

**EAST HAMPTON AMBULANCE ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING**

Location: 4 Middletown Ave, East Hampton, CT

Date: Tuesday, February 18, 2025

Time: 6:30 PM

MINUTES

Board Members in Attendance: President, Barbara Moore; Vice President, Nancy Brown; Treasurer, Alan Hurst; Secretary, Lori Lanzi; Members, Kevin Kiely, Debra Mayer (via Zoom), Liz Whitty

Ex Officio Member of Board: Chief of Service, Donald Scranton

Finance Committee Member: Ted Hintz

Service Corp Member(s) in Attendance: Maddy Starr, Barbara Sargent, Betty Donnelly, Tom Donnelly, Christopher Wherry, Kim Danaher, Delores Morgano

Call to Order & Pledge of Allegiance

Barbara Moore called the meeting to order at 6:30 p.m.

Adoption of Agenda

A motion was made by Nancy Brown seconded by Alan Hurst, to adopt the agenda. Vote 7-0 Motion passed.

Approval of minutes

A motion was made by Alan Hurst to accept the January 21, 2025 minutes as written, seconded by Lori Lanzi. Vote 7-0 Motion passed

Public Remarks

A little girl who is fighting a rare condition is in need of patches to decorate her hospital room. Her mom, an EMT with the Rocky Hill Volunteer Ambulance Association, is working hard to support her during this tough time. If you have any patches to donate, please drop them off with Barbara Sargent. Let's help bring a little brightness to her world!

Tom Donnelly ask what happened to his request for clarity on the Lifetime Policy. Donald Scranton will be updating the Lifetime Policy soon and will notify each Lifetime Member once the updated version is available.

Betty Donnelly suggested the Board of Directors meeting minutes and agendas be distributed to the members prior to a Board Meeting. The minutes and agenda will be posted on the EHAA Webpage and in the building.

Donald Scranton shared Shane Ferwerda's written request for two recliners. Due to limited funds, this isn't currently possible. However, Kim Danaher will meet with Shane Ferwerda to explore the possibility of getting these recliners donated, which could be a great solution!

Treasurer's Report

- a) Finance Committee: Ted Hintz reviewed the proposed Budget for the 2025-2026 Fiscal Year and shared budget assumptions and thought with the Board of Directors.
- b) Treasurer Update: Alan Hurst moved \$300,000.00 in funds out of the investment account to a Money Market account with a 3.9% rate. He will be meeting with Judy, Suburban, to learn QuickBooks. The Board reviewed Ted Hints's Ambulance budget Assumptions and Thoughts list. The following revision suggestions are as follows:
- Special events: Funds received from Haddam Neck Fair and the Hawk's must be grossed up and put directly into payroll and staff who work these events will be paid by EHAA.
 - Ambulance repairs and maintenance: Budget should be \$20,000.00
 - Appreciation & Appreciation Dinner: Barbara Moore made a motion to budget \$3,000.00 for the Appreciation Dinner to be held on May 10, 2025, Alan Hurst seconded the motion. Vote 5 In Favor/2 Opposed Motion Passed.

Chief of Service Report

Donald Scranton reviewed EHAA Chief Report for February 2025; previously emailed to Board of Directors. Upcoming meetings with Ambulance Task Force and Board of Finance are listed in report.

Workers Compensation renewal quote is \$23,372.00; with a deposit of \$12,118.00 due 4/8/2025; balance payable in three monthly installments. Donald Scranton will find out about whether a fee is charged for not paying in full for workmen's comp bill.

Ambulance 12-4A (2012) four wheel drive broke and vehicle repair will cost \$1,114.54

Lori Lanzi made a motion to authorize the repair of Ambulance 12-4A (2012) at the cost of \$1,114.54, second by Nancy Brown. Vote 7-0 Motion Passed.

Medical Supplies: Kim Danaher will be completing a three-year average of medical supply costs, with a breakdown between ambulance supplies and consumable supplies. This information will be shared with the Finance Committee. This will help Board members better understand spending patterns and make more informed financial decisions.

Payroll Service: Donald Scranton will review monthly invoices to determine what we pay for our payroll service for the Finance Committee.

Policies and Procedures: Donald Scranton and Maddy Starr will be starting the process of reviewing and revising the Policies and Procedure manual. As part of this effort, they will also

implement a format to track revision dates, ensuring that updates are properly documented and easy to follow.

Rotary: Jack Solomon informed Donald Scranton that the Rotary Club would like to sponsor a picnic for first responders.

Continued Business

- a) Ambulance Task Force update: None
- b) Scholarship Committee: Alan Hurst announced Chris Wherry will be joining the committee. Liz Whitty reported Kate Morris will leave \$2,000.00 of the \$3,100.00 in the Scholarship fund.
- c) New Board Orientation Packet: Several suggestions were made and Lori Lanzi will make updates and coordinate with Liz Whitty, Donald Scranton, and Maddy Starr to finalize packet.
- d) EHAA Member Survey: The Personnel Committee will be reviewing the survey comments, summarizing the findings, and highlighting suggestions for improvement. Once this process is complete, the committee will review the results with the COS and AC. The final summary will then be presented to the Board of Directors, and a meeting date will be set with the Members to discuss the outcomes. Regarding Betty Donnelly's question about Lifetime Members' participation, the survey was directed at day-to-day operations, which is why Lifetime Members were not included in the process.

New Business

- a) Multi Year Plan: Suggestions from Ted Hintz will be added to the plan. Once updated Lori Lanzi will send out to Board members for approval before the Ambulance Task Force request date of 2/24/2025.
- b) Update on Dave Shulman: Alan Hurst and Barbara Moore updated the Board of Dave's progress.
- c) Meeting: Board of Directors will meet on 3/4/2025 @ 2:00 p.m. to review Finance Committee updates.

Public Remarks

None

Adjournment

A motion was made by Alan Hurst, seconded by Nancy Brown to adjourn the meeting at 8:40 p.m. Voted 7-0 Motion passed.

Next Board of Directors Meeting: March 18, 2025

Minutes submitted by Secretary, Lori Lanzi

Task List

<u>Action Items:</u>	<u>Assignee(s)</u>	<u>Due Date</u>
Chief Of Service Job description	Personnel Committee	Tabled
Lifetime Policy update	Donald Scranton	3/18/2025
Medical Supply 3-year average	Kim Danaher	2/20/2025
Payroll monthly cost	Donald Scranton	2/20/2025
Multi Year plan revisions	Lori Lanzi	2/21/2025
New Board Member Packet revisions	Lori Lanzi/Liz Whitty	2/21/2025
EHAA Member Survey Comments	Personnel Committee	3/18/2025
Is fee charged for not paying in full for workmen's comp bill	Donald Scranton	3/18/2025
Rotary about paying for file of life that we paid for last month.	Alan Hurst	3/18/2025