

In attendance:

Linda Winger Pranay Nuvvala Dawn Helton Gerri Kirkhum Caitlin Hall
Denise Hairfield Bhargav Sathish

Meeting called to order by the President, Pranay Nuvvala at 7:07 p.m.

President's Report:

1. Pranay welcomed the incoming officers to their roles with BBVRS.
2. Pranay thanked Forest View for covering RB3 with a medic unit during our Installation event.
3. Brandon and Pranay met with Chief Kinnier to go over statistics on our coverage area with the ambulance at 21 marked up 24 hours a day now. Chief Kinnier reiterated the importance of volunteer integration into the EMS system in Chesterfield County.
 - a. CFD has offered us approximately \$24k to help cover the projected budgetary loss from fewer calls with the reduced coverage area.
 - b. We will see how staffing and call volume changes over the next several months and re-evaluate our primary staffing needs.
 - c. There's talk of building a free-standing Bon Secours ER in the Chester area.
4. Boyd Homes is moving forward with plans to build an 84-unit subdivision next to RB1, starting this summer. We will work closely with them to prevent hinderance with our operations at RB1.
5. Pranay attended Forest View's Installation event.
6. The County owes us an iPad and we're trying to get another hand-held radio.
7. Starting around 7/1/19, Telestaff will be changing over to a web-based version. All stations will be required to fill out their shifts online prior to the start of their shift.
8. The MOU expires in June, so the County will look at renewing it.
9. The ballistic vests are supposed to be accessible on the units per the County protocol.
10. Pranay asked the Public Relation's team to draft a policy on social media use.
11. Appointed Officers:
 - a. Parliamentarian – Gerri Kirkhum
 - b. Public Affairs – Caitlin Hall & Beth Austin
 - c. Building & Grounds – Chuck Mayle
 - d. Comptroller – Linda Winger
 - e. Chaplain – Dawn Helton
 - f. Security – Bhargav Sathish

*A motion was made to approve the appointed officers by Linda Winger, Second by Caitlin Hall. Motion approved.

Chief's Report:

1. Looking to possibly host an EMT class this summer.
2. We're hosting an ACLS class in June.

3. All units but 528 are in service.
4. The priority is getting the fuel tanks repaired and hope to have progress in February.
5. We have a 2nd Auto Pulse out of service which would cost \$3,049 to repair.
 - a. We will look into switching over to the Lucas brand.
6. The Zoll monitors are synced up.
7. Brandon requested for all operations members to add administrative messages to their notifications on the Phoenix software.
8. Brandon put a binder at RB3 with EMSAC updates and training updates.
9. Brandon will update the 1.1 – 1.3 SOR's by the next BOD meeting.
10. Any Chief's policy or temporary policy will be reviewed by the BOD before disbursement.
11. Brandon presented a policy on Staffing Other Agencies for approval.
 - a. Brandon will send Linda the revised copy to distribute and post on the website.

*A motion was made to approve the Staffing Other Agencies Policy as corrected by Denise Hairfield, Second by Bhargav Sathish. Motion approved.

12. Appointed Officers:

- a. Deputy Chief of Admin – Stan Orchel
- b. Deputy Chief of Ops - Open
- c. Training – Pranay Nuvvala
- d. Equipment – Mike Manzelli
- e. Compliance – Lynnette Boyd
- f. Transportation – Mike Manzelli
- g. Logistics – Stan Orchel
- h. Uniforms – Chuck Mayle

Membership Report:

1. Madison French is being presented tonight for Regular Probationary Membership. She is a transfer from Company 6.

*A motion was made to present Madison French to the membership for Regular Probationary Membership by Caitlin Hall, Second by Denise Hairfield. Motion approved.

2. Collin Mills is being presented tonight for Junior Probationary Membership.

*A motion was made to present Collin Mills for Junior Probationary Membership by Caitlin Hall, Second by Bhargav Sathish. Motion approved.

3. Susan Lowe wants to return as a Reserve Member and pull duty when she's in town.
4. Pranay will reach out to Roy Rogers and Rachel Eaker about their membership.

- a. They are going back to Ettrick per Brandon Baugus.

5. Colin Briggs requested a LOA through September 2019, due to his deployment.

*A motion was made to accept Colin's LOA request with the BOD will reviewing the request every 90 days by Dawn Helton, Second by Gerri Kirkhum. Motion approved.

6. Chris Callison requested to change back to Regular Membership from Reserve Membership.

*A motion was made to accept Chris Callison's request for Regular Membership effective December 1, 2018 by Denise Hairfield, Second by Gerri Kirkhum. Motion approved.

7. Linda will send Michelle Johnson a communication requesting she attends the February BOD Meeting to discuss her lack of hours, possible dismissal and intent with the squad.
8. The following members have not met their monthly requirement for hours:
 - a. Beth Austin
 - b. Brandon Baugus
 - c. Scott Clark
 - d. Gopika Hari
 - e. Michelle Johnson
 - f. John Olson
 - g. Joshua Pei
9. A discussion was held about changing Ron Wright and Rory Sturm to Admin since they are no longer riding on the units.

*A motion was made for Linda to submit the FD-21 to move Ron and Rory to Admin status by Bhargav Sathish, Second by Denise Hairfield. Motion approved.

*A motion was made to approve Will Andrew's request to reimburse him for his EMT class by Denise Hairfield, Second by Bhargav Sathish. Motion approved.

- a. The reimbursement will come out of Recruitment and Retention's budget until a Training Officer is appointed. At that point the reimbursement will come out of the training budget.

V.P. Report:

1. Dawn will be meeting with a CPA on Friday, February 7th to discuss 2017 Audit completion and suggest a bookkeeper.
2. Dawn and Pranay talked with a tax attorney regarding the Stipend Policy.
3. The Activity Report is due March 15th for VAVRS.
4. A request was made for a bigger dispatch TV at RB3.
5. The new computer is in at RB1 and the old computer will move to RB3.
6. Dawn will send Linda a link for the Installation pictures.
7. The EMS Expo is open to sign up for classes.
8. A request was made for a new refrigerator at RB3 with ice/water dispenser.

Treasurer's Report:

1. The balances were reviewed and bills are paid.

Secretary's Report:

1. Linda submitted the list of members eligible for the personal property tax reduction to Pranay.

Old Business Report:

1. The December BOD Meeting minutes were approved as corrected.
2. Dawn will look into a grant for new Lucas auto pulses for about \$16k.
3. Pranay will talk with the County about getting 526 retrofitted with a power lift and stretcher.

4. We need help installing the new smoke detectors at RB3.
5. It is \$2,660.69 to replace the pedestrian bay door at RB1 with similar locking system like our other doors, to prevent battery issues. Pranay will present the idea to membership.
6. The BOD discussed changing By-Law IV to modify the required qualifications for Chief and both Deputy Chiefs.
 - a. Bhargav will write up the recommended By-Law change to present to the BOD and membership for final approval.

*A motion was made to modify the qualifications of the Chief and both Deputy Chiefs to "Must have EVOC certification within the last 5 years and current EMT certification. Must be currently cleared as an AIC or Driver." by Dawn Helton, Second by Brandon Baugus. Motion approved.

New Business Report:

1. Dawn and Linda will look at places for the 2020 Installation and get something booked early.
2. The next CPR class is February 9th at 9:00 am.
3. Spring BOG is March 29 – 30.
4. Caitlin requested a standby unit at her stable on May 18th.
5. Strategic planning session is scheduled for February 17th at 2:00.
6. Caitlin created a board for BOD and members to put up goals for 2019.
7. The next BOD Meeting is 2/26/19 at 7:00 pm.
8. The next Membership Meeting is 2/5/19 at 7:00 pm.

With no other business the meeting is adjourned for the night at 10:37 p.m.

Special BOD meeting was held on 2/5/19 from 6:15 – 7:00.

Submitted for your approval,

Linda Winger
BBVRS Secretary