Groton Ambulance Association

Board of Directors Meeting

August 14, 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: Jake Carrarra, Melanie Herrans-Polen, Christian Lombardi (Vehicle Officer)

1. President Kaniecki called the July Board of Directors meeting to order at 18:10 with four board members present, Paula was excused as she was on a call and joined around 18:30.
2. Motion by Kelsey Gomes and seconded by Martha Brucker to accept minutes from the June 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 safety committee was held earlier in the month for the Q3 meeting.
      2. The SOP and Bylaw committee meetings were held earlier this month with an agenda to provide a recommendation for rewriting time off and topics related to changing from a six month shift bid to a three month shift bid.
   3. Secretary/Treasurer
      1. See attached submitted report. Motion by Kelsey Gomes and seconded by Martha Brucker to accept treasurer’s report as read. Motion carried unanimously.
   4. Training
      1. The four interns are progressing and are testing for their certification this month.
      2. New hire Taylor Sanders has accepted a job offer and will be starting orientation soon.
      3. Chloe and Lexi are progressing in driver training.
      4. An EVOC driver training class will be held soon for two members.
      5. Monthly online training will resume in September. Anyone with recommendations for training topics can send ideas to the training email.
      6. One new applicant has put in an application.
      7. The interns will finish the summer soon and have discussed when they will try to pick up hours.
   5. Member at Large #1
      1. No report.
   6. Member at Large #2
      1. No report.
   7. Vehicle Officer
      1. G300 is scheduled for maintenance in Florida in March, so until then it will be fixed for use.
      2. G302 airhorn issue ongoing
      3. G301 was repaired, G303 floodlight was fixed, and G304 was deemed safe to use after a fire.
4. Old Business
5. An email vote was conducted by the board July 17 to put in a contract with Bob Holdsworth for financial consulation. Motion carried unanimously.
6. An email vote was conducted by the board July 30 to change the status of April Sandt from Per Diem to Part Time after a temporary change. Motion carried unanimously.
7. An email vote was conducted by the board August 2 to allow President Kaniecki and VP McDermott to negotiate the L&M Pequot contract renewal. Motion carried unanimously.
8. An email vote was conducted August 8for a request from Maddie Koning and Chloe Kalahar to change status from Part Time to Per Diem, and Ryan Boulanger to change status from Volunteer to Per Diem effective at the next shift bid. Motion carried unanimously.
9. Kelsey Gomes removed debris and trash from the side of the outbuilding. The board agreed it would be a good idea to look in to having a fall cleanup effort, along with asking the landscaper to trim branches in some parking spots.
10. Kelsey Gomes participated in the airplane disembarkation for a request to do so, and had concerns over the safety of the operation. President Kaniecki will contact the airport for ideas on how best to support the embarkation of the same passenger in September.
11. Motion by President Kaniecki and seconded by Paula Edwards to accept the updated changes to Appendix A, Appendix C, and the new Appendix D for incorporation into the Employee Handbook revision effective in December. Discussion noted that the SOP and Bylaw committees met to recommend a rewording of Appendix A and C to reflect changes in sick time, PTO, and vacation. The Appendix D document on Changing Status gave rules for what happens to time off for employees who change their status to one that has different time cap. The motion will be to have the changes go in to effect in December’s shift bid for Full Time and Part Time, with management discretion on how to handle distribution of time off for employees who did not receive an allotment yet or will be out of the training program prior to December. The changes will be posted to Aladtec. The changes will also be incorporated in to the next revision of the Employee Handbook. Motion carried unanimously.
12. President Kaniecki and VP McDermott will met with Bob Holdworth on August 26th to discuss financial issues.
13. President Kaniecki and VP McDermott met with L&M representatives via zoom call to discuss proposed contract changes. The board discussed the proposed changes but no written draft of a contract has yet been established.
14. New Business
    * 1. President Kaniecki noted that there are APRA funds of $57,535.41 available until December 2025.
      2. President Kaniecki noted that he has been sending 25-30 messages per week on corrections and QA flags to charts. He stressed the importance of getting as much patient information as possible as well as getting vitals.
      3. Motion by President Kaniecki and seconded by Kelsey Gomes to renew three contracts for Stryker equipment at a total of $70,351. Discussion noted the contracts were for the power loads, stretchers, and stairchairs for three years and the Lucas devices for two years. Kelsey Gomes noted that these contracts covered repairs and preventative maintenance. She said keeping these contracts was well worth the price as these items are often used and Stryker is able to keep them working. Motion carried unanimously (Martha Brucker was absent at time of voting due to being on a call).
      4. President Kaniecki noted he would send an email to all employees on the topic of respecting the equipment and preventing damage. Employees need to report issues when they happen so they can be dealt with.
15. Good of the Order
    * 1. President Kaniecki congratulated employees who had their hire date anniversaries in August:  
         Skyler Hatter 3 years

Kelsey Fowler 1 year

1. Motion by Kelsey Gomes and seconded by Paula Edwards to adjourn at 19:50. Motion carried unanimously.

Respectfully Submitted,

Rob McDermott

Vice President/Secretary/Treasurer