



Newtown Volunteer Ambulance Association, Inc.

THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES
Meeting Minutes of September 13, 2022

The Board of Trustees of the Newtown Volunteer Ambulance Association held its regular meeting on Tuesday, September 13, 2022 at 6 Washington Avenue, Newtown, CT.

Present: Malcolm McLachlan (President), John Kortze (Vice President), Harry Waterbury (Treasurer), E. Patricia Llodra (Secretary), Chief Ryan Horn, via speakerphone, Joe Kearney, Nancy McLachlan and Patrick Simms

Absent: Dana Demand 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 7:31 pm by Mr. McLachlan.

Treasurer's Report:

Mr. Waterbury reviewed the current financial position. Today's money market balance is \$50,098 and the checking account balance is \$45,820. The balance in the Stifel investment accounts as of today is \$1.437 million which is lower by roughly \$15,000 from last month. Income and expense accounts are running favorably. The ambulance recovery continues to average \$82,000 per month and with the accruals factored in, the annual income should exceed \$1 million.

Acceptance of Treasurer's Report:

There was a motion by Mr. Kearney and seconded by Mrs. McLachlan to accept the treasurer's report. The motion passed.

Acceptance of Minutes from August 9, 2022:

There was a motion from Mr. Kearney to accept the meeting minutes from August 9, 2022. It was seconded by Mr. Kortze and approved.

Chief's Report:

Chief Horn reported that the August call volume was 247 and there were 12 dropped calls. It has been harder to cover all hours now that students have returned to college, but many Corps members are stepping up. The excess PPE has been cleared out of the attic storage area and boxes are out of the two dorm bedrooms. We still have a small pile in the front stairwell that will go to the upstairs storage closet. Surgical masks comprise the bulk of remaining PPE.

EMT Cameron has ordered new bed linens for all the dorm rooms. EMT Hanlon is working on getting new overhead lamps for the dorm rooms because most are broken.

The Fall EMT class began last Tuesday at full capacity and is going well. It is a good recruitment opportunity for the Corps.

A new stair chair has been ordered for \$3,500 as well as a new AED at \$1,500 for the new response car. The Corps is interested in getting additional binder lifts to assist in lifting people. The quoted price per binder lift is \$575. We currently have one lift so we will need three additional lifts.

The deployment of the new portable radios is back on track and they will be coming by the end of the month for field testing as per his conversation with Dispatch. They will be going live sometime in November. Asst. Chief Arneth will check to insure that a new radio is available for the new response car.

Chief Horn and his team are looking to purchase a response car, probably a 2022 Ford model in the range of \$42,000 which is only sold to first responders.

Tolland County has offered the Town of Newtown a CAD software application called Crew Force which is now being demoed on all the ambulances and the medic car. It allows the EMT to see real-time dispatch notes while en route to a call, provides a picture of the destination from GIS software and shows notes entered from prior calls to the same address. Crew Force is being offered at no cost to NVAC.

Chief Horn responded to questions from the group regarding ALS vs. BLS billing; the nature of the number of refusals as noted in the monthly Activity Report; procedures for a declaration of DOA at the scene; mutual aid billing and the definition of response time for Newtown.

President's Report:

Mr. McLachlan moved to Old Business.

Old Business:

Mr. McLachlan asked for approval of an additional \$20,000 in the NVAA 2022-2023 Budget to fund the medic contract increase. The NVAA portion would be \$174,052. Mrs. Llodra made a motion to approve the NVAA portion equal to \$174,052 for the medic contract and it was seconded by Mr. Kortze. Discussion followed on the future of contracted medics provided by Danbury Hospital. The motion passed unanimously.

Mr. McLachlan discussed key points of the proposed 2022-2023 Budget. The vote will follow Executive Session. Two material changes from last year are the price of gas cards, which was \$24,000 last year and this year is \$42,000. The amount of \$50,000 is

designated for ambulance repairs to 97-4. This is the big ambulance which needs major body-work repairs (not mechanical work). It is the only vehicle with four-wheel drive, the oldest ambulance with the least mileage (under 60,000 miles) and has a remaining useful life of 4-5 years. NVAA will attempt to get some relief through a partial insurance claim. We expect to get an exact amount of the repair cost shortly.

In the Contracts area, Mack Fire has a one-time 5-year flow test at \$4,425 which will be paid in a lump sum. Maintenance contracts from Stryker are not included since they are extremely costly and the Lucases do not typically get high volume usage.

Evaluation of the Capital plan for large purchases such as new ambulances, a new building roof and response car will continue. There was discussion on the projected income to match the proposed expenses as well as other specific line items.

Executive Session:

The group moved into Executive Session for discussion of personnel salaries.

Following Executive Session, Mr. Kortze made a motion to accept the 2022-2023 Budget as proposed. It was seconded by Mr. Kearney. Mrs. Llodra asked that a friendly amendment to the budget be made to the stipend line item for an additional \$1,000. Mr. Kortze agreed with the friendly amendment. The motion was seconded by Mr. Simms and passed unanimously.

Adjournment:

Mrs. McLachlan made a motion to adjourn and it was seconded by Mr. Waterbury. The motion passed and the meeting was adjourned at 8:51 pm.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

August 2022

	Aug 2022	FYTD Oct '2021 - Aug 2022	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021-Aug 2022	Annual Budget
7000 INSURANCE	13,074.00	55,389.00	55,000.00	389.00	100.71%	41,856.00	55,000.00
7100 LICENSE & REG	50.00	694.00	600.00	94.00	115.67%	168.00	600.00
7200 MEDICAL SUPPLIES	4,372.52	26,650.94	27,500.00	-849.06	96.91%	12,937.03	30,000.00
7300 Office Expense & Supplies	170.00	8,347.18	5,839.00	2,508.18	142.96%	7,970.78	6,400.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	3,035.13	6,100.00	-3,064.87	49.76%	6,124.26	6,100.00
7503 CLEANING	1,048.00	11,286.00	17,784.00	-6,498.00	63.46%	15,796.10	19,400.00
7505 Maintenance Contracts	2,624.22	25,850.09	28,605.00	-2,754.91	90.37%	17,454.98	31,415.00
7509 Misc Building Costs& Exp	814.09	15,847.89	36,667.00	-20,819.11	43.22%	45,181.12	40,000.00
7510 GARBAGE	96.00	939.60	1,009.00	-69.40	93.12%	860.00	1,100.00
7700 UTILITIES							
7702A Electric -Washington Sq	4,250.70	29,697.02	31,843.64	-2,146.62	93.26%	26,914.16	35,500.00
7703 CABLE	360.59	3,431.17	3,300.00	131.17	103.98%	3,105.39	3,600.00
7704A WATER/SEWER USE & T.	977.21	2,948.58	4,171.00	-1,222.42	70.69%	3,679.25	4,171.00
7706 GAS Eversou -Washington	369.38	12,830.45	15,654.82	-2,824.37	81.96%	12,043.22	16,000.00
7708 Telephone/Elevator	0.00	0.00	3,850.00	-3,850.00	0.0%	2,655.30	4,200.00
Total 7700 UTILITIES	5,957.88	48,907.22	58,819.46	-9,912.24	83.15%	48,397.32	63,471.00
Total 7500 6 WASHINGTON Maint/Costs	10,540.19	105,865.93	148,984.46	-43,118.53	71.06%	133,813.78	161,486.00
7600 TECHNOLOGY	58.48	7,625.99	8,884.00	-1,258.01	85.84%	7,692.40	9,600.00
7610 Landscape Main/Washington	285.00	3,315.00	3,500.00	-185.00	94.71%	1,915.00	3,500.00
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	0.00	240,168.85	200,000.00	40,168.85	120.08%	485,000.00	200,000.00
7901 Mortgage 6 Washington Sq - O	0.00	40,897.32	103,000.00	-62,102.68	39.71%	112,467.63	103,000.00
Total 7901 Mortgage 6 Washington Sq	0.00	281,066.17	303,000.00	-21,933.83	92.76%	597,467.63	303,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	6,300.00
8602 Danbury EMS back up	0.00	3,825.00	15,583.00	-11,758.00	24.55%	13,770.00	17,000.00

NEWTOWN VOL. AMBULANCE

Profit & Loss Budget Performance

August 2022

	Aug 2022	FYTD Oct '2021 - Aug 2022	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021-Aug 2022	Annual Budget
8700 DANBURY PARAMEDIC FEE	0.00	145,420.00	145,427.00	-7.00	100.0%	136,264.00	145,427.00
8900 Office Administrator	0.00	0.00	0.00	0.00	0.0%	22,084.50	0.00
9000 PAYROLL	3,009.23	24,033.99	28,416.00	-4,382.01	84.58%	7,480.17	31,000.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	913.00	-913.00	0.0%	753.44	1,000.00
9200 CAG ADMIN FEE	4,417.11	44,893.86	45,833.00	-939.14	97.95%	47,928.58	50,000.00
Total Expense	45,317.43	830,037.64	922,813.46	-92,775.82	89.95%	1,127,889.82	965,088.00
Other Expense							
9700 Trustee expense							
9701 Holiday recognition	0.00	35,050.00	28,000.00	7,050.00	125.18%	16,652.50	28,000.00
9702 Stipends	1,500.00	23,500.00	22,865.00	635.00	102.78%	16,500.00	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	187.50	7,326.00	-7,138.50	2.56%	960.00	8,000.00
9705 Other Trustee Expenses	0.00	1,179.42	4,125.00	-2,945.58	28.59%	18,949.32	4,500.00
Total 9700 Trustee expense	1,500.00	64,916.92	66,316.00	-1,399.08	97.89%	56,061.82	69,500.00
Total Other Expense	1,500.00	64,916.92	66,316.00	-1,399.08	97.89%	56,061.82	69,500.00
	43,131.49	154,716.59	-78,881.46	233,598.05	-196.14%	(69,934.87)	43,412.00
3501 INTEREST AND DIVIDENDS	1,740.42	29,185.48	0.00	29,185.48	100.0%		0.00
3600 INVESTMENT GAINS	-47,213.72	-126,087.52	0.00	-126,087.52	100.0%		0.00

covid CAG/Billing Stipends

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of August 31, 2022

Aug 31, 22

ASSETS

Current Assets

Checking/Savings	84,530.27
Other Current Assets	1,632,533.05

Total Current Assets 1,717,063.32

Fixed Assets

1700 FIXED ASSETS 6,154,275.97

Total Fixed Assets 6,154,275.97

Other Assets -2,106,084.43

TOTAL ASSETS 5,765,254.86

LIABILITIES & EQUITY

Liabilities

Current Liabilities 280,507.74

Total Liabilities 280,507.74

Equity

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,331,230.18

Net Income 57,759.75

Total Equity 5,484,747.12

TOTAL LIABILITIES & EQUITY 5,765,254.86

CURRENT CASH ON HAND 9/10/22

NSB MAIN CHECKING	41,920
NSB CORPS CHECKING	870
NSB MONEY MARKET	50,098
STIFEL #2223 @ 8/31/22	233,735
STIFEL #7063 @ 8/31/22	377,721
STIFEL #4728 @ 8/31/22	394,420
STIFEL #4803 @ 8/31/22	400,986