

In attendance:

John Olson Linda Winger Ryan Martinette Lynnette Boyd Dawn Helton
Micky Grodski Bill Mangum

Meeting called to order by the President, Ryan Martinette at 7:05 p.m.

President's Report:

1. Ryan wants a report from the BOD members each month briefly stating what we're covering and any other items for the agenda.
2. We are suspending the By-Law review plan right now to focus our time and attention to the strategic planning process.
3. There were some appointed positions not approved by the BOD at the last meeting, so are being presented tonight.
 - a. Safety & Health – John Styer
 - b. Building & Grounds – John Olson
 - c. Weekend Ops – Beth Austin
 - d. Equipment – Mike Manzelli
 - e. Transportation – Aaron O'Dell
 - f. Communications – Rory Sturm

*All of the positions were approved.

4. The Finance Committee and the QA/QC Committee need people to join.
 - a. We need better feedback on the call sheets sent in for review, so the Chief will look into it.
5. We need to get the call sheets with attached strips and drug box exchange sheets out to the county in a more efficient manner.
 - a. We have a history of late submissions.
6. Per Dave Tesh, any Life Member with at least 10 years of service and who left after 2008 are eligible for the tax credit in Chesterfield County.

Chief's Report:

1. Bill Mangum and Mike Manzelli are working on getting ready for our inspection.
2. Unit 528 had the wrong filters installed, algae was found in the fuel tank and it won't pass inspection without about \$2k to fix issues.
3. Unit 523 had water in fuel warning so system has to be flushed and will get a tire replaced.
4. We'll install the power lifts after we complete our inspection.
5. We can't find the old Day Ops radio.
6. The Finance Committee will review getting new badges for elected officers and the 2 operations officers (day & weekend).
7. On Target Solutions the CECBEMS classes are CE training classes assigned by the county so they are only recommended unless otherwise instructed.

Membership Report:

1. There is nobody to be presented tonight for Regular or Probationary Membership status:
2. Meghan Smith requested a LOA.

*A motion was made to accept her LOA request with a review at 90 days by Micky Grodski, Second by Dawn Helton. Motion carries.

3. The BOD discussed Paula Craft's LOA request.

*A motion was made to extend Paula Craft's LOA request for 90 days by Micky Grodski, Second by Lynnette Boyd. Motion carries.

*A motion was made to present Dawn Helton's Life Membership eligibility to membership by Linda Winger, Second by Micky Grodski. Motion carries.

4. The BOD went into an Executive Session to discuss Aaron O'Dell.

*A motion was made to dismiss Aaron O'Dell from BBVRS without prejudice by Bill Mangum, Second by Linda Winger. Motion carries.

5. Dawn Helton will send old training packets and orientation information to Bill Mangum to review.

V.P. Report:

1. The BOD was given the revised Budget to review.

*A motion was made to take \$40k from Revenue Recovery and put \$17,050 into equipment and remainder into recruitment and retention to balance the budget by John Olson, Second by Bill Mangum. Motion carries.

2. We still haven't received our audit except for an electronic version.

- a. Payment is being held until the paper copy is received.

3. Our open accounts are:

- a. Advance Auto Parts (Ryan will provide a letter stating authorized members).

- b. Lowes card – John Olson, Ryan Martinette and Bill Mangum (Ryan will send letter stating authorized members).

- c. Sam's Club – Dawn Helton, Judy Frame, Jean Powell, Bill Mangum (Finance Committee will review authorized members).

- d. Debit cards (separate bank account) – John Olson (turned back in and Ryan Martinette doesn't want one) and Dawn Helton.

4. The old BB&T operating account is still open waiting for the last 5 checks to clear.

- a. Those check recipients will be notified the account is being closed.

5. The Finance Committee will start reviewing any outstanding checks each month.

6. The RSAF grant's deadline is 3/15/16, so we need the specs including powerlift and insta-chains by February 15th if we want to apply for a new ambulance.

7. Due to the bad weather forcing us to move the date for Installation, it was agreed members shouldn't have to pay if they notify us ahead of time that they won't be able to attend on the 30th.

- a. Some members who weren't available on the 23rd will be able to come on the 30th.

- b. We found someone to take pictures and John Olson will take Dr. Lapetina's place as our guest speaker.

Treasurer's Report:

1. A list of vendors paid in the last two years was distributed for discussion and questions.

Secretary's Report:

1. January was another bad month for submitted rosters or accurate use of the new scheduling system.
2. Linda Winger will start posting information from the "master hours" spreadsheet on the website.

Old Business Report:

1. The December BOD Meeting minutes were approved as written.
2. Ryan Martinette presented the final revision of the Memorandum of Understanding for review.
3. After a brief discussion, the BOD agreed to have Mike Manzelli dispose of 514 and 522 in the best financial manner he can find.
4. John Olson turned in 83 names for the bricks.
5. John Olson turned in the final lease for North Base to Ryan Martinette.

New Business Report:

1. The roof leak at South Base will be fixed by Hermitage Roofing.
2. We need to develop a security position to handle door codes, keys, etc.
 - a. This item will be tabled until the next meeting to give us a chance to come up with possible members for the position.
3. Ryan and Linda discussed a uniform way to handle members missing hours and proposed the following:
 - a. Anyone with < 24 (Regular) or 12 (Reserve) hours a month for 2 consecutive months will be required to attend a mandatory meeting with the BOD.
 - b. Anyone with < 24 (Regular) or 12 (Reserve) hours a month for 3 consecutive months will receive a written Performance Improvement Plan from the Chief.
 - i. Failure to comply with the Performance Improvement Plan will result in referral to membership for dismissal.
 - c. Probationary members must attend at least 4 meeting during their probationary period.
 - d. The probationary period is not to exceed 12 months.

*A motion was made to include vaping and e-cigarettes as part of our current smoking policy by Dawn Helton, Second by Micky Grodski. Motion carries.

With no other business the meeting is adjourned for the night at 11:30 p.m.

Submitted for your approval,
Linda Winger
BBVRS Secretary