



*Newtown Volunteer Ambulance
Association, Inc.*

**Newtown Volunteer Ambulance Association, Inc.
6 Washington Square, Fairfield Hills Campus
Newtown, CT 06470**

THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES
Special Meeting Minutes of June 22, 2020

The Board of Trustees of the Newtown Volunteer Ambulance Association held a special meeting via teleconference on Monday, June 22, 2020.

Present: Malcolm McLachlan (President), Chief Liz Cain, Harry Waterbury (Treasurer), Pat Llodra (Secretary), John Kortze (Vice President) and Nancy McLachlan.

Absent: Dana Demand (Vice President), Dr. Robert Soltis, and Patrick Simms.

Staff Present: Maureen Crick Owen (NVAA Office Administrator) and Mike Gajdosik (NVAA Billing/Q&A).

Call to Order: The NVAA Board of Trustee's meeting was called to order at 7:30 p.m. by Mr. McLachlan.

Executive Session: negotiations and compliance regarding paramedic contract: At 7:31 p.m. motion made by Mrs. Llodra and seconded by Mr. Kortze to go into executive session to discuss negotiations and compliance regarding the paramedic contract. Members in attendance for executive session: Malcolm McLachlan, Nancy McLachlan, Pat Llodra, John Kortze, Harry Waterbury, Liz Cain. Invited to join executive session was Mike Gajdosik.

Executive session concluded at 7:50 pm. No action was taken.

Public Participation: None.

Treasurer's report

- 1. Merrill Lynch, Stifel and checking**
- 2. Financial Report**
- 3. Acceptance of Treasurer's report**

Mr. Waterbury referred to the reports that were previously distributed to the board. Mr. McLachlan asked if money should be moved to the money market. It was agreed that it would be looked at after payables were done this coming weekend.

Mrs. McLachlan made a motion to approve the Treasurer's report. The motion was seconded by Mr. Kortze and unanimously approved.

Acceptance of minutes from special meetings held on May 19, 2020 (7:30 p.m. and 8:00 p.m. meetings):

A motion was made Mrs. Llodra to accept the minutes of the May 19, 2020 meeting at 7:30 p.m. and of May 19, 2020 meeting at 8:00 p.m. and seconded by Mr. Waterbury. The motion was unanimously approved.

Chief's Report:

Chief Cain said that they continue to receive PPE from the State and they are stockpiling PPE for the remainder of the year and into 2021. She said they still had not received the sterilizer but would call to follow up. She said that there are a few EMTs that probably will not be returning to NVAC. Mr. McLachlan congratulated the Chief on not missing a first call. [Chief Cain left the meeting at the end of her report.]

President's Report: None.

Old Business:

1. Collection/Accounts Receivable – Mr. Gajdosik said he is working with CAG on compiling a list for final review. He should have more information to report on at the July meeting.

New Business:

1. Mechanical issues – Mr. McLachlan informed the board that there are mechanical issues with the heating system and that it has not worked properly for a very long time. The vendor that installed it had maintained it up until October 2019. A new vendor was then retained to take over the maintenance of the heating system. Major issues have been discovered with the installation of the boiler. NVAA is obtaining a quote from the current vendor on costs for work that has been done and work that needs to be done.

Adjournment:

Mrs. Llodra made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Mr. Waterbury and unanimously approved.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE **Profit & Loss Budget Performance**

May 2020

	May 20	Oct '19 - May 20	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru May 2019	Annual Budget
Income							
3000 FUND DRIVE	50.00	55,025.56	50,000.00	5,025.56	110.05%	58,541.26	50,000.00
3100 DONATIONS	1,422.14	6,210.24	1,600.00	4,610.24	388.14%	7,898.59	2,500.00
3300 GRANTS							
3301 NEWTOWN	0.00	0.00	40,000.00	-40,000.00	0.0%	40,000.00	40,000.00
3302 Other	0.00	1,000.00	0.00	1,000.00	100.0%		0.00
3303 US HHS Stimulus CARES Act	0.00	27,481.77	0.00	27,481.77	100.0%		0.00
Total 3300 GRANTS	0.00	28,481.77	40,000.00	-11,518.23	71.2%	40,000.00	40,000.00
3350 Income EMT Classes	0.00	15,409.80	0.00	15,409.80	100.0%	120.00	0.00
3601 OTHER INCOME	0.00	258.76	0.00	258.76	100.0%	19,337.15	0.00
3700 Ambulance Revenue Recovery	51,051.74	500,904.03	533,645.93	-32,741.90	93.86%	531,497.56	840,000.00
Total Income	52,523.88	606,290.16	625,245.93	-18,955.77	96.97%	657,394.56	932,500.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	1,054.50	6,640.50	8,490.00	-1,849.50	78.22%	4,866.50	12,000.00
4000 ACCOUNTING/Auditor - Other	0.00	8,500.00	8,500.00	0.00	100.0%	8,000.00	9,000.00
Total 4000 ACCOUNTING/Auditor	1,054.50	15,140.50	16,990.00	-1,849.50	89.11%	12,866.50	21,000.00
4100 ADVERTISING	0.00	0.00	3,498.00	-3,498.00	0.0%	198.24	5,250.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	553.46	11,606.16	14,668.00	-3,061.84	79.13%	7,120.69	22,000.00
4302 Collision Repair	0.00	0.00	0.00	0.00	0.0%	18,662.15	0.00
4303 Equipment Repairs	24.99	100.94	5,332.00	-5,231.06	1.89%	3,593.49	8,000.00
Total 4300 AMBULANCE	578.45	11,707.10	20,000.00	-8,292.90	58.54%	29,376.33	30,000.00
5000 BANK CHARGES	0.00	854.35	390.00	464.35	219.06%	686.71	400.00
5500 COMMUNICATIONS	0.00	305.66	2,000.00	-1,694.34	15.28%	837.51	3,000.00

NEWTOWN VOL. AMBULANCE **Profit & Loss Budget Performance** May 2020

	May 20	Oct '19 - May 20	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru May 2019	Annual Budget
5700 TRAINING MEMBERS	18.00	4,242.10	9,987.00	-5,744.90	42.48%	3,811.04	15,525.00
5770 TRAINING COMMUNITY	2,038.28	14,510.74	0.00	14,510.74	100.0%	-	0.00
5790 UNIFORMS	0.00	2,410.59	3,560.00	-1,149.41	67.71%	1,468.17	5,000.00
5800 CORPS BENEFIT	2,896.70	27,335.53	29,871.00	-2,535.47	91.51%	24,933.25	40,375.00
6000 HEALTH & WELLNESS	0.00	0.00	2,000.00	-2,000.00	0.0%		3,000.00
7000 INSURANCE	12,261.00	41,693.00	39,750.00	1,943.00	104.89%	37,466.00	53,000.00
7100 LICENSE & REG	0.00	571.40	550.00	21.40	103.89%	50.00	600.00
7200 MEDICAL SUPPLIES	3,778.89	14,563.91	23,332.00	-8,768.09	62.42%	19,180.65	35,000.00
7300 Office Expense & Supplies	519.28	3,017.97	4,335.00	-1,317.03	69.62%	4,737.41	6,500.00
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	1,250.00	14,245.75	16,768.00	-2,522.25	84.96%	8,850.00	21,100.00
7505 Maintenance Contracts	9,331.41	15,490.17	23,070.00	-7,579.83	67.14%	21,057.80	28,600.00
7509 Misc Building Costs& Exp	-1,302.49	10,575.32	10,000.00	575.32	105.75%	9,943.38	15,000.00
7510 GARBAGE	172.00	602.00	728.00	-126.00	82.69%	602.00	1,100.00
7700 UTILITIES							
7702A Electric -Washington Sq	2,741.53	16,217.41	20,910.89	-4,693.48	77.56%	17,398.17	34,500.00
7703 CABLE	293.19	2,149.70	2,232.00	-82.30	96.31%	1,592.68	3,350.00
7704A WATER/SEWER USE & TAX	892.42	2,745.08	2,775.00	-29.92	98.92%	2,694.19	3,700.00
7706 GAS EverSou -Washington SQ	1,045.44	8,875.02	10,500.00	-1,624.98	84.52%	10,210.75	12,200.00
7708 Telephone/Elevator	845.55	2,940.28	2,731.00	209.28	107.66%	1,731.74	4,100.00
Total 7700 UTILITIES	5,818.13	32,927.49	39,148.89	-6,221.40	84.11%	33,627.53	57,850.00
Total 7500 6 WASHINGTON Maint/Costs	15,269.05	76,875.86	92,764.89	-15,889.03	82.87%	77,115.84	129,750.00
7600 TECHNOLOGY	1,306.74	8,045.58	4,000.00	4,045.58	201.14%	3,887.12	5,000.00
7610 Landscape Main/Washington	0.00	200.00	2,000.00	-1,800.00	10.0%	-	2,000.00

NEWTOWN VOL. AMBULANCE **Profit & Loss Budget Performance** May 2020

	May 20	Oct '19 - May 20	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru May 2019	Annual Budget
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	10,000.00	60,000.00	80,000.00	-20,000.00	75.0%	70,000.00	100,000.00
7901 Mortgage 6 Washington Sq - Other	10,224.33	85,912.67	90,031.60	-4,118.93	95.43%	90,031.60	135,000.00
Total 7901 Mortgage 6 Washington Sq	20,224.33	145,912.67	170,031.60	-24,118.93	85.82%	160,031.60	235,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	2,500.00	-2,500.00	0.0%	2,290.00	7,000.00
8601 Danbury Ambulance back up	0.00	9,200.00	7,340.00	1,860.00	125.34%	8,365.00	11,000.00
8602 Danbury EMS back up	0.00	2,050.00	2,668.00	-618.00	76.84%	3,500.00	4,000.00
8700 DANBURY PARAMEDIC FEE	89,199.50	126,798.00	126,798.00	0.00	100.0%	117,600.00	127,000.00
8900 Office Administrator	1,026.00	13,043.50	14,000.00	-956.50	93.17%	14,317.50	21,000.00
9000 PAYROLL	2,332.35	19,473.28	17,936.00	1,537.28	108.57%	18,058.94	26,900.00
9100 REFUND INSURANCE PAYMENT	0.00	1,028.98	2,000.00	-971.02	51.45%	-	3,000.00
9200 CAG ADMIN FEE	3,129.27	24,469.17	26,644.00	-2,174.83	91.84%	24,416.33	41,500.00
Total Expense	155,632.34	563,449.89	624,945.49	-61,495.60	90.16%	565,194.14	831,800.00
Net Ordinary Income	-103,108.46	42,840.27	300.44	42,539.83	14,259.18%	92,200.42	100,700.00
Other Expense							
9700 Trustee expense							
9701 Holiday recognition	0.00	5,300.00	6,000.00	-700.00	88.33%	7,073.92	6,000.00
9702 Stipends	1,500.00	12,000.00	12,000.00	0.00	100.0%	-	18,000.00
9703 Scholarships	0.00	5,000.00	4,000.00	1,000.00	125.0%	4,000.00	4,000.00
9704 Legal Expenses	288.00	6,740.00	6,850.00	-110.00	98.39%	640.00	8,000.00
9705 Other Trustee Expenses	917.63	3,118.78	3,468.00	-349.22	89.93%	3,370.15	5,200.00
Total 9700 Trustee expense	2,705.63	32,158.78	32,318.00	-159.22	99.51%	15,084.07	41,200.00
Total Other Expense	2,705.63	32,158.78	32,318.00	-159.22	99.51%	15,084.07	41,200.00
Net Loss	-105,814.09	10,681.49	-32,017.56	42,699.05	-33.36%	77,116.35	59,500.00

NEWTOWN VOL. AMBULANCE **Profit & Loss Budget Performance**

May 2020

	May 20	Oct '19 - May 20	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru May 2019
3501 INTEREST AND DIVIDENDS	1,227.91	22,485.21				
3600 INVESTMENT GAINS	30,375.10	-6,014.54				

CAPITAL EXPENDITURES:

1726 Diswahser Replacement (Nov 2019)	794
1459 Paramedic Radio (Motorola Solutions)	5,437
1744 2019 Tomahawk Amb Radio	14,542
1745 Norcom Radio Comm Equeipment	4,414
17149 9 Lenoovo computers (replaced Dells)	3,831
1760 Ambulance Stretcher Retrofits	5,316

Balance Sheet

As of May 31, 2020

May 31, 20

ASSETS

Current Assets

Checking/Savings

1010 NSB CHECKINGMAIN	12,387.50
1110 NSB PETTY CASH	761.45
1111 NSB MMDA	53,095.81

Total Checking/Savings	66,244.76
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Other Current Assets	1,484,867.36
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Total Current Assets	1,551,112.12
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Fixed Assets	6,093,137.51
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Other Assets	-1,409,283.43
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TOTAL ASSETS	6,234,966.20
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LIABILITIES & EQUITY

Liabilities	1,075,362.74
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Equity

2998 PERM RESTRICTED NET ASSET	69,513.19
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2999 UNRESTRICTED NET ASSETS	5,062,894.08
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Net Income	27,196.19
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Total Equity	5,159,603.46
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TOTAL LIABILITIES & EQUITY	6,234,966.20
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CASH ON HAND AT 6/6/20

NSB MAIN CHECKING @ 6/6/20	35,894.02
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NSB PETTY CHECKING @ 6/6/20	761.45
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NSB Money Market	53,095.81
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Stifel Horizon @ 5/31/20	252,072.50
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Stifel Prestige @ 5/31/20	289,469.76
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Stifel Bahl&Gaynor @ 5/31/20	291,689.23
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Stifel Cincinnati @ 5/31/20	165,970.37
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