

PLYMOUTH VOLUNTEER AMBULANCE CORPS MINUTES FOR

REGULAR MEETING HELD APRIL 15, 2026

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

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

Guest(s): Alexandra O'Connor (Epic Media)

1. Call to Order at 6:30 P.M.

2. Approval of Agenda

Tracy made a motion to approve the agenda. Paul seconded the motion. The motion was carried.

3. President's Report

- A. The board has agreed to table the review of the SOPS until the next meeting so Bonnie can be present.
- B. Two PVAC members, who requested confidentiality, met with Cassie to express a desire for greater board engagement. They also noted they are comfortable communicating with the member liaison, Tom. The board emphasized that monthly meetings are open to the public and that minutes are available on the town website. A BBQ will be held on Wednesday, May 20 at 6:30 p.m., in observance of EMS Week and in conjunction with the next board meeting. Board members will attend, providing an opportunity to meet with members. Board members will contribute by signing up to bring potluck dishes. The event is generously sponsored by the Jim Dubowsky Family.
- C. Guest Alexandra O'Connor of Epic Media was invited by Bonnie to present on advertising opportunities available through laminated tabletops at the Eagles Nest. Alexandra provided a sample table advertisement and explained that ads will be featured on a minimum of ten tables for a two-year period. Installation is scheduled for the end of the year, with sales concluding at the end of summer. A range of advertisement sizes is available, with pricing from \$695 to \$2,695. Alexandra offered to waive the \$100 production fee and extend a 20% discount; however, a \$100 fee applies for QR code creation. She also provided her contact information should we wish to pursue an advertisement.

4. Town Liaison's Report - None

5. Secretary's Minutes

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2026 APR 21 AM 9:54
Sharon Kenney
TOWN CLERK

Steve made a motion to approve the minutes from March 18, 2026 and Tom seconded the motion. The motion was carried.

6. Treasurers Report See Supplemental Report. A loss was reported for March 2026, primarily due to several significant expenditures incurred during the month. These largely represent one-time or annual costs, including the purchase of new mattresses, expenses related to the letter campaign, the first payment of \$19,134.74 for a new Stryker stretcher, tuition reimbursement, an advertisement for THS Project Graduation, and member hoodies. Jolene moved to approve the Treasurer's Report; Paul seconded the motion. The motion carried.

7. Chief's Report

A. A members' meeting was held on Sunday. We currently have 14 trainees, three of whom are on leave of absence, and anticipate voting in two additional members in May.

B. The proposed Connecticut bill supporting the recruitment of firefighters and police officers has been amended to include EMS personnel. Potential benefits include waived tuition at state colleges and mortgage assistance for first responders with a qualifying length of service. While the bill has not yet been passed, it continues to advance through the legislative process.

C. A Board of Finance meeting is scheduled for Tuesday, which Cassie plans to attend. Norm has not received any budget updates since the last meeting, and to date, the only invoice received from the town for review is the landscaping bill. Cassie will follow up with Town Hall regarding outstanding invoices.

D. PVAC has several upcoming events, including the Ganem Road Race, The Old Plymouth Day Festival May 16, a community event in Bristol, and the Memorial Day Parade.

E. On Tuesday, attorneys will provide a presentation on the dos and don'ts of PCR documentation. The session will include mock cross-examinations and broader legal guidance, along with an evaluation of four of our charts.

F. Telecommunicators' Week is approaching. In recognition, members have arranged for five dozen cupcakes to be delivered to Litchfield County Dispatch as a gesture of appreciation.

G. In March, there were 140 calls and 91 transfers.

8. Public Comments - None

9. Member/Liaison Report – None

10. Junior Member's Report

Sharon continues to organize the junior members. Three juniors are approaching age 16 and have expressed interest in enrolling in an EMT class this summer. We have also been invited to participate in an event at the Bristol Boys and Girls Club; attendees will be coordinated.

11. Old Business

A. Building Repairs (Tom): Lighting improvements have been completed upstairs.

Public Works will be contacted regarding the downstairs lighting, and Tom will conduct a walkthrough to compile a list of additional items for their review. Water and heating systems are functioning well. Tom continues to obtain quotes for a shed, with current estimates ranging from \$2,300 to \$4,500; costs may be reduced if the site is prepared in advance. Permit and code requirements will be confirmed. This remains an ongoing effort. The town has hired a new Highway Superintendent, Aaron Heller; Cassie will invite him to attend a future board meeting.

- A. SOP Revisions: Tabled until the June meeting, unless a separate review session is scheduled beforehand.
- B. Signage Update: No updates currently.
- C. PVAC Proud: No nominees were recognized for this month.
- D. Birdies for Charity: The campaign is off to a strong start, with approximately \$6,000 raised to date through the letter campaign and Birdies for Charity. Jenny has prepared a draft donor thank-you letter, which will be sent at the conclusion of the campaign. She will also visit the post office to register for nonprofit mailing status.

12. New Business

EMS Week: A member BBQ will be held on May 20 at 6:30 PM, serving as both a celebration and an opportunity for board members to connect with the membership. The board meeting that day will begin at 6:00 PM.

Motion to Adjourn

7:34 PM by Tom. Second by Paul. The motion was approved. **NEXT MEETING TO BE HELD May 20, 2026, at 6:00.**

Respectfully submitted,
Tracy Fitzpatrick, Secretary