

PLYMOUTH VOLUNTEER AMBULANCE CORPS
MINUTES OF REGULAR MEETING
JUNE 17, 2026

PLYMOUTH, CT
TOWN CLERK'S OFFICE
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TOWN CLERK

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

1. Call to Order

President Cassie Culver called the meeting to order at 6:31 p.m.

2. Voting – Officers

- An anonymous survey was conducted using SurveyMonkey to obtain nominations.
- Both Cassie Culver and Bonnie Doughty-Jenkins were nominated for President. An anonymous vote was conducted between the two nominees. Cassie Culver received the majority of votes and was elected President for a two-year term.
- Tracy Fitzpatrick was nominated for Secretary. The Board elected her Secretary for a two-year term.
- Renee Di Re was nominated for Treasurer. The Board elected Renee as Treasurer for a two-year term.
- Chief Norman Whitehurst submitted a letter to the Board outlining some possible limitations should he be selected to continue as Chief. Sharon Kenney and Chris Poulin expressed their support for Norm continuing in the role. A discussion followed regarding his ability to fulfill the SOPP requirements for Chief, and it was determined that he does. The Board voted to reappoint Norm as Chief and expressed appreciation for the excellent job he has been doing.

3. Approval of Agenda

Bonnie moved to approve the agenda; Renee seconded. Motion carried.

4. President's Report

We will conduct another anonymous survey to nominate a Vice President. A vote will be held at the next meeting.

5. Town Liaison's Report

- A. Shared information regarding our annual fundraiser and the benefits of donating through Birdies for Charity at the Town Council meeting, including instructions on how to donate.
- B. May statistics: 151 calls and 91 transports.
- C. Shared Board election nominations with the Town Council.

6. Approval of Secretary's Minutes

Jenny moved to approve the May 2026 minutes; Renee seconded. Motion carried.

7. Treasurer's Report

See Supplemental Report. A profit was reported for May 2026. As of June 17, 2026, \$12,502 had

been raised through the letter campaign, and as of June 12, 2026, \$2,788 had been raised through the Birdies campaign. The last two lines of the Income & Expense Report require revision – the amounts don't match vendor. With the noted revisions, Norm moved to approve the Treasurer's Report; Steve seconded. Motion carried.

8. Chief's Report

- A. The combined total from the letter campaign and Birdies for Charity as of today is \$15,340.
- B. Year-to-date, we have responded to 750 calls and completed 464 transports.
- C. We have been receiving a significant number of mutual aid calls from Bristol.
- D. We cleared one trainee this month.
- E. We are working with the government to become registered for federal grants.
- F. We will be present at the THS graduation this Friday evening. On July 3rd, we will be present at the Plymouth Green for the Community-Wide Potluck Picnic celebrating Independence Day, and on July 4th, the American Legion has requested our participation in a Touch-a-Truck event.
- G. The Governor has signed the bill titled "An Act Supporting First Responder Recruitment and Retention."

9. Public Comments

Chris Poulin thanked the Board for the scholarship awarded to his daughter.

10. Member/Liaison Report

No report.

11. Junior Member's Report

Things are going very well with the Junior Members. They have participated in a Bristol Blues event and activities with the Bristol Boys & Girls Club. They continue to become more organized and will be taking part in additional activities as time allows.

12. Old Business

- A. *Building Repairs/Shed/Signage*: Tom is preparing a list of building repairs to submit to the Town for the new fiscal year beginning July 1st. He is still working on obtaining shed quotes, which currently range from \$3,000 to \$6,000. Chris presented three examples of new signs, with prices ranging from \$3,000 to \$15,500. The year displayed on the sample sign will be removed and the street address added. The Jim Dubowsky Training Center will also be included. The Board selected the sign priced at \$9,950.
- B. *SOP Revisions*: Sections up to and including Section 104 will be reviewed by Board members following this meeting.
- C. *PVAC Proud*: Dakota Vadney was nominated for the award following a mutual aid call in Bristol. NEFR submitted a note commending her performance on the call.
- D. *Birdies for Charity*: Jenny will explore opportunities to promote the campaign through iHeartRadio.

13. New Business

- A. *Annual Budget*: Per our Bylaws, the Chief must submit an annual operating budget to the Board

of Directors in June of each year. Norm asked Renee to provide data/reports to assist him in completing the budget. We are still not receiving copies of Town bills for review. Cassie will follow up.

B. Tom suggested the Board consider increasing member stipends to remain competitive with neighboring towns. Tom moved to increase the week night stipend from \$4.00 to \$5.00, the weekend stipend from \$6.00 to \$10.00, the day shift with 31 day notice from \$10.00 to \$15.00, and the holiday stipend stays at \$20.00; Bonnie seconded. Motion carried.

C. Members were asked not to smoke in front of the building.

D. The next membership meeting will be held on July 1st at 7:00 p.m. Norm will distribute the Zoom link and encouraged available Board members to attend.

Motion to Adjourn

7:31 PM by Tom. Second by Jenny. Motion carried.

NEXT MEETING TO BE HELD JULY 15, 2026, AT 6:30 P.M.

Respectfully submitted,

Tracy Fitzpatrick, Secretary