



Newtown Volunteer Ambulance Association, Inc.

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

Minutes of Regular Meeting of May 9, 2023

The Board of Trustees of the Newtown Volunteer Ambulance Association held a regular meeting on Tuesday, May 9, 2023 at 6 Washington Square, Newtown, CT.

Present: Malcolm McLachlan (President), John Kortze (Vice President), Dana Demand (Treasurer), Pat Llodra (Secretary), Chief Ryan Horn and Nancy McLachlan (Trustee)

Absent: Joe Kearney, Patrick Simms and Robert Soltis, MD

Staff Present: Susan Miles (NVAA Office Administrator)

Public: No public present

Call to Order:

The NVAA Board of Trustees meeting was called to order at 7:31 pm by Mr. McLachlan.

Treasurer's Report:

Mr. Demand reported on the latest bank balances at NSB. There was \$44,513 in checking as of 5/9/23. Other account balances as of 5/7/23 were shown on the balance sheet page handout. The \$125,000 representing the treasury bill purchase was confirmed on the April Stifel report. Mr. Demand mentioned that he is continuing to work with the back office staff at NSB and Stifel. A motion was made by Mrs. McLachlan and seconded by Mr. Kortze to accept the treasurer's report. It was passed unanimously.

Acceptance of Minutes of meeting held on March 14, 2023:

There was a motion made by Mrs. Llodra and seconded by Mr. Demand to accept the minutes of the meeting held on March 14, 2023. The motion carried.

Chief's Report:

The Chief reported that staffing is improving with the addition of college students coming home for the summer months.

He spoke with three nursing home facilities in Newtown (Maplewood, Church Hill Village and Newtown Rehab) regarding their call policies and he will be meeting with the regional director of Maplewood soon because of the high volume of non-emergent call numbers. He will also review family notification policies at nursing homes before ambulance transports to hospitals. Perhaps Nuvance can become more involved in providing inter-

facility transports instead of the ambulance. Mr. McLachlan would like to see the name of the facility making the call on the monthly stat report prepared by EMT Serra, if possible.

Church Hill Village is sponsoring a First Responders Breakfast on May 19th to show their appreciation.

One new EMT was just released from training yesterday and there are several people in nearing completion of training now.

EMT Arneth is coordinating the implementation of the town radios with Firefighter Mark DeWolfe which will begin at Dodgingtown Fire on Monday. The Chief hopes to begin with 97-1 and have the new equipment installed in all vehicles over the next few weeks. NVAC will receive roughly 20 new portable radios for EMTs that are compatible with new vehicle radios as well. Perhaps NVAC can benefit from the sale of the used radios.

EMT Jorgenson and his committee are still evaluating the scheduling software and will beta test soon. They hope to make a decision between two possible programs.

NVAC completed the State-mandated registration to join Connie, a statewide health information repository of medical records. NVAC will need to enable the link to Connie so that call information is forwarded in accordance with HIPAA. It is expected to make Medicare/Medicaid billing easier.

EMT Ryer worked with the Chief and EMT Cain to develop the SOPs for the new fly car. It will likely be in service next week following a notification to Dispatch. The rules for use are stricter than the requirements to drive an ambulance because of its horsepower. The Chief reviewed some of the rules that the Corps must comply with in order to drive the vehicle.

President's Report:

Mr. McLachlan reported on some necessary adjustments to collections from the beginning of 2023 that were made to accurately post the payments from First Financial to NVAA via CAG. The initial adjustment resulted in a \$976 payment to NVAA for March activity. He is waiting for the dollar amount of adjustments for April.

The Newtown Bee, spearheaded by John Voket, would like to have an Open House and possibly a fundraiser, at NVAA this year. Possibly we could have food truck here and have a summer event for the community. EMT Nicholson, the community relations committee chair would be involved in this effort.

Mr. McLachlan confirmed that the Corps would like to have an outing this summer prior to the start of the college year – sometime in August. The Chief confirmed this but said that nothing has been discussed. Former EMT Cameron has plans underway for EMS Week.

Mr. McLachlan mentioned that the three treasury bills which total \$475,000 are getting 4.5% interest. Funds are available to purchase a new ambulance should the need arise in the short term.

New Business:

Mr. McLachlan suggested that additional signage to denote the address of 6 Washington Square be added on the back white fence near the parking lot. We can look into this if no one has an objection.

Communications/Announcements:

Mr. McLachlan floated the suggestion to have an informal meeting of the NVAC EBoard and NVAA Trustee Board at a convenient time and with food. It was agreed that the Chief should come up with a short list of specific dates and times for this meeting.

Executive Session:

The motion was made to move into Executive Session to discuss the medic contract by Mrs. Llodra and seconded by Mrs. McLachlan. It was passed.

Adjournment:

Following the Executive Session, Mr. Kortze made a motion to adjourn and it was seconded by Mr. Demand. The meeting was adjourned at 8:37 pm.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of April 30, 2023

Apr 30, 23

ASSETS

Current Assets

Checking/Savings 52,632.40

Other Current Assets 1,995,564.27

Total Current Assets 2,048,196.67

Fixed Assets 6,227,405.77

Other Assets -2,390,557.43

TOTAL ASSETS 5,885,045.01

LIABILITIES & EQUITY

Liabilities 2,250.00

Equity

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,494,131.00

Net Income 292,906.82

Total Equity 5,882,795.01

TOTAL LIABILITIES & EQUITY 5,885,045.01

CASH ON HAND at 5/7/23

NSB Main Checking

TBD

Corps' Petty 1351.03

Money Market 15389.63

Stifel 4728 @ 4/30/23 417,997.03

Stifel 4803 @ 4/30/23 599,372.94

Stifel 7063 @ 4/30/23 426,210.41

Stifel 2223 @ 4/30/23 238,587.99

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

April 2023

	Apr 23	Oct '22 - Apr 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021 - April 2022	Annual Budget
Ordinary Income/Expense							
Income							
3000 FUND DRIVE	75.00	68,950.20	59,325.00	9,625.20	116.23%	73,081.80	60,000.00
3100 DONATIONS	211.10	1,261.19	2,915.00	-1,653.81	43.27%	3,651.89	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	4,550.00	16,690.00	14,725.00	1,965.00	113.35%	18,360.00	27,000.00
3601 OTHER INCOME	0.00	56,169.53	0.00	56,169.53	100.0%	580,696.26	0.00 VFIS
3700 Ambulance Revenue Recovery	93,372.00	519,278.38	547,000.00	-27,721.62	94.93%	715,789.95	1,100,000.00
Total Income	98,208.10	702,349.30	663,965.00	38,384.30	105.78%		1,232,000.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	700.00	8,000.00	9,750.00	-1,750.00	82.05%	5,990.00	14,000.00
4000 Auditor -	0.00	10,000.00	10,000.00	0.00	100.0%	9,400.00	10,000.00
Total 4000 ACCOUNTING/Auditor	700.00	18,000.00	19,750.00	-1,750.00	91.14%	15,390.00	24,000.00
4100 ADVERTISING	0.00	1,455.52	1,920.00	-464.48	75.81%	-	3,500.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	642.56	8,187.07	14,112.00	-5,924.93	58.02%	10,970.46	24,200.00
4302 Collision Repair	38,401.88	76,993.60	29,169.00	47,824.60	263.96%	-	50,000.00
4303 Equipment Repairs	0.00	418.98	3,206.00	-2,787.02	13.07%	818.03	5,500.00
4303A Equip Service Contracts	0.00	0.00	0.00	0.00	0.0%	-	0.00
4300 AMBULANCE - Other	0.00	0.00	0.00	0.00	0.0%	-	0.00
Total 4300 AMBULANCE	39,044.44	85,599.65	46,487.00	39,112.65	184.14%	11,788.49	79,700.00
5000 BANK CHARGES	0.00	969.96	2,338.00	-1,368.04	41.49%	3,336.04	4,000.00
5500 COMMUNICATIONS	0.00	5,953.55	2,513.00	3,440.55	236.91%	4,111.58	4,300.00
5700 TRAINING MEMBERS	625.00	3,451.60	9,884.00	-6,432.40	34.92%	2,962.41	15,500.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.00	0.0%	-	0.00
5770 TRAINING COMMUNITY	3,534.38	18,392.92	14,000.00	4,392.92	131.38%	14,359.62	24,000.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

April 2023

	Apr 23	Oct '22 - Apr 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021 - April 2022	Annual Budget
5790 UNIFORMS	0.00	8,933.80	1,750.00	7,183.80	510.5%	5,632.87	3,000.00
5800 CORPS BENEFIT	3,635.74	32,790.67	44,381.00	-11,590.33	73.88%	32,187.88	66,300.00
6000 HEALTH & WELLNESS	0.00	0.00	1,169.00	-1,169.00	0.0%	-	2,000.00
7000 INSURANCE	0.00	30,516.00	30,000.00	516.00	101.72%	29,241.00	60,000.00
7100 LICENSE & REG	0.00	145.00	640.00	-495.00	22.66%	484.00	800.00
7200 MEDICAL SUPPLIES	2,023.10	12,064.98	20,419.00	-8,354.02	59.09%	18,253.90	35,000.00
7300 Office Expense & Supplies	342.03	4,536.43	4,179.00	357.43	108.55%	7,273.88	7,160.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	6,070.26	3,050.00	3,020.26	199.03%	3,035.13	6,100.00
7503 CLEANING	1,310.00	6,812.00	15,897.00	-9,085.00	42.85%	6,832.00	27,250.00
7505 Maintenance Contracts	289.80	23,576.07	27,563.00	-3,986.93	85.54%	19,739.93	38,155.00
7509 Misc Building Costs& Exp	421.14	9,918.61	23,352.00	-13,433.39	42.47%	11,304.85	40,000.00
7510 GARBAGE	96.00	576.00	700.00	-124.00	82.29%	107.00	1,200.00
7700 UTILITIES	5,782.93	33,273.59	33,731.00	-457.41	98.64%	26,642.88	65,032.00
Total 7500 6 WASHINGTON Maint/Costs	7,899.87	80,226.53	104,293.00	-24,066.47	76.92%	67,661.79	177,737.00
7600 TECHNOLOGY	239.06	5,567.55	8,767.00	-3,199.45	63.51%	6,236.63	15,000.00
7610 Landscape Main/Washington	3,200.00	4,625.00	2,575.00	2,050.00	179.61%	2,175.00	4,000.00
7901 Mortgage 6 Washington Sq	0.00	0.00	0.00	0.00	0.0%	281,066.17	0.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	7,000.00
8601 Danbury Amb/WCHN back up	0.00	0.00	0.00	0.00	0.0%		0.00
8602 Danbury EMS back up	750.00	7,000.00	9,919.00	-2,919.00	70.57%	2,500.00	17,000.00
8700 DANBURY PARAMEDIC FEE	33,671.00	106,710.00	106,710.00	0.00	100.0%	82,850.00	174,052.00
9000 PAYROLL	2,282.96	19,999.50	19,832.00	167.50	100.85%	14,647.39	31,500.00
9100 REFUND INSURANCE PAYMENT	0.00	811.39	667.00	144.39	121.65%	-	1,000.00
9200 CAG ADMIN FEE	5,493.47	26,367.91	29,750.00	-3,382.09	88.63%	28,237.20	51,000.00
Total Expense	103,441.05	474,117.96	481,943.00	-7,825.04	98.38%	630,395.85	807,549.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

April 2023

	Apr 23	Oct '22 - Apr 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2021 - April 2022	Annual Budget
Other Expense							
9700 Trustee expense		45,300.00	50,000.00	-4,700.00	90.6%	35,050.00	50,000.00
9701 Holiday recognition	0.00	10,500.00	10,500.00	0.00	100.0%	15,500.00	18,000.00
9702 Stipends	1,500.00	10,076.50	4,000.00	6,076.50	251.91%	5,000.00	4,000.00
9703 Scholarships	76.50	2,587.50	2,730.00	-142.50	94.78%	37.50	5,000.00
9704 Legal Expenses	0.00	867.52	2,625.00	-1,757.48	33.05%	1,179.42	4,500.00
9705 Other Trustee Expenses	0.00	2,500.00	2,730.00	-230.00	91.58%	-	5,000.00
9706 CAG/Billing Stipend	2,500.00	3,000.00	3,000.00	0.00	100.0%	-	3,000.00
9707 Bonus admin	0.00	74,831.52	75,585.00	-753.48	99.0%	56,766.92	89,500.00
Total 9700 Trustee expense	4,076.50	74,831.52	75,585.00	-753.48	99.0%	56,766.92	89,500.00
Total Other Expense	4,076.50	153,399.82	106,437.00	46,962.82	144.12%	28,627.18	334,951.00
NET INCOME (--Loss)	-9,309.45						

3501 INTEREST AND DIVIDENDS	1,665.46	20,011.10
3600 INVESTMENT GAINS	12,488.35	119,495.90

CAPITAL EXPENDITURES/ASSET PURCH		
Retro LED conversions inv#400660	7290	
2022 Durango Police V8 vehicle	42325	
lights, on new response car	15809	
	58134	
Stair Pro Chair for ambulance	3642	

Ordinary Income/Expense	
Income	
3000 FUND DRIVE	
3100 DONATIONS	
3300 GRANTS	
3350 Income EMT Classes	
3601 OTHER INCOME	
3700 Ambulance Revenue Recovery	
Total Income	
Expense	
4000 ACCOUNTING/Auditor	
4001 Bookkeeping	
4000 Auditor -	
Total 4000 ACCOUNTING/Auditor	
4100 ADVERTISING	
4300 AMBULANCE	
4301 MAINTENANCE & REPAIR	
4302 Collision Repair	
4303 Equipment Repairs	
4303A Equip Service Contracts	
4300 AMBULANCE - Other	
Total 4300 AMBULANCE	
5000 BANK CHARGES	
5500 COMMUNICATIONS	
5700 TRAINING MEMBERS	
5750 TRAINING OTHER	
5770 TRAINING COMMUNITY	

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
April 2023

3:52 PM
05/05/23
Accrual Basis

5790	UNIFORMS
5800	CORPS BENEFIT
6000	HEALTH & WELLNESS
7000	INSURANCE
7100	LICENSE & REG
7200	MEDICAL SUPPLIES
7300	Office Expense & Supplies
7500	6 WASHINGTON Maint/Costs
7501	CommonCharge Town (semi)
7503	CLEANING
7505	Maintenance Contracts
7509	Misc Building Costs& Exp
7510	GARBAGE
7700	UTILITIES
Total 7500 6 WASHINGTON Maint/Costs	
7600	TECHNOLOGY
7610	Landscape Main/Washington
7901	Mortgage 6 Washington Sq
8500	FUND RAISING EXPENSE
8601	Danbury Amb/WCHN back up
8602	Danbury EMS back up
8700	DANBURY PARAMEDIC FEE
9000	PAYROLL
9100	REFUND INSURANCE PAYMENT
9200	CAG ADMIN FEE
Total Expense	

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
April 2023

3:52 PM
05/05/23
Accrual Basis

Other Expense	
9700 Trustee expense	
9701 Holiday recognition	
9702 Stipends	
9703 Scholarships	
9704 Legal Expenses	
9705 Other Trustee Expenses	
9706 CAG/Billing Stipend	
9707 Bonus admin	
Total 9700 Trustee expense	
Total Other Expense	
NET INCOME (--Loss)	
3501 INTEREST AND DIVIDENDS	
3600 INVESTMENT GAINS	
CAPITAL EXPENDITURES/ASSET PURC	
Retro LED conversions inv#400660	
2022 Durango Police V8 vehicle	
lights, on new response car	
Stair Pro Chair for ambulance	