

In attendance:

Linda Winger	Dawn Helton	Ryan Martinette	Cora Fearnow	Caitlin Hall
Brandon Baugus	Pranay Nuvvala	Gerri Kirkhum		

Meeting called to order by the President, Ryan Martinette at 7:03 p.m.

President's Report:

1. Ryan attended Manchester's Installation and had a good time.
2. Ryan talked with John Hilliard about the auditors we both use and they've had similar problems and issues with the company that we've had.
3. Ryan talked with Chief Kinnier on how CFD and BBVRS are doing, the new radios, CAD system and station alerting systems.
4. The ambulance at station 21 will be going to 24 hours in July, but there should be plenty of calls for us to stay busy.
5. Ryan thanked Johnathan and Cora for the extra work/painting they did on the new office.
6. Denise withdrew her nomination for Secretary before the election date.
 - a. The VP cast a single ballot for Linda as Secretary since she was now running unopposed.

Chief's Report:

1. Dr. Lapetina approved putting D10 & Narcan in the out of box meds.
 - a. We won't buy the Narcan, so we will be seeking grants to purchase some.
 - b. It was also suggested to pull both out of our drug boxes if they get opened.
2. We passed our inspection and uploaded documents into their new system.
 - a. Brandon thanked those who helped prepare and during the inspection.
3. Brandon wants to paint the bunkroom at RB1 and requested new sheets for all the bunkrooms.
4. Only unit 523 is out for service (catalytic converter). Haley is supposed to pay for the repair.
5. We need to create a preventive maintenance schedule for the trucks.
6. The SOR's will be getting updated.
 - a. Ryan reminded us all policies should be written for the best interest of the squad.

Membership Report:

1. Pranay will check into the status of Joshua Pei.
2. The following members have not met their monthly requirement for hours:
 - a. John Olson
 - b. Anna Wright
3. Dawn will follow-up with Allen Diaz, Valerie Graff and Cora will follow-up with Fernando Ramos on their status/intentions with the squad.
4. Susan Lowe requested an extension of her LOA into March.

*A motion was made to approve the LOA extension through March by Caitlin Hall, Second by Gerri Kirkhum. Motion approved.

5. Anna Wright request an additional 90-day LOA. The BOD discussed but denied the LOA request.
 - a. Linda will try to contact Anna before the March BOD meeting. If we don't hear back, we will discuss dismissal.
6. The BOD discussed the status of John Styer.

*A motion was made to move John Styer to inactive Life status and for Linda to send an FD-21 to move him to admin status with BBVRS by Brandon Baugus, Second by Cora Fearnow. Motion approved.

V.P. Report:

1. We are having a baby shower for the Martinette family on March 10th.
2. BOG is March 24-25 and Dawn will be attending for BBVRS.
3. Dawn went through all of the plaques in the office and found many damaged or moldy, so she'll be getting new ones. They will be put up in the training room when done.
4. Since the old office was moved, it will be cleaned out and the desks, chairs and filing cabinets will be disposed of.
 - a. The carpet will be cleaned before the couches are moved in.
 - b. The wiring needs to be done to hook up the TV in the room.
5. Johnathan is working on a new VOIP phone system.
6. Our audit was turned into Chesterfield County by Dawn.
7. We will be moving to an online version of Quickbooks.
8. We need to get started on our Spring mailer, since we normally get it out in March or April.
9. Dawn presented the BOD with suggested updates to By-Law Article VIII – Expenditures for review.
 - a. The BOD made some suggestions changes.
 - b. Dawn to provide Linda with final changes so Linda can show the suggested updates in red on the current version. This makes it easier for the members to know what's changing.

Treasurer's Report:

1. Funds were reviewed and bills were paid tonight.
2. Just a reminder no vendor should have less than 30-day net terms.

Secretary's Report:

1. The invoice for our yearly renewal with Dreamhost is due. Invoice was given to Cora.
2. The By-Laws were updated on our website.

No BOD @ Large Report:

Old Business Report:

1. The January BOD Meeting minutes were approved as written.

2. The county came and picked up 528 to put in the new radio.
3. The policy for the bay door remotes is ready but waiting to hear from Overhead Door.
 - a. We will train on the policy while we are waiting.
4. Linda Winger will update the bank account information on our PayPal account.
5. We are still waiting for the awning to be built and looking at alternatives like a carport instead.
 - a. Cora, Brandon, Dawn and Johnathan will research options and present ideas at the next BOD meeting.

*A motion was made to get a carport or portable shelter for RB3 instead of an awning for the grill/smoking area by Gerri Kirkhum, Second by Brandon Baugus. Motion approved.

6. The membership board will be getting updated.
7. B&G is having problems finding someone to repair the roof at RB1 because nobody wants to walk on the roof.

New Business Report:

1. We are looking at changing our website to an updated version and using the Dreamhost website for an internal website.
2. The BOD discussed putting cameras (\$79 each – 1 per station) back in the bays due to problems with loss of supplies.
 - a. Brandon, Johnathan and Stan discussed what to order and not ordering supplies we can get at the hospitals.
3. We ordered a new printer for the office and had the carpet cleaned.
4. VAVRS needs a letter from the President (on stationary) stating who will be the admin person for our agency on VAVRS site.
 - a. Ryan sent the letter, setting up Linda as admin, via email to VAVRS.
5. We will be repainting the day room walls at RB3 and RB1.
6. The next BOD Meeting is 3/27/18 at 7:00 pm.
7. The next Membership Meeting is 3/6/18 at 7:00 pm.

With no other business the meeting is adjourned for the night at 10:33 p.m.

Submitted for your approval,

Linda Winger
BBVRS Secretary