

# PLYMOUTH VOLUNTEER AMBULANCE CORPS MINUTES FOR

## REGULAR MEETING HELD MARCH 18, 2026

**In attendance:** Cassie Culver, Bonnie Doughty-Jenkins, Jenny Whitehurst, Renee Doughty, Norm Whitehurst, Jolene Dutkiewicz, Steven Raymond, Chris Poulin, Sharon Kennedy, Tom McCann, Tracy Fitzpatrick

**Absent:** Linda Konopaske, Paul Schwanka & Ron Tiscia (Town Liaison)

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
2026 MAR 24 PM 1:17  
Sharon Kennedy  
TOWN CLERK

1. Call to Order at 6:30 P.M.
2. Approval of Agenda  
Bonnie made a motion to approve the agenda with the addition of item number 7.5 Public Comments and addition of Birdies for Charity to Old Business. Renee seconded the motion. The motion was carried.
3. President's Report  
The board received a letter of resignation from board member Linda Konopaske. A contact list was passed around for board members to fill out with their contact information.
4. Town Liaison's Report - None
5. Secretary's Minutes  
The following corrections were noted for the February minutes: under New Business, a \$100 check in memory of Dennis Doughty was received; New Business should have been listed as item 11, with the Motion to Adjourn as item 12; and the minutes required the secretary's signature. Renee moved to approve the February minutes as corrected; seconded by Steve. The motion carried.
6. Treasurers Report  
See Supplemental Report. A loss of \$10,537.62 was reported. Renee will add a line for General Donations as they are recorded separately from the Letter Campaign and Birdies for Charity. Bonnie motioned to approve the Treasurer's report with a correction to the February 2026 gross profit line which should read loss not profit. It was seconded by Jenny. The motion passed.
7. Chief's Report
  - A. We currently have 13 trainees; one has recently been cleared, and another is expected to be cleared shortly.
  - B. We have had 3 cardiac arrest calls in the past month.
  - C. Collections were discussed. Renee will review alternative agencies and follow up on outstanding accounts in the interim.
  - D. Per our NEFR contract, we are providing the required 31 days' notice for schedule changes. Although NEFR has requested additional lead time due to

their scheduling practices, we remain in compliance; Tom will work to accommodate them where possible.

- E. We have one EMT eligible for a one-year reimbursement, with another approaching eligibility.
- F. The chief is going to be subpoenaed to testify in case late April or early May.
- G. 133 calls and 80 transfers in February.
- H. Following attendance at the town budget meeting where questions arose regarding our requested increase - Bonnie will be notified of future meetings so she may assist in presenting and clarifying the request. We have also requested copies of our invoices from the town to verify billing accuracy & for the chief to sign prior to paying invoices.
- I. We have been examining our adherence to Connecticut labor laws concerning EMRs and EMTs under the age of 18. This must be clearly addressed and within our Standard Operating Procedures (SOPs). Specifically, members under 18 are required to serve as a third on an ambulance crew and may not be assigned as a second on the crew.

## 7.5 Public Comments

A member expressed concern and frustration regarding their assignment to third-rider status due to being under the age of 18, noting that they had previously served as a second. In response to concerns about the lack of communication surrounding this change, the Board clarified that compliance with labor laws is mandatory. The Board acknowledged the communication gap, apologized, and will treat this as a lesson moving forward by improving communication practices and reviewing and revising the SOPs to ensure clarity.

## 8. Member/Liaison Update

The membership will be reminded that they can report any concerns to the board via the member liaison. April 12<sup>th</sup> is the membership meeting. Renee will attend.

## 9. Junior Members' Update

Six enthusiastic young adults enrolled as Junior Members on Monday, bringing total participation to approximately 12–14. During their visit, they observed an EMT class and practiced taking vital signs. Sharon emphasized that ride-alongs are a privilege, not a right, and the possibility of requiring good academic standing for participation is under consideration. She will also be updating the Junior Member bylaws.

## 10. Old Business

- A. Building repairs/Tom- The furnace issue has been resolved. Joe from Public Works addressed some of the lighting repairs and will coordinate with an electrician for further work. A men's room urinal remains in need of repair, and lighting and wall damage from the heater installation are still on the punch list.
- B. SOP Revisions – At next month's board meeting, we will review SOPs from the Forward through Section 104. Norm will resend the proposed revisions originally distributed in February.

- C. PVAC PROUD – Tom recently presented Dennis from Town Garage with the PVAC Proud award. No new nominations were received this month.
- D. Update on Route 6 Construction – No updates regarding current road closures or construction have been reported to PVAC.

#### 11. New Business

- A. Birdies for Charity – Jenny has completed the draft letter. Bonnie made a motion to finalize the letter. Jolene seconded the motion. The motion was moved. The next step is printing the letter and getting it on the website. We will investigate getting campaign cards printed to bring to businesses via ambulance.
- B. An email was sent to America 250 to see their needs from us (for example ambulances at parades, etc.) Norm challenged the members to design an American 250 patch.
- C. Meal train for Tardiff family – there are still meal train slots available for the family. Norm will email the mail train link again in case anyone is interested in helping
- D. The Plymouth Litchfield Connection reached out to see if we wanted to purchase a ½ page add. The Board chose to decline.
- E. Chris has been getting quotes for a new sign in front of the building. We can save a significant amount if we take down the old sign ourselves. Cassie is going to check on permit rules for taking the sign down. Tom will ask if town could remove it for us.
- F. Tom proposed purchasing a shed to relocate items currently stored in the building. The board requested that he obtain quotes and review applicable permitting requirements.

#### 12. Motion to Adjourn

8:19 PM by Tom. Seconded by Sharon. The motion was approved. **NEXT MEETING TO BE HELD APRIL 15, 2026, at 6:30.**

Respectfully submitted,  
Tracy Fitzpatrick, Secretary