

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

**Location: 4 Middletown Ave, East Hampton, CT**

**Date: Tuesday, March 4, 2025**

**Time: 2:00 PM**

**MINUTES**

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

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

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

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**Call to Order & Pledge of Allegiance**

Nancy Brown called the meeting to order at 2:00 p.m.

**Adoption of Agenda**

Nancy Brown requested Bylaw Review be added to the Agenda.

A motion was made by Alan Hurst, seconded by Debra Mayer, to adopt the agenda with the following addition: Bylaw Review Item 5a. Vote 6-0 Motion passed.

**Ambulance Task Force 3/3/2025 Meeting update**

Rich Knotek stated that the Ambulance Task Force draft report shows that East Hampton ambulance meets the following: Proven EMS service; reasonable cost; and community satisfaction. Task Force members complimented us on our Multi Year Plan.

Donald Scranton provided an overview of the key points from the meeting.

- Asked us to adopt FY budget plan and create next years budget ramping up funding
- Fill open vacancy on EHAA Board of Directors; consider applicant with business management experience
- Engage EHAA Liaisons
- Invite other guests to the Board of Directors meetings
- Keep active standing Finance Committee
- Present financial statements at each Board of Directors meeting
- Submit FY Budget to Town Council
- Submit Quarterly financial statements to Town Council
- Explain 10% variances in budget, if any, monthly
- Investigate new revenue streams
- Evaluate cost efficient scheduling of Members
- Reevaluate communication between Members and Board Of Directors

- Continue and formalize regular communication between Chief and town public safety departments
- Prepare annual state of the association report to town council. To include; successes and challenges of previous year, and those in the upcoming year.
- Present Annual vitality statement of the organization
- There could come a time when ambulance could no longer produce the services needed. Analyze what would next steps be. Whether financial or operationally couldn't function any longer and what next steps would be.
- Task Force wasn't really convinced a third party provider is in the towns best interest. Default would be to bring it in house. That would be the most controllable alternative. Service provision and cost.
- Long term considerations - consider town department, joining fire and police department under municipal umbrella.
- EMS as a distinct department.
- Community outreach is best served by individual department.
- Need to understand mechanics of PSA and how to transfer it. Have to see in five years what the cost would be

#### **Disband Finance Committee**

Lori Lanzi made a motion to move this discussion to Executive Session, seconded by Nancy Brown. Vote 6-0 Motion passed.

#### **Suggestions for honoring Barbara's years of Service**

The Board of Directors agreed to recognize Barbara Moore, as well as the family of Dave Shulman, for their years of service at the May 10, 2025 Appreciation Dinner. Donald Scranton will be taking the lead in coordinating with both families for their attendance at the Appreciation Dinner. Additionally, it was decided that the EHAA and Fire Department will jointly extend an invitation to the Town Council for the event.

#### **Bylaw Review**

Nancy Brown and Lori Lanzi will do a general review of the Bylaws to ensure that everything is up-to-date and reflects the current needs and practices of the organization. Once Lori Lanzi and Nancy Brown bring their suggestions to the next Board of Directors meeting, we will review the proposed changes carefully to ensure they align with the Board's goals and the organization's best interests.

#### **Executive Session**

Debra Mayer made a motion we go into Executive Session at 2:28 p.m., seconded by Lori Lanzi. Vote 6-0 Motion passed.

Alan Hurst made a motion we move out of Executive Session at 2:50 p.m., seconded by Debra Mayer. Vote 6-0 Motion passed.

#### **Disband Finance Committee**

Lori Lanzi made a motion to disband the current Finance Committee and form a new one, with Alan Hurst tasked with presenting potential new members for Board of Directors approval. Kevin Kiely seconded the motion. Vote 6-0 Motion passed.

### **Adjournment**

Lori Lanzi made a motion to adjourn the meeting at 3:00 p.m., Kevin Kiely seconded the motion. Vote 6-0 Motion passed.

*Minutes submitted by Secretary, Lori Lanzi*

### **Task List**

<b><u>Action Items:</u></b>	<b><u>Assignee(s)</u></b>	<b><u>Due Date</u></b>
Chief Of Service Job description	Personnel Committee	Tabled
Lifetime Policy update	Donald Scranton	3/18/2025
New Board Member Orientation	Lori Lanzi/Liz Whitty	2/21/2025
EHAA Member Survey Comments	Personnel Committee	3/18/2025
Rotary about paying for file of life that we paid for last month.	Alan Hurst	3/18/2025
Form new Finance Committee	Alan Hurst	4/15/2025