



*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 October 8, 2019

The Board of Trustees of the Newtown Volunteer Ambulance Association held its meeting on October 8, 2019 at the association's office located at 6 Washington Square, Newtown.

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

Absent: Patrick Simms.

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

Also Present: John Locke, EMT.

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

Public Participation: None.

Mrs. Llodra made a motion to add to the agenda under new business Discussion by Mike Gajdosik re: CAG and billing. The motion was seconded by Mr. Waterbury and unanimously approved.

Treasurer's report

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

Mr. Waterbury presented the Treasurer's report for the month of September 2019. He noted that the report is preliminary because it is year end and numerous accruals and

reclassifications need to be done by the bookkeeper and the accountant. He said that overall the budget was favorable by 2%. Mr. McLachlan stated that the cost of backup medics exceeded the budgeted amount. Mrs. McLachlan made a motion to approve the Treasurer's report. The motion was seconded by Mr. Demand and unanimously approved.

Acceptance of minutes from the September 10, 2019 Board of Trustees meeting

A motion was made Mrs. Llodra to accept the meeting minutes of September 10, 2019, with one revisions and seconded by Mr. Waterbury. The revision is that the minutes stated no trustees are up for re-election. Mr. McLachlan said that is incorrect and that a trustee is up for re-election in November for a three year term. The motion was unanimously approved.

Chief's Report:

Chief Cain reported that things are busy. The EMT class is going well. They were at the Senior Center last week giving a lecture on pain management. They helped with the Touch-a-Truck event with Merry Hill last weekend.

Mr. Locke said he was working on getting the radios for the new ambulance. He spoke about the Town upgrading dispatch, transmit stations and radios. He said none of NVA's equipment will work with the new system. He did say that the radio they are buying for the new ambulance will be able to be converted to Town's new system. He referenced the quote he had submitted earlier in the day for the radios for the new ambulance. Mr. Kortze asked about the 10% contingency. Mr. Locke explained that he added that to his capital request because the quotes he receives in preparing his capital request are good for only 30 days and is accounting for any increases that may occur between the time the quote is received and an actual order is placed. Mr. Waterbury stated that the accountant will determine which is expense and capital with regards to the breakdown of items in the quotes.

President's Report:

Mr. McLachlan commented again about the cost of the backup paramedic costs (see above). He said the new ambulance has been delivered. He said that the windows have been cleaned in the building and that floors, carpeting, tile will be done Wednesday and Thursday of this week. He thanked Susan Cameron for doing a great job on getting quotes and coordinating this work.

Old Business:

1. NVAA By-laws – Draft by-laws were presented to the board members to review and be prepared to vote on at the November meeting.
2. Update on succession planning/stipends – Mr. McLachlan said that there was a list of the three positions – President of Trustees, Chief of Corps and Building Chairman. He said a lot of work is done by these three positions. He suggested that the

stipend and work done by the three positions be reviewed at least once a year to amend or eliminate with or without cause. Mr. Kortze suggested that because the payments are coming out of the corporation and because of the corporations' 501(c)(3) status, he felt it would be a good idea to obtain a legal opinion. Mr. McLachlan stated that payment would be as a contractor and not an employee – a 1099 would be issued to the persons. Mrs. Llodra asked that in the Chief's description that the word "Corps" be added to state "appoint all Corps committees".

Dr. Soltis made a motion to obtain a legal opinion on the corporation paying stipends to these three positions. The motion was seconded by Mrs. Llodra and was unanimously approved.

Mr. Kortze made a motion that a \$500 monthly stipend is paid to the Chief of the Corps, Chair of Building Committee and the President of the Board of Trustees as per the job descriptions for the three positions as noted in the Trustees by-laws and the Corps by-laws; said stipends must be reviewed and approved at least annually; and the stipends may be amended or eliminated by a vote of the Trustees with or without cause; and pending the outcome of the legal opinion. The motion was seconded by Dr. Soltis and was unanimously approved.

3. Amendment to current paramedic program contract – The amendment to the paramedic program contract has been signed by WCHN, Town of Newtown, NVAA and Danbury Ambulance. Mr. McLachlan said that the insurance issue has been addressed and he is now satisfied.

4. Scholarships – Chief Cain will get bios of the candidates to the board members for the November meeting.

5. Refinance current mortgage – Mr. Kortze and Mr. Waterbury met with the bank to discuss restructuring of the current mortgage. Mr. Kortze said it was a favorable discussion. A motion was made by Mr. Kortze to allow Mr. Waterbury to proceed with the restructure of the mortgage at a maximum interest rate of 4% for ten (10) years. The motion was seconded by Mr. McLachlan and unanimously approved.

New Business:

1. Report on CAG billing – Mr. Gajdosik would like to have a plan in place so that: (a) CAG has authority to write off outstanding invoices under a certain threshold that are uncollectible and under a certain dollar threshold and (b) CAG has the authority to negotiate with a patient discounts on outstanding invoices. Mr. Gajdosik stated payments would be a one-time payment and not a payment plan. Discussion took place about the timing of the four billing invoices with the final one being sent 6 months after the date of service. Mr. Gajdosik would check with CAG on this. Mr. McLachlan asked Mr. Gajdosik to present to the board at the November meeting his proposal so that the trustees can vote on it.

2. Capital Improvement Plan for 2019 – 2020 fiscal year – The CIP as presented was discussed. Mr. Kortze made a motion to approve the CIP, seconded by Mr. Waterbury and was unanimously approved.

3. FOI – Mr. McLachlan stated that there was a time when the Town would not post the agendas or minutes. However recently NVAA was sending the agendas to the

Town Clerk and they have been posted. They will continue to do this as well as send the minutes.

Adjournment:

Dr. Soltis made a motion to adjourn the meeting at 8:58 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**Balance Sheet****As of September 30, 2019****Sep 30, 19****ASSETS****Current Assets****Checking/Savings**

1010 NSB CHECKINGMAIN#200300569 56,898.12

1110 NSB PETTY CASH#200300577 1,079.85

1111 NSB MMDA#200313896 80,547.76

Total Checking/Savings 138,525.73**Other Current Assets** 1,220,037.65**Total Current Assets** 1,358,563.38**Fixed Assets**

1700 FIXED ASSETS 6,062,678.68

1790 ACCUMULATED DEPREC. 266,753.12

Total Fixed Assets 6,329,431.80**Other Assets** -1,371,756.22**TOTAL ASSETS** 6,316,238.96**LIABILITIES & EQUITY****Liabilities****Current Liabilities** 1,274,629.40**Total Liabilities** 1,274,629.40**Equity**

2998 PERM RESTRICTED NET ASSET 69,513.19

2999 UNRESTRICTED NET ASSETS 4,679,559.03

Net Income 292,537.34**Total Equity** 5,041,609.56**TOTAL LIABILITIES & EQUITY** 6,316,238.96**Cash Balances at 10/5/19**

NSB Main Checking Account 57,243.74

NSB Corps' Petty 1079.85

NSB Money Market Acct 80,547.76

Merrill Lynch #02209 (@8/31/19) 202,399.86

Merrill Lynch #02010 (@8/31/19) 702,179.89

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance (PRELIMINARY)
September 2019

	Sep 2019	Oct '18 -Sep '19 (before yr end accruals)	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Sep 2018 (before yr end accruals)	Annual Budget
Income							
3000 FUND DRIVE	0.00	58,591.26	50,000.00	8,591.26	117.18%	42,833.27	50,000.00
Total 3100 DONATIONS	961.77	12,030.24	2,500.00	9,530.24	481.21%	31,580.70	2,500.00
3300 GRANTS							
3301 NEWTOWN	0.00	80,000.00	40,000.00	40,000.00	200.0%	40,000.00	40,000.00
3302 Other	0.00	0.00	0.00	0.00	0.0%	2,000.00	0.00
Total 3300 GRANTS	0.00	80,000.00	40,000.00	40,000.00	200.0%	42,000.00	40,000.00
3350 Income/exp EMT Classes	-486.50	-690.50	0.00	-690.50	100.0%	3,208.36	0.00
3601 OTHER INCOME	0.00	20,337.15	0.00	20,337.15	100.0%	84,444.57	0.00
3700 Ambulance Revenue Recovery	102,177.24	898,140.35	800,000.00	98,140.35	112.27%	897,493.68	800,000.00
Total Income	102,652.51	1,068,408.50	892,500.00	175,908.50	119.71%	1,101,560.58	892,500.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	1,330.00	9,528.50	13,000.00	-3,471.50	73.3%	10,804.00	13,000.00
4000 ACCOUNTING/Auditor - Other	0.00	8,000.00	9,000.00	-1,000.00	88.89%	8,000.00	9,000.00
Total 4000 ACCOUNTING/Auditor	1,330.00	17,528.50	22,000.00	-4,471.50	79.68%	18,804.00	22,000.00
4100 ADVERTISING	40.00	1,116.67	1,000.00	116.67	111.67%	973.69	1,000.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	554.05	7,851.88	30,000.00	-22,148.12	26.17%	25,665.74	30,000.00
4302 Collision Repair	0.00	18,662.15	0.00	18,662.15	100.0%	8,297.69	0.00
4303 Equipment Repairs	0.00	3,593.49	8,000.00	-4,406.51	44.92%	908.64	8,000.00
Total 4300 AMBULANCE	554.05	30,107.52	38,000.00	-7,892.48	79.23%	34,872.07	38,000.00

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	Sep 2019	Oct '18 -Sep '19 (before yr end accruals)	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Sep 2018 (before yr end accruals)	Annual Budget
5000 BANK CHARGES	60.95	850.00	400.00	450.00	212.5%	734.74	400.00
5500 COMMUNICATIONS	0.00	1,653.76	3,000.00	-1,346.24	55.13%	2,936.33	3,000.00
5700 TRAINING MEMBERS	636.20	8,939.57	4,000.00	4,939.57	223.49%	3,349.89	4,000.00
5790 UNIFORMS	0.00	5,309.09	6,500.00	-1,190.91	81.68%	9,184.17	6,500.00
5800 CORPS BENEFIT	850.02	36,325.51	33,600.00	2,725.51	108.11%	38,383.56	33,600.00
6000 HEALTH & WELLNESS	0.00	0.00	7,000.00	-7,000.00	0.0%	335.00	7,000.00
7000 INSURANCE	9,978.00	59,231.00	50,000.00	9,231.00	118.46%	49,679.00	50,000.00
7100 LICENSE & REG	0.00	290.00	500.00	-210.00	58.0%	584.00	500.00
7200 MEDICAL SUPPLIES	2,769.28	30,975.18	41,000.00	-10,024.82	75.55%	32,304.04	41,000.00
7300 Office Expense & Supplies	230.87	5,002.26	6,500.00	-1,497.74	76.96%	6,656.05	6,500.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	6,070.26	6,100.00	-29.74	99.51%	6,070.26	6,100.00
7503 CLEANING	3,400.00	14,850.00	17,000.00	-2,150.00	87.35%	12,234.88	17,000.00
7505 Maintenance Contracts	1,393.19	24,694.48	25,600.00	-905.52	96.46%	22,903.85	25,600.00
7509 Misc Building Costs& Exp	634.10	16,282.94	6,000.00	10,282.94	271.38%	6,843.18	6,000.00
7510 GARBAGE	86.00	946.00	1,032.00	-86.00	91.67%	1,032.00	1,032.00
7700 UTILITIES							
7702A Electric -Washington Sq	3,216.90	29,945.57	34,500.00	-4,554.43	86.8%	32,746.62	34,500.00
7703 CABLE	238.49	2,546.64	2,800.00	-253.36	90.95%	2,642.89	2,800.00
7704A WATER/SEWER USE & TAX	0.00	3,586.61	3,400.00	186.61	105.49%	3,529.97	3,400.00
7706 GAS Eversou -Washington SQ	360.85	12,491.43	10,200.00	2,291.43	122.47%	9,788.91	10,200.00
7708 Telephone/Elevator	558.45	3,965.26	9,395.00	-5,429.74	42.21%	3,569.01	9,395.00
Total 7700 UTILITIES	4,374.69	52,535.51	60,295.00	-7,759.49	87.13%	52,277.40	60,295.00
Total 7500 6 WASHINGTON Maint/Costs	9,887.98	115,379.19	116,027.00	-647.81	99.44%	101,361.57	116,027.00

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Profit & Loss Budget Performance (PRELIMINARY)
September 2019

	Sep 2019	Oct '18 -Sep '19 (before yr end accruals)	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Sep 2018 (before yr end accruals)	Annual Budget
7600 TECHNOLOGY							
7610 Landscape Main/Washington	120.00	4,731.52	5,200.00	-468.48	90.99%	3,990.70	5,200.00
7901 Mortgage 6 Washington Sq	0.00	0.00	2,000.00	-2,000.00	0.0%	381.91	2,000.00
79011 Extra Principal Mortgage							
7901 Mortgage 6 Washington Sq - Other	10,000.00	110,000.00	100,000.00	10,000.00	110.0%	258,000.00	100,000.00
Total 7901 Mortgage 6 Washington Sq	11,253.95	135,047.52	135,000.00	47.52	100.04%	135,047.52	135,000.00
	21,253.95	245,047.52	235,000.00	10,047.52	104.28%	393,048.52	235,000.00
8500 FUND RAISING EXPENSE							
8601 Danbury Ambulance back up	2,619.00	6,310.00	5,500.00	810.00	114.73%	5,810.00	5,500.00
8602 Danbury EMS back up	1,600.00	16,910.00	8,775.00	8,135.00	192.71%	8,724.00	8,775.00
8700 DANBURY PARAMEDIC FEE	0.00	5,000.00	6,250.00	-1,250.00	80.0%	5,500.00	6,250.00
8900 Office Administrator	0.00	117,600.00	122,400.00	-4,800.00	96.08%	122,450.00	122,400.00
9000 PAYROLL	2,669.50	23,314.00	21,000.00	2,314.00	111.02%	27,713.17	21,000.00
9100 REFUND INSURANCE PAYMENT	3,318.78	28,129.50	25,000.00	3,129.50	112.52%	18,150.92	25,000.00
9200 CAG ADMIN FEE	1,152.16	2,529.00	0.00	2,529.00	100.0%	3,031.65	0.00
Total Expense	8,599.75	44,236.07	44,000.00	236.07	100.54%	57,589.02	44,000.00
Other Expense	67,670.49	806,515.86	804,652.00	1,863.86	100.23%	949,369.24	804,652.00
9700 Legal/Trustee expense							
9701 Holiday recog /appreciation	0.00	7,073.92	0.00	7,073.92	100.0%	-	
9700 Legal/Trustee expense - Other	1,114.25	10,263.18	17,000.00	-6,736.82	60.37%	9,394.13	17,000.00
Total 9700 Legal/Trustee expense	1,114.25	17,337.10	17,000.00	337.10	101.98%	9,394.13	17,000.00
	33,867.77	244,555.54	70,848.00	173,707.54	345.18%	142,797.21	70,848.00
3501 INTEREST AND DIVIDENDS	2,720.00	31,484.86					
3600 INVESTMENT GAINS	6,400.54	16,496.88					

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Profit & Loss Budget Performance (PRELIMINARY)
 September 2019

	Sep 2019	Oct '18 -Sep '19 (before yr end accruals)	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Sep 2018 (before yr end accruals)	Annual Budget
CAPITAL EXPENDITURES for Fiscal Year							
(Balance Sheet Items)							
Building Improvements							
1720 Industrial Paddle Fans	1,695						
Medical Equipment							
1740 Mass Casualty Incident Equip	1,932.28						
1740 Battery Charger for LUCAS with plate back anti slip plate	1,020.24						
1741 LUCAS Heart Thumper Compression System w/battery	14,270.12						
1742 LUCAS Heart Thumper supply cord with power	12,933.18						
1743 Lucas Thumper Serial #3519E809 with Power Supply with cord	12,933.18						
Vehicles/Ambulances							
1783 ('18) AEV TraumaHawk	158,262.00						
Power Load Cot/Stretcher	21,889.00						
1784 ('19) TraumaHawk Type III Ambulance	160,500						
Power Load for Ambulances, Power Stretchers							
Power Load Cot for ambulance	23,225						
Power Pro Cots/Stretchers	16,485						
RADIOS							
1748 RADIO EQUIPMENT/INSTALLATION	5,698.00						