



Newtown Volunteer Ambulance Association, Inc.

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

Meeting Minutes of November 8, 2022

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

Present: Malcolm McLachlan (President), John Kortze (Vice President), Harry Waterbury (Treasurer), E. Patricia Llodra (Secretary), Chief Ryan Horn, 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 7:37 pm by Mr. McLachlan. There was no public participation.

Treasurer's Report:

Mr. Waterbury reviewed the current financial position. As of today, the money market balance is \$65,000 and the account balance of checking is \$115,000. The Stifel investment balance is \$1.47 million. The overall performance is where it should be relative to the market. The Fund Drive proceeds for one month are strong at \$38,000. The auditor will begin finalizing the annual statements by month-end.

Acceptance of Treasurer's Report:

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

Acceptance of Minutes from October 11, 2022:

There was a motion from Mrs. Llodra to accept the meeting minutes from October 11, 2022. The motion was seconded by Mr. Kearney and passed.

Chief's Report:

Chief Horn reported that the October call volume was a busy 288 calls with many coming in a row. The average monthly call volume is closer to 240 calls. Maintaining adequate staffing levels continues to be a challenge. Having 10 more EMTs would be ideal. He hopes to reach out to all EMTs and paramedics in town to invite to an open house to encourage an increase in numbers.

EMT Rambone is officially running day and evening EMT training classes in the winter.

The list of EMT bonuses for Corps members has been submitted. All members will get something. The criteria are 20 hours minimum for \$1,000; under 20 hours but active for \$500; minimally active, \$100 - \$200. Four students were selected for the scholarships. The Chief will forward the names and a short bio to Mr. McLachlan.

Chief Horn reported that four new iPads which were purchased for just under \$2,000 have arrived for the ambulances which are used for directions, charting and call information. The new response car was purchased for \$41,675 from a dealer in upstate NY. The model is a 2022 Dodge Durango Pursuit.

New dispatch protocols will be coming out later this week. Southbury will be added to our list of mutual aid companies so the priority dispatch list will become Nuvance, Stony Hill, Bethel and Southbury. There was a discussion regarding the predictability or seasonality of calls and trends for the type of calls received. Discussion continued regarding possible upgrades to EMS Charts to generate more data about calls.

President's Report:

Mr. McLachlan mentioned that the Holiday Party will be at Marigold's on Main on December 17th, 6 – 10 p.m. Kindly RSVP to EMT Susan Cameron by December 2nd.

Repairs are nearly complete on 97-4 and the total cost should be roughly \$13,000.

Mr. McLachlan reported on the list of outstanding balances for ambulance services provided to Newtown and Sandy Hook residents from 2019 – 2022. There was discussion of funds recovery, allowance for bad debt and the perception by some residents that ambulance services are covered by taxes paid to the Town. Perhaps it is time for a more detailed PR information session by NVAA & NVAC administration for *The Newtown Bee*. Mr. McLachlan also mentioned that Mr. Kearney will do a 5-year cash flow based on possible operating decisions going forward.

Old Business:

The new response car should arrive within the next ten days.

The EMT Scholarship amounts have not been increased since they were originally made available. Mr. McLachlan recommended that the amount of each of the four scholarships be raised from \$1,000 to \$2,500. Mrs. Llodra made a motion to raise the scholarship amount to \$2,500 per recipient and it was seconded by Mr. Waterbury. The motion passed unanimously. The awards will be announced at the Holiday Party with a follow up in *The Bee*. Mr. McLachlan recommended that the eBoard document the criteria for the scholarships and put it in their minutes.

Communications/Announcements:

Mr. McLachlan pointed out the schedule of meetings for 2023 - the 2nd Tuesday of each month. The schedule will be voted on at the next board meeting.

Executive Session:

There was a motion to move into executive session to discuss stipends. Mrs. Llodra made a motion and it was seconded by Mrs. McLachlan. The motion passed.

Adjournment:

Following executive session, Mrs. Llodra made a motion to adjourn and it was seconded by Mrs. McLachlan. The motion passed and the meeting was adjourned at 8:34 pm.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of October 31, 2022

Oct 31, 22

ASSETS

Current Assets

Checking/Savings	220,727.91
Accounts Receivable	1,100.00
Other Current Assets	1,598,499.11

Total Current Assets 1,820,327.02

Fixed Assets 6,154,275.97

Other Assets -2,106,084.43

TOTAL ASSETS 5,868,518.56

LIABILITIES & EQUITY

Liabilities 2,250.00

Equity

2996 RETAINED EARNINGS 0.00

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,690,851.32

Net Income 79,660.05

Total Equity 5,866,268.56

TOTAL LIABILITIES & EQUITY 5,868,518.56

CASH ON HAND at 11/5/22

NSB Main Checking	104,467
NSB Corps Petty	2,058
NSB Money Mkt	25,125
Stifel 4803 at 10/31/22	392,212
Stifel 4728 at 10/31/22	384,208
Stifel 7063 at 10/31/22	375,428
Stifel 2223 at 10/31/22	220,982

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

October 2022

	Oct 22	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021	Annual Budget
Income						
3000 FUND DRIVE	37,816.10	34,662.00	3,154.10	109.1%	41,000.00	60,000.00
3100 DONATIONS	0.00	413.00	-413.00	0.0%	62.46	5,000.00
3300 GRANTS	0.00	0.00	0.00	0.0%	40,000.00	40,000.00
3350 Income EMT Classes	0.00	0.00	0.00	0.0%	-	27,000.00
3601 OTHER INCOME	19,366.70	0.00	19,366.70	100.0%	-	0.00
3700 Ambulance Revenue Recovery	0.00	2,000.00	-2,000.00	0.0%	20,750.74	1,100,000.00
						(before accruals)
Total Income	57,182.80	37,075.00	20,107.80	154.24%	102,722.43	1,232,000.00
Expense						
4000 ACCOUNTING/Auditor						
4001 Bookkeeping	3,600.00	3,600.00	0.00	100.0%	2,000.00	14,000.00
400 Auditor	0.00	0.00	0.00	0.0%	-	10,000.00
Total 4000 ACCOUNTING/Auditor	3,600.00	3,600.00	0.00	100.0%	2,000.00	24,000.00
4100 ADVERTISING	0.00	0.00	0.00	0.0%	-	3,500.00
4300 AMBULANCE						
4301 MAINTENANCE & REPAIR	0.00	2,016.00	-2,016.00	0.0%	-	24,200.00
4302 Collision Repair	0.00	4,167.00	-4,167.00	0.0%	-	50,000.00
4303 Equipment Repairs	0.00	458.00	-458.00	0.0%	-	5,500.00
4303A Equip Service Contracts	0.00	0.00	0.00	0.0%	-	0.00
4300 AMBULANCE - Other	0.00	0.00	0.00	0.0%	-	0.00
Total 4300 AMBULANCE	0.00	6,641.00	-6,641.00	0.0%	-	79,700.00
5000 BANK CHARGES	237.51	334.00	-96.49	71.11%	30.00	4,000.00
5500 COMMUNICATIONS	0.00	359.00	-359.00	0.0%	-	4,300.00
5700 TRAINING MEMBERS	0.00	1,442.00	-1,442.00	0.0%	-	15,500.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.0%	-	0.00
5770 TRAINING COMMUNITY	0.00	2,000.00	-2,000.00	0.0%	90.00	24,000.00
5790 UNIFORMS	68.47	250.00	-181.53	27.39%	-	3,000.00
5800 CORPS BENEFIT	45.50	4,333.00	-4,287.50	1.05%	567.31	66,300.00
6000 HEALTH & WELLNESS	0.00	167.00	-167.00	0.0%	-	2,000.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance October 2022

	Oct 22	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021	Annual Budget
7000 INSURANCE	0.00	0.00	0.00	0.0%	-	60,000.00
7100 LICENSE & REG	0.00	0.00	0.00	0.0%	-	800.00
7200 MEDICAL SUPPLIES	2,571.11	2,917.00	-345.89	88.14%	429.24	35,000.00
7300 Office Expense & Supplies	170.00	597.00	-427.00	28.48%	337.25	7,160.00
7500 6 WASHINGTON Maint/Costs						
7501 CommonCharge Town (semi)	3,035.13	0.00	3,035.13	100.0%	-	6,100.00
7503 CLEANING	0.00	2,271.00	-2,271.00	0.0%	-	27,250.00
7505 Maintenance Contracts	9,941.22	2,633.00	7,308.22	377.56%	1,912.42	38,155.00
7509 Misc Building Costs& Exp	103.03	3,336.00	-3,232.97	3.09%	5,425.00	40,000.00
7510 GARBAGE	0.00	100.00	-100.00	0.0%		1,200.00
7700 UTILITIES						
7702A Electric -Washington Sq	0.00	2,092.00	-2,092.00	0.0%	-	40,800.00
7703 CABLE	0.00	361.00	-361.00	0.0%		4,332.00
7704A WATER/SEWER USE & TAX	0.00	0.00	0.00	0.0%		3,900.00
7706 GAS Eversou -Washington SQ	0.00	469.00	-469.00	0.0%		16,000.00
7708 Telephone/Elevator	0.00	0.00	0.00	0.0%		0.00
Total 7700 UTILITIES	0.00	2,922.00	-2,922.00	0.0%	-	65,032.00
Total 7500 6 WASHINGTON Maint/Costs	13,079.38	11,262.00	1,817.38	116.14%		177,737.00
7600 TECHNOLOGY	1,421.91	1,249.00	172.91	113.84%	-	15,000.00
7610 Landscape Main/Washington	0.00	285.00	-285.00	0.0%	-	4,000.00
7901 Mortgage 6 Washington Sq	0.00	0.00	0.00	0.0%	20,224.33	0.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.0%	-	7,000.00
8602 Danbury EMS back up	0.00	1,417.00	-1,417.00	0.0%	-	17,000.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.0%	-	174,052.00
8900 Office Administrator	0.00	0.00	0.00	0.0%	3,216.00	
9000 PAYROLL	6,142.33	5,834.00	308.33	105.29%	4,298.56	31,500.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	0.00	0.0%	-	1,000.00
9200 CAG ADMIN FEE	0.00	4,250.00	-4,250.00	0.0%	-	51,000.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance October 2022

	Oct 22	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021	Annual Budget
Total Expense	27,336.21	46,937.00	-19,600.79	58.24%	38,520.11	807,549.00
Net Ordinary Income	29,846.59	-9,862.00	39,708.59	-302.64%	64,202.32	424,451.00
Other Expense						
9700 Trustee expense						
9701 Holiday recognition	0.00	0.00	0.00	0.0%		50,000.00
9702 Stipends	1,500.00	1,500.00	0.00	100.0%	1,500.00	18,000.00
9703 Scholarships	0.00	0.00	0.00	0.0%		4,000.00
9704 Legal Expenses	0.00	0.00	0.00	0.0%		5,000.00
9705 Other Trustee Expenses	0.00	375.00	-375.00	0.0%		4,500.00
9706 CAG/Billing Stipend	0.00	0.00	0.00	0.0%		5,000.00
9707 Bonus admin	3,000.00	3,000.00	0.00	100.0%		3,000.00
Total 9700 Trustee expense	4,500.00	4,875.00	-375.00	92.31%	1,500.00	89,500.00
Net Income(loss)	25,346.59	-14,737.00	40,083.59	-171.99%	62,702.32	334,951.00
3501 INTEREST AND DIVIDENDS	3,952.69	0.00				0.00 Stifel & Knotts
3600 INVESTMENT GAINS	50,360.77	0.00				0.00