



Newtown Volunteer Ambulance Association, Inc.

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

Minutes of Regular Meeting of January 9, 2024

The Board of Trustees of the Newtown Volunteer Ambulance Association held a regular meeting on Tuesday, January 9, 2024, at 6 Washington Square, Newtown, CT.

Present: Malcolm McLachlan (President), Joe Kearney (Vice President), John Kortze (Treasurer), Chief Michelle Greenspan, Nancy McLachlan, Dan Rosenthal, Kristen Velsmid

Absent: Pat Llodra, Patrick Simms and Robert Soltis, MD

NVAC EBoard Present: Jenn Newsom and Scott Cicciari (arrived at 7:55 pm)

NVAC Present: Guy Serra (joined by phone at 7:50 pm), Eric Jones (arrived at 7:55 pm)

NVAA Staff Present: Susan Miles

Call to Order:

The NVAA Board of Trustees meeting was called to order at 7:30 pm by Mr. McLachlan. Introductions of all attendees were made. Mr. McLachlan welcomed Mr. Rosenthal as a member of the Board.

No Public Participation

Treasurer's Report:

Mr. Kortze reported that as of today, NVAA has a money market balance of \$5,692, a checking account balance of \$70,166 and petty cash balance of \$1,203. As of today, the balance of Stifel assets is \$2,065,296. Last year's cash performance excluding T-bills was 10.25% and 8.43% inclusive of T-bills. Today the account balance for cash and T-bills is \$789,186.

Acceptance of Treasurer's Report:

Mr. Kearney made a motion to accept the Treasurer's Report which was seconded by Mrs. McLachlan. The motion passed.

Acceptance of Minutes from the November 14, 2023 meeting:

Mr. Kortze made a motion to accept the Minutes of the November 14th meeting which was seconded by Mrs. McLachlan. The motion passed.

Chief's Report:

Chief Greenspan reported that there was a record 3,085 calls in 2023. So far in 2024, there are an average of 10 calls/day. Morale is high and there are more double crews on duty. There are 2-3 trainees progressing and 2 applicants for EMTs so far this year.

She is working on an Incentive Plan for the Corps. Bravo 1 is being used more since the EVOK course. There is positive feedback on responding to calls from home with Bravo 1.

The Corps is adjusting to the new radios and messages from Dispatch. All vehicles are set for snowy weather according to EMT Cain.

A new Stryker annual equipment maintenance contract in the amount of \$10,206 for one year is in the final stages of negotiation with EMT Cicciari heading up that effort.

The Chief is reviewing the Corps SOPs, the Mutual Aid contracts with surrounding communities and the potential for recovery of funds from treat-but-non-transport calls.

Mr. Kortze made a motion to amend the Amended Agenda to include a vote on the proposed Stryker maintenance contract. It was seconded and passed.

President's Report:

Mr. McLachlan reported on the efforts to have current medical information on file for every EMT. The office administrator will maintain a spreadsheet of each EMT's license renewal date, automobile license, auto insurance coverage and a medical sign-off. We prefer that each EMT get a physical instead of just self-reporting their medical information.

Mrs. Adele Mooney sent in a note just after the November meeting with her thanks for the lovely tree dedication ceremony and reception that followed.

Mr. McLachlan reported that we have two possible dates for the Holiday Party in 2024 and that there is an extra bed in the dorm area that is no longer needed.

No Old Business**New Business:**

Mr. Kearney made a motion to amend the Amended Agenda of the meeting to include a vote on the date of the Holiday Party and the donation of the bed. It was seconded by Mrs. McLachlan and approved.

Mr. Rosenthal made a motion that was seconded by Mr. Kortze to have the Holiday Party on Saturday, December 21st. The motion passed.

Mr. Kortze made motion seconded by Mrs. McLachlan to donate the bed to the Danbury shelter for battered women. The motion passed.

Mr. Rosenthal made a motion to accept the 2024 Meeting Schedule which was seconded by Mr. Kearney. All meetings will be at 7:30 pm on the 2nd Tuesday of the month. The motion passed.

Mr. Cicciari summarized the key points of the proposed Stryker maintenance contract which was mentioned in the Chief's Report. Mr. Kearney made a motion to accept the first year of the contract for \$10,206.80. The motion was seconded by Mr. Kortze and passed unanimously.

Incentive Plan:

Chief Greenspan reviewed the goals, process and key aspects the proposed Incentive Plan that was discussed by the EBoard and other EMTs in her work group. The goals are to reduce the number of dropped calls; increase staffing hours by 20%; increase membership by two EMTs per quarter; and remain a volunteer organization.

The Chief's work group saw the benefit of developing membership several tiers that would provide incentives for EMTs to volunteer. The proposed minimum of volunteer hours required for an EMT to be in good standing would be 16 hours/month, comprised of 12 staffing + 4 hours outside of staffing. Another tier would be 24 hours/month comprised of 20 staffing + 4 outside. Additional incentives would kick in at 30 hours/month, comprised of 26 + 4 hours. Tax abatements, retirement plan, gas cards and ability to vote are examples of benefits that would be tied to a membership tier.

Mr. McLachlan communicated that the Corps must have the Incentive Plan voted on by the EBoard during an official meeting and posted as well as a vote of the full EMT Corps. Both votes would be posted for complete transparency for the members and the public.

EMT Serra reviewed the financial benefits for members who meet or exceed the 26+4 hours. The estimated cost per quarter is \$44,250 or roughly \$177,000 per year. This annualized amount would be offset by any additional revenue generated resulting from fewer dropped calls and next year the \$60,000 annual bonus allocation that would not be paid. There would not be Holiday Bonuses for anyone but perhaps there would be a discretionary allocation to those EMTs who do not qualify under required hours.

There was further discussion regarding the Plan proposal. The intention is to track how well the Plan is working over a 3-month period.

Mr. McLachlan presented a motion to accept the proposed Incentive Plan, retroactive to January 1st – March 31st, 2024, presented by Chief Greenspan that would be voted on at the February 13th NVAA Trustee meeting. The Incentive Plan trial would include the following components and key provisions: a legal affirmative vote of the EBoard and a legal affirmative vote of the full membership of the Corps; a revised Corps membership roster: a dollar cap of up to \$180,000 annually to pay for the financial incentives for the next three years; a signed and dated provision by any member who wishes to opt-out or

opt back in; possible discretionary allocation for any EMT member who does not qualify for any financial incentive under the Plan (the specific dollar amount TBD. The motion was seconded by Mr. Kearney and passed unanimously.

Mr. McLachlan reminded the Board that NVAA will be over budget for the remaining current fiscal year as the Incentive Plan gets rolled out. Mr. Kortze suggested that the cost of the Plan be specified in the operating budget by the Board once the vote is taken to approve the accepted Incentive Plan.

Adjournment:

Mr. Kearney made a motion to adjourn the meeting and it was seconded by Mr. Kortze. The motioned passed at 9:20 pm.

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE
Balance Sheet
As of December 31, 2023

Dec 31, 23

ASSETS

Current Assets

Checking/Savings

1010 NSB CHECKINGMAIN#200300569 59,776.08
1110 NSB PETTY CASH#200300577 1,203.06
1111 NSB MMDA#200313896 5,685.49

Total Checking/Savings

66,664.63

Other Current Assets

2,396,716.29

Total Current Assets

2,463,380.92

Fixed Assets

6,228,939.77

Other Assets

-2,659,668.43

TOTAL ASSETS

6,032,652.26

LIABILITIES & EQUITY

Total Liabilities

4,500.00

Equity

2996 RETAINED EARNINGS

0.00

2998 PERM RESTRICTED NET ASSET

95,757.19

2999 UNRESTRICTED NET ASSETS

5,842,561.52

Net Income

89,833.55

Total Equity

6,028,152.26

TOTAL LIABILITIES & EQUITY

6,032,652.26

Cash on Hand at 1/6/24

64,931

Main Checking

1,203

Corps Petty Cash

5,685

Money Market

Stiffel 7063 (at 12/31/23)

470,558.38

Stiffel 4728 (at 12/31/23)

793,608

Stiffel 4803 (at 12/31/23)

788,614

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance December 2023

	Dec 23	Oct - Dec 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru Dec 31 2022	Annual Budget
Income							
3000 FUND DRIVE	10,014.59	52,333.25	49,739.00	2,594.25	105.22%	61,595.20	60,000.00
3100 DONATIONS	514.00	514.00	527.00	-13.00	97.53%	100.95	5,000.00
3300 GRANTS	5,000.00	5,000.00	0.00	5,000.00	100.0%	40,000.00	0.00
3350 Income EMT Classes	6,475.00	8,750.00	5,545.00	3,205.00	157.8%	7,560.00	27,000.00
3601 Other Income						56,169.53	0.00
3700 Ambulance Revenue Recovery	54,737.01	159,325.09	159,000.00	325.09	100.2%	132,578.56	1,100,000.00
Total Income	76,740.60	225,922.34	214,811.00	11,111.34	105.17%	298,004.24	1,192,000.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	1,342.00	5,091.50	7,285.00	-2,193.50	69.89%	4,720.00	15,000.00
4000 Auditor -	0.00	0.00	5,000.00	-5,000.00	0.0%	-	10,000.00
Total 4000 ACCOUNTING/Auditor	1,342.00	5,091.50	12,285.00	-7,193.50	41.45%	4,720.00	25,000.00
4100 ADVERTISING	71.00	610.00	1,125.00	-515.00	54.22%	1,455.52	4,500.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	1,983.92	2,822.81	7,500.00	-4,677.19	37.64%	3,024.33	30,000.00
4302 Collision Repair	0.00	0.00	6,500.00	-6,500.00	0.0%	37,316.72	35,000.00
4303 Equipment Repairs	2,065.54	3,278.55	0.00	3,278.55	100.0%	418.98	0.00
Total 4300 AMBULANCE	4,049.46	6,101.36	14,000.00	-7,898.64	43.58%	40,760.03	65,000.00
5000 BANK CHARGES	397.85	1,117.04	1,002.00	115.04	111.48%	(163.23)	4,000.00
5500 COMMUNICATIONS	2,112.51	2,661.20	4,400.00	-1,738.80	60.48%	5,479.14	6,000.00
5700 TRAINING MEMBERS	218.50	3,467.50	2,490.00	977.50	139.26%	1,823.10	10,000.00
5770 TRAINING COMMUNITY	3,211.50	8,709.57	6,250.00	2,459.57	139.35%	3,359.99	25,000.00
5790 UNIFORMS	12.50	12.50	1,875.00	-1,862.50	0.67%	68.47	7,500.00
5800 CORPS BENEFIT	13,271.93	16,924.97	25,493.00	-8,568.03	66.39%	17,529.82	65,940.00
6000 HEALTH & WELLNESS	0.00	0.00	497.00	-497.00	0.0%	-	2,000.00
7000 INSURANCE	14,129.00	14,129.00	15,500.00	-1,371.00	91.16%	13,766.00	62,000.00
7100 LICENSE & REG	0.00	0.00	340.00	-340.00	0.0%	-	800.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance December 2023

	Dec 23	Oct - Dec 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru Dec 31 2022	Annual Budget
7200 MEDICAL SUPPLIES	-326.58	318.62	7,500.00	-7,181.38	4.25%	3,728.92	30,000.00
7300 Office Expense & Supplies	1,004.36	1,568.05	1,838.00	-269.95	85.31%	1,664.04	7,400.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	0.00	0.00	0.00	0.0%	3,035.13	6,100.00
7503 CLEANING	15,135.80	16,279.80	12,150.00	4,129.80	133.99%	2,096.00	23,700.00
7505 Maintenance Contracts	5,119.62	7,821.64	13,983.00	-6,161.36	55.94%	15,709.00	34,827.00
7509 Misc Building Costs& Exp	360.00	739.00	9,976.00	-9,237.00	7.41%	1,933.45	40,000.00
7510 GARBAGE	96.00	288.00	300.00	-12.00	96.0%	192.00	1,200.00
7700 UTILITIES	5,198.65	10,616.51	9,877.00	739.51	107.49%	9,750.60	66,232.00
Total 7500 6 WASHINGTON Maint/Costs	25,910.07	35,744.95	46,286.00	-10,541.05	77.23%	32,716.78	172,059.00
7600 TECHNOLOGY	-780.72	1,205.78	3,500.00	-2,294.22	34.45%	3,698.65	15,000.00
7610 Landscape Main/Washington	0.00	0.00	850.00	-850.00	0.0%	1,140.00	4,600.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	8,000.00
8602 Danbury EMS back up	1,500.00	3,250.00	4,753.00	-1,503.00	68.38%	2,750.00	19,000.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.00	0.0%	-	200,000.00
9000 PAYROLL	2,516.26	11,940.50	11,534.00	406.50	103.52%	10,524.94	33,000.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	333.00	-333.00	0.0%	811.39	1,000.00
9200 CAG ADMIN FEE	6,473.65	9,387.50	12,750.00	-3,362.50	73.63%	8,792.55	51,000.00
Total Expense	75,113.29	122,240.04	174,601.00	-52,360.96	70.01%	154,626.11	818,799.00
Net Ordinary Income	1,627.31	103,682.30	40,210.00	63,472.30	257.85%	143,378.13	373,201.00
Other Expense							
9700 Trustee expense							
9701 Holiday recognition	52,599.00	54,599.00	60,000.00	-5,401.00	91.0%		60,000.00
9702 Stipends	1,500.00	4,000.00	4,500.00	-500.00	88.89%		18,000.00
9703 Scholarships	15,000.00	15,250.00	17,500.00	-2,250.00	87.14%		17,500.00
9704 Legal Expenses	0.00	0.00	905.00	-905.00	0.0%		5,000.00
9705 Other Trustee Expenses	0.00	531.51	750.00	-218.49	70.87%		3,000.00
9706 CAG/Billing Stipend	0.00	500.00	905.00	-405.00	55.25%		5,000.00

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
December 2023

	Dec 23	Oct - Dec 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru Dec 31 2022	Annual Budget
9707 Bonus admin	0.00	4,000.00	4,000.00	0.00	100.0%		4,000.00
9708 Event & Facilities coordin	0.00	2,500.00	2,500.00	0.00	100.0%		2,500.00
Total 9700 Trustee expense	69,099.00	81,880.51	91,060.00	-9,179.49	89.92%	62,872.99	115,000.00
Total Other Expense	69,099.00	81,880.51	91,060.00	-9,179.49	89.92%	62,872.99	115,000.00
NET INCOME OR LOSS (-)	-67,471.69	21,801.79	-50,850.00	72,651.79	-42.88%	80,505.14	259,201.00

NEWTOWN VOL. AMBULANCE Balance Sheet As of November 30, 2023

3:51 PM
12/08/23
Accrual Basis

Nov 30, 23

ASSETS

Current Assets

Checking/Savings

1010 NSB CHECKINGMAIN#200300569	119,683.24
1110 NSB PETTY CASH#200300577	1,203.06
1111 NSB MMDA#200313896	5,685.49

Total Checking/Savings

Other Current Assets

Total Current Assets	126,571.79
Fixed Assets	2,264,651.06
Other Assets	2,391,222.85
	6,228,054.77

1800 ACCUM DEPR

Total Other Assets	-2,390,557.43
TOTAL ASSETS	-2,390,557.43
	<u>6,228,720.19</u>

LIABILITIES & EQUITY

Liabilities

Equity

2998 PERM RESTRICTED NET ASSET	2,250.00
2999 UNRESTRICTED NET ASSETS	95,757.19
Net Income	6,042,280.52
Total Equity	88,432.48
TOTAL LIABILITIES & EQUITY	6,226,470.19
	<u>6,228,720.19</u>

cash on hand at 12/09/23

NSB Main Checking

NSB Corps Petty Checking

NSB Money Market

Stifel 4803 at 11/30/23

Stifel 7063 at 11/30/23

Stifel 4728 at 11/30/23

42,598.00 (after holiday&scholarship cks)

1203

5686

785,240.16 (w/125k cash equiv)

455,661.85

770,776.36

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance November 2023

	Nov 23	Oct - Nov 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Nov 30 2022	Annual Budget
Income							
3000 FUND DRIVE	10,850.86	42,508.66	45,317.00	-2,808.34	93.8%	45,256.10	60,000.00
3100 DONATIONS	0.00	0.00	427.00	-427.00	0.0%	74.85	5,000.00
3300 GRANTS	0.00	0.00	0.00	0.00	0.0%	40,000.00	0.00
3350 Income EMT Classes	1,500.00	2,275.00	2,190.00	85.00	103.88%	3,800.00	27,000.00
3601 OTHER INCOME						19,366.70	
3700 Ambulance Revenue Recovery	92,539.92	94,391.70	62,000.00	32,391.70	152.25%	73,465.51	1,100,000.00
Total Income	104,890.78	139,175.36	109,934.00	29,241.36	126.6%	181,963.16	1,192,000.00
Expense							
4000 ACCOUNTING							
4001 Bookkeeping	1,249.50	3,749.50	5,835.00	-2,085.50	64.26%	4,720.00	15,000.00
4000 Auditor	0.00	0.00	0.00	0.00	0.0%	-	10,000.00
Total 4000 ACCOUNTING	1,249.50	3,749.50	5,835.00	-2,085.50	64.26%	4,720.00	25,000.00
4100 ADVERTISING	0.00	539.00	750.00	-211.00	71.87%	1,388.02	4,500.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	261.48	838.89	5,000.00	-4,161.11	16.78%	1,190.71	30,000.00
4302 Collision Repair	0.00	0.00	3,000.00	-3,000.00	0.0%		35,000.00
4303 Equipment Repairs	639.92	1,213.01	0.00	1,213.01	100.0%		0.00
Total 4300 AMBULANCE	901.40	2,051.90	8,000.00	-5,948.10	25.65%	1,190.71	65,000.00
5000 BANK CHARGES	195.73	195.73	668.00	-472.27	29.3%	(399.23)	4,000.00
5500 COMMUNICATIONS	387.81	548.69	200.00	348.69	274.35%	159.57	6,000.00
5700 TRAINING MEMBERS	3,249.00	3,249.00	1,660.00	1,589.00	195.72%	950.00	10,000.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.00	0.0%	-	0.00
5770 TRAINING COMMUNITY	2,816.27	5,498.07	6,250.00	-751.93	87.97%	1,732.47	25,000.00
5790 UNIFORMS	0.00	0.00	1,250.00	-1,250.00	0.0%	68.47	7,500.00
5800 CORPS BENEFIT	3,552.50	3,653.04	8,326.00	-4,672.96	43.88%	4,486.84	65,940.00
6000 HEALTH & WELLNESS	0.00	0.00	330.00	-330.00	0.0%	-	2,000.00
7000 INSURANCE	0.00	0.00	0.00	0.00	0.0%	13,074.00	62,000.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance November 2023

	Nov 23	Oct - Nov 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Nov 30 2022	Annual Budget
7100 LICENSE & REG	0.00	0.00	0.00	0.00	0.0%	-	800.00
7200 MEDICAL SUPPLIES	645.20	645.20	5,000.00	-4,354.80	12.9%	3,363.92	30,000.00
7300 Office Expense & Supplies	563.69	563.69	1,216.00	-652.31	46.36%	517.65	7,400.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	0.00	0.00	0.00	0.0%		6,100.00
7503 CLEANING	0.00	1,144.00	3,700.00	-2,556.00	30.92%		23,700.00
7505 Maintenance Contracts	2,412.22	2,702.02	8,183.00	-5,480.98	33.02%		34,827.00
7509 Misc Building Costs& Exp	0.00	379.00	6,640.00	-6,261.00	5.71%		40,000.00
7510 GARBAGE	96.00	192.00	200.00	-8.00	96.0%		1,200.00
7700 UTILITIES							
7702A Electric -Washington Sq	3,279.82	3,279.82	2,550.00	729.82	128.62%		42,000.00
7703 CABLE	380.31	380.31	722.00	-341.69	52.68%		4,332.00
7704A WATER/SEWER USE & TAX	936.88	936.88	0.00	936.88	100.0%		3,900.00
7706 GAS Eversou -Washington SQ	820.85	820.85	1,036.00	-215.15	79.23%		16,000.00
7708 Telephone/Elevator	0.00	0.00	0.00	0.00	0.0%		0.00
Total 7700 UTILITIES	5,417.86	5,417.86	4,308.00	1,109.86	125.76%		66,232.00
Total 7500 6 WASHINGTON Maint/Costs	7,926.08	9,834.88	23,031.00	-13,196.12	42.7%	20,439.15	172,059.00
7600 TECHNOLOGY	1,986.50	1,986.50	2,332.00	-345.50	85.18%	3,624.23	15,000.00
7610 Landscape Main/Washington	0.00	0.00	565.00	-565.00	0.0%	-	4,600.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	8,000.00
8602 Danbury EMS back up	1,750.00	1,750.00	3,166.00	-1,416.00	55.28%	1,250.00	19,000.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.00	0.0%	-	200,000.00
9000 PAYROLL	1,180.58	8,390.85	9,184.00	-793.15	91.36%	8,630.58	33,000.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	333.00	-333.00	0.0%	811.39	1,000.00
9200 CAG ADMIN FEE	2,913.85	2,913.85	8,500.00	-5,586.15	34.28%	4,560.27	51,000.00
Total Expense	29,318.11	45,569.90	86,596.00	-41,026.10	52.62%	70,568.04	818,799.00
Net Ordinary Income	75,572.67	93,605.46	23,338.00	70,267.46	401.09%	111,395.12	373,201.00
9700 Trustee expense							

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance November 2023

	Nov 23	Oct - Nov 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Nov 30 2022	Annual Budget
9701 Holiday recognition	0.00	2,000.00	0.00	2,000.00	100.0%	-	60,000.00
9702 Stipends	1,500.00	3,000.00	3,000.00	0.00	100.0%	3,000.00	18,000.00
9703 Scholarships	0.00	250.00	0.00	250.00	100.0%	-	17,500.00
9704 Legal Expenses	0.00	0.00	450.00	-450.00	0.0%	-	5,000.00
9705 Other Trustee Expenses	0.00	531.51	500.00	31.51	106.3%	375.00	3,000.00
9706 CAG/Billing Stipend	0.00	500.00	450.00	50.00	111.11%	-	5,000.00
9707 Bonus admin	0.00	4,000.00	4,000.00	0.00	100.0%	3,000.00	4,000.00
9708 Event & Facilities coordin	0.00	2,500.00	2,500.00	0.00	100.0%	-	2,500.00
Total 9700 Trustee expense	1,500.00	12,781.51	10,900.00	1,881.51	117.26%	6,375.00	115,000.00
Net Income	74,072.67	80,823.95	12,438.00	68,385.95	649.82%	105,020.12	258,201.00