

BOD Meeting Minutes  
28 March 2017

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

Other Members Present: Johnathan Hughes, Brandon Baugus, Pranay Nuvvala, Gerri Kirkhum

The meeting was called to order at 1905 by president, Ryan Martinette.

### **Old Business**

1. Ryan declared January (as corrected) and February (as corrected) BOD minutes approved.

### **New Business**

1. Linda's boss graciously donated camera equipment to BBVRS.
  - a. Beth to send a thank you letter
2. Linda donated a desk for Rb3 to replace the desk that is falling apart.

### **Reports**

#### **President**

1. The position descriptions are still being worked on.
2. Ryan will send award information to Beth
3. Ryan will send Beth (to members) & Linda (for website) the final version of the Firearms Policy.
4. ALS class guidelines were reviewed.
  - a. Dawn questioned the time commitment. After discussion, BOD decided that the time commitment could be decreased on a case by case situation.
  - b. Ryan will make a few changes and present to the membership.
5. Ryan asked Linda to make sure we have the most current protocol books for the trucks.
6. Bylaws III & IV reviewed with changes that BOD had previously discussed; Ryan will send them out to BOD for final review.

#### **Vice President**

1. Loan options for new 526 were discussed; Mike wants to find a loan that we pay quarterly over 7 years' vs a monthly payment for 5 years for a \$70K loan.
  - a. After discussion, a motion was made by Linda Winger to move forward with a 3-year loan @ 3.76% \$70k loan with First Citizens Bank. 2<sup>nd</sup> by Judy Frame. Motion passes.
2. Ryan, Judy and Dawn will be attending Spring BOG this weekend.
3. Pranay Nuvvala will be accepting a donation check on behalf of all Chesterfield County Volunteers at the County Board of Directors meeting on April 24<sup>th</sup> @ 1800. Dawn has requested a strong presence of members to support Pranay.
4. Dave Tesh looking to hold an EVOC class at Rb1 on May 16<sup>th</sup> & 18<sup>th</sup> for the classroom portion and May 21<sup>st</sup> for the driving portion. Class times will be from 1800-2200 for the classroom portion and drive times will be announced.

#### **Membership**

1. Chris Callison has passed all probationary membership requirements except for drug screen. Drug screen results are still pending. Gopika Hari has also passed all probationary requirements except for drug screen results.
  - a. Linda makes motion to move forward with presenting Gopika Hari & Chris Callison to the membership as probationary membership conditional with a negative drug screen result. Mike 2<sup>nd</sup>. Motion passes
  - b. Mike Manzelli made a motion to have Dawn inform Larry Phillips and Gordon Parker to respond to Dave Tesh's requests to complete background checks by 4/4 or BOD is to drop them from the membership process. 2<sup>nd</sup> by Linda Winger. Motion passes.

2. Paula Craft asked if she could have her membership reinstated. BOD directed Dawn to inform her that she will need to reapply and go through the process.
3. John Olsen is still on LOA, will be a 3<sup>rd</sup> when he comes back, will need to reaccept if he wants to become an AIC again. Linda will do paperwork to change his status to 3<sup>rd</sup>.
4. Anna Wright and Kathryn Michalik have fulfilled their 6 month probationary requirements and will be presented to the membership on 4/4 to be voted in as full membership. Linda makes a motion to move them forward to the membership. Mike 2<sup>nd</sup>. Motion passed.
5. Discussion was held regarding a reward, comparable in cost, for when Drivers complete preception. After discussion, Drivers will be given a choice of an over the shoulder radio holster with mic or a belt holster with mic.
6. Denise Hairfield's LOA was reviewed and extended for another 90 days.

#### **Secretary**

1. Spring Mailer was presented for review. Cost was \$1,080.00 over what was budgeted so BOD decided to take it to the membership for approval.

#### **Chief**

1. Linda is printing off meeting minutes from 2009 to 2014 to be placed in a binder @ Rb1
2. Linda needs a photocopy of page 1 of membership applications to be able to complete the FD21's
3. Still need coverage for weekend shifts and due to some LOA's additional help is needed to cover essential personnel on Monday's, Wednesdays and still need a crew for Thursday nights

#### **Treasurer**

1. Financials were reviewed and all bills were paid to date.

#### **Board Members at Large**

##### **Jim**

1. Overhead Door Co. came to look at RB3 bay door, new pulley will be in on Friday.
2. Davis and Green installed new receptacles at RB3 (7 total).
3. Davis and Green provided a quote for generator maintenance. Jim suggested we go with option 1 that will provide oil change, oil filter change, air filter change, cooling louvers cleaned and inspected, battery terminals cleaned and inspected, spark plug check, start up generator and transfer to standby, wax enclosure, and (1) 24 hr. extended run time tune up for \$405.00.
  - a. Linda questioned if the quote was for 1 unit or both; Jim will find out how many units this price is for and how many times a year the generator will be serviced.

##### **Mike**

1. The new 525 has been delivered to the station on 3/28
  - a. Stan will be stocking it on Friday 3/31
2. The new 526 will be ready to take delivery in approximately 2 weeks
  - a. O2 lift and inverter will need to be uninstalled and installed in the new 526.
  - b. Mike stated that we might be able to get \$1500 for the box on 526.

##### **Judy**

1. Auxiliary will have Easter eggs for sale for \$5.00. Please contact any member from the Auxiliary to place your order.
2. Judy presented a question from the Auxiliary to the BOD regarding the renovations:
  - a. Was the work done by a certified contractor & was it inspected to code? Answer: Yes
  - b. Who did the ceilings? Capital Interiors. Zack Brown is the point of contact for them.
3. Auxiliary will be providing food for the boating class
  - a. Susan & Chuck asked Judy to provide the food and Judy wanted to make sure it was a Bensley sponsored class
4. Auxiliary took 1<sup>st</sup> place on their EMT test at their District meeting.
5. Aug 5<sup>th</sup> BBVRS will host the district meeting

## **Training**

1. Divya Krishna has been released as an AIC
2. Anna Wright has been cleared as a Driver
3. Beth Austin & Brandon Baugus have expressed interest in becoming an EVOC instructor.
  - a. Next available class is at Rescue College. Dawn will look into seeing if they are allowed to register without having TIMS certifications. If so, and its within training's budget, Dawn will look into getting Brandon & Beth into the class.
4. Rb1 bay cleanout will be 4/1 @ 10am

## **Security**

1. There was a review of security footage for some concerns.
2. Pranay presented information regarding a security maintenance contract that would cover the costs of Richmond Security to come out service the keypads and any other network issues that arose.
  - a. Cora expressed concern over the high costs of each visit and explained that it would be cheaper for us to enter into the maintenance contract vs paying for individual visits.
  - b. Beth made a motion for Pranay to enter into the maintenance contract to save the squad money on the continuous repairs. Mike 2<sup>nd</sup>. Motion passed.

BOD moved into Executive Session at 2143.

BOD adjourned Executive session at 2247.

With nothing further, the meeting was adjourned at 2247.

Submitted for your review,  
Beth Austin  
BBVRS Secretary