



## Newtown Volunteer Ambulance Association, Inc.

THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES

### Minutes of Regular Meeting of March 12, 2024

The Board of Trustees of the Newtown Volunteer Ambulance Association held a regular meeting on Tuesday, March 12, 2024, at 6 Washington Square, Newtown, CT at 7:30 pm.

**Present:** Malcolm McLachlan (President), John Kortze (Treasurer), Pat Llodra (Secretary, via speakerphone), Chief Michelle Greenspan, Nancy McLachlan, Dan Rosenthal, Kristen Velsmid

**Absent:** Joe Kearney, Patrick Simms and Robert Soltis, MD

**NVAC EBoard Present:** Scott Cicciari

**NVAA Staff Present:** Susan Miles

#### **Call to Order:**

The NVAA Board of Trustees meeting was called to order at 7:30 pm by Mr. McLachlan.

EMT Cicciari gave a quick update on the new radios. The additional 20 units have arrived and are being prepared for use by the Corps in short order.

#### **No Public Participation**

#### **Treasurer's Report:**

Mr. Kortze reported that as of yesterday, the balance of petty cash is \$634, the money market balance is \$5,700 and the checking account amount is \$97,203. There was a large deposit made yesterday bringing the checking balance to \$131,199 as of today.

The Stifel portfolio as of today is valued at \$2,176,350. Of that, \$845,375 is in T-bills. The 2% return in February was below the S&P performance but we should wait until the end of the quarter before doing a more detailed review of the performance.

#### **Acceptance of Treasurer's Report:**

Mr. Rosenthal made a motion to accept the treasurer's report which was seconded by Mrs. McLachlan. The motion passed.

**Acceptance of Minutes from the February 15, 2024 meeting:**

Mrs. McLachlan made a motion to accept the Minutes of the February 15<sup>th</sup> meeting. The motion was seconded by Mrs. Llodra and passed.

**Chief's Report:**

Chief Greenspan reported that things are going along well. We now have a Google calendar to maintain the training room schedule.

Copies of all driver's licenses and insurance cards will reside with the NVAA administrator going forward. The NVAC secretary/treasurer will continue to maintain the records of EMT licenses.

One of the Corps members, EMT Horn, will have two scopes of practice at NVAC because he can staff as an EMT volunteer and at other times as a paid paramedic. By contract, there must 24 hours between his shifts.

Chief Greenspan is working through establishing a new mutual aid contract with Brookfield for both ALS and BLS.

Newtown's three assisted-living communities generate a regular flow of lift-assist calls throughout the year. There are also numerous calls for lift-assists from all Newtown residents as well. There were 456 lift-assist calls last year. NVAA cannot be reimbursed by Medicare for a lift-assist call without a transport. This equates to a sizeable amount of lost revenue from lift-assists. Chief Greenspan would like to see if NVAA can initiate billing for lift-assists and Mr. McLachlan agreed to speak with CAG regarding this potential change. Mrs. Llodra made a motion for NVAA to proceed with the billing protocol for lift-assist services as described by Chief Greenspan going forward. The motion was seconded by Mr. Kortze. Discussion followed. The motion passed unanimously. Mr. McLachlan said that we will come up with a date once CAG has been notified – sometime in the Spring to implement the new billing policy regarding lift-assist calls.

Mr. McLachlan announced a change in the driving policy. It is recommended by our insurance company that no one under age 18 be allowed to drive the ambulances. Ages 18-21 may drive with proper training. Ages 65+ may drive with an annual physical.

Mr. McLachlan recommended that Chief Greenspan ask the resident who had a rock fall from her stone wall during a call after being bumped by an ambulance send in an estimate to the ambulance for the wall's repair.

**President's Report:**

Mr. McLachlan reported that there are new green lights on the evergreen tree out front. He announced that Northwell Health has taken over Nuvance. The medic contract for 24-25 will remain at \$600,000 and may increase by 3% for the following year, but that is not a certainty.

A team consisting of EMT Newsom, EMT Serra and our bookkeeper, Ms. D'Agostino, worked many hours to successfully complete the mandatory report of annual data required by Medicare.

The annual insurance renewal from VFIS increased by \$5,000 to \$67,000. This is about \$3,000 higher than the budgeted amount. The price increase was caused by claim frequency and also by rising industry costs. NVAA can save \$2,000 with slightly higher deductibles and Mr. McLachlan recommends this course of action.

**Old Business:**

Mr. McLachlan stated that everyone has received a copy of the Audited Financial Statements. He and Mr. Kortze reviewed the statements with the CPA who prepared the report. Mr. Kortze made a motion to approve the audited financials and it was seconded by Mr. Rosenthal. The motion passed.

The Opt/Out Opt/In form in the Incentive Plan was reviewed. Grammar modifications were suggested for clarity. Also, any Opt/In must begin at a quarter of a year. There was also a typo in the Membership Requirement Changes page that will be adjusted. Mr. Kortze made a motion to approve the Opt/Out Opt/In page subject to the changes mentioned. It was seconded by Mr. Rosenthal and approved unanimously.

Discussion continued regarding the purpose for the \$2,000 Hoag Family Charitable Foundation Grant. Perhaps it could be for student scholarships or for attendance at the EMS Expo by an EMT. Or perhaps the grant could be made into an annual gift by the Foundation and have it become a named scholarship. Mr. Kortze will look into this possibility. Discussion will continue next month.

Mr. McLachlan sent a letter to the Newtown First Selectman regarding the possibility of extending the \$2,000 tax abatement to retired members of the Corps with 25+ years of service. The Town needs to review the number of people who would be eligible for this benefit and will reply on the status.

Chief Greenspan briefly reviewed the stats of the Incentive Plan.

**Adjournment:**

Mr. Kortze made a motion to adjourn the meeting and it was seconded by Mrs. Llodra. The motion passed at 8:30 pm.

Respectfully submitted,

E. Patricia Llodra, Secretary  
Newtown Volunteer Ambulance Association, Inc.



NEWTOWN VOL. AMBULANCE

Balance Sheet

As of February 29, 2024

Feb 29, 24

ASSETS

Current Assets	2,601,790.25
Fixed Assets	6,228,939.77
Other Assets	-2,659,668.43
<b>TOTAL ASSETS</b>	<b>6,171,061.59</b>

LIABILITIES & EQUITY

Liabilities	4,500.00
Equity	
2998 PERM RESTRICTED NET ASSET	95,757.19
2999 UNRESTRICTED NET ASSETS	5,842,561.52
Net Income	228,242.88
Total Equity	6,166,561.59
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,171,061.59</b>

CASH ON HAND at 03/09/2024

NSB Main Checking	81,517
NSB Petty Corps checking	634
NSB Money Market	5,686

NEWTOWN VOL. AMBULANCE  
Profit & Loss Budget Performance  
February 2024

	Feb 24	Oct '23 - Feb 24	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct - Feb 2023	Annual Budget
<b>Income</b>							
3000 FUND DRIVE	1,495.13	61,511.71	59,225.00	2,286.71	103.86%	67,500.20	60,000.00
3100 DONATIONS	1,221.00	1,885.00	879.00	1,006.00	214.45%	1,058.09	5,000.00
3300 GRANTS	0.00	7,000.00	0.00	7,000.00	100.0%	40,000.00	0.00
3350 Income EMT Classes	0.00	10,850.00	9,660.00	1,190.00	112.32%	11,640.00	27,000.00
3700 Ambulance Revenue Recovery	106,436.32	331,594.05	353,000.00	-21,405.95	93.94%	56,169.53	1,100,000.00
<b>Total Income</b>	<b>109,152.45</b>	<b>412,840.76</b>	<b>422,764.00</b>	<b>-9,923.24</b>	<b>97.65%</b>	<b>524,701.94</b>	<b>1,192,000.00</b>
<b>Expense</b>							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	1,303.97	4,962.47	8,855.00	-3,892.53	56.04%	6,600.00	15,000.00
4000 ACCOUNTING/Auditor	0.00	11,000.00	10,000.00	1,000.00	110.0%	-	10,000.00
<b>Total 4000 ACCOUNTING</b>	<b>1,303.97</b>	<b>15,962.47</b>	<b>18,855.00</b>	<b>-2,892.53</b>	<b>84.66%</b>	<b>6,600.00</b>	<b>25,000.00</b>
4100 ADVERTISING	75.00	685.00	1,875.00	-1,190.00	36.53%	1,455.52	4,500.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	4,047.47	6,870.28	12,500.00	-5,629.72	54.96%	7,516.85	30,000.00
4302 Collision Repair	0.00	0.00	13,500.00	-13,500.00	0.0%	38,591.72	35,000.00
4303 Equipment Repairs	1,127.38	5,597.27	0.00	5,597.27	100.0%	418.98	0.00
4303A Equip Service Contracts	10,206.80	10,206.80				-	
<b>Total 4300 AMBULANCE</b>	<b>15,381.65</b>	<b>22,674.35</b>	<b>26,000.00</b>	<b>-3,325.65</b>	<b>87.21%</b>	<b>46,527.56</b>	<b>65,000.00</b>
5000 BANK CHARGES	397.85	2,895.66	1,670.00	1,225.66	173.39%	539.23	4,000.00
5500 COMMUNICATIONS	143.71	7,157.06	4,800.00	2,357.06	149.11%	5,801.20	6,000.00
5700 TRAINING MEMBERS	340.30	4,112.90	4,150.00	-37.10	99.11%	2,717.30	10,000.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.00	0.0%	-	0.00
5770 TRAINING COMMUNITY	3,757.45	14,878.22	12,500.00	2,378.22	119.03%	11,448.07	25,000.00
5790 UNIFORMS	0.00	1,146.65	3,125.00	-1,978.35	36.69%	7,349.65	7,500.00
5800 CORPS BENEFIT	4,171.54	26,018.96	33,886.00	-7,867.04	76.78%	25,959.35	65,940.00
6000 HEALTH & WELLNESS	330.00	330.00	831.00	-501.00	39.71%		2,000.00

NEWTOWN VOL. AMBULANCE  
Profit & Loss Budget Performance  
February 2024

	Feb 24	Oct '23 - Feb 24	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct - Feb 2023	Annual Budget
7000 INSURANCE	2,621.00	16,750.00	15,500.00	1,250.00	108.07%	16,387.00	62,000.00
7100 LICENSE & REG	20.00	200.00	640.00	-440.00	31.25%	125.00	800.00
7200 MEDICAL SUPPLIES	3,136.75	7,396.69	12,500.00	-5,103.31	59.17%	7,527.59	30,000.00
7300 Office Expense & Supplies	-601.03	1,812.10	3,074.00	-1,261.90	58.95%	3,312.84	7,400.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	3,035.13	3,050.00	-14.87	99.51%	6,070.26	6,100.00
7503 CLEANING	1,310.00	17,589.80	14,650.00	2,939.80	120.07%	4,454.00	23,700.00
7505 Maintenance Contracts	2,418.10	15,767.44	20,449.00	-4,681.56	77.11%	18,370.00	34,827.00
7509 Misc Building Costs& Exp	1,407.96	2,597.41	16,648.00	-14,050.59	15.6%	8,320.00	40,000.00
7510 GARBAGE	96.00	480.00	500.00	-20.00	96.0%	384.00	1,200.00
7700 UTILITIES	5,866.77	21,291.58	22,777.00	-1,485.42	93.48%	21,360.21	66,232.00
Total 7500 6 WASHINGTON Maint/Costs	11,098.83	60,761.36	78,074.00	-17,312.64	77.83%	58,958.47	172,059.00
7600 TECHNOLOGY	1,114.34	4,063.33	5,836.00	-1,772.67	69.63%	5,089.43	15,000.00
7610 Landscape Main/Washington	0.00	0.00	1,420.00	-1,420.00	0.0%	1,425.00	4,600.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	5,250.00	8,000.00
8602 Danbury EMS back up	0.00	4,750.00	7,919.00	-3,169.00	59.98%	39,368.00	19,000.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.00	0.0%	15,378.43	200,000.00
9000 PAYROLL	1,631.56	17,259.79	16,234.00	1,025.79	106.32%	811.39	33,000.00
9100 REFUND INSURANCE PAYMENT	4,927.01	4,927.01	667.00	4,260.01	738.68%	811.39	1,000.00
9200 CAG ADMIN FEE	4,116.65	15,859.28	21,250.00	-5,390.72	74.63%	16,204.34	51,000.00
Total Expense	53,966.58	229,640.83	270,806.00	-41,165.17	84.8%	278,235.28	818,799.00
Other Expense							
9700 Trustee expense							
97011 Covid Response Recognitio	0.00	0.00					
9701Holiday recognition	0.00	59,099.00	60,000.00	-901.00	98.5%	45,300.00	60,000.00
9702 Stipends	1,500.00	7,500.00	7,500.00	0.00	100.0%	7,500.00	18,000.00
9703 Scholarships	0.00	15,250.00	17,500.00	-2,250.00	87.14%	10,000.00	17,500.00
9704 Legal Expenses	0.00	637.50	1,815.00	-1,177.50	35.12%	2,550.00	5,000.00

NEWTOWN VOL. AMBULANCE  
Profit & Loss Budget Performance  
February 2024

	Feb 24	Oct '23 - Feb 24	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct - Feb 2023	Annual Budget
9705 Other Trustee Expenses	0.00	531.51	1,250.00	-718.49	42.52%	.747.52	3,000.00
9706 CAG/Billing Stipend	0.00	500.00	1,815.00	-1,315.00	27.55%	-	5,000.00
9707 Bonus admin	0.00	6,500.00	4,000.00	2,500.00	162.5%	3,000.00	4,000.00
9708 Event & Facilities coordin	0.00	2,500.00	2,500.00	0.00	100.0%	-	2,500.00
9700 Trustee expense - Other	0.00	0.00	0.00	0.00	0.0%	-	0.00
Total 9700 Trustee expense	1,500.00	92,518.01	96,380.00	-3,861.99	95.99%	69,097.52	115,000.00
Total Other Expense	1,500.00	92,518.01	96,380.00	-3,861.99	95.99%	69,097.52	115,000.00
Net Income	53,685.87	90,681.92	55,578.00	35,103.92	163.16%	177,369.14	258,201.00