



Newtown Volunteer Ambulance Association, Inc.

THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES
Meeting Minutes of March 8, 2022

The Board of Trustees of the Newtown Volunteer Ambulance Association held its regular meeting on Tuesday, March 8, 2022 at 6 Washington Avenue, Newtown, CT.

Present: Malcolm McLachlan (President), John Kortze (Vice President), Dana Demand (Vice President), Nancy McLachlan, Patrick Simms and Chief Ryan Horn

Absent: Harry Waterbury, E. Patricia Llodra, and Robert Soltis, MD

Staff Present: Susan Miles (NVAA Office Administrator)

Call to Order: The NVAA Board of Trustees meeting was called to order at 7:26 p.m. by Mr. McLachlan.

Treasurer's Report:

Mr. McLachlan gave an abbreviated report on behalf of Mr. Waterbury who could not attend the meeting. He stated that everyone received a copy of the monthly financials which are all at normal levels. The mortgage was paid off early. We exceeded the CAG budget of \$80,000/month by doing \$99,000 in January and \$105,000 in February. There was a motion to accept the treasurer's report by Mrs. McLachlan and it was seconded by Mr. Kortze. The motion passed.

Acceptance of Minutes:

There was a motion by Mr. Simms and seconded by Mr. Demand to accept the minutes of the December 14, 2021 and February 8, 2022 meetings. It passed unanimously.

Chief's Report:

The Chief reported that NVAC responded to 253 calls in February. Ten calls were dropped but most of those were second calls. He has been seeing an improvement in the back-up medic situation with roughly 75-80% of the time that a backup is available. Staffing levels were a bit low in February probably because of college exam periods. However, NVAC was able to cover all first calls. We have six trainees, three are nearly ready to be released. We interviewed two individuals from the Fall EMT class who will be on-boarding soon. The Chief reviewed the highlights of the revised training program for newly released EMTs which has been working well. We are currently looking to staff a new EMS Charts Administrator with the Chief as a backup. We need more IT support going forward as well as a person for back up to Guy Serra in QA. All HIPAA forms must be in by March 15th. We are 95% compliant with annual hazmat training. The disbursement of digital radios

should be underway by August with the full system implemented by September. The eBoard met yesterday and we are looking to increase staffing at NVAC – especially in the middle-age range. It was mentioned that the summer BBQ/picnic held last year was a nice morale booster and should be repeated, perhaps in May/June. COVID calls are down. He is hoping to get better communication going with Newtown Rehab to hopefully decrease the number of non-emergent calls. He discussed paramedic/fire standbys and possible training for Newtown PD on Narcan dosages. He would like to get some long-needed cosmetic repairs to a couple of the ambulances consisting of tire rims and scratches. The two AED's are on order from Stryker. NVAC could take advantage of the suggestion to use the Town's eblast system for public outreach and recruitment.

President's Report:

Mr. McLachlan reported that NVAC received roughly \$1,200 - \$1,500 per month through the collections process. The ambulance is expected to receive \$15,000 in COVID relief that could possibly be used to purchase a 4th Lucas or for some other purpose.

Old Business:

Mr. McLachlan reported that a local computer pro, Mr. Nick Arfaras, can provide some assistance for the admin's computer, his own PC and possibly a long-running email problem for Mr. Demand at \$50/hour. It was suggested to formally document the IT needs and problems that should be addressed for the Corps and create a formal game plan as a standard practice as IT discussions continue.

New Business:

Mr. McLachlan reported that the present cash balance of roughly \$135,000 can be managed more dynamically each month by maintaining roughly \$40,000 in cash and investing the remainder at Stifel through a combination of short-term bond funds and managed accounts. A motion by Mr. Kortze was made to maintain at least \$40,000 in the cash account with the excess to be invested at Stifel. The motion was seconded by Mr. Demand and passed.

Executive Session:

There was a motion made by Mr. Kortze to move into executive session to discuss salary and stipends. It was seconded by Mr. Demand and passed. Chief Horn and Ms. Miles departed the meeting.

After exiting executive session, a motion was made by Mr. Kortze to raise Ms. Miles' salary from \$25 to \$28 per hour and to provide a total of three stipends for Chief Horn, EMT Laurie Veillette and EMT Guy Serra for their work on the QA Committee.

There was a motion to adjourn by Mrs. McLachlan at 8:36 p.m. which was seconded and approved.

Respectfully submitted,

Susan Miles for E. Patricia Llodra, Secretary
Newtown Volunteer Ambulance Association, Inc.

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance February 2022

	Feb 2022	Oct 2021 - Feb 2022	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2020- Feb 2021	Annual Budget
Income							
3000 FUND DRIVE	2,374.15	72,981.80	49,257.00	23,724.80	148.17%	55,893.68	55,000.00
3100 DONATIONS	204.04	891.01	2,083.00	-1,191.99	42.78%	1,042.00	5,000.00
3300 GRANTS	0.00	40,000.00	40,000.00	0.00	100.0%	40,000.00	40,000.00
3350 Income EMT Classes	1,725.00	14,055.00	7,975.00	6,080.00	176.24%	14,240.00	18,000.00
3700 Ambulance Revenue Recovery	105,246.72	359,448.19	320,000.00	39,448.19	112.33%	394,624.21	960,000.00
Total Income	109,549.91	487,376.00	419,315.00	68,061.00	116.23%	505,291.20	1,078,000.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	0.00	3,840.00	6,000.00	-2,160.00	64.0%	5,467.50	14,400.00 timing
4000 ACCOUNTING/Auditor -	4,400.00	9,400.00	9,500.00	-100.00	98.95%	9,000.00	9,500.00
Total 4000 ACCOUNTING/Auditor	4,400.00	13,240.00	15,500.00	-2,260.00	85.42%	14,467.50	23,900.00
4100 ADVERTISING	0.00	0.00	500.00	-500.00	0.0%	-	2,000.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	810.18	8,669.27	9,168.00	-498.73	94.56%	2,541.26	22,000.00
4303 Equipment Repairs	77.60	818.03	2,085.00	-1,266.97	39.23%		5,000.00
4303A Equip Service Contracts	0.00	0.00	1,030.00	-1,030.00	0.0%		6,775.00
4300 AMBULANCE - Other	0.00	0.00	0.00	0.00	0.0%		0.00
Total 4300 AMBULANCE	887.78	9,487.30	12,283.00	-2,795.70	77.24%	2,541.26	33,775.00
5000 BANK CHARGES	328.68	1,938.73	1,044.00	894.73	185.7%	1,419.18	2,500.00
5500 COMMUNICATIONS	475.80	3,795.92	1,250.00	2,545.92	303.67%	165.00	3,000.00
5700 TRAINING MEMBERS	0.00	2,049.41	7,092.00	-5,042.59	28.9%	274.06	14,100.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.00	0.0%	-	0.00
5770 TRAINING COMMUNITY	2,403.89	9,763.52	6,657.82	3,105.70	146.65%	14,173.46	18,000.00
5790 UNIFORMS	543.00	5,632.87	2,320.00	3,312.87	242.8%	126.52	5,600.00

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
February 2022

	Feb 2022	Oct 2021 - Feb 2022	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2020- Feb 2021	Annual Budget
5800 CORPS BENEFIT	3,098.65	23,525.25	21,328.00	2,197.25	110.3%	9,232.05	38,900.00
6000 HEALTH & WELLNESS	0.00	0.00	1,500.00	-1,500.00	0.0%	-	3,000.00
7000 INSURANCE	3,003.00	16,167.00	13,750.00	2,417.00	117.58%	28,688.00	55,000.00
7100 LICENSE & REG	484.00	484.00	550.00	-66.00	88.0%	98.00	600.00
7200 MEDICAL SUPPLIES	3,983.31	11,677.08	12,500.00	-822.92	93.42%	6,575.54	30,000.00
7300 Office Expense & Supplies	1,255.03	5,495.95	2,628.00	2,867.95	209.13%	3,278.36	6,400.00
7500 6 WASHINGTON Maint/Costs	13,163.45	49,096.37	66,006.49	-16,910.12	74.38%	71,515.49	161,486.00
7600 TECHNOLOGY	1,574.13	5,053.68	3,584.00	1,469.68	141.01%	3,677.46	9,600.00
7610 Landscape Main/Washington	1,605.00	1,605.00	1,700.00	-95.00	94.41%	-	3,500.00
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	0.00	240,168.85	100,000.00	140,168.85	240.17%	160,000.00	200,000.00
7901 Mortgage 6 Washington Sq - Other	0.00	40,897.32	51,125.00	-10,227.68	80.0%	51,121.65	103,000.00
Total 7901 Mortgage 6 Washington Sq	0.00	281,066.17	151,125.00	129,941.17	185.98%	211,121.65	303,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	6,300.00
8601 Danbury Amb/WCHN back up	0.00	0.00	0.00	0.00	0.0%	-	0.00
8602 Danbury EMS back up	1,500.00	1,500.00	7,085.00	-5,585.00	21.17%	7,000.00	17,000.00
8700 DANBURY PARAMEDIC FEE	20,280.00	20,280.00	15,127.00	5,153.00	134.07%	14,176.00	145,427.00
8900 Office Administrator	0.00	0.00	0.00	0.00	0.0%	11,140.50	0.00
9000 PAYROLL	1,580.12	9,370.15	12,916.00	-3,545.85	72.55%	7,480.17	31,000.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	415.00	-415.00	0.0%	703.44	1,000.00
9200 CAG ADMIN FEE	4,697.34	16,961.94	20,831.00	-3,869.06	81.43%	18,259.46	50,000.00
Total Expense	65,263.18	488,190.34	377,692.31	110,498.03	129.26%	426,113.10	965,088.00
Net Ordinary Income	44,286.73	-814.34	41,622.69	-42,437.03	-1.96%	79,178.10	112,912.00
Other Expense							
9700 Trustee expense							
9701 Holiday recognition	0.00	34,750.00	28,000.00	6,750.00	124.11%	16,652.50	28,000.00
9702 Stipends	1,500.00	7,500.00	10,045.00	-2,545.00	74.66%	7,500.00	25,000.00

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9703 Scholarships	1,000.00	5,000.00	4,000.00	1,000.00	125.0%	3,000.00	4,000.00
9704 Legal Expenses	0.00	37.50	3,330.00	-3,292.50	1.13%	608.00	8,000.00
9705 Other Trustee Expenses	0.00	969.89	1,875.00	-905.11	51.73%	8,793.80	4,500.00
Total 9700 Trustee expense	2,500.00	48,257.39	47,250.00	1,007.39	102.13%	36,554.30	69,500.00
Total Other Expense	2,500.00	48,257.39	47,250.00	1,007.39	102.13%	36,554.30	69,500.00
Net Income	41,786.73	-49,071.73	-5,627.31	-43,444.42	872.03%	42,623.80	43,412.00
3501 INTEREST AND DIVIDENDS	1,353.49	13,672.03					
3600 INVESTMENT GAINS	-33,244.34	-24,419.43					

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of February 28, 2022

Feb 28, 22

ASSETS

Current Assets

Checking/Savings 153,470.30

Other Current Assets 1,450,223.48

Total Current Assets 1,603,693.78

Fixed Assets 6,149,915.97

Other Assets -2,106,084.43

TOTAL ASSETS 5,647,525.32

LIABILITIES & EQUITY

Liabilities 280,507.74

Equity

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,331,079.52

Net Income -59,819.13

Total Equity 5,367,017.58

TOTAL LIABILITIES & EQUITY 5,647,525.32

Balances at 3/6/2022

NSB operating 54,459

NSB Corps Petty 1,002

NSB Money Market 70,096

Stifel 4803 @ 2/28/22 172,543

Stifel 2223 @ 2/28/22 256,014

Stifel 7063 @ 2/28/22 395,956

Stifel 4728 @ 2/28/22 400,041