

BOD Meeting Minutes
For January 25th, 2022

Present: Dawn Helton, Natalie Baez, Christina Austin, Vinata Kondragunta, Luther Harlow, Denise Hairfield, Collin Mills, Vijay Gara, Kalana Hair, Prabhat Adusumalli, Abigail Andrade, Nikhil Chandravel, and Joshua Pei.

Meeting called to order 1903, December minutes accepted as is.

President

- No changes have been received for the attendant SOR change; it will be voted on at the February membership meeting.
- The copier lease is up in March. The company is sending a quote for a desktop color printer to replace the current copier we have.
- The vending machine will replace where the printer currently is.
- Chuck has a quote from overhead doors for \$6700 for Main, \$2400 for South.
 - o Luther will put in a temporary fix while Collin while reaches out to contractors to walk through the bay and determine a cost for renovating it.
- Collin will go to the Board of Governors meeting in April.
- Personal Property Tax roster was sent to the county. If you are eligible send your form to the county at COR@chesterfield.gov.

VP

- Snow is forecasted for the day of installation; Dawn is waiting to hear back from vendors on what their policies are regarding postponing.
 - o Venue, caterer, dessert, casino, and prizes have all been secured.
- ***Dawn motioned for Beth to become a life member. Nikhil seconded. Quorum was met for a vote by the membership and the motion was passed.***
- Dawn reached out to Barwick and associates regarding audit.
- We will continue to maintain an insurance policy for observers/students in addition to the one that covers our members.

Secretary/Membership

- Members without hours as of 1/24/22: Will, Christina, Beth, Fahd, Darius, Tiffany, Vijay, Kalana, Luther, David, Hannah, Vivian, Malik, Susan, Ammar, Harsika, Charlotte, Shivani, Mihika, Narmeen, Hiba, Kush, Saagar, and Gigi.
- Collin reached out to members who have not been making hours.
- Probationary members:
 - o 1 month left: David
 - o 2 months left: Morgan Hamilton and Simon Smits
 - o 3 months left: Kalana
 - o 4 months left: Vivian, Mihika, and Kush
 - o 5 months left: Hannah
 - o 6 months left: Fahd
- Will Andrews requested an LOA. It was discussed in executive session and approved for the month of February.

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Chief

- Make sure you are wearing your seatbelts whenever you are on the ambulance unless patient care immediately requires removing it. Putting on PPE, getting bags, etc. does not count as patient care. There is no reason to not be wearing a seatbelt on the way to calls.

Treasurer

- Abby has contacted the bank about getting access to accounts
- Bills were paid last week.
- Abby will reach out to Chesterfield regarding unclear bills.

Deputy Chief of Operations:

- Inspection is scheduled for February 24th at 1330.
- Second out trucks need to be inspected. There is a piece of paper on the units that specifies what supplies are required and how many of we need to have. If you have time please go through the units, add missing supplies, and remove anything expired.
- The PDC is being suspended on 1/26 at 0800. Chesterfield will be trialing their own PDC between 0800 and 1700. Any transports must be approved by EMS division personnel who will be present in the ECC. After hours, transports will occur without calling ECC or the PDC. Hospitals may not divert patients for any reason except catastrophic failures (fires, active threats, etc.)
- Christina, Natalie, and Collin went to EMSAC.
 - o Chester ER will have a soft opening May 15. We are second due to that ER and will likely be dispatched for emergent transfers. Refer to Natalie's email if you have never done an emergency transfer from an ER and/or have questions.
 - o Christina will look into purchasing a vent.
- Chesterfield fire stations are now open for BLS preception, the only providers being sent are those who are done with protocols/ops and only need call volume.
- Chesterfield has created a new policy to protect off duty members who stop at emergencies to render aid. Christina and Natalie will meet with Dr. Lapetina to discuss creating a similar policy for Bensley.
- Christina will remain the primary contact for disciplinary issues, vehicle contacts, and injuries or other incidents that occur on calls. All other ops questions can go through Natalie first.
- Christina and Natalie will be reviewing our MOU with Chesterfield.

Equipment:

- Luther will work on fixing bay doors.
- If you mark up at south and notice light issues with 523 let Luther know. He looked at the truck but was unable to replicate the issue.
- If you switch units let Luther and ops know.
- Make sure to self-report damage that occurs to the unit.

Security:

- The door to the bay at main will be fixed by Collin and Vijay soon.

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Training

- Vijay has been cleared as a driver.
- Josh reached out to target solutions for admin access but has not heard back yet.
- Josh will coordinate with Christina to set up ALS preception.
- Hiba, Tiffany, and Surya are currently driver precepting.
- Jake, Rachel, and Abby are currently AIC precepting.
- PHTLS classes are opening again. All BLS AICs must obtain it within a year of being cleared.
- Prabhat will reach out to VCU's CTCCE to run a Bensley PHTLS class.

PR

- We are adding donation links to Instagram and fakebook.
- A google form will be sent out to membership so that we can create a get to know you page on IG.
- Will begin community outreach programs with local highschoools and elementary schools.

Old business

- Attendant packet SOR was reviewed.

No new business was discussed.

With no other business, the meeting adjourned for the night at 2204.

Submitted for your approval,

Prabhat Adusumalli
BBVRS Secretary