

**PLYMOUTH VOLUNTEER AMBULANCE CORPS
MINUTES OF REGULAR MEETING
SEPTEMBER 16, 2026**

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2026 SEP 23 PM 12:39
Kimberly K. Konopaske
TOWN CLERK

Present: Cassie Culver, Jenny Whitehurst, Norm Whitehurst, Steven Raymond, Chris Poulin, Sharon Kenney, Tom McCann, Paul Schwanka, Ron Tiscia (Town Liaison), Linda Konopaske

Excused: Bonnie Doughty-Jenkins, Jolene Dutkiewicz, Chris Poulin, Tracy Fitzpatrick

1. Call to Order

President Cassie Culver called the meeting to order at 6:30 p.m.

2. President's Report

- A. Cassie asked if the board could send a floral arrangement to Tracy. Linda made a motion to purchase flowers with a \$75.00 limit. Paul accepted the motion and Norm seconded. Motion carried.
- B. Cassie met Norm at Thomaston Savings Bank to be added to the main bank account. When a Treasurer is on board he/she will be added to the account also.
- C. Bonnie asked Cassie to present alternates for the Board of Directors. This discussion will be tabled until next month and discussed further. We have to look at our Board of Directors' member list to see if we are at our maximum.

3. Town Liaison's Report

Nothing to report

4. Approval of Secretary's Minutes

Steve moved to approve the August 2026 minutes; Paul seconded. Motion carried.

5. Treasurer's Report

- A. No report presented for August for approval
- B. Norm has been paying bills and making copies and depositing checks received into our account.
- C. Renee's name is still on Member and Jr. Member accounts. Jenny and Chris have both been notified and asked to go to the bank to assist with removing her from these accounts.
- D. Linda spoke with Bruce our accountant, and he will assist us with filing taxes.
- E. A certified letter was recently sent to Renee asking her to schedule a date to meet up with Cassie or Norm to surrender ID Badge, checkbook and documents at her earliest convenience. Tom will follow up with Renee also.
- F. A request was made to add to the PVAC by-laws offboarding requirements for Treasurer or other board members when they resign.

5. Chief's Report

- A. We applied for a grant totaling \$12,000.00 from Thomaston Savings Bank. We received from the grant \$5,700.00 which we purchased 1 end-tidal CO2 monitor
- B. August 911 calls – 166, Patient Transports 78. 1,502 Volunteer hours which include 390 hours

at the Terryville fair.

C. Norm will be meeting with Mary Jane – Town of Plymouth Finance Dept. 9/17/26 regarding funding for purchasing AEDs for the opioid project. Norm had submitted to the mayor and finance purchasing information from vendors for purchasing items for town to order and CPR training. The town is responsible for purchasing for the opioid project not PVAC due to them having the funds.

D. Linda worked with Norm on updating our new phone system/voice messages. Linda will work with IT at the town hall to escalate the request to top priority. Also, Linda contacted and is working with our copier company for an upgrade. Our copier is at least 15 years old. We are not able to scan or email due to Microsoft upgrade issues.

E. Norm attended a state-wide emergency planning drill this past week and found out that during State of Emergency declared by governor, PVAC can submit for reimbursement to Tony Orsini for staffing, equipment, food, etc.

F. An Administrative Assistant position has been posted / advertised for PVAC.

6. Public Comments

Nothing to report

7. Member/Liaison Report

Tom mentioned members are expressing concerns regarding progressive discipline policy. Chief and Board Members noted concern and stated that there are expectations and rules need to be followed. Each situation will be addressed as needed for review following the progressive discipline policy in place.

8. Junior Member's Report

Sharon stated a few of our Junior Member's helped at the fair and they did a great job. They handed out files of life and comic books.

9. Old Business

A. *Building Repairs/Shed/Signage*: Tom is working with Joe to follow up on electrician quotes for repairs for radio room and light in the rear hallway and exterior.

B. *SOP Revisions*: The next section was emailed by Tracy and will be reviewed by Board members following this meeting.

C. *PVAC Proud*: none

D. *Birdies for Charity*: Jenny will follow up to see when PVAC will be presented with check for donations.

E. *Annual Budget*: Norm did budget based on actuals from Treasurer's reports for last year. He will send Board Members what he completed.

F. *Grants in Process*: Norm is looking into grants (approximately 20-30) that will become available next month to apply for. One specifically is a large grant (same program that funded radios) to

purchase ambulance.

G. *Terryville Fair*: The fair was a success with no major medical issues. This year PVAC provided Ibuprofen, acetaminophen and sunscreen. Also, a water mister for cooling the fairgoers was provided. A total of \$150.00 donations was received.

10. New Business

A. Board of Director Treasurer: Norm posted an ad for Board of Directors Treasurer. We did receive a few applications from very qualified individuals. The applications were reviewed at today's meeting and Cassie will reach out to the applicants as soon as possible to schedule ZOOM interviews and invite all the Board Members to attend also. Once a Treasurer is chosen, Linda (our past Treasurer) has kindly agreed to assist him/her during their onboarding.

B. Lieutenant Positions: Norm stated he created 4 new Lieutenant positions for our members:

1. Community Presence
2. Wellness/Outreach
3. Disaster Readiness
4. Morale Officer

Members were asked to apply for these roles and will be chosen accordingly.

Motion to Adjourn

7:25 PM by Steve. Second by Paul. Motion carried.

NEXT MEETING TO BE HELD WEDNESDAY, 10/21/2026, AT 6:30 P.M.

Respectfully submitted,

Cassie Gulver