

PLYMOUTH, CT
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Linda Konopaske
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PLYMOUTH VOLUNTEER AMBULANCE CORPS

MINUTES OF REGULAR MEETING

August 19, 2026

Present: Cassie Culver, Norm Whitehurst, Jolene Dutkiewicz, Steven Raymond, Chris Poulin, Sharon Kenney, Tom McCann, Paul Schwanka, Tracy Fitzpatrick

Absent: Renee Di Re, Bonnie Doughty-Jenkins, Ron Tiscia (Town Liaison), Jenny Whitehurst

1. Call to Order

President Cassie Culver called the meeting to order at 6:35 p.m.

2. President's Report

- a. A letter was received from Treasurer Renee Di Re resigning from the Board of Directors. The Board discussed ideas for recruiting a new treasurer and the possibility of appointing an interim treasurer.
- b. Norm made a motion for the secretary to cast a ballot for regular members (Bonnie, Jolene, Steve, and Paul) to renew their terms on the Board for three years. The aforementioned members agreed to the three-year term. Cassie seconded the motion. Motion carried. Cassie also noted an error in the June 17, 2026 meeting minutes. The terms for President and Secretary are three years, not two years. Linda Konopaske was asked if she wished to remain on as a Board member, and she agreed.
- c. Once the bylaws are compared with and match the SOPPs, the President will sign off on them.

3. Town Liaison's Report

No report.

4. Approval of Secretary's Minutes

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

5. Treasurer's Report

See Supplemental Report. The supplemental reports are not up to date. Paul moved to approve the Treasurer's Report as is and have the updated changes made for the next meeting. Jolene seconded. Motion carried

6. Chief's Report

- a. At the member meeting, we cleared two more EMTs.
- b. Terryville Fair - \$5.00/hour gas stipend for main crew. We will be at the fair all weekend. The ambulances will be dispatched from the fairgrounds for calls, and we will not be providing mutual aid during the fair.
- c. A survey was conducted regarding member morale. Eighteen people responded to the survey. Forty-seven percent reported high morale, 41% reported moderate morale, and 12% reported low morale. One source of morale issues is the lack of accountability for things such as cleaning up after yourself in the station. Per our SOPPs, we will be using progressive discipline to address these issues. 1st offense – verbal warning, 2nd – written warning, 3rd – suspension, 4th – \$50 penalty from stipend, and 5th – termination. This will go into effect on September 3rd. At the September 2nd

membership meeting, we will inform the members of the progressive discipline policy. A 30-page presentation of the survey results will be presented.

d. In July, we had 170 calls and 105 transports. The year-to-date totals are 1,090 calls and 663 transports.

7. Public Comments

No report.

8. Member/Liaison Report

We have been reviewing the survey results.

9. Junior Member's Report

Some of the junior members are doing ride-alongs, and they have finished their CPR training. We have a couple of members who cannot wait to turn 16 to take the EMT class. We have one member in the current class who is turning 18 and finishing the class tomorrow. If they volunteer for twelve hours for twelve months, they can receive reimbursement for tuition. They are looking forward to the Terryville Fair.

10. Old Business

- a. Building Repairs/Shed/Signage: Joe met with an electrician, and they are waiting to receive quotes. The top priorities are the radio room and downstairs lights. Cassie confirmed with Joe from Town Hall that a permit will be required for the shed.
- b. SOP Revisions: We will continue working on updates to SOPs following tonight's meeting.
- c. PVAC Proud: No nominations this month.
- d. Birdies for Charity: Even though the campaign is now closed, donations are still trickling in.
- e. Annual Budget is still a work in progress, awaiting financial data.
- f. Grants in Process: We will find out by the end of the month if our grant, through Thomaston Savings Bank will be approved for ETCO2 monitors. Norm submitted a proposal to the Town to use \$20,000 of opioid funds from the state for Narcan and AED stations around town. Sharon received an email from the library regarding the library applying to Thomaston Savings Bank for a grant for an AED. Sharon recommended to the library that they include an alarm, strobe, and lockbox in the grant request. There are still funds in the Town opioid fund if anyone has any ideas.

11. New Business

- a. Terryville Fair: Crews will be there manning first aid; two crews per ambulance.

Motion to Adjourn

7:06 PM by Paul. Second by Steve. Motion carried.

NEXT MEETING TO BE HELD September 16, 2026, AT 6:30 P.M.

Respectfully submitted,
Tracy Fitzpatrick, Secretary