event at NFA in May 2025. He will send an email to gauge interest.
      5. Payment from Yale transfers has been slow, with a recent payment of $58,000 made and $18,000 owed for November.
      6. President Kaniecki has talked to L&M on the bundle billing contract renewal. Additionally, there is an expectation that volume will increase for Groton Ambulance.
      7. Discussion noted the Reveal application for allowing Crew Chiefs and management to track ambulance location no longer functions and is not expected to be needed. The recommendation is to discontinue the system.
      8. President Kaniecki has started drafting the 2025-2026 budget.
      9. President Kaniecki will email staff to ask for any interest in serving on committees, including the SOP and Bylaw committees as they will have work to do in 2025.
      10. Motion by Kelsey Gomes and seconded by Martha Brucker to change the status of member Wayne Nomi to Community Member. The board wished to thank Wayne for his many years of service. Motion carried unanimously.
      11. Kelsey Gomes noted that a recent employee shift trade resulted in a trainee being unable to work with an FTO. VP McDermott said this was likely his mistake and he will double check future trade requests to make sure impacts to trainees are identified if they cannot be avoided.
      12. President Kaniecki noted that with the likely need for two crews from 06 through Midnight there may be a period of increased order ins.
      13. Motion by Kelsey Gomes and seconded by Paula Edwards to get a commitment for purchase or lease of a new ambulance which is being brought to the Ambulance Committee review in January, as well as to move forward with the purchase or lease of a second new ambulance for new production. Discussion noted current ambulances are old and replacements are hard to get. The financial numbers will be reviewed to see if purchase or leasing the ambulances is more cost effective. Motion carried unanimously.
      14. Motion by Kelsey Gomes and seconded by Paula Edwards to prepay January, February, March, and April 2025 stipends to President Kaniecki and VP McDermott prior to January 1 2025. Motion carried 3-0-2 (President Kaniecki and VP McDermott abstaining). Discussion noted an IRS audit does not allow the current system of volunteer stipends and also the payments made in 2024 will not be penalized. Per discussion, the pre-payment will allow GAA business to continue as usual while suitable adjustments are made to comply with the IRS.
16. Good of the Order
    * 1. President Kaniecki congratulated employees who had their hire date anniversaries in December:  
         Elaina Jantzi 2 years  
         Christian Lombardi 4 years  
         Brian Kiely 19 years
      2. The board wished to thank Ruthie Schneider for the successful Holiday Cheer event.
      3. President Kaniecki wished all employees and their families happy holidays and happy new year.
17. Motion by Kelsey Gomes and seconded by Martha Brucker to adjourn at 12:28. Motion carried unanimously.

Respectfully Submitted,

Rob McDermott

Vice President/Secretary/Treasurer