

Meeting called to order by Ryan Martinette at 1907

**BOD Members Present:** Ryan Martinette, Dawn Helton, Beth Austin, Cora Fearnow, Linda Winger, Judy Frame, Michael Manzelli, Jim Jones

**Other Members Present:** Johnathan Hughes, Gerri Kirkhum, Divya Krishna, Pranay Nuvvala, Mitchell Pei

1. Christina S., Millie B. and Valencia F. from CFEMS presented to the BOD information regarding the county's employee assistance programs.
  - a. Covers all operational volunteers within Chesterfield County.
  - b. Available online, via an app on your phone, or traditional telephone calls.
  - c. All counseling sessions are completely confidential.
    - i. Each issue is eligible for 8 sessions.
  - d. Anna Wright will meet with Christina S. to get more in depth training and become our EAP coordinator (Gerri K. will assist Anna as needed).
  - e. Brochures, cards and posters will be made available to the members.
2. December's BOD minutes were approved as corrected.

#### **Old Business**

1. Ryan will bring in the handicap signs for Main Base and South Station.
2. Linda asked Jim to have the lines in front of the 2<sup>nd</sup> ambulance bay and within the bay repainted so that they were straight.
3. Mike has ordered the regulator for the fuel tank for RB1.
  - a. The fuel catch tank at Main has been drained but will need to be drained again.
4. Ryan spoke to John Bruce and Capital Improvements to schedule a time to get the remaining items completed regarding the training room at Main Base.
5. Camera Installation at south on hold due to needing supplies from Lowes.
6. Dawn and Ryan are still working on getting the new officers listed on the Lowes account. If they still run into trouble, Dawn will look into securing a Home Depot Account.

#### **New Business**

1. Ryan is still working on By-Laws III & IV.
2. BOD approved appointment of Linda Winger as comptroller until after the spring mailer has been completed.
3. Beth researched old files and was unable to come up with any new information regarding Vernon Barnes, Sr. and his Life Membership status.
4. BOD approved the Gary Frame Memorial Scholarship having its own line item in the budget; Judy Frame has been appointed to lead the committee and establish guidelines.
  - a. Judy requested that the BOD ask the membership for volunteers for the committee.
5. Installation had a great turnout and there was a positive view from the membership and guests that attended.

#### **President's Report**

1. Ryan received a complaint regarding the people who solicit for the picture project for the Auxiliary coming to residential houses to late.

- a. Judy reminded that the solicitors will be wearing badges and should be identifying themselves.
2. Ryan reviewed the Firearms Policy to the BOD.
  - a. Dawn asked for a revision to be made, Ryan to make the revision and present to the membership in February's meeting.

#### **Vice President**

1. The new member orientation will be 18 February 2017 @ 0930
  - a. There are a couple new paramedics that are coming through.

#### **Hours**

2. Morgan Kimmel & Divya Krishna are coming up for full membership.
  - a. Pranay Nuvvala to receive incentive gift card.

\*BOD moved into closed session at 2058 and came out of closed session at 2120.

\*Dawn made motion for the BOD to present Morgan and Divya for full membership at the membership meeting. Seconded by Cora. \*motion passed by BOD.

3. The following members have not made their hours for the month of January:
  - a. Mark Bennett
  - b. Brandon Baugus
  - c. Kayla Gonzalez
  - d. Caitlyn Hall
  - e. John Lushbaugh

#### **Secretary**

4. Kimberly Fritz submitted her resignation to the BOD.
  - a. BOD accepted this resignation.
5. Beth Austin was appointed as Chair of the Public Relations Team and Divya, Mitchell, Morgan and Pranay will serve on the team as well.
  - a. BOD approved this appointment
6. The pink metal chairs that were in the training room were donated to a local church.
7. Dawn is working with Dave Tesh on partnering with Forest View to attend the leadership retreat; dates TBD.
8. Linda will turn over the website (bbvrs.net) to the PR team.

#### **Chief**

1. The December and YTD hours have been posted.
2. Forest View came down and covered RB3 during our installation.
  - a. Thanks to Linda, Johnathan, Pranay, Mitchell, Morgan and Divya for giving the station a thorough cleaning.
3. Coverage for the weekends has improved, however, would like to see some new faces instead of the same folks.
4. Anna Wright and Johnathan Hughes are working their way through driver perception.
5. CPR class and New Member Orientation has been added to the website.
6. The older ambulances need to be run and will be put into the rotation.
7. 528 was placed OOS on 2/1 due to mechanical issues.
8. Divya's URL has arrived from the county.
9. Mike Manzelli, Beth Austin and Caitlyn Hall will be going over to cover for Manchester's Installation on 04 Feb 2017 from 1400 – 0800.

**Treasurer**

1. All bills have been paid to date and financials were reviewed.
2. Cora & Dawn have requested a class on QuickBooks to be able to get more in depth with the program.

**Auxiliary**

1. The Auxiliary voted to purchase a vending machine for main base but will hold off until after the kitchen renovations are completed.
2. They will be going on 2/1 to put the down payment on the new appliances for the renovations.
3. Construction is set to begin at the end of February.

**Members at Large**

Mike – CFEMS will only plow our parking lots when the governor has declared a state of emergency.  
-Buildings & Grounds will handle plowing in the future.

Jim – Exterior lighting was supposed to be installed on 1/25 or 1/26 and has not been completed yet.

-Jim will be contacting contractor to see when the lighting is going to be installed.

-Jim talked to a sign company who informed him that it would cost \$900 to repair the ballast in the sign to make it light up again. Jim will be getting a quote to build a new sign like the ones in the county.

Pranay – The next CPR class will be on 1/25 at 9am; Pranay will get a quote to install a lock pad on the fuel tank at south station.

With nothing further, the meeting was adjourned at 2238.

Submitted for your review,

Beth Austin

BBVRS Secretary