



Newtown Volunteer Ambulance Association, Inc.

THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES
Meeting Minutes of April 12, 2022

The Board of Trustees of the Newtown Volunteer Ambulance Association held its regular meeting on Tuesday, April 12, 2022 at 6 Washington Avenue, Newtown, CT.

Present: Malcolm McLachlan (President), John Kortze (Vice President), Dana Demand (Vice President), Chief Ryan Horn, Harry Waterbury, (Treasurer) via phone, Patrick Simms, via phone

Absent: E. Patricia Llodra, Nancy McLachlan 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 7:30 p.m. by Mr. McLachlan.

Treasurer's Report:

Mr. Waterbury reviewed the current financial position. The mortgage has been paid in full, \$140,000 is invested with Stifel and there is \$70,000 in checking. We are in good position to pay the \$31,000 cost of the medic next month. There was a motion to accept the treasurer's report by Mr. Kortze and it was seconded by Mr. Demand. The motion passed.

Acceptance of Minutes:

There was a motion by Mr. Kortze and seconded by Mr. Demand to accept the minutes of the March 8, 2022 meeting. It passed unanimously.

Chief's Report:

Chief Horn reported that the new Lucas will be arriving next week. When it arrives, NVAA will forward the bill to the Town of Newtown to be paid with the \$15,000 of COVID funds allocated to NVAA per a conversation with Dan Rosenthal. The cost of the Lucas is roughly \$15,000. All four ambulances will have a Lucas once the new unit arrives. Two AEDs are on backorder and are expected within the next 30 days. The winter EMT class will be ending soon. NVAC has four new trainees now – three from the fall EMT class and three that are in the middle-age demographic. NVAC is providing short-term refresher training to the Newtown Police Department on the use of Narcan. John Read is the liaison in this effort. Liz Cain is in charge of needed cosmetic repairs to the ambulances including back up alarms, hubcaps, new trim paint and scratch removal as needed. Newtown High School would like to start up an EMT club since there is a solid group of students who are interested in the medical field. NVAA may partner with the club to provide career

information and some training. EMT Guy Serra has been appointed as the second administrator of EMS Charts. He will be doing the monthly reports going forward. There were 216 calls in March which represents a drop from January and February levels. Six calls were dropped – 4 second calls and 2 third calls. There were roughly 10 calls for a back-up medic. Chief Horn would like to host an Open House in June for visitors – perhaps when there is another weekend event underway at Fairfield Hills. NVAC is doing a formal “train the trainer” class spearheaded by EMT Soni to increase consistency. New forms will be used. There was a minor accident with no damage involving the rear bumper of 97-3 while backing up during a call. Chief Horn would like to have a low-cost celebration during EMS Week – perhaps at the Community Center.

President’s Report:

Mr. McLachlan reported that NVAC received roughly \$2,500 last month through the collections process.

New Business:

Mr. McLachlan mentioned that the outside lights on the building will be retrofitted to LED fixtures by Ken Burns electricians for \$3,400. This will be treated as an expense item in the budget.

Chief Horn would like to have a BLS fly car available for NVAC. This could be an SUV with EMS detailing fitted with lights & sirens and portable radio that would be available for sign-out to handle 2nd, 3rd and 4th calls with the stipulation that it remain within Newtown boundaries. EMT responses would hopefully be safer and faster. He shared data collected by EMTs Davis and Soni from six CT ambulance companies with similar setups to Newtown which currently have BLS fly cars. The car would cover public events, administrative duties, town meetings, errands for the Corps, emergency calls and lift assists. There was a detailed discussion regarding the usage of the proposed fly car. Mr. McLachlan mentioned that strict SOPs would be necessary to minimize the potential for abuse. If we decide to go forward once the need is fully established, we would consider the fly car purchase in the next fiscal year. Mr. McLachlan suggested that we continue discussions next month with additional financial information.

Executive Session: Postponed until the May meeting.

Note: The May meeting will be on May 17th, the 3rd Tuesday of the month instead of the 2nd Tuesday.

There was a motion to adjourn by Mr. Kortze at 8:32 p.m. which was seconded by Mr. Demand and approved.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of March 31, 2022

Mar 31, 22

ASSETS

Current Assets	
Checking/Savings	86,308.99
Other Current Assets	1,560,777.02
Total Current Assets	1,647,086.01
Fixed Assets	
1700 FIXED ASSETS	6,149,915.97
Total Fixed Assets	6,149,915.97
Other Assets	-2,106,084.43
TOTAL ASSETS	<u>5,690,917.55</u>
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	-16,426.90
Total Equity	5,410,409.81
TOTAL LIABILITIES & EQUITY	<u>5,690,917.55</u>

CASH ON HAND AT 4/10/22

NSB MAIN CHECKING	62,993
NSB CORPS PETTY	1,060
NSB MONEY MARKET	5,097
Stifel 4803 Prestige @ 3/31/22	270,437
Stifel 4728 Horizon @ 3/31/22	406,151
Stifel 7063 Bahl&Gaynor 3/31/22	409,232
Stifel 2223 Cinn Managed 3/31/22	249,287

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

March 2022									
		March 2022	Oct '21 - Mar 2022	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2020- March 2021	Annual Budget	
Income									
3000	FUND DRIVE	25.00	73,006.80	49,582.00	23,424.80	147.25%	56,823.68	55,000.00	
3100	DONATIONS	77.02	968.03	2,499.00	-1,530.97	38.74%	1,496.27	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	1,590.00	15,645.00	7,975.00	7,670.00	196.18%	14,770.00	18,000.00	
3601	OTHER INCOME	0.00	0.00	0.00	0.00	0.0%		0.00	
3700	Ambulance Revenue Recovery	104,728.28	464,176.47	400,000.00	64,176.47	116.04%	494,025.21	960,000.00	
Total Income		106,420.30	593,796.30	500,056.00	93,740.30	118.75%	607,115.16	1,078,000.00	
Expense									
4000 ACCOUNTING									
4001	Bookkeeping	650.00	4,490.00	7,200.00	-2,710.00	62.36%	6,056.50	14,400.00	
4000	ACCOUNTING/Auditor	0.00	9,400.00	9,500.00	-100.00	98.95%	90,000.00	9,500.00	
Total 4000 ACCOUNTING		650.00	13,890.00	16,700.00	-2,810.00	83.17%	15,056.50	23,900.00	
4100	ADVERTISING	0.00	0.00	1,000.00	-1,000.00	0.0%	-	2,000.00	
4300 AMBULANCE									
4301	MAINTENANCE & REPAIR	1,439.29	10,108.56	11,001.00	-892.44	91.89%	3,681.96	22,000.00	
4303	Equipment Repairs	0.00	818.03	2,502.00	-1,683.97	32.7%	814.13	5,000.00	
4303A	Equip Service Contracts	0.00	0.00	1,545.00	-1,545.00	0.0%	-	6,775.00	
4300	AMBULANCE - Other	0.00	0.00	0.00	0.00	0.0%	-	0.00	
Total 4300 AMBULANCE		1,439.29	10,926.59	15,048.00	-4,121.41	72.61%	4,496.09	33,775.00	
5000	BANK CHARGES	250.55	2,189.28	1,252.00	937.28	174.86%	1,648.96	2,500.00	
5500	COMMUNICATIONS	158.10	3,954.02	1,500.00	2,454.02	263.6%	165.00	3,000.00	
5700	TRAINING MEMBERS	0.00	2,049.41	8,219.00	-6,169.59	24.94%	366.06	14,100.00	
5770 TRAINING COMMUNITY		2,287.50	12,051.02	7,657.82	4,393.20	157.37%	14,173.46	18,000.00	
5790	UNIFORMS	0.00	5,632.87	2,775.00	2,857.87	202.99%	126.52	5,600.00	
5800	CORPS BENEFIT	2,918.14	26,443.39	23,710.00	2,733.39	111.53%	12,733.84	38,900.00	

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

	March 2022	Oct '21 - Mar 2022	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2020- March 2021	Annual Budget
6000 HEALTH & WELLNESS	0.00	0.00	1,500.00	-1,500.00	0.0%	-	3,000.00
7000 INSURANCE	13,074.00	29,241.00	27,500.00	1,741.00	106.33%	26,688.00	55,000.00
7100 LICENSE & REG	0.00	484.00	550.00	-66.00	88.0%	118.00	600.00
7200 MEDICAL SUPPLIES	4,788.95	16,466.03	15,000.00	1,466.03	109.77%	7,748.25	30,000.00
7300 Office Expense & Supplies	836.92	6,332.87	3,225.00	3,107.87	196.37%	4,311.20	6,400.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	3,035.13	3,050.00	-14.87	99.51%	3,035.13	6,100.00
7503 CLEANING	1,048.00	5,502.00	9,696.00	-4,194.00	56.75%	5,704.00	19,400.00
7505 Maintenance Contracts	2,388.47	19,455.71	14,555.00	4,900.71	133.67%	12,631.17	31,415.00
7509 Misc Building Costs& Exp	973.67	6,882.06	20,002.00	-13,119.94	34.41%	36,263.81	40,000.00
7510 GARBAGE	96.00	11.00	550.00	-539.00	2.0%	430.00	1,100.00
7700 UTILITIES							
7702A Electric -Washington Sq	2,875.25	11,977.83	15,286.81	-3,308.98	78.35%	10,085.91	35,500.00
7703 CABLE	360.58	1,628.22	1,800.00	-171.78	90.46%	1,532.50	3,600.00
7704A WATER/SEWER USE & TAX	0.00	943.29	2,086.00	-1,142.71	45.22%	1,775.71	4,171.00
7706 GAS Eversou -Washington SQ	1,497.20	8,900.30	10,654.09	-1,753.79	83.54%	6,487.10	16,000.00
7708 Telephone/Elevator	0.00	0.00	2,100.00	-2,100.00	0.0%	1,576.52	4,200.00
Total 7700 UTILITIES	4,733.03	23,449.64	31,926.90	-8,477.26	73.45%	21,457.74	63,471.00
Total 7500 6 WASHINGTON Maint/Costs	9,239.17	58,335.54	79,779.90	-21,444.36	73.12%	79,521.85	161,486.00
7600 TECHNOLOGY	1,124.47	6,178.15	4,302.00	1,876.15	143.61%	4,084.54	9,600.00
7610 Landscape Main/Washington	285.00	1,890.00	1,700.00	190.00	111.18%	-	3,500.00
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	0.00	240,168.85	120,000.00	120,168.85	200.14%	260,000.00	200,000.00
7901 Mortgage 6 Washington Sq - Other	0.00	40,897.32	61,350.00	-20,452.68	66.66%	61,345.00	103,000.00
Total 7901 Mortgage 6 Washington Sq	0.00	281,066.17	181,350.00	99,716.17	154.99%	321,345.98	303,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%		6,300.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

March 2022

	March 2022	Oct '21 - Mar 2022	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2020- March 2021	Annual Budget
8601 Danbury Amb/WCHN back up	0.00	0.00	0.00	0.00	0.0%		0.00
8602 Danbury EMS back up	1,000.00	2,500.00	8,502.00	-6,002.00	29.41%	7,500.00	17,000.00
8700 DANBURY PARAMEDIC FEE	31,285.00	51,565.00	47,702.00	3,863.00	108.1%	44,698.00	145,427.00
8900 Office Administrator	0.00	0.00	0.00	0.00	0.0%	13,154.50	0.00
9000 PAYROLL	2,973.63	12,343.78	15,500.00	-3,156.22	79.64%	7,530.17	31,000.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	498.00	-498.00	0.0%	703.44	1,000.00
9200 CAG ADMIN FEE	5,021.82	21,983.76	24,998.00	-3,014.24	87.94%	22,409.19	50,000.00
Total Expense	77,332.54	565,522.88	489,968.72	75,554.16	115.42%	590,579.55	965,088.00

Other Expense

9700 Trustee expense							
9701 Holiday recognition	-250.00	34,500.00	28,000.00	6,500.00	123.21%	16,652.50	28,000.00
9702 Stipends	6,500.00	14,000.00	12,180.00	1,820.00	114.94%	16,000.00	25,000.00
9703 Scholarships	0.00	5,000.00	4,000.00	1,000.00	125.0%	3,000.00	4,000.00
9704 Legal Expenses	0.00	37.50	3,996.00	-3,958.50	0.94%	608.00	8,000.00
9705 Other Trustee Expenses	0.00	969.89	2,250.00	-1,280.11	43.11%	1,840.80	4,500.00
Total 9700 Trustee expense	6,250.00	54,507.39	50,426.00	4,081.39	108.09%	38,101.30	69,500.00
Total Other Expense	6,250.00	54,507.39	50,426.00	4,081.39	108.09%	38,101.30	69,500.00
NET INCOME (-loss)	22,837.76	-26,233.97	-40,338.72	14,104.75	65.03%	(21,565.69)	43,412.00
3501 INTEREST AND DIVIDENDS	3,594.73	17,266.76					
3600 INVESTMENT GAINS	16,959.74	-7,459.69					