



*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**  
**Meeting Minutes of March 10, 2020**

The Board of Trustees of the Newtown Volunteer Ambulance Association held its meeting on March 10, 2020 at the association's office located at 6 Washington Square, Newtown.

**Present:** Malcolm McLachlan (President), Chief Liz Cain (arrived 7:35 p.m.), Dana Demand (Vice President), Harry Waterbury (Treasurer), John Kortze (Vice President), Nancy McLachlan, Dr. Robert Soltis (arrived 7:50 p.m.), Patrick Simms and Pat Llodra (Secretary) (via phone).

**Absent:** None.

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

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

**Public Participation:** None.

**Treasurer's report**

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

Mr. Waterbury presented the Treasurer's report for the month of February 020. He stated that the principal balance of the mortgage is now \$1,000,469. The new P&I payment is \$10,224 with 70% of that payment being principal. Mr. Waterbury said that as of 6:00 p.m. that evening the investments were down by \$94,000 due to the volatility in the market. He said income is favorable by 4% and total expenses are favorable by 5%. Mrs. Llodra made a motion to approve the Treasurer's report. The motion was seconded by Mrs. McLachlan and unanimously approved.

**Acceptance of minutes from the February 11, 2020 Board of Trustees meeting**

A motion was made Mr. Kortze to accept the meeting minutes of February 11, 2020 and seconded by Mr. Waterbury. The motion was unanimously approved.

**Chief's Report:**

Since Chief Cain had not arrived at the meeting yet, Mr. McLachlan informed the Board that nine computers had been purchased in January and were still sitting in the boxes. He also informed the Board that two of the ambulances have the new numbers on it and two do not.

Chief Cain continued the Chief's report upon her arrival. She said that she is looking into someone to install the new computers. She said Rick Prausakas said that the VFIS ambulance maintenance software is elementary. She said the fourth ambulance was inspected today and she will register all four ambulances on Thursday. Mr. Simms asked about safety for the EMTs with regard to COVID-19. She said they have N95 masks and are following safety protocols. Mr. McLachlan said that he has a meeting with VFIS and that most of the items they have requested need to come from Chief Cain. He spoke to the importance of having physicians' statements and updating DMV records.

**President's Report:**

Mr. McLachlan reported to the Board that Mrs. Owen had met with Chase Media to obtain a quote from the annual fund drive mailing. Their cost (excluding postage) was less than the current quote. He said the assignment agreement between WCHN, DAS, NVAA and the Town had been signed.

**Old Business:**

1. Collection/Accounts Receivable – Mr. McLachlan informed the board that Attorney Pennarola had reviewed the agreement with First Financial Resources, Inc. His opinion was:

Add to the second paragraph (concerning FFR's responsibilities): At the end of the first sentence, after the word "agreement" add the following:

"including, but not limited to, the Federal Fair Debt Collections Practices Act, the Telephone Consumer Protection Act and the Health Insurance Portability and Accountability Act (HIPAA)."

Discussion took place regarding a one-off case and approval for same. After further discussion, it was agreed that FFR there should not be special treatment once an account is turned over to FFR and that FFR will negotiate per the terms of the agreement. Mr. Kortze confirmed all patients that receive payment from their insurance company (regardless of in town/out of town), retain the funds and do not pay NVAA that account will be sent to FFR for collection. Mr. Kortze also said that he spoke to someone he knows that has a collection agency. He wanted to get a benchmark. This person said that the percentage of the fee was on the high side as well as the estimations on collection of the debt was on the high side. It was stated that the contract can be cancelled at any time. Mr. Kortze made a motion to approve the NVAA entering into the Agreement for Services with First Financial Resources, Inc. with the modification recommended by the attorney and that the President has the authority to execute the agreement. The motion was seconded by Mr. Demand and unanimously approved.

**New Business:**

1. Revision to By-laws – Mr. McLachlan explained that if an emergency repair or maintenance matter occurred where monies were needed to be expended (that were not in the approved budget) the President would have authority to spend up to \$10,000 for each such occurrence. Mr. Kortze said he did not agree as it was covered under Sections 9.04 and 9.05. Mr. McLachlan said those paragraphs address acquisition of real and personal property. Mrs. Llodra said she assumed the board would be informed. Mrs. Llodra said that she is not questioning the integrity of the current leadership but that there could be that chance that there could be less honorable leadership. Mr. McLachlan said that in the 20-21 budget a line item for contingency would be added which would then provide the authority for an emergency type of expenditure. After discussion, it was agreed that Section 9.06 should be amended by adding the following sentence:

“Any expenditure shall be reported to the Board of Trustees at the next monthly meeting following such expenditure.”

Mr. Kortze made the motion to approve adding Section 9.06 with said amendment to the Newtown Volunteer Ambulance Association, Inc.'s by-laws. The motion was seconded by Dr. Soltis and unanimously approved.

Section 9.06 reads as follows:

“Section 9.06. Emergency Repair or Maintenance. The President has the authority to approve emergency repair or maintenance for Real or Personal property up to \$10,000 for each such occurrence. Any amount over \$10,001 must be approved by a majority of the then Trustees in office. Any expenditure shall be reported to the Board of Trustees at the next monthly meeting following such expenditure.”

**Adjournment:**

Mr. Waterbury made a motion to adjourn the meeting at 8:37 p.m. The motion was seconded by Mr. Demand and unanimously approved.

Respectfully submitted,

E. Patricia Llodra  
Secretary  
Newtown Volunteer Ambulance Association Inc.

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

	Feb 2020	Oct '19 - Feb 20	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct '18-Feb '19	Annual Budget
<b>Income</b>							
3000 FUND DRIVE	350.00	54,590.56	50,000.00	4,590.56	109.18%	57,461	50,000.00
Total 3100 DONATIONS	789.01	1,183.22	800.00	383.22	147.9%	4,415	2,500.00
3300 GRANTS							
3301 NEWTOWN	0.00	0.00	0.00	0.00	0.0%	40,000	40,000.00
3302 Other	0.00	1,000.00	0.00	1,000.00	100.0%		0.00
Total 3300 GRANTS	0.00	1,000.00	0.00	1,000.00	100.0%	40,000	40,000.00
3350 Income EMT Classes	4,450.00	14,420.00	0.00	14,420.00	100.0%		0.00
3601 OTHER INCOME	0.00	120.73	0.00	120.73	100.0%	19,337	0.00
3700 Ambulance Revenue Recovery	73,947.53	313,914.45	319,494.64	-5,580.19	98.25%	296,614	840,000.00
<b>Total Income</b>	79,536.54	385,228.96	370,294.64	14,934.32	104.03%	417,828	932,500.00
<b>Expense</b>							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	0.00	4,075.50	5,620.00	-1,544.50	72.52%	3,660	12,000.00
4000 ACCOUNTING/Auditor	0.00	8,500.00	8,500.00	0.00	100.0%	8,000	9,000.00
Total 4000 ACCOUNTING/Auditor	0.00	12,575.50	14,120.00	-1,544.50	89.06%	11,660	21,000.00
4100 ADVERTISING	0.00	0.00	2,184.00	-2,184.00	0.0%	158	5,250.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	248.86	7,859.09	9,169.00	-1,309.91	85.71%	1,905	22,000.00
4302 Collision Repair	0.00	0.00	0.00	0.00	0.0%	18,662	0.00
4303 Equipment Repairs	25.48	50.96	3,331.00	-3,280.04	1.53%	354	8,000.00



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February 2020

	Feb 2020	Oct '19 - Feb 20	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct '18-Feb '19	Annual Budget
<b>Total 4300 AMBULANCE</b>	274.34	7,910.05	12,500.00	-4,589.95	63.28%	20,921	30,000.00
<b>5000 BANK CHARGES</b>	0.00	76.77	360.00	-283.23	21.33%	553	400.00
<b>5500 COMMUNICATIONS</b>	0.00	269.18	1,250.00	-980.82	21.53%	577	3,000.00
<b>5700 TRAINING MEMBERS</b>	2,000.00	4,143.90	5,939.00	-1,795.10	69.77%	2,628	15,525.00
<b>5770 TRAINING COMMUNITY</b>	3,911.98	9,452.78	0.00	9,452.78	100.0%		0.00
<b>5790 UNIFORMS</b>	1,160.91	1,930.80	1,500.00	430.80	128.72%	1,462	5,000.00
<b>5800 CORPS BENEFIT</b>	4,571.13	20,306.91	19,071.00	1,235.91	106.48%	15,498	40,375.00
<b>6000 HEALTH &amp; WELLNESS</b>	0.00	0.00	1,250.00	-1,250.00	0.0%		3,000.00
<b>7000 INSURANCE</b>	0.00	13,805.00	13,250.00	555.00	104.19%	24,923	53,000.00
<b>7100 LICENSE &amp; REG</b>	484.00	571.40	350.00	221.40	163.26%	25	600.00
<b>7200 MEDICAL SUPPLIES</b>	1,731.84	7,068.69	14,581.00	-7,512.31	48.48%	10,648	35,000.00
<b>7300 Office Expense &amp; Supplies</b>	435.97	1,571.07	2,710.00	-1,138.93	57.97%	3,322	6,500.00
<b>7500 6 WASHINGTON Maint/Costs</b>							
7501 CommonCharge Town (semi)	3,035.13	3,035.13	3,050.00	-14.87	99.51%	3,035	6,100.00
<b>7503 CLEANING</b>	-450.00	8,745.75	11,520.00	-2,774.25	75.92%	5,400	21,100.00
<b>7505 Maintenance Contracts</b>	3,103.65	4,224.11	3,850.00	374.11	109.72%	12,079	28,600.00
<b>7509 Misc Building Costs&amp; Exp</b>	3,264.98	5,319.03	6,250.00	-930.97	85.1%	9,140	15,000.00
<b>7510 GARBAGE</b>	86.00	344.00	455.00	-111.00	75.6%	344	1,100.00
<b>7700 UTILITIES</b>							
7702A Electric -Washington Sq	1,297.94	8,554.66	12,751.47	-4,196.81	67.09%	9,029	34,500.00
<b>7703 CABLE</b>	293.19	1,270.13	1,395.00	-124.87	91.05%	1,116	3,350.00
<b>7704A WATER/SEWER USE &amp; TAX</b>	926.33	1,852.66	925.00	927.66	200.29%	1,768	3,700.00
<b>7705 ALARM</b>	1,456.00	1,456.00	0.00	1,456.00	100.0%		
<b>7706 GAS Eversou -Washington SQ</b>	2,751.80	5,571.55	6,700.00	-1,128.45	83.16%	6,593	12,200.00
<b>7708 Telephone/Elevator</b>	339.86	1,561.16	1,708.00	-146.84	91.4%	1,207	4,100.00
<b>Total 7700 UTILITIES</b>	7,065.12	20,266.16	23,479.47	-3,213.31	86.31%	19,712	57,850.00

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	Feb 2020	Oct '19 - Feb 20	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct '18-Feb '19	Annual Budget
<b>Total 7500 6 WASHINGTON Maint/Costs</b>	16,104.88	41,934.18	48,604.47	-6,670.29	86.28%	49,710	129,750.00
<b>7600 TECHNOLOGY</b>	3,178.54	6,349.15	2,916.00	3,433.15	217.74%	2,864	5,000.00
<b>7610 Landscape Main/Washington</b>	200.00	200.00	0.00	200.00	100.0%	-	2,000.00
<b>7901 Mortgage 6 Washington Sq</b>	10,000.00	50,000.00	50,000.00	0.00	100.0%	40,000	100,000.00
79011 Extra Principal Mortgage	10,224.33	55,239.68	56,269.75	-1,030.07	98.17%	56,270	135,000.00
7901 Mortgage 6 Washington Sq - Other	20,224.33	105,239.68	106,269.75	-1,030.07	99.03%	96,270	235,000.00
<b>Total 7901 Mortgage 6 Washington Sq</b>							
<b>8500 FUND RAISING EXPENSE</b>	0.00	0.00	2,500.00	-2,500.00	0.0%		7,000.00
<b>8601 Danbury Ambulance back up</b>	600.00	5,800.00	4,595.00	1,205.00	126.22%	5,440	11,000.00
8602 Danbury EMS back up	1,000.00	1,250.00	1,669.00	-419.00	74.9%	3,000	4,000.00
8700 DANBURY PARAMEDIC FEE	0.00	37,598.50	37,598.50	0.00	100.0%	30,700	127,000.00
<b>8900 Office Administrator</b>	1,995.00	9,661.50	8,750.00	911.50	110.42%	8,883	21,000.00
9000 PAYROLL	2,381.79	11,549.72	11,210.00	339.72	103.03%	10,032	26,900.00
9100 REFUND INSURANCE PAYMENT	0.00	1,028.98	1,250.00	-221.02	82.32%	-	3,000.00
9200 CAG ADMIN FEE	4,321.20	14,880.89	15,770.00	-889.11	94.36%	12,686	41,500.00
<b>Total Expense</b>	64,575.91	315,174.65	330,197.72	-15,023.07	95.45%	311,959	831,800.00
<b>Other Expense</b>							
<b>9700 Trustee expense</b>							
9701 Holiday recognition	0.00	5,300.00	6,000.00	-700.00	88.33%		6,000.00
9702 Stipends	1,500.00	7,500.00	7,500.00	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
9704 Legal Expenses	2,994.00	3,762.00	6,000.00	-2,238.00	62.7%		8,000.00
9705 Other Trustee Expenses	953.95	2,201.15	2,169.00	32.15	101.48%	8,883	5,200.00
<b>Total 9700 Trustee expense</b>	5,447.95	23,763.15	25,669.00	-1,905.85	92.58%	8,883	41,200.00

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5,447.95	23,763.15	25,669.00	-1,905.85	92.58%	8,883	41,200.00
9,512.68	46,291.16	14,427.92	31,863.24	320.84%	96,986	59,500.00

Total Other Expense

Net Income

3501	INTEREST AND DIVIDENDS	3,036.13	17,108.68 (incl MM int)
3600	INVESTMENT GAINS	-58,780.36	-31,539.93

CAPITAL EXPENDITURES:		794
1426	Dishwasher replacement	

# NEWTOWN VOL. AMBULANCE

## Balance Sheet As of February 29, 2020 Feb 29, 20

### ASSETS

#### Current Assets

##### Checking/Savings

1010 NSB CHECKINGMAIN#200300569	37,893.72
1110 NSB PETTY CASH#200300577	2,224.58
1111 NSB MMDA#200313896	75,589.05
Total Checking/Savings	115,707.35

##### Other Current Assets

1,454,627.43

#### Total Current Assets

1,570,334.78

#### Fixed Assets

6,086,771.24

#### Other Assets

-1,417,476.10

### TOTAL ASSETS

6,239,629.92

### LIABILITIES & EQUITY

#### Liabilities

1,075,362.74

#### Equity

2998 PERM RESTRICTED NET ASSET	69,513.19
2999 UNRESTRICTED NET ASSETS	5,062,894.08
Net Income	31,859.91
Total Equity	5,164,267.18

### TOTAL LIABILITIES & EQUITY

6,239,629.92

#### CASH ON HAND AT 3/8/2020

NSB Main Account	26104
NSB Corps Account	2,190
NSB Money Market	75,590
Stifel 4728 (@2/29/20)	348,007
Stifel 4803 Horizon (@2/29/20)	202,212
Stifel 7063 NEW Bahl&GaynorModel (@2/29/20)	261,917
Stifel 2223 NEW Cinninnati Managed (@2/29/20)	156,827