

OFFICE OF THE  
FIRST SELECTMAN

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Lynne A. Vanderslice  
*First Selectwoman*

Lori A. Bufano  
*Second Selectwoman*

Joshua S. Cole  
*Selectman*

Deborah A. McFadden  
*Selectwoman*

Ross H. Tartell  
*Selectman*

TOWN HALL  
238 Danbury Road  
Wilton, CT 06897

**PRESENT:** First Selectwoman Lynne Vanderslice, Lori Bufano, Joshua Cole, Deborah McFadden

**ABSENT:** Ross Tartell (Excused)

**GUESTS:** Interim Fire Chief Geoffrey Herald, Casey Healy (Fire Commission), John Miscioscia (WVAC), Sharon Bradley (VNA), Forest Close (Trackside) John Priest (Trackside) and members of the Trackside Board, Dana Gips (Wilton Go Green), Anne Kelly-Lenz, Anthony DeFelice

**OTHERS:** Members of the Press and Members of the Public

**A. Call to Order**

Ms. Vanderslice called the meeting to order at 7:00pm

Ms. Vanderslice asked for a motion to add an Executive Session to the Agenda to Discuss Contract Negotiations and invite CFO Anne Kelly-Lenz and HR Director Sarah Taffel. Motion moved by Ms. Bufano, seconded by Ms. McFadden and carried 4-0.

Ms. Bufano moved a motion to add an additional item to the Agenda as Item E-3 to Discuss First Selectman's Compensation. Motion seconded by Mr. Cole and carried 3-0-1 with Ms. Vanderslice abstaining.

**B. Public Comment**

None

**C. Consent Agenda**

Ms. Vanderslice thanked 88 Danbury Road L.L.C. for their gift. Motion made by Ms. McFadden seconded by Ms. Bufano and carried 5-0 to approve the Consent Agenda as follows:

**Minutes**

- Board of Selectmen Meeting – February 3, 2020
- Board of Selectmen Special Meeting – February 11, 2020

**Refunds**

- As per Tax Collectors Memo dated February 14, 2020

**Gifts**

- 88 Danbury Road L.L.C. – K9 Project - \$100.00

#### D. Discussion and/or Action

##### 1. FY 2021 Budget

Ms. Vanderslice continued the discussion on FY2021 department budgets.

Geoffrey Herald, Interim Fire Chief reviewed the Fire Department's FY2021 budget request.

Forest Close & John Priest of Trackage reviewed the FY2021 Trackage grant request.

John Miscioscia, President Wilton Volunteer Ambulance Corp (WVAC) reviewed WVAC's' FY2021 grant request (see attached).

CFO Anne Kelly-Lenz reviewed the FY2021 budget request for school nurses & public health nurses.

John Savarese, Director Information Services reviewed the IS Department's FY2021 budget request.

CFO Anne Kelly-Lenz reviewed all other FY2021 budget items (Ambler Farm, Georgetown Fire District, etc.).

Ms. Vanderslice noted that the Transfer Station will be discussed at the next BoS meeting on March 2, 2020.

Ms. Vanderslice asked Ms. Kelly-Lenz to review bonding vs. operating capital criteria (see attached).

Ms. Vanderslice updated the board on the State Plan noting that the FY2021 premium rates will not be available until April.

##### 2. Wilton Go Green Proposal Follow Up

Ms. Vanderslice noted that she and Ms. Bufano spoke with the EDC members, one of whom volunteered to reach out to businesses about the proposed ordinances. Mr. Cole noted that he put Tammy Thornton in touch with the Chamber of Commerce regarding attending a Chamber meeting. Ms. Vanderslice noted she would reach out to Megan Abrahamson of Shop Local.

Ms Vanderslice asked for a motion to move Item E-3 Discussion on First Selectman's Compensation as an Executive Session after Executive Session to Discuss Contract Negotiations. Motion moved by Ms. McFadden, seconded by Ms. Bufano and carried 4-0.

#### E. Selectmen's Reports

##### 1. First Selectman

- Ms. Vanderslice discussed WestCOG's recent meeting with legislators, which took place in Hartford on February 13, 2020.

- Ms. Vanderslice noted that the Economic Development Commission is interested in working with Advance CT.
- Ms. Vanderslice reviewed the outstanding vacancies on the various boards/commissions. She noted that the Energy Commission has requested a reduction in commission members from nine members to seven members. Ms. Vanderslice indicated the recommendation will be included on the agenda for the next BOS meeting. Ms. Vanderslice agreed to follow-up with the Economic Development Commission and the Commission on Social Services about their membership, as those commissions also have particularly large allowed membership.
- Received revised police building SOR from the Police Commission. Waiting to receive additional requested information.

## 2. Selectmen

Ms. McFadden

Ms. McFadden noted the first Wilton event celebrating the suffragette movement takes place on February 29<sup>th</sup>. It is jointly sponsored by the Historical Society with the League of Women Voters.

Mr. Cole

No Report.

Ms. Bufano

Ms. Bufano thanked Ms. Vanderslice for attending the Economic Development Commission meeting.

## F. Public Comment

None

## G. Executive Session

Motion made by Ms. Bufano to enter into Executive Session to Discuss Contract Negotiations and invite CFO Anne Kelly-Lenz and HR Director Sarah Taffel. Motion seconded by Ms. McFadden and carried 4-0.

Out of Executive Session at 10:35pm. Ms. Vanderslice left the meeting.

## H. Executive Session

Motion made by Mr. Cole to enter into Executive Session to Discuss First Selectman Compensation at 10:37pm and invite Sarah Taffel, Director HR. Motion seconded by Ms. McFadden and carried 3-0.

Out of Executive Session at 10:50

Motion to vote to increase the First Selectman's salary 2.5% effective March 1, 2020. Motion moved by Mr. Cole, seconded by Ms. McFadden and carried 3-0.



I. Adjournment

Having no further business, Ms. Bufano moved a motion to adjourn meeting at 10:52pm.  
Motion was seconded by Ms. McFadden and carried 3-0.

Next Meeting – March 2, 2020

A handwritten signature in black ink, appearing to read 'Jacqueline Rochester', with a long horizontal flourish extending to the right.

Jacqueline Rochester  
Recording Secretary  
Taken from Video



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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

## BACKGROUND INFORMATION

The Wilton Volunteer Ambulance Corps (WVAC) is the provider of 911 emergency ambulance transport in the Town of Wilton. WVAC is a private, non-profit 501(c)(3) corporation. Our volunteers have provided this critical service since 1976.

- We have two ambulances available for service. One is staffed with a two or three person duty crew 24/7/365. The second ambulance serves as a backup and is used if a second call arises and is staffed by available home responders.
- We contract with Norwalk Hospital for EMTs to provide staffing Monday-Friday 6am to 6pm. Our volunteers staff the rig 6pm to 6am on weekdays and 24/2 on weekends.
- We bill for patient transport to the hospital, at rates set annually by the State, which is our main source of revenue.
- Our other sources of revenue come from Town funding and donations.
- We have three paid part-time employees that perform various duties.



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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

## BACKGROUND INFORMATION (continued)

- We provide, at no cost to the Town, administrative services for patient billing and maintenance services for the paramedics that are stationed at our headquarters.
- WVAC provided funding for 87% of our total annual operating expenses in 2019. Some of the expenses include:
  - Volunteer Training
  - Uniforms
  - Vehicle Maintenance
  - Billing Fees
  - Professional Fees
  - Contracted Labor (Norwalk EMTs)
  - Personnel Costs
  - Community Outreach
  - Household Expenses
  - Fundraising
- WVAC funds 100% of our capital spending; including:
  - Ambulance Purchase Every Four Years
  - Specialized Equipment including the Stryker PowerLoad Stretcher Systems, LUCAS Chest Compression Devices, AEDs, Stair Chairs, Portable Radios, etc.





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## **WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION**

### **PROUD TO SERVE**

- The Wilton Volunteer Ambulance Corps responded to a record 1,442 emergency medical calls in 2019.
- Our volunteers are also devoted to active involvement within our community, which includes training and education, senior dinners, as well as community events.

### **Our volunteers donated over 18,000 hours in 2019, which included;**

- On duty shift hours
- Officer administrative time
- Continuing Education
- Second Calls
- Meeting attendance
- Public Safety Training
  - CPR and AED
  - First Aid
- Stand By at Community Events
- HS Football Games
- July 4<sup>th</sup> Fireworks
- Touch-A-Truck
- Cannon Grange Fair
- Ambler Farm Day
- Town Trick or Treat
- Street Fairs



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# **WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION**

## **Operations Update**

- **Equipment**
  - In August, 2019 WVAC purchased a new ambulance.
  - In November, 2018 WVAC upgraded our LUCAS chest compression devices.
- **Membership**
  - Our members are our most important resource.
  - Members availability and additions and resignations to membership can effect scheduling, over burden certain members, and contracted labor.
  - We currently have 63 members, which reflects a net increase of 6 from last year.
  - We welcomed in 17 new members, but 11 resigned.
  - 12 of the new members are high school students, bringing the total number of high school and college students to 24.
  - College and high school students contribute limited shift hours and other duties.

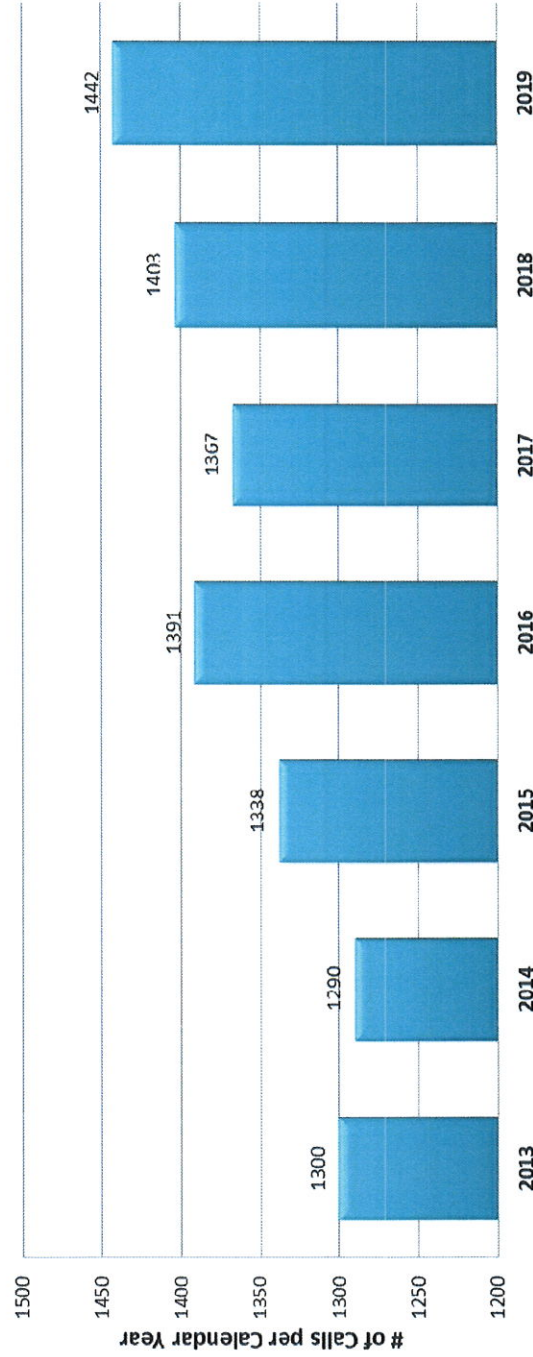




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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

Call Volumes Year Over Year



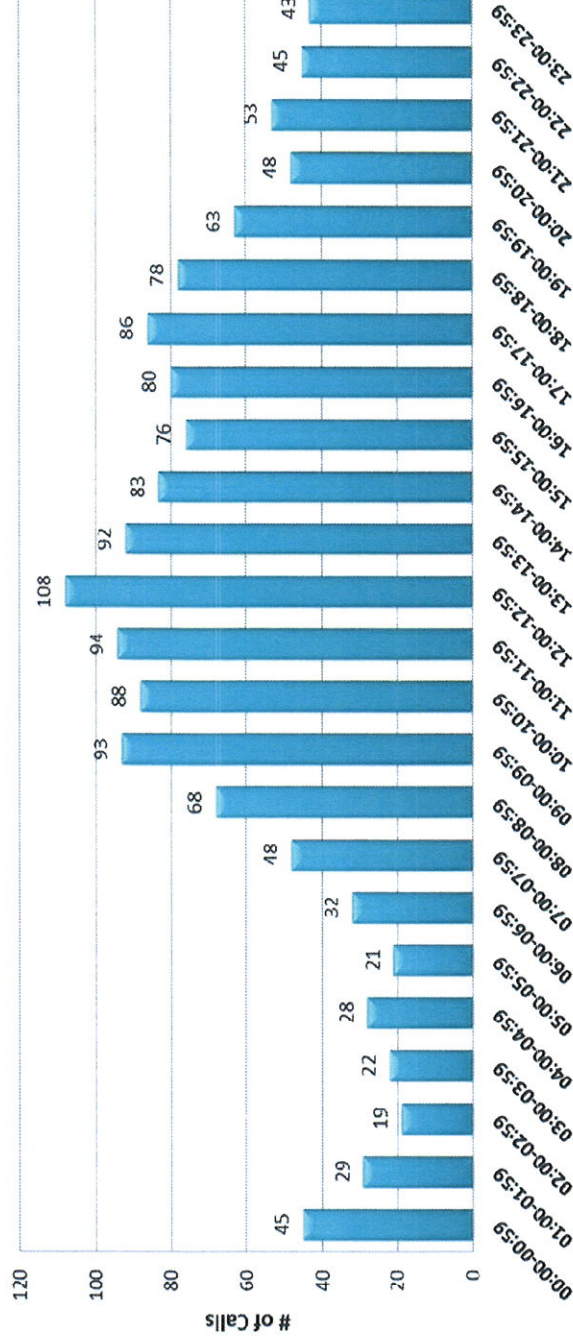
|                               |      |      |      |      |      |      |      |
|-------------------------------|------|------|------|------|------|------|------|
| Average #<br>Calls Per<br>Day | 3.56 | 3.53 | 3.67 | 3.81 | 3.74 | 3.84 | 3.95 |
|-------------------------------|------|------|------|------|------|------|------|



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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

Call Distribution by Hour of the Day



- 65.7% of WVAC's calls are between 6 am and 6 pm
- 34.3% of WVAC's calls are between 6 pm and 6am

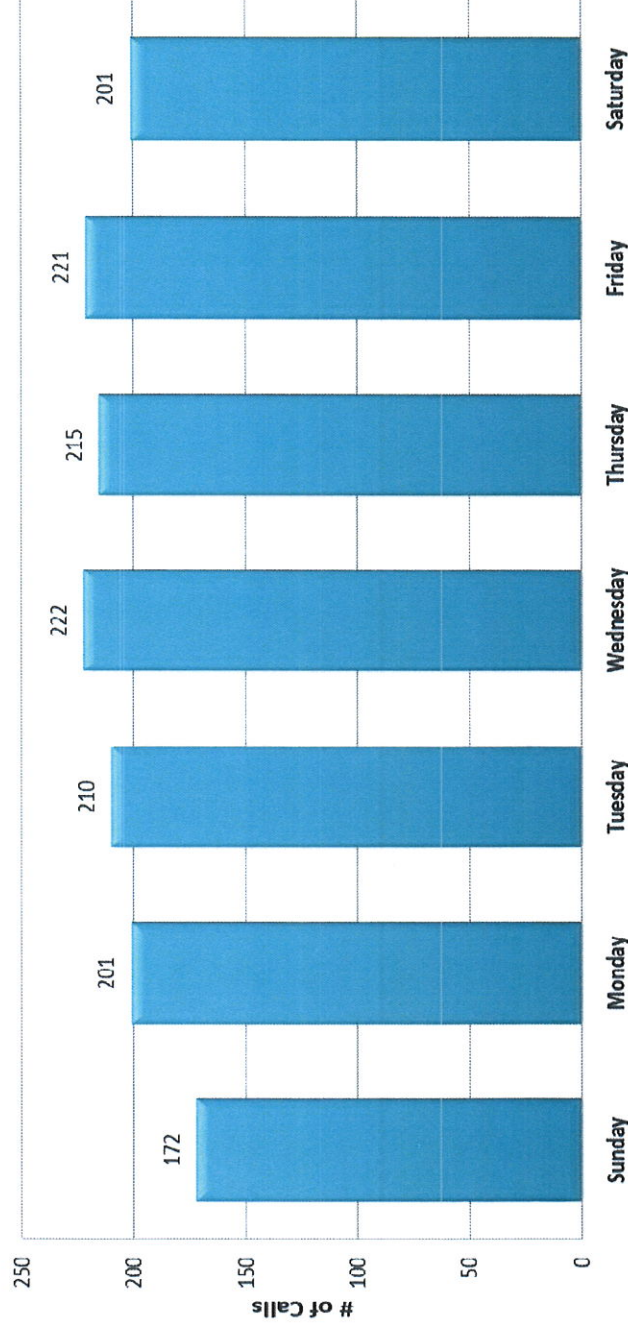




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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

Call Distribution by Day of the Week

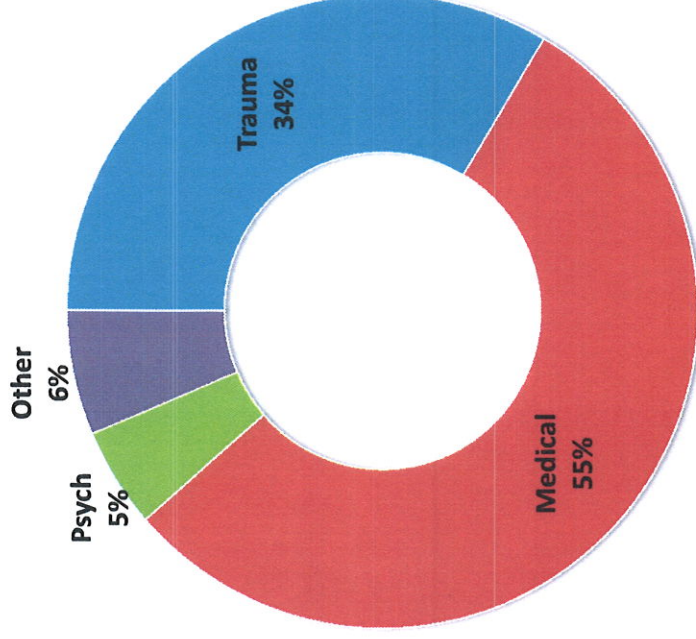




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## **WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION**

**CALLS BY TYPE - AS DISPATCHED**







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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

## OTHER CALL DATA

|                              | 2019  | %    | 2018  | %    |
|------------------------------|-------|------|-------|------|
| CALLS RESULTING IN TRANSPORT | 1,117 | 77.5 | 1,088 | 77.5 |
| CALLS WITH NO TRANSPORT      | 325   | 22.5 | 315   | 22.5 |

|                           | 2019  | %    | 2018  | %    |
|---------------------------|-------|------|-------|------|
| CALLS HANDLED BY WVAC     | 1,363 | 94.5 | 1,323 | 94.3 |
| MUTUAL AID INTO WILTON    | 45    | 3.1  | 45    | 3.2  |
| MUTUAL AID TO OTHER TOWNS | 34    | 2.4  | 35    | 2.5  |

AVERAGE OVERALL RESPONSE TIME (1) 8:17

AVERAGE OVERALL TOTAL TIME OF CALL 57:16

65% OF OUR PATIENTS ARE AGE 60 OR OLDER

(1) Response time calculated as time toned out until arrival on scene



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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

## REVENUE AND COST ANALYSIS

|                             | 2019 Actual<br>1,442 Calls | 1,550 CALLS | 1,600 CALLS | 1,650 Calls |
|-----------------------------|----------------------------|-------------|-------------|-------------|
| <u>BREAK EVEN ANALYSIS</u>  |                            |             |             |             |
| REVENUE PER CALL            | \$398.16                   | \$398.16    | \$398.16    | \$398.16    |
| <u>COST PER CALL</u>        |                            |             |             |             |
| DIRECT COST                 | \$35.19                    | \$35.19     | \$35.19     | \$35.19     |
| INDIRECT COST               | 414.15                     | 385.29      | 373.25      | 361.94      |
| TOTAL COST                  | \$449.34                   | \$420.48    | \$408.44    | \$397.13    |
| NET (LOSS)/ PROFIT PER CALL | (\$51.18)                  | (\$22.32)   | (\$10.28)   | \$1.03      |

- As you can see from the above analysis, our break even point is 1,650 transports.
- Our revenue per call is low due to the high percentage of Medicare patients.
- 72.6% of insurance billing is to either Medicare or Medicaid, which is a 0.5% increase from calendar year 2018 to 2019.





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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

## WVAC'S FINANCIAL CONDITION

WVAC relies on the Town of Wilton to assist our operations and capital budget to remain a vital service for the residents of the community. No predictability of demand for service and contributions levels are always a concern about our financial condition.

| WILTON VOLUNTEER AMBULANCE CORPS<br>NET INCOME ANALYSIS | <u>AUDITED RESULTS</u> |                  | <u>TOWN BUDGET FORMAT</u> |                 |
|---------------------------------------------------------|------------------------|------------------|---------------------------|-----------------|
|                                                         | <u>FY 2018</u>         | <u>FY 2019</u>   | <u>FY 2020</u>            | <u>FY 2021</u>  |
| NET INCOME (LOSS) (1)                                   | \$94,600               | \$82,100         | (\$24,500)                | \$44,700        |
| CAPITAL BUDGET RESERVE                                  | 60,000                 | 60,000           | 80,000                    | 85,000          |
| CASH EXCESS (NEEDED)<br>TO FUND OPERATIONS              | \$34,600               | \$22,100         | (\$104,500)               | (\$40,300)      |
| ADD TOWN FUNDING                                        | 86,600                 | 97,700           | 98,000                    | 98,000          |
| NET SURPLUS (SHORTAGE)                                  | <u>\$121,200</u>       | <u>\$119,800</u> | <u>(\$6,500)</u>          | <u>\$57,700</u> |

(1) DOES NOT INCLUDE TOWN FUNDING AMOUNTS



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# WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

## WVAC'S FINANCIAL CONDITION (continued)

Again, without the Town's funding, WVAC's financial condition would be strained, with no flexibility for growth to allow our organization to look into a facility for our headquarters and garage.

|                           | Audited<br>FY 2017 | Audited<br>FY 2018 | Audited<br>FY 2019 | 6 months<br>FY 2020 |
|---------------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Cash Flow Analysis</b> |                    |                    |                    |                     |
| Net change in Cash        | \$110,000          | (\$179,000)        | \$132,000          | \$111,000           |
| Investment change         | \$76,000           | \$179,000          | \$88,000           | (\$206,000)         |
| Less Equip. Reserve       | (\$60,000)         | (\$60,000)         | (\$60,000)         | (\$40,000)          |
| Adjusted Cash Flow        | \$126,000          | (\$60,000)         | \$160,000          | (\$135,000)         |
| Less: Town Payments       | \$119,100          | \$86,600           | \$97,700           | \$77,800            |
| Net change                | \$6,900            | (\$146,600)        | \$62,300           | (\$212,800)         |





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## WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION

WVAC is requesting funding of \$98,000 from the Town to help offset some of our expenses. Total request for FY 2021 funding is flat vs. the prior year and has increased \$1,000 since 2018 funding.

|                 | <u>FY 2018</u> | <u>FY 2019</u> | <u>FY 2020</u> | <u>FY 2021</u> |
|-----------------|----------------|----------------|----------------|----------------|
| Adopted         | \$97,000       | \$97,500       | \$98,000       | \$98,000       |
| % Change vs. PY | 0.5%           | 0.5%           | 0.5%           | 0.0%           |



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## **WILTON VOLUNTEER AMBULANCE CORPS FY 2021 BUDGET PRESENTATION**

### **Risks on the Horizon**

- Regionalization of dispatch
- Legislative changes to Medicare and Medicaid Programs
- State mandated radio replacement
- Changes to training structure and documentation
- Medicare Cost Data Collection requirements
- Additional EMT training for ECG application and transmission
- Active aggressor planning and training
- Headquarters and garage needs



## TOWN GUIDELINES FOR CAPITAL PROJECT BONDING CONSIDERATION

- Value of item is equal to or exceeds \$250,000 and has a life of at least 10 years
- Items with a 10 to 19-year life are bonded over 10 years. Items with a 20-year or longer life are bonded over 20 years
- The one exception is town-owned roads and bridges. The value is not determined on an individual road basis

## STATE AND FEDERAL STATUTES FOR MUNICIPAL TAX-EXEMPT CAPITAL PROJECT BONDING

- Current State regulations limits the terms of bonds, other than sewer, to 20 years. Two years ago the regulations were amended to increase the term to 30 years effective FY2022.
- Statute don't allow for the bonding of operating expenses. Items such as painting and carpet are considered operating expenses, unless they are included a major renovation.
  - For example bond counsel was consulted on the Cider Mill project, who advised that the work did not qualify as a major renovation.