

In attendance:

Gerri Kirkhum
Mike Manzelli

Gary Frame
Lynnette Boyd

Rory Sturm
Linda Winger

Judy Frame

Meeting called to order by President Rory Sturm at 7:05 p.m.
(Carol Butler did not attend meeting)

President's Report:

1. Approval of the previous BOD minutes.

*A motion was made to approve the BOD minutes by Gary, Second by Mike. Motion carries.

2. Bill Martyn and Jennifer Knight, from Gold Wing Road Riders Association, presented the squad with a check for \$515.00.
 - a. This check was the result of a hand-made American Flag quilt that was raffled off by their organization. All of the proceeds went to BBVRS.
 - b. Linda will send out a thank you for their donation.
3. We can't afford to have credit rating issues or problems from checks not being processed in a timely manner for the squad.
 - a. Our Comcast bill has not been paid.
 - b. A representative from the natural gas company came to Main Base to disconnect the gas, due to that bill also not being paid.
 - c. See two other instances of bills not paid in time under the Chief's Report below.
4. Gerri said all of the invoices were paid on 5/26/2011 and mailed 5/30/2011.
 - a. These were the only checks issued and sent since 5/3/2011.

End of Report

Chief's Report:

1. The single channel dispatch procedure by Chesterfield County became effective May 18, 2011.
 - a. Units will be dispatched on normal "Rescue" channel.
 - b. After dispatch, all other communication will be held on the "OPS" channel, which will be the "Fire" channel.
 - c. The system isn't working great, but the county is still moving forward with the program.
2. There are several outstanding call sheets that have not been entered or completed in the system.
 - a. This is causing a problem resulting in our OMD requiring a policy to be put in place to prevent the continuation of the problem.
 - b. We have no choice regarding the policy since our OMD is driving the requirement.
 - c. Mike will send an email to Linda to forward to the Membership stating the new policy.

- d. The new policy is effective immediately. (See attached policy)
3. We are having an issue getting our vehicles repaired because there are some bills that haven't been paid. (March and May invoices for Haley Ford).
4. No new polo shirts can be ordered because that bill also hasn't been paid yet.
5. Micki Grodski let Mike know someone was on Harrowgate Road dressed in scrubs and asking for donations, while representing themselves as a BBVRS member.
 - a. We always send a list of who is out collecting money.
6. Unit 521 is out at Haley Ford, unit 528 is out, and unit 522 is also out for service.
 - a. The wrong ply tires were put on 521. This has been corrected.

End of Report

At this time the BOD moves into Executive session.

*A motion was made for Rory to issue a warning to Carol regarding keeping up with getting the Treasurer duties done on time by Gary, Second by Lynnette. Motion carries with, 1 abstention.

1. Invoices and checks are to be processed every two weeks (14 calendar days).
2. Financial reports are due at the BOD, Membership, and Finance meetings.
3. All statements are to be paid in full, with no late fees or penalties paid without reasonable explanation from the Treasurer.
4. Failure to fulfill these duties will result in being written up for impeachment.

At this time the BOD moves back into regular session.

Treasurer's Report:

1. The "4 For Life" paperwork was turned in.
2. The Bingo permits will be filled out and turned in by the June deadline date.

End of Report

Membership Report:

1. Two new members to be presented tonight for Probationary Membership status:
 - a. Aaron Balderson
 - b. Matthew "Noble" Manuel

*A motion was made to set Aaron's probationary period at 2 months, by Gary, Second by Mike. Motion carries.

*A motion was made to move both forward to Membership, by Mike, Second by Lynnette. Motion carries.

2. No new Probationary Members to be presented tonight for Full Membership status.

End of Report

Finance Committee's Report:

1. The new polo shirt expense should have been Member Incentives and not Uniforms.

* A motion was made to approach the Membership with a request to increase the uniform budget to a total of \$3500 from out of Capital Expenditures, by Lynnette, Second by Gary. Motion carries.

2. Rory will call Comcast to cancel the Pay Per View service and Direct TV to cancel the service at North Base. He will also contact the trash service to get the invoiced amount corrected.

3. There was supposed to be \$1500 moved from the Capital Expenditures budget to the 521 budget.

* A motion was made to designate the BB&T account and Wachovia account ending in #31817 to the Building Repair or Replacement fund account, by Mike, Second by Lynnette. Motion carries.

End of Report

V.P. Report:

1. The status of grants are as follows:

a. The Altria grant – nothing further has been heard.

b. The Cameron Foundation is claiming they didn't get the concept letter sent to them due to having the wrong address on their website and paperwork. They also changed part of their policy but had nothing about that on their website either.

c. The John Randolph Foundation toured Main Base on May 3, 2011 and asked why we want to replace 514 when it looks fine.

i. They also asked what equipment would be needed to set up a new unit. (Rory provided that information).

ii. They also asked what other projects we seeking funding for.

d. Other options are being looked at to fund part of a new ambulance. We are waiting for a response.

2. Waiting to hear back about possible Federal funds, Block Grant, and/or Homeland Security Grant for the new building fund.

End of Report

Secretary's Report:

1. Presented e-mail request from Dawn Paul for a medical LOA request for her and Mark Paul. The BOD approved the LOA request for Dawn Paul and denied the LOA request for Mark Paul.

End of Report

No Board Members @ Large Report

No Old Business

New Business:

1. Rory wants to create a checklist for Dupont employees when they use our North Base.
2. We need to install motion sensor lights at North Base to keep from having lights left on in the building.
3. Rory stated that the Junior Members will no longer be allowed to attend the Dupont EMT classes.
4. Nancy McMicken's request for additional dates for Dupont classes, to be held at North Base, was approved. Linda will send her notification.
5. The Frames purchased several new EMT pants, not hemmed, for resale. They are selling them for \$10 per pair.
6. Have Chuck go through the returned uniforms and send them to cleaners. Once cleaned they can be reissued.
7. The Auxiliary will be holding their Yard and Bake Sale at Main Base on Saturday, June 2, 2011, from 8 am – 2 pm.
8. Linda suggested pulling Mike from maintaining the vending machine and putting Judy in that position.
 - a. Mike is too busy as Chief causing some of the food to expire in the machine.
 - b. Mike will work with Judy to transition the job.
9. The Building Committee has looked at a couple of possible property sites for a new building.
 - a. Both locations had issues with quality of land or expense required to build on the site.
 - b. Mike will show proposed blueprints at the Membership Meeting.

*A motion was made to adjourn the meeting by Mike, Second by Lynnette. Motion carries

With no other business the meeting is adjourned for the night at 10:25 p.m.

Submitted for your approval,

Linda Winger
BBVRS Secretary