Newtown Volunteer Ambulance Association, Inc.

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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 11, 2018

The Board of Trustees of the Newtown Volunteer Ambulance Association held its meeting on December 11, 2018 at the association's office located at 6 Washington Square, Newtown.

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

Absent: 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.

Executive Session: Mrs. Llodra made a motion to go into executive session at 7:31 p.m. for the purpose of (a) OCR Complaints and (b) Potential New Trustee. Mr. Simms seconded the motion and was unanimously approved. Staff and Mr. Kortze left the conference room. The board returned to regular session at 7:40 p.m.

Action from Executive Session: Motion was made Mr. Demand to appoint John Kortze as a trustee. The motion was seconded by Mrs. Llodra and unanimously approved.

Public Participation: None.

Welcome to new Chief: Mr. McLachlan welcomed Liz Cain to the Board as the new Chief. Liz was elected by the Corps and her term commenced December 1, 2018. Chief Cain said that the Corps is starting to receive their appreciation envelopes and are very happy. Mr. McLachlan explained that there is a Newtown Savings Bank checking account entitled NVAA Petty Cash Account. The Chief is a signer on this account along with the President, Vice President and Treasurer. Because in the change of leadership a new signature card needs to be signed to reflect Chief Cain as the Chief. Mr. Simms made a motion to remove Roger Connor, Jr. from the Petty Cash account, Elizabeth E. Cain be

added to this account and the remaining signatories, Malcolm McLachlan, Harrison Waterbury and Dana Demand, remain as is. The motion was seconded by Mr. Waterbury and unanimously approved.

Letter re: Hardship: Mrs. Llodra recommended that the third sentence become the second sentence, provide CAG contact details and signature should be NVAA. Discussion took place regarding writing off old debt. A motion was made by Mrs. McLachlan to write off any outstanding debt three (3) years after the date of service with the understanding that the matter can be reopened at any time. The motion was seconded by Mr. Waterbury and unanimously approved.

Mr. McLachlan explained the process of billing to Mr. Kortze. He also reported on the matter where the patient's mother was to pay an agreed to amount to NVAA (mother received checks directly from insurance company).

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 previous month. Mr. Waterbury stated that $10,000 was paid against the principal balance of the mortgage in November in addition to the regular monthly payment. Mrs. Llodra made a motion to approve the Treasurer's report. The motion was seconded by Mr. Demand and unanimously approved.

Acceptance of minutes from the November 14, 2018 Board of Trustees meeting
A motion was made Mr. Simms to accept the meeting minutes of November 14, 2018 with one correction, which is to include Mike Gajdosik, NVAA Billing/Q&A, under Staff. The motion was seconded by Mrs. Llodra and unanimously approved.

President's Report:
Mr. McLachlan stated there was a leak in the roof again and that Barrett Roofing had been hired to fix it. The cost was $2,500 as they had to bring in a lift for the contractor to view the roof. He stated that Nosal Builders will be coming to take a look as well.

The old A-1 was sold for $900. A-2 is still at Eastford waiting for the back door to complete the repair. The back door is still on back order. The new ambulance is in production and anticipates that it will be at Eastford in the first couple of weeks of January. He is hopeful that it will be delivered to NVAA by the end of January. Then it will need to be inspected, registered, etc. before it is road ready.

Chief's Report:
Chief Cain spoke about the mutual aid calls for December and noted that they most likely are second or third calls and to remember NVAA is down one ambulance. She stated they have interviewed three new EMTs.

Old Business:

1. Status of the Old 2009 A-1 Ambulance
See President's report above.

2. Scholarships/Grants
Chief Cain had the bios on the EMTs she is recommending. The bios will be circulated to the Trustees and discussed at the next meeting.

New Business:

1. Town of Newtown 2019-2020 Budget
Mr. McLachlan stated that the Town of Newtown, in prior years, has paid $230,000 towards the paramedic contract and contributes $40,000 towards the purchase of a new ambulance, for a total contribution of $270,000. Mr. McLachlan recommends requesting the same amount for the 2019-2020 budget. Mrs. Llodra made a motion to request $270,000 from the Town of Newtown for the 2019-2020 budget. The motion was seconded by Mrs. McLachlan and unanimously approved.

Adjournment:
Mr. Waterbury made a motion to adjourn the meeting at 8:25 p.m., seconded by Mr. Simms and unanimously approved.

Respectfully submitted,

Maureen Crick Owen
Office Administrator
Newtown Volunteer Ambulance Association Inc.

NEWTOWN VOL. AMBULANCE
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1010 NSB CHECKINGMAIN#200300569	81,139.38
1110 NSB PETTY CASH#200300577	1,020.40
1111 NSB MMDA#200313896	230,364.44
Total Checking/Savings	312,524.22
Other Current Assets	1,161,774.06
Total Current Assets	1,474,298.28
Fixed Assets	6,031,716.65
Other Assets	-1,180,416.22
TOTAL ASSETS	**6,325,598.71**
LIABILITIES & EQUITY	
Liabilities	1,274,629.40
Equity	
2998 PERM RESTIRCTED NET ASSET	69,513.19
2999 UNRESTRICTED NET ASSETS	4,979,500.58
Net Income	1,955.54
Total Equity	5,050,969.31
TOTAL LIABILITIES & EQUITY	**6,325,598.71**

BALANCES AT 12/9/18	
NSB OPERATING ACCOUNT	**41,055**
NSB CORPS PETTY	**1,146**
NSB MONEY MARKET	**270,364**
MERRILL LYNCH 2209 @11/30/18	**257,125**
MERRILL LYNCH 2210 @11/30/18	**607,300**

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
November 2018

	Nov 2018	Oct - Nov 2018	YTD Budget	$ Variance	% of Budget Attained	Last Fiscal Yr Nov '17	Annual Budget	
Income								
3000 FUND DRIVE	10,543.22	43,215.88	33,054.00	10,161.88	130.74%	24,839.51	50,000.00	
3100 DONATIONS	266.94	276.21	200.00	76.21	138.11%	1,703.16	2,500.00	
3300 GRANTS								
3301 NEWTOWN	0.00	0.00	0.00	0.00	0.0%	-	40,000.00	
3350 Income/exp EMT Classes	0.00	0.00	0.00	0.00	0.0%	5,845.10	0.00	
3601 OTHER INCOME	18,412.15	18,412.15	0.00	18,412.15	100.0%	-	0.00	vfis ins claim
3700 Ambulance Revenue Recovery	73,925.36	82,181.95	84,465.00	-2,283.05	97.3%	109,431.71	800,000.00	
Total Income	103,147.67	144,086.19	117,719.00	26,367.19	122.4%	141,819.48	892,500.00	
Expense								
4000 ACCOUNTING/Auditor								
4001 Bookkeeping	1,187.50	1,187.50	2,580.00	-1,392.50	46.03%	1,723.75	13,000.00	
4000 ACCOUNTING/Auditor -	0.00	0.00	0.00	0.00	0.0%	-	9,000.00	
Total 4000 ACCOUNTING Total	1,187.50	1,187.50	2,580.00	-1,392.50	46.03%	1,723.75	22,000.00	
4100 ADVERTISING	0.00	0.00	0.00	0.00	0.0%	350.00	1,000.00	
4300 AMBULANCE								
4301 MAINTENANCE & REPAIR	395.28	1,743.20	5,000.00	-3,256.80	34.86%	233.73	30,000.00	
4302 Collision Repair	18,662.15	18,662.15	0.00	18,662.15	100.0%	-	0.00	offset by insur claim
4303 Equipment Repairs	0.00	0.00	1,333.34	-1,333.34	0.0%	-	8,000.00	
Total 4300 AMBULANCE	19,057.43	20,405.35	6,333.34	14,072.01	322.19%	233.73	38,000.00	
5000 BANK CHARGES	10.00	80.95	100.00	-19.05	80.95%	26.00	400.00	

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5500 COMMUNICATIONS	0.00	0.00	500.00	-500.00	0.0%	-	3,000.00
5700 TRAINING MEMBERS	1,035.00	1,285.00	700.00	585.00	183.57%	161.38	4,000.00
5750 TRAINING OTHER	0.00	0.00	0.00	0.00	0.0%	-	0.00
5790 UNIFORMS	0.00	681.05	500.00	181.05	136.21%	63.00	6,500.00
5800 CORPS BENEFIT	2,477.83	3,933.31	3,885.00	48.31	101.24%	3,477.54	33,600.00
6000 HEALTH & WELLNESS	0.00	0.00	1,170.00	-1,170.00	0.0%	-	7,000.00
7000 INSURANCE	0.00	11,617.00	12,500.00	-883.00	92.94%	-	50,000.00
7100 LICENSE & REG	25.00	25.00	50.00	-25.00	50.0%	70.00	500.00
7200 MEDICAL SUPPLIES	1,776.55	3,928.81	6,833.34	-2,904.53	57.5%	4,049.10	41,000.00
7300 Office Expense & Supplies	398.16	398.16	1,083.34	-685.18	36.75%	2,152.38	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	1,300.00	2,830.00	-1,530.00	45.94%	316.22	17,000.00
7505 Maintenence Contracts	8,765.23	9,030.46	10,895.39	-1,864.93	82.88%	10,235.55	25,600.00
7509 Misc Building Costs& Exp	1,760.27	1,760.27	1,000.00	760.27	176.03%	1,669.53	6,000.00
7510 GARBAGE	86.00	86.00	172.00	-86.00	50.0%	86.00	1,032.00
7700 UTILITIES							
7702A Electric -Washington Sq	2,695.77	2,695.77	5,198.00	-2,502.23	51.86%	3,028.96	34,500.00
7703 CABLE	0.00	223.19	467.00	-243.81	47.79%	216.10	2,800.00
7704A WATER/SEWER USE & TAX	858.49	858.49	850.00	8.49	101.0%	816.75	3,400.00
7706 GAS Eversou -Washington S	696.77	696.77	905.54	-208.77	76.95%	583.54	10,200.00
7708 Telephone/Elevator	503.88	679.73	1,565.00	-885.27	43.43%	174.46	9,395.00
Total 7700 UTILITIES	4,754.91	5,153.95	8,985.54	-3,831.59	57.36%	4,819.81	60,295.00
Total 7500 6 WASHINGTON Maint/Costs	16,666.41	17,330.68	23,882.93	-6,552.25	72.57%	17,127.11	116,027.00
7600 TECHNOLOGY	974.80	974.80	968.00	6.80	100.7%	1,006.50	5,200.00

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7610 Landscape Washington Sq	0.00	0.00	0.00	0.00	0.0%	-	2,000.00
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	10,000.00	10,000.00	9,091.00	909.00	110.0%	-	100,000.00
7901 Mortgage 6 Washington Sq - Oth	11,253.95	22,507.90	22,506.00	1.90	100.01%	22,507.90	135,000.00
Total 7901 Mortgage 6 Washington Sq	21,253.95	32,507.90	31,597.00	910.90	102.88%	22,507.90	235,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	5,500.00
8601 Danbury Ambulance back up	195.00	1,170.00	1,500.00	-330.00	78.0%	1,350.00	8,775.00
8602 Danbury EMS back up	250.00	1,000.00	1,000.00	0.00	100.0%	-	6,250.00
8700 DANBURY PARAMEDIC FEE	0.00	0.00	0.00	0.00	0.0%	-	122,400.00
8900 Office Administrator	1,985.50	3,154.00	3,500.00	-346.00	90.11%	3,255.00	21,000.00
9000 PAYROLL	2,316.60	4,507.60	4,368.00	139.60	103.2%	2,562.96	25,000.00
9100 REFUND INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.0%	-	0.00
9200 CAG ADMIN FEE	2,525.41	2,525.41	5,333.35	-2,807.94	47.35%	5,318.18	44,000.00
Total Expense	72,135.14	106,712.52	108,384.30	-1,671.78	98.46%	66,092.10	804,652.00
Other Income/Expense							
Other Expense							
9700 Legal/Trustee expense	107.71	1,002.90	2,833.30	-1,830.40	35.4%	-	17,000.00
Total Other Expense	107.71	1,002.90	2,833.30	-1,830.40	35.4%	-	17,000.00
Net Other Income	-107.71	-1,002.90	-2,833.30	1,830.40	35.4%	-	-17,000.00
let Income	**30,904.82**	**36,370.77**	**6,501.40**	**29,869.37**	**559.43%**	**75,727.38**	**70,848.00**

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	Nov 2018	Oct - Nov 2018	YTD Budget	$ Variance	% of Budget Attained	Last Fiscal Yr Nov '17	Annual Budget
3501 INTEREST AND DIVIDENDS	1,881.97	3,642.97					
3600 INVESTMENT GAINS (- LOSS)	16,816.76	-38,058.20					
CAPITAL EXPENDITURES for Fiscal Year							
(Balance Sheet Items)							
1720 Building Improvements							
Industrial Paddle Fans	1695						
1740 Medical Equipment							
Mass Casualty Incident Equipment	1932.28						