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 February 19, 2019

The Board of Trustees of the Newtown Volunteer Ambulance Association held its meeting on February 19, 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) (via telephone), Nancy McLachlan, Chief Liz Cain and John Kortze.

Absent: Patrick Simms and 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. Mr. McLachlan authorized Mrs. Llodra to participate in the meeting via telephone.

Public Participation: None.

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 months of December 2018 and January 2019. Mr. Waterbury stated that they continue to pay $10,000 principal against the mortgage on a monthly basis and that the outstanding balance is approximately $1,209,000. He also stated that the ambulance recovery was right on budget. He said there was one account that was slightly over budget which was building miscellaneous. 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 December 11, 2018 Board of Trustees meeting

A motion was made Mrs. Llodra to accept the meeting minutes of December 11, 2018, seconded by Mrs. McLachlan and unanimously approved.

Chief's Report:
Chief Cain said the new ambulance will come on line soon. She said it needs a backup camera installed and will have to send it to Eastford for the installation. She talked about the Lucas (automated defibrillator) and is getting quotes on them. She said they are having a vote on renaming the ambulances to 97-1, 97-2, 97-3 and 97-4. "97" is the Town Code. She has asked the Corps to let her know their decision by April 1 and if favorable, the ambulances will be renamed. She would need to notify CMED, the surrounding towns and the State. She said they are covering their first calls.

Mr. McLachlan said he had learned just a couple of hours earlier that if grant money was paid to an EMT, a 1099 would have to be issued to the EMT. He said they could apply for a waiver from the IRS. He asked Chief Cain to speak to Assistant Chief McCarthy about this.

President's Report:
Mr. McLachlan informed the Board that the Finance Committee is going to meet with Merrill Lynch on Thursday to discuss the portfolio. The account advisor, Chris Metcalf, will be at the March meeting to speak to the Board. He said that A3 has been fixed. He said that things are somewhat quiet and want to look forward. He said he will start to work on the bylaws with Mr. Kortze and Mrs. Llodra.

Old Business:

1. **Scholarships/Grants** - See under Chief's report above.

2. **Thumper** – see under Chief's report above.

New Business:

1. Accountant's 09.30.2018 Financial Statement – Mr. Waterbury presented the accountant's 09.30.2018 financial statement. He mentioned that Note #1 had to be added given NVAA is named in a complaint filed with the OCR. With regard to revenue, the $100,000 additional from the prior year was attributable to the 144 patients that CAG was attempting to collect. Regarding "Bad Debt Expense" there was a significant decrease from 09.30.17 to 09.30.18. Mrs. Llodra questioned what is the "norm". Mr. McLachlan will speak to the accountant and get an answer for next month's meeting. Mrs. Llodra also questioned the insurance expense and that it had jumped up from last fiscal year. Mr. McLachlan said that $50,000 is the approximate amount of all insurance costs and that was what was budgeted for. Mr. Demand made a motion to accept the accountant's financial statement for year-end 09.30.18. The motion was seconded by Mr. Kortze and unanimously approved.

2. Form 990 – Mr. McLachlan informed the Board that the Form 990 had been filed with the IRS and that a copy is on file with the Office Administrator should any of the trustees wish to review it.

3. New Ambulance – Mr. McLachlan said that once the new ambulance is up and running and the Corps has had a chance to weigh in on any possible changes for a new ambulance, he would like to order a new ambulance in April with a delivery date in the Fall. All board members in attendance were in agreement.

There was no executive session.

Adjournment:
Mr. Waterbury made a motion to adjourn the meeting at 8:30 p.m., seconded by Mr. Demand and unanimously approved.

Respectfully submitted,

E. Patricia Llodra
Secretary
Newtown Volunteer Ambulance Association Inc.