



Newtown Volunteer Ambulance Association, Inc.

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

Minutes of Special Meeting of July 5, 2023

The Board of Trustees of the Newtown Volunteer Ambulance Association held a special meeting on Tuesday, July 5, 2023 at 6 Washington Square, Newtown, CT.

Present: Malcolm McLachlan (President), John Kortze (Vice President), Dana Demand (Treasurer), Patricia Llodra (Secretary), Joe Kearney, Nancy McLachlan, Patrick Simms

Absent: Chief Ryan Horn 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 7:30 pm by Mr. McLachlan. He thanked everyone for attending the special meeting. The regular trustee meeting is being cancelled.

Treasurer's Report:

Mr. Demand reported that there is a total of \$94,041 on deposit at Newtown Savings Bank as of 7.03.23 comprised of the checking, petty cash and money market accounts. The four accounts on deposit at Stifel as of 7.05.23 total \$1,707,878. NVAA has three treasury bills that roll over every six months earning competitive rates which represent roughly a quarter of the investment portfolio. A motion was made by Mrs. Llodra and seconded by Mr. Kearney to accept the treasurer's report. It was passed unanimously.

Acceptance of Minutes of meeting held on June 13 and June 20, 2023:

There was a motion made by Mr. Kearney and seconded by Mr. Demand to accept the minutes of the regular meeting held on June 13 and the special meeting held on June 20, 2023. The motion carried.

Chief's Report:

No report was made since the Chief was not in attendance. Mr. McLachlan mentioned that he spoke extensively with the Chief recently and will incorporate his topics into the President's Report.

President's Report:

Mr. McLachlan reported that there are staffing problems at the Corps. There were 3 missed first calls and a total of 22 missed calls in June. Providing reliable statistics for the monthly activity is a manual process. The dispatch provides a time, date and a call number. There are many reasons that may be causing the recent dip. A discussion of the current ambulance operating environment ensued and possible changes to the operating model reviewed. 15% of the Corps does 75% of the calls. When a call is missed with no ambulance dispatched to the scene, NVAA misses out on roughly \$1,000 of recovery funds.

The EBoard would like to meet with the NVAA Board at their regular meeting scheduled for Thursday, July 27th at 6:30 pm. Mr. McLachlan asked that trustees pass on ideas for agenda suggestions so he can pass them along to the EBoard. Staffing levels are a key concern. Accuracy of activity data is needed. The problem may not be the number of staff but the staff that pass the threshold of being in good standing. The board should know the number students from the EMT classes that translate into new Corps members. The agenda will be published prior to the meeting.

EMT Ciccieri's review of ambulance prices showed that they are in the \$250,000 to \$300,000 range with a 1-2-year lead time for delivery. He will have three detailed quotes for the Board in short order. A sizeable cost element is the \$40,000 powerlift that may or may not be installable in a new vehicle.

Mr. McLachlan reported that an ambulance was involved in a minor accident on Main Street. The ambulance was hit by another vehicle after it was pulled off the road. Police responded and our insurance company will be handling.

Mr. McLachlan stated that the cost of a new roof and gutters would be roughly \$270,000 – a useful quote for planning the capital budget expenses.

Old Business:

Mr. McLachlan mentioned that he can stop by Planters Choice with Mr. Kortze to look at trees. Perhaps they will consider Hollandia Nurseries (their trees include a warranty) as well. Fall is the best time for planting.

The trustee candidate will be interviewed by Mrs. McLachlan and Mrs. Llodra on Monday, July 10th. Mrs. Llodra encouraged everyone to consider the skillset gaps that can be filled by a possible new member. Mr. Simms wanted to know of any prior board experience.

The amendments to the medic contract are still not available.

New Business:

The Holiday Party is scheduled for December 16th 7-10 pm. The Open House is Sunday, July 16th, 11-3 pm. Three food trucks will be on-site. Kids are encouraged to attend.

Mr. McLachlan announced that the group will vote on financial assistance following the executive session. There will be no action on special stipends.

Executive Session:

Mrs. Llodra made a motion to move into Executive Session to discuss financial assistance. It was seconded by Mr. Simms and passed.

Following the executive session, a motion was made by Mr. Kearney and seconded by Mr. Kortze to create a special scholarship in the amount of \$5,000. The motion passed 6:1.

Adjournment:

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

Respectfully submitted,

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

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of June 30, 2023

Jun 30, 23

ASSETS

Current Assets	2,094,830.25
Fixed Assets	6,228,054.77
Other Assets	-2,390,557.43
TOTAL ASSETS	<u>5,932,327.59</u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2001 AUDITOR ACCTS PAY 2,250.00

Total Other Current Liabilities 2,250.00

Total Current Liabilities 2,250.00

Total Liabilities 2,250.00

Equity

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,494,131.00

Net Income 340,189.40

Total Equity 5,930,077.59

TOTAL LIABILITIES & EQUITY 5,932,327.59

Balance on hand at 7/3/23

Main Checking NSB 37,328

Corps' Petty Cash 1,298

Money Market 55,415

Stifel 4728 @ 5/31/23 413,984 june not available at this time

Stifel 4803 @ 5/31/23 597,909 june not available at this time

Stifel 7063 @ 5/31/23 411,007 june not available at this time

Stifel 2223 @ 5/31/23 236,377 june not available at this time

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

	June 2023				\$ Variance	% of Budget Attained	Last FYTD Oct 21-June '22	Annual Budget
	June 23	FYTD Oct '22 - Jun 23	YTD Budget					
Income								
3000 FUND DRIVE	100.00	69,100.20	59,525.00	9,575.20	116.09%	73,281.80	60,000.00	
3100 DONATIONS	2,028.00	3,359.37	3,749.00	-389.63	89.61%	5,413.81	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	0.00	16,690.00	19,635.00	-2,945.00	85.0%	18,710.00	27,000.00	
3601 OTHER INCOME	0.00	56,169.53	0.00	56,169.53	100.0%	-	0.00 V/FIS	
3700 Ambulance Revenue Recovery	117,473.26	724,185.68	741,000.00	-16,814.32	97.73%	742,696.33	1,100,000.00	
Total Income	119,601.26	909,504.78	863,909.00	45,595.78	105.28%	880,101.94	1,232,000.00	
Expense								
4000 ACCOUNTING/Auditor								
4001 Bookkeeping	730.00	9,560.00	11,350.00	-1,790.00	84.23%	6,610.00	14,000.00	
4000 ACCOUNTING/Auditor -	0.00	10,000.00	10,000.00	0.00	100.0%	9,400.00	10,000.00	
Total 4000 ACCOUNTING	730.00	19,560.00	21,350.00	-1,790.00	91.62%	16,010.00	24,000.00	
4100 ADVERTISING	0.00	1,455.52	2,560.00	-1,104.48	56.86%	-	3,500.00	
4300 AMBULANCE								
4301 MAINTENANCE & REPAIR	2,742.79	18,110.56	18,144.00	-33.44	99.82%	12,411.81	24,200.00	
4302 Collision Repair	0.00	76,993.60	37,503.00	39,490.60	205.3%	50,000.00	50,000.00	
4303 Equipment Repairs	0.00	418.98	4,122.00	-3,703.02	10.16%	847.97	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	2,742.79	95,523.14	59,769.00	35,754.14	159.82%	13,259.78	79,700.00	
5000 BANK CHARGES	0.00	969.96	3,006.00	-2,036.04	32.27%	3,534.83	4,000.00	
5500 COMMUNICATIONS	152.43	6,258.41	3,231.00	3,027.41	193.7%	4,426.70	4,300.00	
5700 TRAINING MEMBERS	69.30	3,520.90	12,148.00	-8,627.10	28.98%	3,284.82	15,500.00	
5770 TRAINING COMMUNITY	1,746.78	21,019.70	18,000.00	3,019.70	116.78%	16,231.14	24,000.00	
5790 UNIFORMS	0.00	9,658.80	2,250.00	7,408.80	429.28%	8,817.26	3,000.00	

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

	June 2023			\$ Variance	% of Budget Attained	Last FYTD Oct 21-June '22	Annual Budget
	June 23	FYTD Oct '22 - Jun 23	YTD Budget				
5800 CORPS BENEFIT	5,702.81	42,209.06	53,297.00	-11,087.94	79.2%	41,297.33	66,300.00
6000 HEALTH & WELLNESS	0.00	0.00	1,503.00	-1,503.00	0.0%	-	2,000.00
7000 INSURANCE	0.00	30,516.00	45,000.00	-14,484.00	67.81%	42,315.00	60,000.00 timing
7100 LICENSE & REG	50.00	240.00	800.00	-560.00	30.0%	644.00	800.00
7200 MEDICAL SUPPLIES	1,186.42	15,274.14	26,253.00	-10,978.86	58.18%	21,658.08	35,000.00
7300 Office Expense & Supplies	703.65	5,870.26	5,373.00	497.26	109.26%	7,835.71	7,160.00
7500 6 WASHINGTON Maint/Costs	11,801.20	103,955.81	128,774.00	-24,818.19	80.73%	88,588.20	177,737.00
7600 TECHNOLOGY	1,011.46	6,818.07	11,273.00	-4,454.93	60.48%	7,099.49	15,000.00
7610 Landscape Main/Washington	0.00	4,625.00	3,145.00	1,480.00	147.06%	2,745.00	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
8602 Danbury EMS back up	250.00	7,250.00	12,753.00	-5,503.00	56.85%	3,825.00	17,000.00
8700 DANBURY PARAMEDIC FEE	33,671.00	174,052.00	174,052.00	0.00	100.0%	145,420.00	174,052.00
9000 PAYROLL	1,167.98	23,072.04	24,498.00	-1,425.96	94.18%	18,745.77	31,500.00
9100 REFUND INSURANCE PAYMENT	0.00	811.39	1,000.00	-188.61	81.14%	-	1,000.00
9200 CAG ADMIN FEE	3,924.93	35,906.08	38,250.00	-2,343.92	93.87%	36,175.15	51,000.00
Total Expense	<u>64,910.75</u>	<u>608,566.28</u>	<u>648,285.00</u>	<u>-39,718.72</u>	<u>93.87%</u>	<u>762,979.43</u>	<u>807,549.00</u>
Net Ordinary Income	54,690.51	300,938.50	215,624.00	85,314.50	139.57%	117,122.51	424,451.00
Other Expense							
9700 Trustee expense							
9701 Covid Response Recognitio	0.00	0.00	0.00	0.00			
9701 Holiday recognition	0.00	45,300.00	50,000.00	-4,700.00	90.6%		50,000.00
9702 Stipends	1,500.00	13,500.00	13,500.00	0.00	100.0%		18,000.00
9703 Scholarships	0.00	10,076.50	4,000.00	6,076.50	251.91%		4,000.00
9704 Legal Expenses	150.00	2,737.50	3,640.00	-902.50	75.21%		5,000.00
9705 Other Trustee Expenses	0.00	867.52	3,375.00	-2,507.48	25.7%		4,500.00
9706 CAG/Billing Stipend	0.00	2,500.00	3,640.00	-1,140.00	68.68%		5,000.00
9707 Bonus admin	0.00	3,000.00	3,000.00	0.00	100.0%		3,000.00
9700 Trustee expense - Other	0.00	0.00	0.00	0.00	0.0%		0.00

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

	June 2023						
		FYTD Oct '22 - Jun 23	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 21-June '22	Annual Budget
Total 9700 Trustee expense	1,650.00	77,981.52	81,155.00	-3,173.48	96.09%	59,916.92	89,500.00
Total Other Expense	1,650.00	77,981.52	81,155.00	-3,173.48	96.09%	59,916.92	89,500.00
Net Income	53,040.51	222,956.98	134,469.00	88,487.98	165.81%	57,205.59	334,951.00