Groton Ambulance Association

Board of Directors Meeting

May 8, 2024

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

Excused absence: Ryan Boulanger (Vice President)  
  
Other members: None

1. President Kaniecki called the May Board of Directors meeting to order at 18:06 with five board members present.
2. Motion by Paula Edwards and seconded by Kelsey Gomes to accept minutes from April Board of Directors meeting as posted. Discussion noted that minutes were incomplete as they did not contain the amended Intern job description. Motion carried unanimously.
3. Officers Report
   1. President
      1. Items to be discussed in Old and New Business.
   2. Vice President
      1. Report as read by President Kaniecki noted that VP Boulanger will not be running for reelection as VP for the annual June meeting.
   3. Secretary/Treasurer
      1. See attached submitted report. Motion by Paula Edwards and seconded by Kelsey Gomes to accept treasurer’s report as read. Motion carried unanimously.
   4. Training
      1. New hire Alexandra Rommal completed orientation and has started the training program.
      2. New hire Chloe Kalahar has been scheduled for orientation.
      3. Four interns have started at Groton Ambulance and have begun work.
      4. FTO training was held 5/8 and was well attended.
      5. Trainings will be scheduled for CPR Instructors, Crew Chiefs, and Car Seat Technicians.
      6. Madelyn Koning has begun the driver training program.
      7. Evelyn Layne has been scheduled for an EVOC training class.
      8. Jake Carrara, Kelsey Fowler, Keith Gomes, and Jordan Lombardi are newly instated FTOs.
      9. A CPR instructor training class has been scheduled to start 5/9 with one member attending.
      10. Online training for May will be scheduled with 30 days to complete.
   5. Member at Large #1
      1. No report.
   6. Member at Large #2
      1. No report.
   7. Vehicle Officer
      1. Ambulances issues were noted with maintenance being planned to correct issues with G-300 and G-302.
4. Old Business
5. An email vote was conducted by the board April 31st to accept the resignation of Chris Holdsworth. Motion carried unanimously.
6. An email vote was conducted by the board May 6th to approve the purchase of a parking lot sign for the cost of $1,600 with ARPA funding. Motion carried unanimously.
7. President Kaniecki noted that the base station radio was reprogrammed and this completes all activities needed for the radio system upgrade.
8. President Kaniecki noted that four interns have started with good results so far.
9. President Kaniecki purchased patio furniture which has been well received. An additional storage box for the seat cushions will be delivered 5/9 to complete the set.
10. President Kaniecki will be at a meeting with the town for budget approval on 5/16 for the final vote.
11. President Kaniecki heard good feedback from the April Autism Awareness shirt fundraiser and donations to the Doug Flutie Foundation which is a good cause that has helped local Groton members.
12. President Kaniecki submitted documentation for the GADCS program which is a requirement related to Medicare and Medicaid insurance.
13. There was no update on actions from the SOP committee.
14. President Kaniecki has completed the employee 6% raise.
15. President Kaniecki noted that a letter is required for close the Chelsea Groton safe deposit box from the Secretary as noted in the April meeting.
16. President Kaniecki noted that the April meeting tabled the discussion on the topic of if Interns were able to work on holidays. Discussion resulted in the decision that Interns would not be able to work on holidays.
17. Paula Edwards has noted that flyer was made and posts will be made on social media for the upcoming Food Drive at Big Y on May 25th.
18. New Business
19. Motion by Paula Edwards and seconded by Kelsey Gomes for the SOP committee to update the SOPs and Employee Handbook uniform policy to specify that uniforms standards must have a professional appearance such as having shirts tucked in and boots tucked in to pants while on calls. Motion carried unanimously.
20. President Kaniecki noted that EMS week is May 19th to May 25th.
21. President Kaniecki noted that he has been updating the front lawn sign and will be displaying years of service, which will also include years where an employee was a volunteer.
22. Kelsey Gomes noted that an attitude shift is needed in the building to foster a good environment. Discussion was on the topic of how to improve attitudes.
23. President Kaniecki noted that a refund of $33,000 was sent from Worker’s Comp on 5/8.
24. President Kaniecki noted that Pequot transfers have increased lately. Discussion noted that it was hard to plan for increased need by GAA as it was not consistent. President Kaniecki will be giving direction to crew chiefs to ask for help from him in cases where there are known transfers so an additional crew can be brought in.
25. President Kaniecki noted that May is Mental Health Awareness month. Employees are encouraged to reach out to one or more programs that are meant to help them with mental health such as EAP, New London County Peer Support Group, and Warriors for Warriors.
26. A discussion on how to compensate CPR instructors was tabled.
27. A shift bid will go out for signups in June to go in to effect June 30th . Discussion on how best to provide coverage for Friday, Saturday, and Sunday was made with ideas on how to change incentives. A trial shift bid was going to be planned with the following changes: Block out half a crew 06-00 Monday to Friday, set incentives of $50 per 6 hours from 18:00 Friday to 06:00 Monday, remove the 24 hour limit of concurrent shifts in the shift bid. Additionally, discussion was made to provide pickup incentive on weekends. Additional discussion was also made on how best to coordinate for signup preference and President Kaniecki will be looking at availability based on fewer hours first to try to fill shifts as fair as possible.
28. Discussion that President Kaniecki will look in to quotes for patio tiles.
29. Discussion on VP vacancy which will occur at the June Board of Directors meeting.
30. Good of the Order
    1. President Kaniecki congratulated employees who had their hire date anniversaries in April:  
       Paula Edwards 22 years
31. Motion by President Kaniecki and seconded by Paula Edwards to adjourn at 19:56. Motion carried unanimously.

Respectfully Submitted,

Rob McDermott

Secretary/Treasurer