

PLYMOUTH, CT
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Linda Proffitt
TOWN CLERK

PLYMOUTH VOLUNTEER AMBULANCE CORPS
MINUTES OF REGULAR MEETING
October 21, 2026

Present: Cassie Culver, Bonnie Doughty-Jenkins, Norm Whitehurst, Jolene Dutkiewicz, Steven Raymond, Chris Poulin, Sharon Kenney, Ron Tiscia (Town Liaison), Tom McCann, Paul Schwanka, Tracy Fitzpatrick, Jenny Whitehurst, Peter Kolakoski

1) Call to Order

President Cassie Culver called the meeting to order at 6:31 p.m. She introduced the new treasurer, Peter Kolakoski, to the board.

2) President's Report

At the last membership meeting, Evan Chipman, the PVAC Lieutenant of Morale, asked Cassie to bring a request before the board, as he was unable to attend the board meeting. The request was for a budget to plan a Thanksgiving meal for members working that day, as well as funding for the holiday party. The board discussed possible options and agreed that a meal would be provided for those working on Thanksgiving. The board will also follow up with Evan regarding plans for the holiday party

3) Town Liaison's Report

Ron asked the mayor to recognize the newly appointed lieutenants, and the mayor did so in his report.

Approval of the Agenda

Tracy moved to approve the agenda for tonight's meeting. Paul seconded the motion. Motion carried.

4) Approval of Secretary's Minutes

Linda moved to approve the September 16, 2026, meeting minutes. Paul seconded the motion. Motion carried. Steve moved to approve the September 29, 2026, special meeting minutes. Jenny seconded the motion. Motion carried.

5) Treasurer's Report

See Supplemental Report. The treasurer's report remains a work in progress as the new treasurer becomes familiar with the organization's financial activities.

- a. The Quick Med Billing subscription renews annually in December. This is noted for future consideration should the board wish to make a change.
- b. Peter can prepare the organization's Form 990, as our current accountant is retiring.
- c. The board discussed the next steps for retrieving our financial records back from the former treasurer.
- d. Thomaston Savings Bank insures deposits up to \$300,000. The board should explore placing some of the organization's funds in certificates of deposit (CDs) at another financial institution.

6) Chief's Report

- a. September statistics: 134 calls received through 911, 75 patient transports, and 1,173 volunteer hours. Year-to-date totals are 1,390 calls and 816 patient transports.
- b. The Chief met with the Mayor and the Town Finance Director regarding the \$134,000 the Town has available for opioid abatement initiatives. PVAC submitted a \$40,000 proposal for the following items: an AED/Narcan stations, CPR/Narcan training, and cardiac arrest equipment that can be used for both overdoses and cardiac arrests. No decision has been made by the Town regarding the proposal since the meeting.
- c. We have been invited to attend a Town facilities meeting next Monday. The purpose of the meeting is to discuss the possibility of consolidating the Police Department, Fire Department, and EMS into one emergency services building.
- d. All five newly appointed lieutenants have been working on their respective area assignments.
- e. The existing station copy machine is approximately 20 years old and needs to be replaced. We will need a reliable color copy machine to make handouts for upcoming training. It could be used to print opioid abatement literature. The chief provided quotes using the from the town's contractor ABS. Paul moved to purchase a new copier outright for \$4,425 with a monthly service contract of \$40 using the funds saved by not having to hire an accountant to manage the organization's accounting. Bonnie seconded the motion. Motion carried.

7) Public Comments

Chris reported that the organization is nearing completion of its new sign. The remaining steps include obtaining a timeline from the town for demolishing the existing sign and arranging temporary signage.

8) Member/Liaison Report

Nothing to report.

9) Junior Member's Report

The junior members had a great time participating in the Trunk or Treat event. They are now participating in ride-alongs and will be working more closely with Val on community wellness outreach. On Monday at 6:00 p.m., they will be participating in pet CPR and first aid training. The junior members would also like to collaborate with ARF on fundraising efforts and open the pet CPR and first aid session to the public.

10) Old Business

- a. *Building Repairs/Shed/Signage*: The electrician is awaiting parts to complete the lighting updates. Tom is preparing a punch list for the facilities meeting on Monday.
- b. *SOP Revisions*: Work on updating the SOPs will continue following tonight's meeting.
- c. *PVAC Proud*: There were no nominations this month.
- d. *Annual Budget FY27/28*: The proposed budget was sent to the board for review. It will not be submitted to the Town until the necessary revisions have been completed.
- e. *Grants in Process*: Several grant applications have been submitted. The AFG grant program opens in November. The Pipeline Through Plymouth grant program will also open, and PVAC plans to apply for a scholarship grant to help students enroll in an EMT courses.

Eversource offers a similar grant opportunity. Additional grant programs open in January, and PVAC plans to apply for funding toward a new ambulance, which is also included in the capital grant, as well as equipment. Thomaston Savings Bank has approved a \$5,700 grant to purchase an ETCO2 monitor. A second ETCO2 monitor was also requested as part of the opioid abatement proposal.

11) New Business

- a. The 2027 PVAC Board meeting schedule must be submitted to the Town soon. Cassie presented a proposed schedule with meetings on the third Wednesday of each month. Jenny moved to approve the schedule. Steve seconded the motion. Motion carried. Tracy will submit the schedule to the Town Clerk.
- b. Ten high school students will assist with weeding and raking the property on November 6.
- c. Birdies for Charity Update: PVAC received a bonus check of \$915 from Birdies for Charity, representing the 15% bonus. The total amount collected through the program, including the bonus, is \$7,020.

Motion to Adjourn

A motion to adjourn was made by Paul at 7:41 p.m. Tom seconded the motion. Motion carried.

NEXT MEETING TO BE HELD NOVEMBER 18, 2026, AT 6:30 P.M.

Respectfully submitted,
Tracy Fitzpatrick, Secretary