



*Newtown Volunteer Ambulance
Association, Inc.*

**Newtown Volunteer Ambulance Association, Inc.
Newtown, CT 06470**

THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES
Meeting Minutes of November 10, 2020

The Board of Trustees of the Newtown Volunteer Ambulance Association held their regular meeting virtually on Tuesday, November 10, 2020.

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

Absent: None.

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 7:39 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 referred to the October reports that were previously distributed to the board. He said that the principal balance of the mortgage was down to \$864,000. He said they were carrying \$70,000 in cash and invested \$50,000 of that to get a better return than leaving in the cash account. He said that Mrs. D'Agostino has done her part of the accruals for the year end and the accountant was now doing his part for the year end process. 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 meeting held on October 13, 2020:

A motion was made by Mrs. Llodra to accept the minutes of the October 13, 2020 meeting and seconded by Dr. Soltis. The motion was unanimously approved. The agenda referred to the minutes as a special meeting. The meeting of October 3, 2020 was the regularly scheduled meeting.

Chief's Report:

Chief Cain said they are preparing for the surge in COVID-19 that is occurring.

President's Report: None.**Old Business:**

1. Collection/Accounts Receivable – Mr. Gajdosik provided the report as follows:

- Charges - \$179,133.52
- Total Payments - \$71,818.01
- Not Allowed - \$64,178.90
- Old Payments - \$4,307.54 (DOS 10/19 or earlier)
- Collections Payments - \$33.34

During 10/1/2020 - 11/6/2020:

- Sent to Collections - \$20,882.03 (of which \$18,111.75 (15 calls) were Newtown residents that were paid by the insurance company and did not pay any of their ambulance bill).
- Write-Offs - \$135,176.32 (of which \$103,316.92 (94 calls) were Newtown residents with full balances).

Mr. Gajdosik said that the write-offs are through mid-2018.

New Business:

1. 2021 Calendar – It was agreed to table this until the December meeting and vote on it then.

2. Mortgage Paydown - Mr. Waterbury said that they had \$215,000 in the money market and the Finance committee was recommending that \$50,000 be taken from the account to pay down the principal on the mortgage. He said the other option was to invest the monies. Mr. Kortze raised the point that the difference between the rate on the money market and the rate on the mortgage is costing NVAA over 3.9% per year. Mr. McLachlan said that they would not be buying a new ambulance for a couple of years. Mrs. Llodra made the motion to approve paying down an additional \$50,000 in principal against the mortgage. Mr. Simms seconded the motion which was unanimously approved.

3. Budget Request to Town for 2021-2022 – Mr. McLachlan stated that the large ambulance is now 4 years old and that the van ambulance will be 4 years old next year. Dr. Soltis made a motion to request from the Town the sum of \$270,000 (\$40,000 towards an ambulance and \$230,000 for partial payment for the paramedic contract) for the

Town's budget year 2021-2022. The motion was seconded by Mr. Simms and unanimously approved.

Announcements: Mr. McLachlan announced that he was reappointing Messrs. Kortze, Demand, Waterbury and himself to the Finance Committee.

Executive Session: (a) Corps benefits and (b) scholarships

At 8:14 p.m. a motion was made by Mrs. Llodra and seconded by Mr. Demand to go into executive session to discuss Corps benefits and scholarships. The motion passed unanimously.

They came out of executive session at 8:24 p.m. No further business was conducted.

Adjournment: Mrs. Llodra made a motion, seconded by Dr. Soltis to adjourn the meeting at 8:26 p.m. The motion passed unanimously.

Respectfully submitted,

Pat Llodra, Secretary
Newtown Volunteer Ambulance Association Inc.

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of October 31, 2020

Oct 31, 20

ASSETS

Current Assets

Checking/Savings 266,068.08

Other Current Assets 1,544,885.35

Total Current Assets 1,810,953.43

Fixed Assets

1700 FIXED ASSETS 6,121,915.97

Total Fixed Assets 6,121,915.97

Other Assets -1,409,283.43

TOTAL ASSETS 6,523,585.97

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2600 Commercial Loan NSB 881,409.96

Total Other Current Liabilities 881,409.96

Total Current Liabilities 881,409.96

Total Liabilities 881,409.96

Equity

2998 PERM RESTRICTED NET ASSET 69,513.19

2999 UNRESTRICTED NET ASSETS 5,524,118.65

Net Income 48,544.17

Total Equity 5,642,176.01

TOTAL LIABILITIES & EQUITY 6,523,585.97

CASH ON HAND AT 11/6/20

NSB MAIN CHECKING 52,389

NSB PETTY CHECKING CORPS 1,016.61

NSB MONEY MARKET 215,137.87

STIFEL 4728 HORIZON @ 10/31/20 274,025.88

STIFEL 4803 PRESTIGE @ 10/31/20 210,383.06

STIFEL 7063 BAHL&GAYNOR @ 10/31/20 303,742.81

STIFEL 2223 CINCINNATI @ 10/31/20 271,068.70

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance October 2020

	Oct 2020	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2019	Annual Budget
Income						
3000 FUND DRIVE	41,909.23	23,335.90	18,573.33	179.59%	28,669.46	55,000.00
3100 DONATIONS	62.46	209.00	-146.54	29.89%	350.00	2,500.00
3300 GRANTS						
3301 NEWTOWN	40,000.00	40,000.00	0.00	100.00%		40,000.00
3302 Other	0.00	0.00	0.00	0.00%	1,000.00	0.00
Total 3300 GRANTS	40,000.00	40,000.00	0.00	100.00%	1,000.00	40,000.00
3350 Income EMT Classes	0.00	0.00	0.00	0.00%	805.00	15,500.00
3700 Ambulance Revenue Recovery	20,750.74	18,029.67	2,721.07	115.09%	17,829.67	840,000.00
Total Income	102,722.43	81,574.57	21,147.86	125.93%	48,654.13	953,000.00
Expense						
4000 ACCOUNTING/Auditor						
4001 Bookkeeping	2,000.00	2,950.00	-950.00	67.8%	-	13,500.00
4000 ACCOUNTING/Auditor - Other	0.00	0.00	0.00	0.00%	-	9,000.00
Total 4000 ACCOUNTING/Auditor	2,000.00	2,950.00	-950.00	67.8%	-	22,500.00
4100 ADVERTISING	0.00	250.00	-250.00	0.00%	-	3,000.00
4300 AMBULANCE						
4301 MAINTENANCE & REPAIR	0.00	1,834.00	-1,834.00	0.00%	631.96	22,000.00
4303 Equipment Repairs	0.00	417.00	-417.00	0.00%		5,000.00
4303A Equip Service Contracts	0.00	0.00	0.00	0.00%		3,673.00
4300 AMBULANCE - Other	0.00	0.00	0.00	0.00%		0.00
Total 4300 AMBULANCE	0.00	2,251.00	-2,251.00	0.00%	631.96	30,673.00
5000 BANK CHARGES	30.00	117.00	-87.00	25.64%	37.77	1,400.00
5500 COMMUNICATIONS	0.00	250.00	-250.00	0.00%	-	3,000.00
5700 TRAINING MEMBERS	0.00	493.00	-493.00	0.00%	218.00	7,700.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.00%	-	1,000.00
5770 TRAINING COMMUNITY	90.00	0.00	90.00	100.00%	(545.16)	15,000.00
5790 UNIFORMS	0.00	0.00	0.00	0.00%	51.04	5,000.00
5800 CORPS BENEFIT	557.31	2,499.00	-1,941.69	22.3%	109.20	39,400.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance October 2020

	Oct 2020	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2019	Annual Budget
6000 HEALTH & WELLNESS	0.00	0.00	0.00	0.0%	-	3,000.00
7000 INSURANCE	0.00	0.00	0.00	0.0%	2,019.00	53,000.00
7100 LICENSE & REG	0.00	0.00	0.00	0.0%	-	600.00
7200 MEDICAL SUPPLIES	429.24	2,500.00	-2,070.76	17.17%	313.28	30,000.00
7300 Office Expense & Supplies	337.25	391.00	-53.75	86.25%	68.92	5,900.00
7500 6 WASHINGTON Maint/Costs						
7501 CommonCharge Town (semi)	0.00	0.00	0.00	0.0%	-	6,100.00
7503 CLEANING	0.00	1,463.00	-1,463.00	0.0%	6,745.75	17,600.00
7505 Maintenance Contracts	1,912.42	1,060.00	852.42	180.42%	-	30,125.00
7509 Misc Building Costs& Exp	5,425.00	4,583.00	842.00	118.37%	1,384.95	55,000.00
7510 GARBAGE	0.00	91.00	-91.00	0.0%	-	1,100.00
7700 UTILITIES						
7702A Electric -Washington Sq	0.00	2,757.99	-2,757.99	0.0%	-	34,500.00
7703 CABLE	0.00	283.33	-283.33	0.0%	-	3,400.00
7704A WATER/SEWER USE & TAX	0.00	0.00	0.00	0.0%	-	3,700.00
7706 GAS Eversou -Washington Sq	0.00	513.32	-513.32	0.0%	-	13,000.00
7708 Telephone/Elevator	0.00	350.00	-350.00	0.0%	-	4,200.00
Total 7700 UTILITIES	0.00	3,904.64	-3,904.64	0.0%	-	58,800.00
Total 7500 6 WASHINGTON Maint/Costs	7,337.42	11,101.64	-3,764.22	66.09%	8,130.70	168,725.00
7600 TECHNOLOGY	0.00	583.33	-583.33	0.0%		8,550.00
7610 Landscape Main/Washington	0.00	0.00	0.00	0.0%		2,000.00
7901 Mortgage 6 Washington Sq						
79011 Extra Principal Mortgage	10,000.00	10,250.00	-250.00	97.56%	10,000.00	100,000.00
7901 Mortgage 6 Washington Sq - Other	10,224.33	8,333.37	1,890.96	122.69%	11,253.95	123,000.00
Total 7901 Mortgage 6 Washington Sq	20,224.33	18,583.37	1,640.96	108.83%	21,253.95	223,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.0%		6,000.00
8601 Danbury Amb/WCHN back up	0.00	0.00	0.00	0.0%	1,000.00	0.00
8602 Danbury EMS back up	0.00	1,417.00	-1,417.00	0.0%		17,000.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

October 2020

	Oct 2020	FYTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct 2019	Annual Budget
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.0%		136,300.00
8900 Office Administrator	3,216.00	3,750.00	-534.00	85.76%	997.50	23,000.00
9000 PAYROLL	4,298.56	4,242.34	56.22	101.33%	2,242.28	28,900.00
9100 REFUND INSURANCE PAYMENT	0.00	250.00	-250.00	0.0%	-	3,000.00
9200 CAG ADMIN FEE	0.00	3,417.00	-3,417.00	0.0%	-	41,000.00
Total Expense	38,520.11	55,045.68	-16,525.57	69.98%	36,528.46	878,648.00
Other Expense						
9700 Trustee expense						
9701 Holiday recognition	0.00	0.00	0.00	0.0%		6,000.00
9702 Stipends	1,500.00	1,500.00	0.00	100.0%	1,500.00	18,000.00
9703 Scholarships	0.00	0.00	0.00	0.0%		4,000.00
9704 Legal Expenses	0.00	833.00	-833.00	0.0%		10,000.00
9705 Other Trustee Expenses	0.00	375.00	-375.00	0.0%	930.00	4,500.00
Total 9700 Trustee expense	1,500.00	2,708.00	-1,208.00	55.39%	2,430.00	42,500.00
Total Other Expense	1,500.00	2,708.00	-1,208.00	55.39%	2,430.00	42,500.00
NET INCOME	62,702.32	23,820.89	38,881.43	263.22%	9,695.67	31,852.00
3501 INTEREST AND DIVIDENDS	2,904.00	2,904.00				
3600 INVESTMENT GAINS	-17,062.15	-17,062.15				