

PLYMOUTH VOLUNTEER AMBULANCE CORPS MINUTES FOR
MEETING HELD JANUARY 22, 2026

2026 FEB 18 AM 09:13
TOWN CLERK'S OFFICE
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PLYMOUTH, CT
Linda Konopaske
TOWN CLERK

In attendance: Cassie Culver, Bonnie Doughty-Jenkins, Jenny Whitehurst, Renee Di Re, Norm Whitehurst, Jolene Dutkiewicz, Steven Raymond, Cheryl Poulin, Linda Konopaske, Paul Schwanka, Sharon Kenney, Tom McCann

Absent: Town Liaison (no report submitted)

1. Call to Order at 6:31 P.M.
2. Motion to approve agenda made by Paul second Steve – motion carried.
A Special vote was passed for Cassie Culver to assume President leadership position and Bonnie to assume Vice President position (swap) until the current term ends June 2026. Terms end and new election take place.
3. President's Report
Budget and Grants – Budget excel spreadsheet and capital improvement items were finalized by Norm and Bonnie will submit total package with narrative to the town by Jan 23 deadline. Bonnie completes Thomaston Savings Bank grant report.
4. Treasurers Report – See Supplemental Report. A loss was reported, and the major contributing factor is the new Stryker stretcher purchase. 1099 Tax forms are ready to be submitted to the accountant, and total stipend report is prepared.
Donations noted: \$250 gift in memory of Jim Dubowski and a \$10,000 one-time donation was received from new EMT Volunteer, Paul Ritchie, and his wife.
Renee has downloaded QuickBooks; she is ready to input data from August to Present. The goal is to produce the first report using the new software at next month's meeting.
5. Secretary's Minutes Approved by all.

6. Chief's Report – Questions regarding statutes and legality involving volunteers who are under the age of eighteen. We have a few underage riders now and we need to ensure that we are following State regulations. Major concerns, liability regarding safety and child labor laws. And whether charts and documents are legal if produced and signed by a minor. Norm will further investigate. But it has been determined that all members under the age of eighteen must ride as a third crewmember. Minors cannot respond to the scene in their own vehicle or have use of lights and sirens installed on their personal vehicle until after their 18th birthday.

Annual Ambulance Inspection is coming up on February 23. Will be working on lists with EMT's to ensure we have every item stocked and all items have good expiration dates. We need to ensure vehicle registrations are up to date, maintenance records, etc. Supplies in stockroom need to be checked for expiration dates and ordered. We need to ensure we have what we need to replace prior to inspection. It is the Captain of Operations responsibility.

Snowstorm coming – forecast for up to 2ft of snow. Requesting extra staffing for Sunday – Monday. We need whoever is on shift to keep the building walkways/sidewalks cleared of snow. If we need to hire someone to do it let us plan now.

7. Member/Liaison Update – Not much to share. All enjoyed the Membership Potluck; it was an enormous success. We need to finish collecting sizes for sweatshirts. Tom would like to finalize the list including the board members and place the order.
8. Junior Members' Update – We have new recruits thanks to the flyers put up at schools and Bristol Boys and Girls Club. Efforts by Sharon, Deb, and Renee.
9. OLD BUSINESS:

Sharon's update on EMT Class – Class is underway Feb 5, class size capped at 10, program price is \$1100 per student includes EMT Book and 1

Year access to audio learning, Power-points, and quizzes to help study for NREMT. (Cost is \$600-800 savings compared to most EMT course programs.)

IGEL TRAINING – Sharon facilitated multiple classes to get everyone trained on the device -trainees, volunteers and daytime NEFR staff. Those who were incapable of finding time to do the class will be removed from the schedule until they complete the training. We do not want to punish those who made the time to get the training or delay adding this valuable tool to our service. Devices will be placed on ambulances sometime mid-February. The Igel device is designated to be used for cardiac arrest calls, and all staff have reported ease of use. ALL MUST BE TRAINED AT OUR FACILITY TO ENSURE COMPLIANCE AND UNDERSTANDING OF PROTOCOLS, REGARDLESS OF PREVIOUS TRAINING AT OTHER FACILITIES.

BUILDING REPAIRS – Ongoing list is still pending. Waiting for the replacement of the Town Director of Public Works.

BUILDING SIGN – Discussion about the solution to our crumbling, poorly lit property sign.

We want to consider replacing the sign with a backlit/LED channel of letters on the building, including a corner mount at 45-degree angle to improve sightlines.

We have to consider many things – cost, Terryville zoning regulations, and the need for new exterior lighting and outdoor electrical upgrades first.

ACTION ITEMS: Obtain quotes from Sign Pro, and others. Evaluate the cost and technical feasibility of the project.

PVAC PROUD – the award has not been conducted for many months; plaques have not been updated. We need to reconsider whether and how we will continue with this award. Only on an as needed or earned basis perhaps and not a monthly event. Chris mentioned that he liked the Lucite Award Norm designed for EMT's responding to a Mass Casualty Motor

Vehicle Crash previous month. A similar award will be presented to EMT Paul Ritchie for \$10,000 donation to say Thank you.

10. NEW BUSINESS: After the resignation of Secretary Cynthia, there has not been any interest expressed by current board members in filling her position. It is a position that requires good listening skills, attention and good note taking and timely submission. Norm will post on social media to see if we have any interest.

11. MOTION TO ADJOURN 6:56 PM, NEXT MEETING TO BE HELD FEBRUARY 18, 2026, at 6:30.