Newtown Volunteer Ambulance Association, Inc.

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

Minutes of Regular Meeting of October 8, 2024

The Board of Trustees of the Newtown Volunteer Ambulance Association held a regular meeting on Tuesday, October 8, 2024, at 6 Washington Square, Newtown, CT at 7:30 pm.

Present: Malcolm McLachlan (President), Joe Kearney (Vice-President), Dan Rosenthal (Treasurer), Pat Llodra (Secretary), Chief Michelle Greenspan, Nancy McLachlan, Patrick Simms (via speakerphone). Kristen Velsmid
Absent: Robert Soltis, MD
NVAC EBoard Present: Scott Cicciari
NVAA Staff Present: Susan Miles

Call to Order:
The NVAA Board of Trustees meeting was called to order at 7:30 pm by Mr. McLachlan.

There was a motion made by Mrs. Llodra and seconded by Mrs. McLachlan to include the discussion and vote on the Incentive Plan in the Amended Agenda. The motion passed.

No Public Participation:

Treasurer's Report:
Mr. Rosenthal reported that the account balances held at Newtown Savings Bank as of today total $88,269 and the investment balance held by Stifel is $2,492,996.

Acceptance of Treasurer's Report:
Mrs. Llodra made a motion to accept the Treasurer's report which was seconded by Mrs. McLachlan. The motion passed unanimously.

Acceptance of Minutes from September 10, 2024 meeting:
Mrs. McLachlan made a motion to accept the Minutes of the September 10th meeting. The motion was seconded by Mr. Simms and passed.

Chief's Report:
Chief Greenspan reviewed the activities of the Corps for the previous month. She highlighted that the building and tech committees worked together to install two new

keypads that allow entry to the building with a PIN number instead of a key fob. Chief Greenspan mentioned that she will continue discussions toward a new paramedic contract with Nuvance next week.

Mr. Cicciari reviewed the schedule of new ambulances for 2025 and some option changes that will be made to the third ambulance scheduled for delivery in 2027.

President's Report:
Mr. McLachlan did not have a separate report.

Old Business:
Mrs. McLachlan reported that there are five scholarship nominees this year. All are full-time students studying in the medical field and each award is $2,500. Mrs. McLachlan made a motion to approve the five nominees for the 2024 NVAA Scholarship which was seconded by Mr. Kearney. The motion passed unanimously.

Mr. Cicciari updated the group on the progress of the lifepak purchases. NVAA can expect that two new lifepaks will be funded by the Town of Newtown at a cost of $107,142. There was a short discussion on proper accounting for this purchase.

Mr. McLachlan reported that NVAA will be responding to three questions posed by the McChord Foundation in order to move forward with the proposal. There was discussion regarding the specific information to include in a response. Mrs. Llodra will draft the narrative on behalf of the ambulance board that will be reviewed by the board members prior to sending.

New Business:
Mr. McLachlan asked that any trustee who does not wish to be re-nominated should contact one of the individuals on the nominating committee comprised of Mrs. Llodra, Mr. Simms and Mrs. McLachlan. The committee will generate the list of trustees for the upcoming year that will be presented at the Annual Meeting. Mr. McLachlan reported that Dr. Soltis will not continue as a board member next year.

Mr. McLachlan began a discussion of the Corps EMT activity which was continued by the Chief. Following the discussion about the incentives, a motion was made by Mr. Simms and seconded by Mrs. Llodra to accept the 3rd Quarter Incentive Plan and to continue the Plan for another quarter. The motion passed.

Communications/Announcements
Mr. Mclachlan thanked Chief Greenspan and the EBoard for their work. The Chief announced that she will be running for a second term unopposed. EMT Cicciari will be running unopposed for Assistant Chief and EMT Newsom will run unopposed for a second term as Secretary/Treasurer.

Adjournment:
Mrs. Llodra made a motion to adjourn the meeting at 8:28 pm. It was seconded by Mr. Rosenthal and passed.

Respectfully submitted,

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

Preliminary Report-with some accruals

NEWTOWN VOL. AMBULANCE
Balance Sheet
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	38,435.73
Other Current Assets	2,906,042.69
Total Current Assets	2,944,478.42
Fixed Assets	6,278,068.30
Other Assets	-2,659,668.43
TOTAL ASSETS	**6,562,878.29**
LIABILITIES & EQUITY	
Liabilities	30,090.25
Equity	
2998 PERM RESTIRCTED NET ASSET	95,757.19
2999 UNRESTRICTED NET ASSETS	5,842,561.52
Net Income	594,469.33
Total Equity	6,532,788.04
TOTAL LIABILITIES & EQUITY	**6,562,878.29**

CASH ON HAND AT 10/6/24	
NSB Main Checking	23,124
NSB Corps' Petty Cash	1,868
NSB Money Market	5,725
Stifel Acct 063 at 9/30/24	566,491.12
Stifel Acct 803 at 9/30/24	1,040,843.17
Stifel Acct 728 at 9/30/54	885,661.89

Preliminary Report with some accruals

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
September 2024

	Sep 24	Oct '23 - Sep 24	YTD Budget	$ Variance	% of Budget Attained	Annual Budget
Income						
3000 FUND DRIVE	225.00	64,419.77	60,000.00	4,419.77	107.37%	60,000.00
3100 DONATIONS	228.00	6,062.58	5,000.00	1,062.58	121.25%	5,000.00
3300 GRANTS	0.00	7,000.00	0.00	7,000.00	100.0%	0.00
3350 Income EMT Classes	700.00	22,600.00	27,000.00	-4,400.00	83.7%	27,000.00
3700 Ambulance Revenue Recovery	125,500.22	1,146,386.58	1,100,000.00	46,386.58	104.22%	1,100,000.00
Total Income	126,653.22	1,246,468.93	1,192,000.00	54,468.93	104.57%	1,192,000.00
Expense						
4000 ACCOUNTING/Auditor						
4001 Bookkeeping	1,397.00	13,266.47	15,000.00	-1,733.53	88.44%	15,000.00
4000 Auditor - Other	0.00	11,000.00	10,000.00	1,000.00	110.0%	10,000.00
Total 4000 ACCOUNTING	1,397.00	24,266.47	25,000.00	-733.53	97.07%	25,000.00
4100 ADVERTISING	2,980.89	3,665.89	4,500.00	-834.11	81.46%	4,500.00
4300 AMBULANCE						
4301 MAINTENANCE & REPAIR	3,718.53	30,892.67	30,000.00	892.67	102.98%	30,000.00
4302 Collision Repair	0.00	9,928.80	35,000.00	-25,071.20	28.37%	35,000.00
4303 Equipment Repairs	0.00	5,597.27	0.00	5,597.27	100.0%	0.00
4303A Equip Service Contracts	753.38	753.38	0.00	753.38	100.0%	0.00
Total 4300 AMBULANCE	4,471.91	47,172.12	65,000.00	-17,827.88	72.57%	65,000.00
5000 BANK CHARGES	59.41	4,558.56	4,000.00	558.56	113.96%	4,000.00
5500 COMMUNICATIONS	459.49	10,173.17	6,000.00	4,173.17	169.55%	6,000.00
5700 TRAINING MEMBERS	3,415.77	8,719.06	10,000.00	-1,280.94	87.19%	10,000.00
5750 TRAINING OTHER	104.95	104.95	0.00	104.95	100.0%	0.00
5770 TRAINING COMMUNITY	6,222.61	31,343.24	25,000.00	6,343.24	125.37%	25,000.00
5790 UNIFORMS	2,555.32	8,603.66	7,500.00	1,103.66	114.72%	7,500.00
5800 CORPS BENEFIT	5,857.40	61,282.89	65,940.00	-4,657.11	92.94%	65,940.00
6000 HEALTH & WELLNESS	0.00	410.00	2,000.00	-1,590.00	20.5%	2,000.00
7000 INSURANCE	16,081.00	64,993.00	62,000.00	2,993.00	104.83%	62,000.00
7100 LICENSE & REG	0.00	659.13	800.00	-140.87	82.39%	800.00

Preliminary Report with some accruals

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
September 2024

	Sep 24	Oct '23 - Sep 24	YTD Budget	$ Variance	% of Budget Attained	Annual Budget
7200 MEDICAL SUPPLIES	3,078.68	18,055.83	30,000.00	-11,944.17	60.19%	30,000.00
7300 Office Expense & Supplies	596.89	3,208.10	7,400.00	-4,191.90	43.35%	7,400.00
7500 6 WASHINGTON Maint/Costs						
7501 CommonCharge Town (semi)	0.00	6,070.26	6,100.00	-29.74	99.51%	6,100.00
7503 CLEANING	1,310.00	25,449.80	23,700.00	1,749.80	107.38%	23,700.00
7505 Maintenence Contracts	579.60	38,287.38	34,827.00	3,460.38	109.94%	34,827.00
7509 Misc Building Costs& Exp	563.97	20,778.35	40,000.00	-19,221.65	51.95%	40,000.00
7510 GARBAGE	192.00	1,248.00	1,200.00	48.00	104.0%	1,200.00
7700 UTILITIES	10,750.35	61,346.41	66,232.00	-4,885.59	92.62%	66,232.00
Total 7500 6 WASHINGTON Maint/Costs	13,395.92	153,180.20	172,059.00	-18,878.80	89.03%	172,059.00
7600 TECHNOLOGY	1,445.66	16,358.16	15,000.00	1,358.16	109.05%	15,000.00
7610 Landscape Main/Washington	0.00	3,250.00	4,600.00	-1,350.00	70.65%	4,600.00
8500 FUND RAISING EXPENSE	7,038.22	7,038.22	8,000.00	-961.78	87.98%	8,000.00
8602 Danbury EMS back up	2,700.00	11,900.00	19,000.00	-7,100.00	62.63%	19,000.00
8603 Brookfield EMS back up	0.00	1,500.00	0.00	1,500.00	100.0%	0.00
8700 DANBURY PARAMEDIC FEE	0.00	200,000.00	200,000.00	0.00	100.0%	200,000.00
9000 PAYROLL	2,780.52	36,546.66	33,000.00	3,546.66	110.75%	33,000.00
9100 REFUND INSURANCE PAYMENT	0.00	4,927.01	1,000.00	3,927.01	492.7%	1,000.00
9200 CAG ADMIN FEE	11,939.01	58,964.99	51,000.00	7,964.99	115.62%	51,000.00
9202 MISC Expense	0.00	1,500.00	0.00	1,500.00	100.0%	0.00
Total Expense	86,580.65	782,381.31	818,799.00	-36,417.69	95.55%	818,799.00
Ordinary Income	40,072.57	464,087.62	373,201.00	90,886.62	124.35%	373,201.00
Other Expense						
9700 Trustee expense						
97011 Covid Response Recognitio	0.00	0.00	0.00	0.00	0.0%	0.00
9701Holiday recognition	0.00	59,099.00	60,000.00	-901.00	98.5%	60,000.00
9702 Stipends	1,500.00	18,000.00	18,000.00	0.00	100.0%	18,000.00
9703 Scholorships	0.00	20,250.00	17,500.00	2,750.00	115.71%	17,500.00

Preliminary Report with some accruals

NEWTOWN VOL. AMBULANCE
Profit & Loss Budget Performance
September 2024

	Sep 24	Oct '23 - Sep 24	YTD Budget	$ Variance	% of Budget Attained	Annual Budget
9704 Legal Expenses	297.50	5,312.50	5,000.00	312.50	106.25%	5,000.00
9705 Other Trustee Expenses	0.00	1,373.70	3,000.00	-1,626.30	45.79%	3,000.00
9706 CAG/Billing Stipend	2,050.00	5,050.00	5,000.00	50.00	101.0%	5,000.00
9707 Bonus admin	0.00	4,000.00	4,000.00	0.00	100.0%	4,000.00
9708 Event & Facilities coordin	0.00	2,500.00	2,500.00	0.00	100.0%	2,500.00
9709 Incentive Plan Bonus	28,793.00	79,194.00	0.00	79,194.00	100.0%	0.00
Total 9700 Trustee expense	32,640.50	194,779.20	115,000.00	79,779.20	169.37%	115,000.00
Net Income	**7,432.07**	**269,308.42**	**258,201.00**	**11,107.42**	**104.3%**	**258,201.00**
3501 INTEREST AND DIVIDENDS	7.16	14,101.04	0.00			
3600 INVESTMENT GAINS	26,995.40	317,652.87	0.00			

CAPITAL EXPENDITURES:

50%-Motorola Radios/Chargers, etc	22,535.53
Computers,Laptops,scanners,routers	26,417..00