



## Newtown Volunteer Ambulance Association, Inc.

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

### Minutes of Regular Meeting of February 15, 2024

The Board of Trustees of the Newtown Volunteer Ambulance Association held a regular meeting on Thursday, February 15, 2024, at 6 Washington Square, Newtown, CT at 7:30 pm.

**Present:** Malcolm McLachlan (President), Joe Kearney (Vice President), John Kortze (Treasurer), Pat Llodra (Secretary, via speakerphone), Chief Michelle Greenspan, Nancy McLachlan, Dan Rosenthal, Patrick Simms, Kristen Velsmid (via speakerphone)

**Absent:** Robert Soltis, MD

**NVAC EBoard Present:** Jenn Newsom and Scott Cicciari (arrived at 7:35 pm)

**NVAC Present:** Guy Serra, Eric Jones

**NVAA Staff Present:** Susan Miles

#### **Call to Order:**

The NVAA Board of Trustees meeting was called to order at 7:31 pm by Mr. McLachlan.

#### **No Public Participation**

#### **Chief's Report:**

Chief Greenspan reported that there was an average of 10 calls/day in January. February shows a slight decrease so far with an average of 8 calls/day. Corps morale is good. Early morning and evening staffing are problematic areas. A garage door spring pop has been repaired. EMTs know to push out snow from the bay entrances so the plows can reach the snow more easily to prevent ice buildup.

Vehicles are running well. The new Stryker maintenance contract began February 1st. The learning process for the radios is ongoing with necessary reconfigurations underway.

There are 4-5 new Corps members in the pipeline. There is also a new position, Membership Committee chair, to follow-up with all new members as they become acclimated to NVAC. Overall QA turnaround is down to roughly 3 days. Community Relations is doing outreach to area churches and other organizations in town with CPR and first aid instruction.

**Old Business:****Incentive Plan:**

Chief Greenspan made a motion to approve the amended Amended Incentive Plan Proposal that has been presented to the Board. The plan has the affirmative vote of the EBoard, an affirmative ballot vote by Corps and an attorney opinion. The motion was seconded by Mr. Kearney. Discussion and questions followed. There was a suggestion to have an attorney review the language of the Opt-Out document once it is prepared. It was suggested that an annual Opt-Out form be signed with an option to Opt-In once during the same year. The estimated annualized cost of the plan is \$177,000 with a cap at \$180,000. Following the discussion, the vote on the motion to approve the Incentive Plan with an Opt-Out form subject to legal review passed unanimously

The data from one month (January) suggest that the Incentive Plan will make a positive impact on staffing hours.

Mr. Rosenthal made a motion to increase the 2023-2024 NVAA Budget to include an additional \$44,000 for the first quarter and a total of \$140,000 for the fiscal year. It was seconded by Mr. Kortze. Discussion followed. The motion passed

**Treasurer's Report:**

Mr. Kortze reported that as of today, NVAA has a money market balance of \$5,696, a checking account balance of \$92,130 and petty cash balance of \$967. The Stifel portfolio as of today is valued at \$2,144,515. We can track the components of the investment account going forward individually to evaluate performance in meeting return expectations. There are some variances in the operating budget, but they are nominal.

**Acceptance of Treasurer's Report:**

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

**Acceptance of Minutes from the January 9, 2024 meeting:**

Mr. Kearney made a motion to accept the Minutes of the January 9<sup>th</sup> meeting with the following change to the first paragraph of page 4 to read, "the motion was seconded by Mr. Kearney and no action was taken." in place of "the motion was seconded by Mr. Kearney and passed unanimously." The motion was seconded by Mrs. Llodra and passed.

**President's Report:**

Mr. McLachlan mentioned that there may be a 3% increase in Newtown's medic cost for the 2025-2026 NVAA budget. He also mentioned that effective immediately, the cost of the back-up medic increased from \$250/call to \$300/call.

Mr. McLachlan mentioned exploring the possibility of changing the tax abatement benefit provided for retired EMTs with 25+ years of service. This was brought to his attention by

EMT Clyne. The \$2,000 abatement per year would be kept for the EMT's lifetime. Mr. Rosenthal suggested that NVAA contact the current First Selectman and ask to have the Town consider this adjustment. Depending on the estimated cost of the proposal, the review of this possibility might occur during the next budget year.

**New Business:**

NVAA received a new, unrestricted \$2,000 grant from the Hoag Family Charitable Trust. The paperwork requires that a form be completed noting the use of funds by January, 2025. The funds could be used for ambulance bodywork, scholarships, training, or some other purpose. NVAA will continue to look into possible uses of these funds and a vote will be taken at a later time.

Along the same lines, EMT Cicciari mentioned a possible partnership with an NVAA board member for grant writing aimed at local organizations and/or corporate donors. Mr. Kortze mentioned an interest in this effort.

Mr. McLachlan reported that medical status reports are no longer mandated for EMTs by VFIS, our insurance company. Therefore, NVAA will no longer require that medical information be maintained for EMTs. However, VFIS, the EBoard and the Trustees strongly recommend that EMTs see a physician once each year. NVAA will reimburse the expenses of a physical exam. Mr. McLachlan will look into whether workers' compensation insurance offered through CIRMA at the Town has a medical background requirement.

Chief Greenspan brought up a request for reimbursement of a former member's EMT training fees in the amount of \$850. The request is within the current guidelines of the Corps. After brief discussion, there was a motion made by Mr. Kortze and seconded by Mr. Kearney to pay for the reimbursement of the former member's EMT training class fees. The motion passed.

**Adjournment:**

Mr. McLachlan thanked the EBoard for its work on the new Incentive Plan. He also thanked all those present. Mrs. Llodra made a motion to adjourn the meeting and it was seconded by Mr. Kearney. The motioned passed at 8:45 pm.

Respectfully submitted,

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



NEWTOWN VOL. AMBULANCE

Balance Sheet

As of January 31, 2024

Jan 31, 24

ASSETS

Current Assets

Checking/Savings 61,589.34

Other Current Assets 2,468,761.41

Total Current Assets 2,530,350.75

Fixed Assets 6,228,939.77

Other Assets -2,659,668.43

TOTAL ASSETS 6,099,622.09

LIABILITIES & EQUITY

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 156,803.38

Total Equity 6,095,122.09

TOTAL LIABILITIES & EQUITY 6,099,622.09

CASH ON HAND 2/9/24

NSB Main Checking 30,719

NSB Corps Petty Checking 967

NSB Money Market 5,686

Stifel act 4803 @ 1/31 842,016

Stifel act7063 @ 1/31 484,809

Stifel act 4728 @ 1/31 803,726

NEWTOWN VOL. AMBULANCE  
Profit & Loss Budget Performance

January 2024

	Jan 24	Oct '23 - Jan 24	YTD Budget	\$ Variance	% of Budget attained	Last FYTD Oct-Jan 2023	Annual Budget
<b>Income</b>							
3000 FUND DRIVE	7,683.33	60,016.58	56,851.00	3,165.58	105.57%	65,900.20	60,000.00
3100 DONATIONS	150.00	664.00	677.00	-13.00	98.08%	509.05	5,000.00
3300 GRANTS	2,000.00	7,000.00	0.00	7,000.00	100.0%	40,000.00	0.00
3350 Income EMT Classes	2,100.00	10,850.00	7,405.00	3,445.00	146.52%	10,010.00	27,000.00
3700 Ambulance Revenue Recovery	65,155.48	224,480.57	256,000.00	-31,519.43	87.69%	220,593.47	1,100,000.00
Total Income	77,088.81	303,011.15	320,933.00	-17,921.85	94.42%	393,182.25	1,192,000.00
<b>Expense</b>							
4000 ACCOUNTING/							
4001 Bookkeeping	1,067.00	3,658.50	8,070.00	-4,411.50	45.34%	5,610.00	15,000.00
4000 Auditor -	11,000.00	11,000.00	10,000.00	1,000.00	110.0%	0.00	10,000.00
Total 4000 ACCOUNTING	12,067.00	14,658.50	18,070.00	-3,411.50	81.12%	5,610.00	25,000.00
4100 ADVERTISING	0.00	610.00	1,500.00	-890.00	40.67%	0.00	4,500.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	0.00	2,822.81	10,000.00	-7,177.19	28.23%	37,316.72	30,000.00
4302 Collision Repair	0.00	0.00	10,000.00	-10,000.00	0.0%	418.98	35,000.00
4303 Equipment Repairs	1,191.34	4,469.89	0.00	4,469.89	100.0%	0.00	0.00
Total 4300 AMBULANCE	1,191.34	7,292.70	20,000.00	-12,707.30	36.46%	41,654.73	65,000.00
5000 BANK CHARGES	0.00	1,741.45	1,336.00	405.45	130.35%	-163.23	4,000.00
5500 COMMUNICATIONS	357.15	3,018.35	4,600.00	-1,581.65	65.62%	5,640.13	6,000.00
5700 TRAINING MEMBERS	305.10	3,772.60	3,320.00	452.60	113.63%	2,627.20	10,000.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
5770 TRAINING COMMUNITY	2,411.20	11,120.77	10,500.00	620.77	105.91%	8,695.24	25,000.00
5790 UNIFORMS	1,134.15	1,146.65	2,500.00	-1,353.35	45.87%	215.15	7,500.00
5800 CORPS BENEFIT	5,366.87	22,291.84	29,723.00	-7,431.16	75.0%	22,230.58	65,940.00
6000 HEALTH & WELLNESS	0.00	0.00	664.00	-664.00	0.0%	0.00	2,000.00
7000 INSURANCE	0.00	14,129.00	15,500.00	-1,371.00	91.16%	13,766.00	62,000.00
7100 LICENSE & REG	180.00	180.00	340.00	-160.00	52.94%	0.00	800.00

NEWTOWN VOL. AMBULANCE  
Profit & Loss Budget Performance

January 2024

	Jan 24	Oct '23 - Jan 24	YTD Budget	\$ Variance	% of Budget attained	Last FYTD Oct-Jan 2023	Annual Budget
7200 MEDICAL SUPPLIES	3,941.32	4,259.94	10,000.00	-5,740.06	42.6%	6,029.32	30,000.00
7300 Office Expense & Supplies	845.08	2,413.13	2,456.00	-42.87	98.25%	2,242.92	7,400.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	3,035.13	3,035.13	3,050.00	-14.87	99.51%	6,070.26	6,100.00
7503 CLEANING	0.00	16,279.80	13,400.00	2,879.80	121.49%	3,406.00	23,700.00
7505 Maintenance Contracts	5,527.70	13,349.34	16,371.00	-3,021.66	81.54%	1,599.40	34,827.00
7509 Misc Building Costs& Exp	450.45	1,189.45	13,312.00	-12,122.55	8.94%	5,493.01	40,000.00
7510 GARBAGE	96.00	384.00	400.00	-16.00	96.0%	288.00	1,200.00
7700 UTILITIES	4,808.30	15,424.81	15,530.00	-105.19	99.32%	14,482.22	66,232.00
Total 7500 6 WASHINGTON Maint/Costs	13,917.58	49,662.53	62,063.00	-12,400.47	80.02%	45,738.89	172,059.00
7600 TECHNOLOGY	396.00	2,948.99	4,668.00	-1,719.01	63.18%	4,553.98	15,000.00
7610 Landscape Main/Washington	0.00	0.00	1,135.00	-1,135.00	0.0%		4,600.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	1,425.00	8,000.00
8602 Danbury EMS back up	1,500.00	4,750.00	6,336.00	-1,586.00	74.97%	0.00	19,000.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.00	0.0%	0.00	200,000.00
9000 PAYROLL	3,687.73	15,628.23	13,884.00	1,744.23	112.56%	12,873.22	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	2,355.13	11,742.63	17,000.00	-5,257.37	69.07%	11,008.30	51,000.00
Total Expense	49,655.65	171,367.31	225,928.00	-54,560.69	75.85%	194,861.44	818,799.00
Net Ordinary Income	27,433.16	131,643.84	95,005.00	36,638.84	138.57%	198,320.81	373,201.00
Other Expense							
9700 Trustee expense							
9701 Holiday recognition	4,500.00	59,099.00	60,000.00	-901.00	98.5%	45,300.00	60,000.00
9702 Stipends	1,500.00	6,000.00	6,000.00	0.00	100.0%	6,000.00	18,000.00
9703 Scholarships	0.00	15,250.00	17,500.00	-2,250.00	87.14%	10,000.00	17,500.00
9704 Legal Expenses	637.50	637.50	1,360.00	-722.50	46.88%	337.50	5,000.00
9705 Other Trustee Expenses	0.00	531.51	1,000.00	-468.49	53.15%	264.40	3,000.00
9706 CAG/Billing Stipend	0.00	500.00	1,360.00	-860.00	36.77%	0.00	5,000.00

NEWTOWN VOL. AMBULANCE  
Profit & Loss Budget Performance

	Jan 24	Oct '23 - Jan 24	YTD Budget	\$ Variance	% of Budget attained	Last FYTD Oct-Jan 2023	Annual Budget
9707 Bonus admin	0.00	6,500.00	4,000.00	2,500.00	162.5%	3,000.00	4,000.00
9708 Event & Facilities coordin	0.00	2,500.00	2,500.00	0.00	100.0%	0.00	2,500.00
Total 9700 Trustee expense	6,637.50	91,018.01	93,720.00	-2,701.99	97.12%	64,901.90	115,000.00
Total Other Expense	6,637.50	91,018.01	93,720.00	-2,701.99	97.12%	64,901.90	115,000.00
Net Income	20,795.66	40,625.83	1,285.00	39,340.83	3,161.54%	133,418.91	258,201.00
3501 INTEREST AND DIVIDENDS	656.25	2,741.44	0.00	2,741.44	100.0%		
3600 INVESTMENT GAINS	0.00	112,401.69	0.00	112,401.69	100.0%		