Groton Ambulance Association

Board of Directors Meeting

March 12, 2025

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: Ryan Boulanger, Christian Lombardi, Dean Mayo

1. President Kaniecki called the March Board of Directors meeting to order at 18:00 with all board members present.
2. Motion by Kelsey Gomes and seconded by Paula Edwards to accept minutes from the February 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. A Bylaw Committee meeting was held 2/28 to look at Bylaw changes.
      2. A Safety Committee meeting was held 3/1. A grant for slip resistant footwear was submitted as a grant from Worker’s Compensation Trust.
   3. Secretary/Treasurer
      1. Past meeting minutes are current on grotonambulance.org and Aladtec.
      2. See attached submitted Treasurer’s report. Motion by Martha Brucker and seconded by Kelsey Gomes to accept treasurer’s report as read. Motion carried unanimously.
   4. Training
      1. Hannah Warner has been signed off as a full crew member and has transitioned to Part-time
      2. Dre’ana has been signed off as a full crew member
      3. Michael Van Poots will be signed off as a full crew member effective Saturday, March 15th
      4. Jordan Jackson continues to progress extremely well in the training program and we hope to have her confident and signed off soon.
      5. Dora continues in the training program and has had limited training time recently due to scheduling conflicts but has been progressing well.
      6. Jacob and Melanie have both rescheduled their test and we wish them luck!
      7. Michael Van Poots will be entering the driver training program on Sunday, March 16th. He comes to us with experience and is certified in EVOC and as an EVOC instructor.
      8. Luke has completed his mandatory training and is scheduled to come in on Thursday the 20th for orientation and then will begin training.
      9. We will be holding an EVOC training on Friday the 21st. Hannah, Dre, Michael Ibrahim, Jordan Jackson, and Chloe will be going through the class.
      10. All expiration dates have been updated in Aladtec for Certifications.
      11. There is a mandatory fire extinguisher and sexual harassment training that was assigned to everyone in EMS1 Academy for March. It must be completed by midnight on the last day of the month.
      12. Reminder that we have a mandatory training in April for mental health. Please see the flyer for more details.
      13. We conducted an in-house BLS CPR class for those needing it. Thank you to Paula for your assistance with the class.
      14. We conducted CPR training for 9 members of the Ledyard Little League. Thank you to Paula and Ruth for teaching the class with me.
      15. We have been contacted by the Groton Little League to provide CPR training for their coaches and they will be getting back to us with dates and numbers so that we can schedule those classes.
      16. Subvets of Groton has reached out to us to provide CPR and AED training and we are awaiting dates for them.
      17. We have four new hires who will be entering the training program once they have met all of their pre hire requirements.
      18. Also in the month of April we will be conducting our annual Fit Tests.
      19. We will be having students from the Fitch EMT class coming in for observation time over the next two months. They will not be scheduled until the trainees are put on the schedule first to avoid conflicts. All of their consent forms will have been submitted to management prior to them coming in to ride.
      20. Early Childhood Resource Fair Saturday the 29 th from 10-12. Our car seat techs will be participating in this event.
   5. Member at Large #1
      1. No report.
   6. Member at Large #2
      1. No report.
   7. Vehicle Officer
      1. G301 backup alarm was fixed.
      2. G300 inverter issue is next to be fixed.
      3. Minor issues noted for G302, G303, G304.
4. Old Business
5. An email vote was held 2/18 to purchase a replacement computer for the watchdesk for $999. Motion carried unanimously.
6. An email vote was held 2/27 for Hannah’s request to change to Part Time status. Motion carried unanimously.
7. An email vote was held 3/1 to accept the resignation of Kiley Smith. Motion carried unanimously.
8. An email vote was held 3/4 to renew the building lease. Motion carried unanimously.
9. An email vote was held 3/5 for Lexi’s request to change status from Per Diem to Part Time. Motion carried unanimously.
10. An email vote was held 3/5 to purchase a replacement computer for in the kitchen area that was capable of running Windows 11 for $1100. Motion carried unanimously.
11. VP McDermott will be working to get quotes to sell the soda machine.
12. VP McDermott removed trash that was piled outside G304’s bay.
13. Motion by Kelsey Gomes and seconded by VP McDermott to change the grotonambulance.com website hosting from Road To Success to GoDaddy to reduce costs from $30 per month to about $6 per month. Motion carried unanimously.
14. President Kaniecki will attend a town budget meeting on March 27th.
15. President Kaniecki was told by the ambulance salesman that engineering updates are progressing.
16. The extra desk in the office will have the computer moved to the kitchen as it is Windows 11 capable to replace one that is not. The desk will be removed from the office.
17. President Kaniecki said that Lexi’s request to change status from Per Diem to Part Time passed and she is likely able to make it effective in a couple of weeks.
18. President Kaniecki is in contact with L&M on the Pequot contract renewal but with no current update. President Kaniecki will send out a directive to L&M, Fire Alarm, and all GAA staff on how to handle Pequot calls which have increased in volume.
19. Motion by President Kaniecki and seconded by Martha Brucker to stop job applicant hiring including removing ‘now hiring’ from the webpage. President Kaniecki noted there are four current job offers processing as well as three more applicants. Discussion noted that with so many non-drivers it would be hard to schedule these trainees. Motion carried unanimously.
20. New Business
    * 1. VP McDermott noted the upcoming April 5th mandatory training. Kelsey Gomes said there would be a sign in sheet to track who attended, and she will register everyone for the event.
      2. Motion by VP McDermott and seconded by President Kaniecki to discontinue the Volunteer Incentive Program. Discussion noted this program is likely legal under IRS guidelines but has not had current use for years and difficult for the training officer to track. Motion carried unanimously.
      3. VP McDermott noted he would like to remove the Bowflex stairstepper machine from G304’s bay to make room as it was used the least of the exercise equipment. President Kaniecki said he would take care of removing it.
      4. Kelsey Gomes to email staff for Autism Acceptance support shirts for the month of April.
      5. President Kaniecki was requested by Groton City to provide an ambulance to support City Day in August.
      6. President Kaniecki noted that the Groton Town Manager is working to get the front door and broken garage door leading to G304’s bay replaced.
      7. President Kaniecki provided patient care reports for a legal subpoena for a patient who had been transported by Groton Ambulance on multiple occasions.
      8. President Kaniecki prepared updated victim information forms in English, Portuguese, Spanish, and Polish for copies on each ambulance which were revised in December.
      9. President Kaniecki is talking to the Groton Mystic Falcons youth football league to arrange for coverage for the upcoming season.
      10. Martha Brucker put a message on Facebook for soliciting bids for landscaping service for discussion at the next board meeting.
      11. President Kaniecki has renewed a matured certificate of deposit at Edward Jones for 6 more months.
      12. For the week of March 16, there was an abundance of staff availability as it was spring break. A third crew was added for shifts of Noon-18:00 and 18:00-Midnight based on Tuesday availability. Discussion noted the third crew seems beneficial next week and will be considered going forward if it can be filled. For full time staff extra hours 2nd crew extra hours and 3rd crew hours with a partner will count for calculating hours for order ins at noon on Friday per discussion as a one week trial with feedback to be given to President Kaniecki and VP McDermott to see how it worked as the anticipation is that third crew will more common in the summer. Shift bid incentive (+$10 per hour) also applies to third crew shifts in the Friday 18:00 to Monday 06:00 timeframe.
21. Good of the Order
    * 1. President Kaniecki congratulated the following members with hire date anniversaries in March:

Lexi Myers 1 year

Chloe Kalahar 1 year

Michael Ibrahim 1 year

1. Motion by President Kaniecki and seconded by VP McDermott to adjourn after Executive Session completes. Enter Executive Session at 18:48. Motion carried unanimously. Meeting completed at 19:02.

Respectfully Submitted,

Rob McDermott

Vice President/Secretary/Treasurer