PLYMOUTH VOLUNTEER AMBULANCE CORPS
MINUTES OF REGULAR MEETING
JULY 15, 2026

Present: Cassie Culver, Jenny Whitehurst, Bonnie Doughty-Jenkins (via phone during voting section), Norm Whitehurst, Jolene Dutkiewicz, Steven Raymond, Sharon Kenney, Tom McCann, Paul Schwanka, Tracy Fitzpatrick
Absent: Renee Di Re, Ron Tiscia (Town Liaison)

1. **Call to Order**
   President Cassie Culver called the meeting to order at 6:30 p.m.

2. **Approval of Agenda**
   Paul moved to approve the agenda; Jenny seconded. Motion carried.

3. **Voting – Board of Dir. Officer Position – Vice President**
   • An anonymous survey was conducted using SurveyMonkey to obtain nominations for the position.
   • Both Bonnie Doughty-Jenkins and Jenny Whitehurst were nominated for Vice President. An anonymous vote was conducted between the two nominees. Jenny Whitehurst received the majority of the votes (5–4) and will be completing the remainder of the two-year term as Vice President.

4. **President's Report**
   A. Cassie followed up with the Finance Department at Town Hall regarding PVAC invoices. All invoices were up to date except for the electric bill, which was emailed to Norm for review and approval. Thank you to Christine for her assistance.
   B. Cassie attended the last membership meeting, and the members were very appreciative of the increase in the stipend.
   C. On January 15, 2025, the BOD voted to update the bylaws, which included adding the position of Member Liaison to the Board. Upon review, it was discovered that the bylaws were not signed and stamped by the Town Clerk. We are currently reviewing them and will have them officially signed and filed.

5. **Town Liaison's Report**
   No report.

6. **Approval of Secretary's Minutes**
   Paul moved to approve the June 2026 minutes; Steve seconded. Motion carried.

7. **Treasurer's Report**
   See Supplemental Report. Norm provided an update on Birdies for Charity. We have currently raised $7,020 from that portion of the campaign. Tom moved to approve the Treasurer's Report; Paul seconded. Motion carried.

8. **Chief's Report**

A. We met with Bristol Hospital last week regarding the recent increase in mutual aid calls from Bristol. Bristol indicated the increase was due to high call volume, staffing shortages, and having an ambulance stationed at UConn for transfers. There has been a decrease in mutual aid calls since the meeting. If they anticipate a staffing shortage or an ambulance being out of service, they will notify us the night before.

B. Two of our EMTs were exposed to tuberculosis (TB). Norm reported the exposure to the Bristol Hospital Infectious Disease Department, and testing was scheduled for those affected. Results are expected within the next few days.

C. We applied for an $11,000 grant from TSB for $ETCO_2$ monitors, with award notifications expected in August. The Town has $24,000 available in an Opioid Prevention account. Norm submitted a proposal requesting that these funds be used to purchase Narcan dispensers for selected locations throughout town. During the past month, we responded to three overdose calls.

D. The FY2027 budget is still in progress. Norm is waiting for additional information and reports before it can be completed.

E. A request for information was sent to Norm regarding an incident in May in which our new stretcher malfunctioned, preventing us from removing both the stretcher and the patient from the ambulance at the hospital. Norm provided the requested information.

9. **Public Comments**

No report.

10. **Member/Liaison Report**

A. The Terryville Country Fair is coming up.

B. We cleared one EMT this month and hope to clear one or two more before August. The newly cleared EMTs are doing well.

11. **Junior Member's Report**

The Junior Member Program remains stable. We are finishing CPR training, and several members are eager to begin their ride-alongs.

12. **Old Business**

A. Building Repairs/Shed/Signage: Tom sent Joe, Public Works Director, a list of building repairs. The two major items are the radio room and the latching issue with the back door. A walkthrough with an electrician is being scheduled. We hope to install motion-sensor lighting to reduce the electric bill and evaluate replacing the existing light fixtures. Tom moved to approve the new sign quote for $9,950, plus any required permit fees. Paul seconded. Motion carried. Tom is waiting for shed quotes from Lowe's and Home Depot.

B. SOP Revisions: We will continue SOP revisions in August, beginning with Section 105. Tracy will contact Bonnie to determine which sections will be reviewed.

C. PVAC Proud: No nominations this month.

D. Birdies for Charity: The Birdies for Charity campaign has ended, although donations are still coming in. As of July 3, we had received $14,427 from the letter campaign. We will not receive our

Birdies for Charity check until October. A recognition ceremony will be held at that time for any BOD members who would like to attend. We will also place a donation collection receptacle at the Terryville Country Fair.

13. **New Business**

A. Annual Budget: Norm will finalize the budget as soon as he receives the remaining information.
B. Grants in Process: See Chief's Report. The federal grant deadline is tomorrow. We are unlikely to meet the deadline because registration with three different entities was required for eligibility. We will be fully prepared for the next grant cycle.
C. New Phone System: We received the new phone system but have not yet received training. Cassie will assist Norm with the phones. The new phone system also affected the card reader access.
D. We worked on document retention cleanup in the file room. Older minutes were scanned into an AI program, which generated summaries covering several years of historical records.

Motion to Adjourn
7:37 PM by Paul. Second by Tom. Motion carried.

NEXT MEETING TO BE HELD August 19, 2026, AT 6:30 P.M.

Respectfully submitted,

Tracy Fitzpatrick, Secretary