

BOD Meeting Minutes - 29 November 2016

Meeting called to order by Ryan Martinette at 1905

Board of Directors Members Present: Ryan Martinette, Dawn Helton, Beth Austin, Linda Winger, Cora Fearnow, Judy Frame, Lynette Boyd, Micky Grodski

Other Members Present: Pranay Nuvvala, Mike Manzelli, Morgan Kimmel, Johnathan Hughes

Presidents Report:

- Board meeting minutes were approved as written for September and October.
- Spoke to Dawn and the Finance Committee about creating written policies and procedures for how to operate.
 - Helps to create transitions easier.
- Maintenance project is still ongoing.
 - Some things still in the works.
 - Some things will come from Capitol Improvements Budget and some will come from buildings and grounds (routine maintenance items).
- Rescue Equipment is being handled by Pranay Nuvvala and Denise Hairfield.
- EMT Class has kicked off.
 - All 8 books were issued (4 members; 4 prospect members).
 - 30 students total.
 - List of skills, syllabus and training to be posted on the training tab of the website.
 - Johnathan needs mentor crews for the EMT students.
 - Cora – Jamie
 - Johnathan – Kayla
 - Linda – Caitlin
 - Ryan – Mustafa
 - Beth – Kat
- Filmworkers Union wants to use our room on 12/19 at 5pm to host their local meeting.
 - Checking with Gerri to see if she can come be the squad liaison, if not, Judy will do it.
- LegalShield wants to use the meeting room on Tuesdays, Ryan is going to check to see if they can do their meetings on another night.
- BOD decided that there will be a representative from the squad at any events that are not squad related.
- Need to upgrade IT equipment due to the increased number of people connected to the network, especially EMT students.

Vice President:

- BOD will be sending out Christmas Cards to members (most will be handed out at the membership meeting, rest will be mailed).

- A request was made to the Finance Committee that full reimbursement be made to the 2 members that went to symposium for hotel expenses. BOD denied this request because they didn't want to overstep the membership's decision.
- Any workers comp claims MUST be signed by Ryan BEFORE submitting to the workers comp folks.
 - Linda to train Ops Officers on how to properly fill out forms for submission.
- We will be participating in the Chester Christmas Parade on 12/11.
 - Will be meeting on 12/10 to decorate ambulances.
 - Will be using 528 and 525.
- BOD Christmas Dinner will be at Howlett's Tavern at 7pm.
 - Dinner menu has been selected.
- Membership Information Night brought in a lot of interest.
 - Will resume processing applications at the start of the new year.

Secretary:

- Appointments of Beth as Secretary and Linda as Chief were approved by the BOD.
- Judy will be returning the old Comcast box from main base back to Comcast.
- New ink for postage machine has come in.
- Follow up with Kelly Jordan from the CFEMS about new member's URLs.
 - Follow up completed on 11/30. Vendor missed the email on initial order, will put URLs on a rush order. Beth will pick them up from CFEMS when they come in.

Treasurer:

- Treasurer reviewed Financial Reports.
- Dawn will be meeting with Cora to start the transition process for the new year.

Chief:

- Added a 'Links' section to the website.
 - Links to Target Solutions, Scheduling Software.
 - Added EMT class and labs dates to the squad calendar.
- Any training hours need to be turned in.
 - EMT students need to turn in class hours.
 - AIC Preceptee's hours with Chesterfield will count as duty hours and not training hours.
- Appointed Kim Whitt as Weekend Operations Officer and was approved by the BOD.
- Turned in MIVT envelopes to the county from main and south.
 - Found a backlog of MIVT envelopes that needed to be turned in due to electronic submissions of Zoll strips, Linda will confirm with Millie what exactly needs to be turned in with the MIVT envelope.
- Employee Assistance Program now available to volunteers, information will be posted.
- Linda will update the CFEMS roster of volunteers.
- Chief has obtained access to OEMS website for affiliation requests.

- Will be obtaining access to NREMT website for affiliation requests.
- When signing up for a shift, please let the appropriate Squad Leader or Operations Officer know as well.
- Notifications for random drug screening process is being worked on.
- Dawn and Linda got the scheduling software renewed and system administrator changed over.
- Members failing to meet hour requirement for the month of November.
 - Brandon Baugus
 - Kimberly Fritz
 - Kayla Gonzalez
 - Denise Hairfield
 - Ashley Hearst
 - Randy Johnson
 - Jim Jones
 - John Lushbaugh
 - Jamie Rivera*
 - Joi Hepler*
 - Tracie Ashley*
 - Follow-up will occur with the starred members
- Sebastian Dorazio has rescinded his application and will be riding with Virginia Beach Vol. Rescue.
- Linda is still working on the SOR review and will complete them pending the By-Law change.
- President to be notified of all major events.
 - Injury, damage to buildings, etc.

Training:

- All bags & tablet should be kept in compartments.
- Lynette will start providing 'Quick Tips by Lynette' at every meeting.

Equipment:

- Please remember to clean out the ambulance at the end of every shift.
- Members please quit moving/removing straps on the stretchers.
 - Straps should be located at shoulders, waist, thighs and shin.
- New ambulance will be ready at the beginning of February.
 - We will take delivery of the ambulance at the beginning of March.
- The new ambulance will be delivered without the power load mount, lift or the stretcher.
 - Requesting \$11k shortfall to be covered by remaining money left over from other budgets. BOD denied this request and will ask membership to purchase unit as a whole at the January membership meeting.
 - Cost will be \$18,996.67 for stretcher and \$23,248.45 for the power lift for a grand total of \$42,245.12.
- We'll be purchasing a new Zoll for the ambulance at the start of the new year as well.

Board At Large:

- No report

Auxiliary:

- Picture project will have their first photo session on December 11, 2016 from 1300-1600.
 - Squad members and their family will get one (1) free 8x10.
- Kitchen remodel set to begin in January.
 - Members will still have access to microwave and refrigerator, will just be in a different location.
- Southeastern Third District Meeting was held at FVRS.
 - Auxiliary took First Place on the EMT test.
 - Next meeting will be held on March 19th.

Old Business:

- Installation of cameras at south still being handled by Johnathan and Pranay.
 - Will be setting a day aside to do them since unable to do them during duty hours.

New Business:

- Next CPR class will be January 7 at 1800.

With no further business to be discussed, the meeting was adjourned at 2210.

Submitted for your approval,

Beth Austin
BBVRS Secretary