



Newtown Volunteer Ambulance Association, Inc.

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

Meeting Minutes of January 10, 2023

The Board of Trustees of the Newtown Volunteer Ambulance Association held its regular meeting on Tuesday, January 10, 2023 at 6 Washington Square, Newtown, CT.

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

Absent: Harry Waterbury (Treasurer), Patricia Llodra (Secretary) 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 7:32 pm by Mr. McLachlan. There was no public participation.

Treasurer's Report:

Mr. McLachlan reviewed the current financial position in Mr. Waterbury's absence. All ambulance operating expenses to date are below budget including those for ambulance repairs because insurance payments which covered a sizeable portion of the repair costs to vehicles.

Even though call volume has increased, the income processed from CAG is somewhat slower than last year primarily because their small-staffed office has been dealing with absences due to COVID causing work flow turnaround delays.

Overall, the Stifel investment account balances which are spread among cash, bonds and equities are in good shape.

The CPA audit should be completed by mid-January.

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 November 8, 2022:

There was a motion from Mr. Simms to accept the meeting minutes from November 8, 2022. The motion was seconded by Mr. Demand and passed.

Chief's Report:

Chief Horn reported that 2022 was NVAC's busiest year ever with a total of 2,989 calls. There were 269 calls in December.

A committee is investigating a new scheduling service to use in place of Rescue Booker which is ending support. A decision should be made within the next couple months. There may be increased costs associated with the new alternative.

An element is being added to in-house QA which will focus on the clinical aspects of calls to ensure that there is the correct level of patient care associated with each and every call.

Ambulance 97-4 is now back in service after repairs – looks beautiful. We will possibly look at 97-1 in the Spring for needed cosmetic repairs.

The new response car just went out for installation of special lights and decals. The work will take roughly a month and a half to complete. The Chief is waiting for the radios which will be supplied by the Town.

A couple of iPad mounts need replacing because they are cracked, so new mounts will be likely be purchased. The total cost may be up to \$2,500 for four mounts.

NVAC is looking to increase the usage of Tango Tango by purchasing more licenses in place of a radio pager feature that is not being used that costs \$1,500 per year. We could get the entire Corps on Tango Tango which would be good.

Perhaps a prudent investment would be the installation of dash cameras on ambulances. Cameras could be used to document accident situations involving our vehicles and also document reckless driving behaviors. Data storage costs could be pricey. Mr. McLachlan is interested in getting prices. There was extensive discussion regarding accidents and/or incidents with ambulances – also general fitness for the EMT position. The Chief is planning emergency vehicle operations (EVOP) training for all members in the Spring but appropriate lot space needs to be identified and reserved. Mr. McLachlan will speak with our insurance agent about possible costs or savings associated with dash cams.

The NVAC Minutes of eBoard meetings will be in the Trustee binders going forward as they become available. They are meant to highlight changes and issues that are identified which need to be addressed or changed by the Corps.

Chief Horn approved the December Activity Report prepared by EMT Serra.

President's Report:

A solar panel credit allocation may be forthcoming from the Town of Newtown that can be applied to NVAA's electric utility bills. The allocation process may be changing and or delayed since credits have not been applied yet.

Mr. McLachlan stated that we have covered everything else in earlier reports.

Old Business:

There was a motion made by Mr. Kearney and seconded by Mrs. McLachlan to accept the 2023 Meeting Schedule. The motion was approved.

New Business:

The Stifel results were reported earlier in this meeting.

Once we have the audited 2022 financials, Mr. Kearney will construct a detailed five-year cash-flow and budget projection based on future major purchase decisions. He may get input from Mr. Waterbury, Mr. McLachlan and our outside accountant toward this effort.

Communications/Announcements:

Executive Session:

There was a motion from Mr. Kortze and seconded by Mr. Demand to move into executive session to discuss personnel and the Holiday Party. The motion passed.

Adjournment:

Following executive session, Mr. Kortze made a motion to adjourn and it was seconded by Mr. Kearney. The motion passed.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of December 31, 2022

Dec 31, 22

ASSETS

Current Assets	1,849,252.20
Fixed Assets	6,215,162.67
Other Assets	
1800 ACCUM DEPR	-2,106,084.43
Total Other Assets	-2,106,084.43
TOTAL ASSETS	5,958,330.44

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	2,250.00
Total Liabilities	2,250.00
Equity	
2998 PERM RESTRICTED NET ASSET	95,757.19
2999 UNRESTRICTED NET ASSETS	5,690,851.32
Net Income	169,471.93
Total Equity	5,956,080.44
TOTAL LIABILITIES & EQUITY	5,958,330.44

Cash on Hand at 07/17/23

Main Checking	42,195
Petty Corps	1,388
Money Market	70,162
Stifel #4803 at 12/31	494,957
Stifel #4728 at 12/31	391,991
Stifel #2223 at 12/31	229,082
Stifel #7063 at 12/31	391,417

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
December 2022

	<u>Dec 22</u>	<u>Oct - Dec 22</u>	<u>YTD Budget</u>	<u>\$ Variance</u>
Income				
3000 FUND DRIVE	16,339.10	61,595.20	49,739.00	11,856.20
3100 DONATIONS	26.10	100.95	1,247.00	-1,146.05
3300 GRANTS	0.00	40,000.00	40,000.00	0.00
3350 Income EMT Classes	3,760.00	7,560.00	4,905.00	2,655.00
3601 OTHER INCOME	36,802.83	56,169.53	0.00	56,169.53
3700 Ambulance Revenue Recovery	59,113.05	132,578.56	159,000.00	-26,421.44
Total Income	<u>116,041.08</u>	<u>298,004.24</u>	<u>254,891.00</u>	<u>43,113.24</u>
Expense				
4000 ACCOUNTING/Auditor				
4001 Bookkeeping	0.00	4,720.00	6,550.00	-1,830.00
4000 Auditor -	0.00	0.00	5,000.00	-5,000.00
Total 4000 ACCOUNTING	<u>0.00</u>	<u>4,720.00</u>	<u>11,550.00</u>	<u>-6,830.00</u>
4100 ADVERTISING	67.50	1,455.52	640.00	815.52
4300 AMBULANCE				
4301 MAINTENANCE & REPAIR	2,252.60	3,024.33	6,048.00	-3,023.67
4302 Collision Repair	37,316.72	37,316.72	12,501.00	24,815.72
4303 Equipment Repairs	0.00	418.98	1,374.00	-955.02
4303A Equip Service Contracts	0.00	0.00	0.00	0.00
4300 AMBULANCE - Other	0.00	0.00	0.00	0.00
Total 4300 AMBULANCE	<u>39,569.32</u>	<u>40,760.03</u>	<u>19,923.00</u>	<u>20,837.03</u>
5000 BANK CHARGES	236.00	-163.23	1,002.00	-1,165.23
5500 COMMUNICATIONS	5,319.57	5,479.14	1,077.00	4,402.14
5700 TRAINING MEMBERS	873.10	1,823.10	4,056.00	-2,232.90
5750 TRAINING OTHER	0.00	0.00	0.00	0.00
5770 TRAINING COMMUNITY	1,627.52	3,359.99	6,000.00	-2,640.01
5790 UNIFORMS	0.00	68.47	750.00	-681.53
5800 CORPS BENEFIT	13,042.98	17,529.82	26,549.00	-9,019.18
6000 HEALTH & WELLNESS	0.00	0.00	501.00	-501.00
7000 INSURANCE	692.00	13,766.00	15,000.00	-1,234.00
7100 LICENSE & REG	0.00	0.00	340.00	-340.00
7200 MEDICAL SUPPLIES	365.00	3,728.92	8,751.00	-5,022.08
7300 Office Expense & Supplies	1,146.39	1,664.04	1,791.00	-126.96
7500 6 WASHINGTON Maint/Costs				
7501 CommonCharge Town (semi)	0.00	3,035.13	0.00	3,035.13
7503 CLEANING	1,048.00	2,096.00	6,813.00	-4,717.00
7505 Maintenance Contracts	5,484.16	15,709.60	17,019.00	-1,309.40
7509 Misc Building Costs& Exp	899.48	1,933.45	10,008.00	-8,074.55
7510 GARBAGE	96.00	192.00	300.00	-108.00
7700 UTILITIES	4,749.99	9,750.60	13,565.00	-3,814.40
Total 7500 6 WASHINGTON Maint/Costs	<u>12,277.63</u>	<u>32,716.78</u>	<u>47,705.00</u>	<u>-14,988.22</u>
7600 TECHNOLOGY	74.42	3,698.65	3,755.00	-56.35

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
December 2022

	<u>Dec 22</u>	<u>Oct - Dec 22</u>	<u>YTD Budget</u>	<u>\$ Variance</u>
7610 Landscape Main/Washington	1,140.00	1,140.00	1,140.00	0.00
7901 Mortgage 6 Washington Sq	0.00	0.00	0.00	0.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00
8601 Danbury Amb/WCHN back up	0.00	0.00	0.00	0.00
8602 Danbury EMS back up	1,500.00	2,750.00	4,251.00	-1,501.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.00
8900 Office Administrator	0.00	0.00	0.00	0.00
9000 PAYROLL	1,894.36	10,524.94	10,500.00	24.94
9100 REFUND INSURANCE PAYMENT	0.00	811.39	333.00	478.39
9200 CAG ADMIN FEE	4,232.28	8,792.55	12,750.00	-3,957.45
Total Expense	<u>84,058.07</u>	<u>154,626.11</u>	<u>178,364.00</u>	<u>-23,737.89</u>
Net Ordinary Income	31,983.01	143,378.13	76,527.00	66,851.13
Other Income/Expense				
Other Expense				
9700 Trustee expense	56,800.00	62,872.99	64,445.00	-1,572.01
Net Income(Loss-)	<u><u>-24,816.99</u></u>	<u><u>80,505.14</u></u>	<u><u>12,082.00</u></u>	<u><u>68,423.14</u></u>
3501 INTEREST AND DIVIDENDS	6,030.57	11,896.42	0.00	11,896.42
3600 INVESTMENT GAINS	-40,127.68	77,070.37	0.00	77,070.37

CAPITAL EXPENDITURES/ASSET PURCH	
Retro LED conversions inv#400660	7290
2022 Durango Police V8 vehicle	42325
50% deposit on lights,on new response	7629
	<u>49954</u>
Stair Pro Chair for ambulance	3642

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

December 2022

	% of Budget Attained	Last FYD Oct '21-Dec '21	Annual Budget
Income			
3000 FUND DRIVE	123.84%	59,739.53	60,000.00
3100 DONATIONS	8.1%	1,249.00	5,000.00
3300 GRANTS	100.0%	40,000.00	40,000.00
3350 Income EMT Classes	154.13%	9,520.00	27,000.00
3601 OTHER INCOME	100.0%	-	0.00 VFIS ins
3700 Ambulance Revenue Recovery	83.38%	155,405.27	1,100,000.00
Total Income	116.91%	265,324.75	1,232,000.00
Expense			
4000 ACCOUNTING/Auditor			
4001 Bookkeeping	72.06%	2,200.00	14,000.00
4000 Auditor -	0.0%	-	10,000.00
Total 4000 ACCOUNTING	40.87%	2,200.00	24,000.00
4100 ADVERTISING	227.43%	-	3,500.00
4300 AMBULANCE			
4301 MAINTENANCE & REPAIR	50.01%	8,345.09	24,200.00
4302 Collision Repair	298.51%	740.43	50,000.00
4303 Equipment Repairs	30.49%	-	5,500.00
4303A Equip Service Contracts	0.0%	-	0.00
4300 AMBULANCE - Other	0.0%	-	0.00
Total 4300 AMBULANCE	204.59%	9,085.52	79,700.00
5000 BANK CHARGES	-16.29%	1,342.07	4,000.00
5500 COMMUNICATIONS	508.74%	3,160.00	4,300.00
5700 TRAINING MEMBERS	44.95%	1,699.41	15,500.00
5750 TRAINING OTHER	0.0%	-	0.00
5770 TRAINING COMMUNITY	56.0%	4,362.58	24,000.00
5790 UNIFORMS	9.13%	58.49	3,000.00
5800 CORPS BENEFIT	66.03%	16,208.19	66,300.00
6000 HEALTH & WELLNESS	0.0%	-	2,000.00
7000 INSURANCE	91.77%	13,164.00	60,000.00
7100 LICENSE & REG	0.0%	-	800.00
7200 MEDICAL SUPPLIES	42.61%	3,844.01	35,000.00
7300 Office Expense & Supplies	92.91%	2,386.64	7,160.00
7500 6 WASHINGTON Maint/Costs			
7501 CommonCharge Town (semi)	100.0%	-	6,100.00
7503 CLEANING	30.77%	2,096.00	27,250.00
7505 Maintenance Contracts	92.31%	10,250.00	38,155.00
7509 Misc Building Costs& Exp	19.32%	1,728.65	40,000.00
7510 GARBAGE	64.0%	(267.00)	1,200.00
7700 UTILITIES	71.88%	9,560.25	65,032.00
Total 7500 6 WASHINGTON Maint/Costs	68.58%	23,368.20	177,737.00
7600 TECHNOLOGY	98.5%	2,835.69	15,000.00

NEWTOWN VOL. AMBULANCE

Profit & Loss Budget Performance

December 2022

	% of Budget Attained	Last FYD Oct '21-Dec '21	Annual Budget
7610 Landscape Main/Washington	100.0%	-	4,000.00
7901 Mortgage 6 Washington Sq	0.0%	126,672.99	0.00
8500 FUND RAISING EXPENSE	0.0%	-	7,000.00
8601 Danbury Amb/WCHN back up	0.0%	-	0.00
8602 Danbury EMS back up	64.69%	-	17,000.00
8700 DANBURY PARAMEDIC FEE	0.0%	-	174,052.00
8900 Office Administrator	0.0%	-	0.00
9000 PAYROLL	100.24%	6,115.36	31,500.00
9100 REFUND INSURANCE PAYMENT	243.66%	-	1,000.00
9200 CAG ADMIN FEE	68.96%	-	51,000.00
Total Expense	86.69%	217,379.04	807,549.00
Net Ordinary Income	187.36%		424,451.00
Other Income/Expense			
Other Expense			
9700 Trustee expense	97.56%	45,119.89	89,500.00
Net Income(Loss-)	666.32%	2,825.82	334,951.00

3501 INTEREST AND DIVIDENDS

3600 INVESTMENT GAINS

CAPITAL EXPENDITURES/ASSET PURC

Retro LED conversions inv#400660

2022 Durango Police V8 vehicle

50% deposit on lights, on new response

Stair Pro Chair for ambulance