



*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 December 10, 2019

The Board of Trustees of the Newtown Volunteer Ambulance Association held its meeting on December 10, 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, Patrick Simms and Chief Liz Cain.

Absent: Dr. Robert Soltis.

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.

Public Participation: None.

Treasurer's report

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

Mr. Waterbury presented the Treasurer's report for the month of November 2019. He stated that the principal balance of the mortgage is now \$1,041,000. He also said that the money was moved from Merrill Lynch to Stifel today. Mr. Waterbury also stated that it was too early in the fiscal year to report but that everything seems in order. He said the year-end audit is complete and does not think that it is necessary for the accountant to come to a meeting. He said if any of the board members have questions to send them to him and that he would get the answers. 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 November 12, 2019 Board of Trustees meeting

A motion was made Mr. Simms to accept the meeting minutes of November 12, 2019 and seconded by Mr. Demand. The motion was unanimously approved.

Chief's Report:

Chief Cain reported that they are having issues with Norcom regarding the radios. She said she would know more in the next day or so. With bad weather they are using the ambulance with the four-wheel drive. She said today was the last class for the EMT class and they will be taking the exams next. She said they are starting a new EMT class in late January. She said the Eboard is herself as chief, John Locke as Assistant Chief, Judy Jackson as Secretary/Treasurer, Ryan Horn and Michelle Greenspan as members-at-large. She said they had their first Eboard meeting that night. She said they are going to work on updating the HIPAA plan.

Chief Cain said she had three resumes but was waiting for two more. She spoke about one of the EMTs and said that while he is not a student he has done a lot of work at NVAC since he has been home for the past couple of weeks. She would like to include him. Mrs. Llodra made a motion to authorize the President to work with the Chief on nominees for the scholarships and to issue same. Mr. Kortze seconded the motion and was unanimously approved.

Mr. McLachlan asked Chief Cain to start looking at the Corps by-laws in January. Mr. Simms wanted to know if it was ever thought about that the Board of Trustees would appoint a chief rather than election by the Corps. He said it would make it less political and with input.

Chief Cain said the State report has not been completed. She is still having issues with obtaining the needed information. She learned that Newtown has lost its "Heart Safe Community" and is going to work with the Health Director to gain it back.

Mr. Demand asked about the process when picking up an inmate/patient at Garner. Chief Cain explained the process.

Chief Cain said they had two code saves this past Saturday with one being at Garner.

President's Report:

Mr. McLachlan said that the Town received a FOI request for the paramedic contract. He said he spoke to Matt Cassavechia at Danbury Hospital and said they are waiting for OEMS to sign off on the purchase of Danbury Ambulance Service. Edgerton, new vendor for the HVAC system, did an initial inspection.

Old Business:

1. Scholarships – See Chief's report above.
2. Refinance current mortgage – Mr. Waterbury reported that request is with the credit department and in the pipeline.
3. Billing Update – Mr. Gajdosik stated that CAG tracks accounts receivable monthly. It was agreed to invite Attorney Pennarola to the January meeting to participate in the meeting with CAG. Mr. McLachlan asked the board to send to Mrs. Owen any questions they might have in advance of the meeting with CAG and she will forward them on to CAG.
4. 2020-2021 Town Budget – Discussion took place regarding the request to the Town for the 2020-2021 budget. It was noted that NVAA has received funding from the Town and at no time has the amount increased. It was agreed that the request to the Town would remain the same for the 2020-2021 budget but that the President should send a letter letting the First Selectman know the status of the paramedic contract.

New Business:

1. Possible addition of officer to Board – Mr. McLachlan proposed adding another Vice President for purposes of being a signer on the banking accounts. He proposed Mr. Kortze. Mrs. Llodra made a motion to nominate Mr. Kortze as Vice President and to be signatory on the banking accounts. Mr. Simms seconded the motion and unanimously approved.
2. Authorization of new officer for signing authority to bank accounts – see #1 above.
3. Change of insurance agent – Mr. McLachlan discussed the current insurance agency. After discussion it was agreed to table this matter.

Adjournment:

Mr. Kortze made a motion to adjourn the meeting at 8:59 p.m. The motion was seconded by Mrs. Llodra and unanimously approved.

Respectfully submitted,

E. Patricia Llodra
Secretary
Newtown Volunteer Ambulance Association Inc.

NEWTOWN VOL. AMBULANCE
Balance Sheet

As of November 30, 2019

Nov 30, 19

ASSETS

Current Assets

Checking/Savings

1010 NSB CHECKINGMAIN#200300569 34,935.90

1110 NSB PETTY CASH#200300577 1,148.96

1111 NSB MMDA#200313896 60,563.86

Total Checking/Savings 96,648.72

Other Current Assets 1,491,596.72

Total Current Assets 1,588,245.44

Fixed Assets 6,082,357.74

Other Assets -1,417,476.10

TOTAL ASSETS 6,253,127.08

LIABILITIES & EQUITY

Liabilities

Current Liabilities 1,075,362.74

Total Liabilities 1,075,362.74

Equity

2998 PERM RESTRICTED NET ASSET 69,513.19

2999 UNRESTRICTED NET ASSETS 5,062,894.08

Net Income 45,357.07

Total Equity 5,177,764.34

TOTAL LIABILITIES & EQUITY 6,253,127.08

CASH ON HAND AT 12/8/19

NSB Main checking Account 20,480

NSB Corps' Petty 2,549

NSB Money Market Account 80,564

Merrill Lynch #02209 (@11/30/19) 182,634

Merrill Lynch #02210 (@11/30/19) 823,298

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
November 2019

	Nov 19	Oct - Nov 19	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Nov 30 2018	Annual Budget
Income							
3000 FUND DRIVE	12,470.01	41,139.47	35,627.44	5,512.03	115.47%	43,265.88	50,000.00
3100 DONATIONS - Other	12.98	262.98	100.00	162.98	262.98%	2.76	2,500.00
Total 3100 DONATIONS	12.98	362.98	100.00	262.98	362.98%	276.21	2,500.00
3300 GRANTS							
3301 NEWTOWN	0.00	0.00	0.00	0.00	0.0%		40,000.00
3302 Other	0.00	1,000.00	0.00	1,000.00	100.0%		0.00
3304 Responder Tech equip Grant	0.00	0.00	0.00	0.00	0.0%		0.00
Total 3300 GRANTS	0.00	1,000.00	0.00	1,000.00	100.0%		40,000.00
3350 Income EMT Classes	0.00	1,000.00	0.00	1,000.00	100.0%		0.00
3601 Other Income	0.00	0.00	0.00	0.00	0.0%	18,412.15	0.00
3700 Ambulance Revenue Recovery	72,166.07	89,995.74	76,416.30	13,579.44	117.77%	82,181.95	840,000.00
Total Income	84,649.06	133,498.19	112,143.74	21,354.45	119.04%	144,136.19	932,500.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	2,413.00	2,413.00	2,400.00	13.00	100.54%	1,000.00	12,000.00
4000 ACCOUNTING/Auditor - Other	0.00	0.00	0.00	0.00	0.0%	-	9,000.00
Total 4000 ACCOUNTING/Auditor	2,413.00	2,413.00	2,400.00	13.00	100.54%	1,000.00	21,000.00
4100 ADVERTISING	0.00	0.00	870.00	-870.00	0.0%	-	5,250.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	3,153.91	3,785.89	3,666.00	119.89	103.27%	1,743.20	22,000.00
4302 Collision Repair	0.00	0.00	0.00	0.00	0.0%	18,662.15	0.00
4303 Equipment Repairs	0.00	0.00	1,330.00	-1,330.00	0.0%	-	8,000.00
Total 4300 AMBULANCE	3,153.91	3,785.89	4,996.00	-1,210.11	75.78%	20,405.35	30,000.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance November 2019

	Nov 19	Oct - Nov 19	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Nov 30 2018	Annual Budget
5000 BANK CHARGES	39.00	76.77	280.00	-203.23	27.42%	196.10	400.00
5500 COMMUNICATIONS	269.18	269.18	500.00	-230.82	53.84%	-	3,000.00
5700 TRAINING MEMBERS	475.00	693.00	1,869.00	-1,176.00	37.08%	1,285.00	15,525.00
5750 TRAINING OTHER	125.00	125.00	0.00	125.00	100.0%		0.00
5770 TRAINING COMMUNITY	3,714.66	3,364.50	0.00	3,364.50	100.0%		0.00
5790 UNIFORMS	129.95	180.99	0.00	180.99	100.0%	681.05	5,000.00
5800 CORPS BENEFIT	2,942.17	3,051.37	5,650.00	-2,598.63	54.01%	3,933.31	40,375.00
6000 HEALTH & WELLNESS	0.00	0.00	500.00	-500.00	0.0%		3,000.00
7000 INSURANCE	0.00	2,019.00	13,250.00	-11,231.00	15.24%	11,617.00	53,000.00
7100 LICENSE & REG	87.40	87.40	100.00	-12.60	87.4%	25.00	600.00
7200 MEDICAL SUPPLIES	2,005.20	2,318.48	5,830.00	-3,511.52	39.77%	4,116.31	35,000.00
7300 Office Expense & Supplies	746.90	815.82	1,084.00	-268.18	75.26%	398.15	6,500.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	0.00	0.00	0.00	0.0%		6,100.00
7503 CLEANING	1,300.00	8,045.75	8,268.00	-222.25	97.31%	1,300.00	21,100.00
7505 Maintenance Contracts	273.16	273.16	600.00	-326.84	45.53%	9,030.46	28,600.00
7509 Misc Building Costs& Exp	468.00	812.95	2,500.00	-1,687.05	32.52%	1,760.27	15,000.00
7510 GARBAGE	86.00	86.00	182.00	-96.00	47.25%	86.00	1,100.00
7700 UTILITIES							
7702A Electric -Washington Sq	2,226.16	2,226.16	5,117.38	-2,891.22	43.5%	2,695.77	34,500.00
7703 CABLE	401.74	401.74	558.00	-156.26	72.0%	223.19	3,350.00
7704A WATER/SEWER USE & TAX	926.33	926.33	0.00	926.33	100.0%	858.49	3,700.00
7706 GAS Eversou -Washington SQ	3,254.74	3,254.74	1,000.00	2,254.74	325.47%	696.77	12,200.00
7708 Telephone/Elevator	686.43	686.43	682.00	4.43	100.65%	679.73	4,100.00
Total 7700 UTILITIES	7,495.40	7,495.40	7,357.38	138.02	101.88%	5,153.95	57,850.00
Total 7500 6 WASHINGTON Maint/Costs	9,622.56	16,713.26	18,907.38	-2,194.12	88.4%	17,330.68	129,750.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance November 2019

	Nov 19	Oct - Nov 19	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Nov 30 2018	Annual Budget
7600 TECHNOLOGY	1,311.89	1,311.89	834.00	477.89	157.3%	974.80	5,000.00
7610 Landscape Main/Washington	0.00	0.00	0.00	0.00	0.0%		2,000.00
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	20,000.00	30,000.00	20,000.00	10,000.00	150.0%	10,000.00	100,000.00
7901 Mortgage 6 Washington Sq - Other	11,253.95	22,507.90	22,507.90	0.00	100.0%	22,507.90	135,000.00
Total 7901 Mortgage 6 Washington Sq	31,253.95	52,507.90	42,507.90	10,000.00	123.53%	32,507.90	235,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	2,500.00	-2,500.00	0.0%	-	7,000.00
8601 Danbury Ambulance back up	2,200.00	3,200.00	1,850.00	1,350.00	172.97%	1,170.00	11,000.00
8602 Danbury EMS back up	0.00	0.00	670.00	-670.00	0.0%	1,000.00	4,000.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.00	0.0%	-	127,000.00
8900 Office Administrator	3,021.00	4,018.50	3,500.00	518.50	114.81%	3,154.00	21,000.00
9000 PAYROLL	2,153.00	4,395.28	4,484.00	-88.72	98.02%	4,507.60	26,900.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	500.00	-500.00	0.0%		3,000.00
9200 CAG ADMIN FEE	3,971.74	3,971.74	6,920.00	-2,948.26	57.4%	2,525.41	41,500.00
Total Expense	69,635.51	105,318.97	120,002.28	-14,683.31	87.76%	106,827.67	831,800.00
Other Expense							
9700 Legal/Trustee expense							
9701 Holiday recognition	0.00	0.00	0.00	0.00	0.0%	-	6,000.00
9702 Stipends	1,500.00	3,000.00	3,000.00	0.00	100.0%	-	18,000.00
9703 Scholarships	0.00	0.00	0.00	0.00	0.0%	-	4,000.00
9700 Legal/Trustee expense - Other	768.00	1,698.00	2,200.00	-502.00	77.18%	1,002.90	13,200.00
Total 9700 Legal/Trustee expense	2,268.00	4,698.00	5,200.00	-502.00	90.35%	1,002.90	41,200.00
NET INCOME	12,745.55	23,481.22	-13,058.54	36,539.76	-179.82%	33,305.62	59,500.00

3501 INTEREST AND DIVIDENDS 1,891.10 4,266.98

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

November 2019

	Nov 19	Oct - Nov 19	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Nov 30 2018	Annual Budget
3600 INVESTMENT GAINS	12,908.26	17,608.87					

CAPITAL EXPENDITURES:

1726 Dishwasher Replacement (Nov 2019)

794