



Newtown Volunteer Ambulance Association, Inc.

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

Minutes of Regular Meeting of April 9, 2024

The Board of Trustees of the Newtown Volunteer Ambulance Association held a regular meeting on Tuesday, April 9, 2024, at 6 Washington Square, Newtown, CT at 7:30 pm.

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

Absent: Patrick Simms and Robert Soltis, MD

NVAC EBoard Present: Gavin Arneth (arrived 7:35 pm), Jenn Newsom

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.

No Public Participation

Treasurer's Report:

Mr. Kortze reported that as of today at Newtown Savings, the money market balance is \$5,703, the petty cash account balance is \$1,447 and the checking account balance is \$135,080. The Stifel portfolio as of today is valued at \$2,184,377 which is up roughly 5.6% YTD.

Acceptance of Treasurer's Report:

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

Acceptance of Minutes from the March 9, 2024 meeting:

Mr. Kortze made a motion to accept the Minutes of the March 9th meeting. The motion was seconded by Mr. Kearney and passed.

Chief's Report:

Chief Greenspan reported that a planning meeting on the implementation of billing for lift assists/refusals was held. A Corps training meeting is scheduled for Wednesday to review the details. The Chief expects the plan to go live on May 1st. Mr. McLachlan confirmed his agreement with the May 1st roll-out date.

There was a water leak and a hole in the ceiling sheetrock of the sprinkler room. The hole resulted from a blow-out of the expansion tank top. The Chief suspects that water repair work being performed on the Fairfield Hills Campus could have caused a pressure build-up that caused the valve to malfunction. Repairs will be overseen by EMT Hanlon from the building committee.

Some cosmetic repairs were done on 97-1 recently. Upon return it was noticed that there was bubbling in the laminate of the decal so the work will need to be redone. Winter chains were removed today.

A new cork board will be installed in the computer room to focus on mental health resources and HIPAA requirements.

EMT Cicciari is deploying the new digital radios. Bethel and Stony Hill have asked for two radios so they will have adequate communication with Newtown whenever they are here for mutual aid. Their own radios are analog models.

Hats and tumblers will be ordered for the Corps as appreciation gifts for EMS Week in May.

The Corps will be present at two upcoming community events – Catherine's Butterfly Party in June and an event at Middle Gate School.

The Corps expects to get six new members from the Winter 2024 EMS Class which is ending this week.

An iPad was installed in Bravo1 similar to those in the rigs so call information is now consistent.

The Chief mentioned receipt of an email from a resident who has concerns about NVAC being able to adequately serve the community of Newtown. The email followed similar postings on the Newtown Neighbors Facebook page. After discussion it was agreed that the Chief should respond via email to the individual with an invitation to attend an NVAA Board meeting.

President's Report:

Mr. McLachlan called attention to the thank you note sent from Maureen Crick Owen for the floral arrangement from the Board.

Old Business:

Mr. Kortze mentioned a recent meeting with a member of the Hoag family. The Charitable Foundation will provide an annual \$2,000 donation to scholarships for the next 4-5 years but declined a naming opportunity. Perhaps these funds could be supplemented by the proceeds of the Knotts Estate as opposed to those funds going into the general fund.

Mrs. McLachlan mentioned that a core group consisting of the Chief, Ms. Velsmid, EMT Cain and herself review the scholarship criteria. It was agreed that the proceeds of the Hoag Family Charitable Foundation go toward scholarships. Mr. McLachlan will complete the required documentation for the foundation.

NVAA is waiting for the status from the Town on the tax abatement issue.

Mr. McLachlan and the Chief are continuing to work on a mutual aid agreement with the Town of Brookfield and are also working on the legal language for bundled billing for Brookfield and the City of Danbury.

An invoice for repairs on a stone wall was sent to NVAA following a single rock that fell after being hit by a rig during an emergency call. After discussion there was a motion by Mr. Rosenthal and seconded by Mr. Kearney to pay \$750 of the \$1,500 invoice. The motion passed.

Chief Greenspan initiated a discussion regarding the effectiveness of the Incentive Plan. So far the plan is under budget and moving toward the stated goals. The Chief will discuss possible holiday incentives with the EBoard. Mr. Kearney made a motion to accept the Incentive Plan for the first quarter of 2024 and continue the program for the next quarter. It was seconded by Mr. Kortze and passed unanimously.

Adjournment:

Mr. Kearney made a motion to adjourn the meeting at 8:55 pm. It was seconded by Mrs. McLachlan and approved.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of March 31, 2024

Mar 31, 24

ASSETS

Current Assets

Checking/Savings 146,657.34

Other Current Assets 2,515,589.24

Total Current Assets 2,662,246.58

Fixed Assets 6,251,475.30

Other Assets -2,659,668.43

TOTAL ASSETS 6,254,053.45

LIABILITIES & EQUITY

Other Current Liabilities 4,500.00

Total Current Liabilities 4,500.00

Total Liabilities 4,500.00

Equity

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,842,561.52

Net Income 311,234.74

Total Equity 6,249,553.45

TOTAL LIABILITIES & EQUITY 6,254,053.45

CASH ON HAND @ 4/7/24

NSB MAIN CHECKING 74,369

NSB CORPS PETTY 1,447

NSB MONEY MARKET 5,686

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
March 2024

	<u>Mar 24</u>	<u>Oct '23 - Mar 24</u>	<u>YTD Budget</u>	<u>\$ Variance</u>	<u>% of Budget Attained</u>	<u>Last FYTD Oct 22-Mar 2024</u>	<u>Annual Budget</u>
Income							
3000 FUND DRIVE	675.00	62,186.71	59,250.00	2,936.71	104.96%	68,950.00	60,000.00
3100 DONATIONS	1,728.00	3,613.00	956.00	2,657.00	377.93%	1,122.29	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	2,200.00	13,050.00	12,310.00	740.00	106.01%	12,140.00	27,000.00
360 Other Income	0.00	0.00	0.00	0.00	0.0%	56,169.53	0.00
3700 Ambulance Revenue Recovery	141,764.61	473,358.66	450,000.00	23,358.66	105.19%	425,984.01	1,100,000.00
Total Income	146,367.61	559,208.37	522,516.00	36,692.37	107.02%	604,365.83	1,192,000.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	858.00	5,820.47	9,640.00	-3,819.53	60.38%	7,300.00	15,000.00
4000 Auditor	0.00	11,000.00	10,000.00	1,000.00	110.0%	10,000.00	10,000.00
Total 4000 ACCOUNTING/Auditor	858.00	16,820.47	19,640.00	-2,819.53	85.64%	17,300.00	25,000.00
4100 ADVERTISING	0.00	685.00	2,250.00	-1,565.00	30.44%	1,455.52	4,500.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	4,430.16	11,300.44	15,000.00	-3,699.56	75.34%	7,544.51	30,000.00
4302 Collision Repair	5,865.00	5,865.00	16,500.00	-10,635.00	35.55%	38,591.72	35,000.00
4303 Equipment Repairs	0.00	5,597.27	0.00	5,597.27	100.0%	418.98	0.00
4303A Equip Service Contracts	0.00	10,206.80				-	
Total 4300 AMBULANCE	10,295.16	32,969.51	31,500.00	1,469.51	104.67%	46,555.21	65,000.00
5000 BANK CHARGES	0.00	2,895.66	2,004.00	891.66	144.49%	776.96	4,000.00
5500 COMMUNICATIONS	638.69	7,795.75	5,000.00	2,795.75	155.92%	5,953.55	6,000.00
5700 TRAINING MEMBERS	23.00	4,135.90	4,980.00	-844.10	83.05%	2,826.60	10,000.00
5770 TRAINING COMMUNITY	1,604.97	16,483.19	12,500.00	3,983.19	131.87%	14,858.54	25,000.00
5790 UNIFORMS	0.00	1,146.65	3,750.00	-2,603.35	30.58%	8,933.80	7,500.00
5800 CORPS BENEFIT	3,475.80	29,494.76	38,049.00	-8,554.24	77.52%	29,154.93	65,940.00
6000 HEALTH & WELLNESS	80.00	410.00	998.00	-588.00	41.08%	-	2,000.00
7000 INSURANCE	16,081.00	32,831.00	31,000.00	1,831.00	105.91%	30,516.00	62,000.00
7100 LICENSE & REG	409.13	609.13	640.00	-30.87	95.18%	145.00	800.00

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
March 2024

	Mar 24	Oct '23 - Mar 24	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 22-Mar 2024	Annual Budget
7200 MEDICAL SUPPLIES	142.63	7,539.32	15,000.00	-7,460.68	50.26%	10,041.88	30,000.00
7300 Office Expense & Supplies	583.66	2,395.76	3,692.00	-1,296.24	64.89%	4,194.40	7,400.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	3,035.13	3,050.00	-14.87	99.51%		6,100.00
7503 CLEANING	1,048.00	18,637.80	15,900.00	2,737.80	117.22%		23,700.00
7505 Maintenance Contracts	2,549.95	18,317.39	23,743.00	-5,425.61	77.15%		34,827.00
7509 Misc Building Costs& Exp	1,228.29	3,825.70	19,984.00	-16,158.30	19.14%		40,000.00
7510 GARBAGE	96.00	576.00	600.00	-24.00	96.0%		1,200.00
7700 UTILITIES	3,498.87	24,790.45	27,610.00	-2,819.55	89.79%		66,232.00
Total 7500 6 WASHINGTON Maint/Costs	8,421.11	69,182.47	90,887.00	-21,704.53	76.12%	72,326.66	172,059.00
7600 TECHNOLOGY	1,710.55	5,773.88	8,004.00	-2,230.12	72.14%	5,328.49	15,000.00
7610 Landscape Main/Washington	3,100.00	3,100.00	1,705.00	1,395.00	181.82%	1,425.00	4,600.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	8,000.00
8602 Danbury EMS back up	1,750.00	6,500.00	9,502.00	-3,002.00	68.41%	6,250.00	19,000.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	50,000.00	-50,000.00	0.0%	73,039.00	200,000.00
9000 PAYROLL	2,528.28	19,788.07	18,584.00	1,204.07	106.48%	17,716.54	33,000.00
9100 REFUND INSURANCE PAYMENT	0.00	4,927.01	667.00	4,260.01	738.68%	811.39	1,000.00
9200 CAG ADMIN FEE	5,816.57	21,675.85	25,500.00	-3,824.15	85.0%	20,874.44	51,000.00
Total Expense	57,518.55	287,159.38	375,852.00	-88,692.62	76.4%	370,483.91	818,799.00
Net Ordinary Income	88,849.06	272,048.99	146,664.00	125,384.99	185.49%		373,201.00
Other Expense							
9700 Trustee expense							
9701 Holiday recognition	0.00	59,099.00	60,000.00	-901.00	98.5%	45,300.00	60,000.00
9702 Stipends	1,500.00	9,000.00	9,000.00	0.00	100.0%	9,000.00	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	1,657.50	2,295.00	2,270.00	25.00	101.1%	2,587.50	5,000.00
9705 Other Trustee Expenses	199.70	731.21	1,500.00	-768.79	48.75%	867.52	3,000.00
9706 CAG/Billing Stipend	2,500.00	3,000.00	2,270.00	730.00	132.16%	-	5,000.00

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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
Total 9700 Trustee expense	5,857.20	98,375.21	99,040.00	-664.79	99.33%	70,755.02	115,000.00
Net Income	<u>82,991.86</u>	<u>173,673.78</u>	<u>47,624.00</u>	<u>126,049.78</u>	<u>364.68%</u>	<u>163,126.90</u>	<u>258,201.00</u>

CAPITAL EXPENDITURES:

50%-Motorola Radios/Chargers, etc 22,535.53