

CVFRS Corp Board Meeting 3/15/16

Minutes by Jon Davis

Meeting starts at 8:16 PM

Present:

John Snow	Jon Davis	Julian Kulski
Ellie Russell	Andrew Haigney	Fritz Tegatz
Rob Mullin	Dick St. George at 8:23 pm	

Minutes Jon Davis moves to approve the minutes from the February Board Meeting.
A. Haigney seconded motion. All in favor, motion passed.

Financial Report Andrew Haigney move to approve the financial report discussed in the Corp Members' Meeting earlier tonight. J.Kulski seconded motion. All in favor, motion passes.

Rescue Report

- The Assistant Rescue Chief position was posted about 2 weeks ago. There has been 1 response from Rutland and 2 responses from PA. The listing is also on the Indeed online site. John Snow asked the HR Committee to form a plan to interview candidates.
- There is a need to hire 2 more additional per diem staff.
- The CPR Program is moving forward. CPR Dummies and training equipment have been ordered and there are 4 members who indicated they would like to become instructors.
- Caitlin has contacted Essex Rescue to see about getting a copy of their SOP's to be adapted for use by CVRS.
- The volunteer membership is growing. There are 3 new probationary members including Carr Montgomery, CVFD member and EMT, who will start training with Rescue crews.
- Pam Dawson and Meg Modley have also returned.

Fire Report

- Dick St. George reports a truck committee will be forming to design a replacement for the 1980 Mack Engine 2.
- There will be a recruitment campaign to attract new volunteer members. Fire will do whatever they can to support the proposed outreach programs. Times and dates for outreach programs will be posted in case members would like to assist.

Building Committee The shipping container to be used for storage is coming.

HR Committee Report Ellie Russell explained the most recent changes to the previously discussed PTO Policy.

A. Haigney made a motion to approve the following PTO Policy as presented:

Paid Time Off Policy 3/10/16

Paid Time Off (PTO) combines earned vacation and personnel days.

Permanent full and part-time CVFRS employees working 20 or more hours per week are entitled to PTO. Starting on the date of employment these employees will earn PTO hours based on their approved hours. PTO is pro-rated for employees approved for 20 or more hours per week, but less than 40 hours per week. Per diem and part-time employees approved for hours that total less than 20 hours per week do not earn PTO.

Approved hours are the hours per week that an employee is employed to work and as agreed upon at the time of employment or when an employee's approved hours are officially changed.

During the first five years of employment a full-time employee will earn 104 PTO hours annually from date of hire, representing 80 hours of vacation time and 24 hours of personal time.

During the second five years an additional 40 hours of vacation will added so that a full-time employee will earn 144 hours of PTO annually. With more than 10 years of employment a CVFRS full-time employee will earn 184 hours of PTO per each year. PTO hours earned in this way are pro-rated for part-time employees approved for 20 or more hours per week.

PTO time may be taken at any time as approved by an employee's direct supervisor. However no PTO time can be used that has not yet accumulated in an employee's PTO bank, unless approved by the Corporate Board of Directors.

PTO time will continue to accumulate until an employee reaches PTO hours equal to 1.5 times the employee's annual allotment. Thus a full-time employee employed for less than five years can accumulate up to 156 PTO hours after which no further accumulation will occur until some PTO hours are used. For the second five years accumulation for a full-time employee will stop at 216 hours and for those employed for 10 years or more the maximum PTO accumulation will be 276 hours.

At the time PTO hours are used they will be paid at the employee's regular hourly rate.

Note 1: This modification of the previous CTO policy was implemented as of the first pay period in January 2016. All previously earned CTO hours have been carried over into the new program.

Note 2: Under the Fair Labor Standards Act PTO time cannot be used in determining whether employee must be paid overtime pay in any one pay period.

J.Kulski 2nd the motion. All in favor, motion passed.

Ellie Russell explained the Paid Holiday Time policy.

J.Davis made a motion to accept the following Paid Holiday Time policy:

Paid Holiday Time

CVFRS pays employees for the following six holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

An employee who is eligible for Holiday Pay will be automatically paid on the day of the holiday, whether the employee works or not.

All employees who are approved for 20 hours or more per week will receive Holiday Pay. Holiday pay is pro-rated based on approved hours for employees working 20 or more hours per week, but less than 40 hours per week.

In addition to the Holiday Pay an employee may be entitled to receive, all employees who work on a holiday, including per diem and part-time employees will receive 1.5 times their regular hourly pay for holiday hours worked on Memorial Day, the Fourth of July, and Labor Day and 2 times their regular pay for holiday hours worked on Thanksgiving, Christmas and New Year's Day. Holiday hours are those hours between 00.00 and 23.59 on the actual day of the holiday.

The hourly pay each full-time employee receives for a holiday not worked by the employee will be determined by the employee's normal weekly pay rate divided by five to determine the correct pay for 8 hours of holiday pay. This will be pro-rated for part-time employees based on an employee's approved hours

Employees must have approval from their direct supervisor prior to working on a holiday.

Andrew Haigney 2nd the motion. All in favor, the motion passed.

Discussion followed about creating a policy in which both members would get any “bonus pay” offered at the last minute to fill an open shift. There had been a recent case where 1.5x pay “Bonus Pay” was used to fill a 36 hour open Rescue shift. The per diem who had signed up for the shift earlier did not receive any bonus pay. Discussion followed about different ways of looking at the situation and whether it was worth the potential savings if only one per diem received “Bonus Pay” if it created bad feelings by the per diem on the same shift who was working at the normal rate. No conclusion was reached, members would like to discuss this next month.

Ellie Russell explained the Pay Administration Policy. This would apply specific starting hourly rates based on certification and years of experience. Discussion followed about whether previous years of experience should be considered to determine starting salary. No conclusion reached, the Board will continue the discussion next month.

Other Business

John Snow stated there was only 1 Corp credit card and proposed getting up to 3 cards, one for each Chief and a Corp card.

J. Davis proposed setting up 3 credit cards to be used by the Rescue Chief, Fire Chief and Corp Officers. J. Kulski seconded motion, all in favor, motion passed.

John Snow reported that Charles Russell has resigned as Treasurer and we will be looking for a replacement for him, possibly listing on Front Porch Forum and other sites. It is unlikely that any current CVFRS member will step forward to fill the Treasurer role at this time.

Due to Charles’ resignation as Treasurer, he needs to be removed as a signatory of the CVFRS bank accounts.

John Snow made a motion to remove Charles Russell, Corporate Treasurer as a signatory for the Charlotte Fire & Rescue Services:

- Operating Account at TD Bank ending in 6306
- Barrows Special Funds at TD Bank ending in 1039
- Fire Special Funds at TD Bank ending in 1055
- Rescue Special Funds at TD Bank ending in 1279
- Tower Special Funds at TD Bank ending in 1047.

J. Kulski 2nd the motion. All in favor, motion passes.

John Snow also reported that Patrice Machavern has submitted a letter of resignation, effective April 1. Patrice will be working with her replacement to explain the position prior to leaving.

John Snow stated Curtis Barrows, son of the Trust creators, had resigned as Trustee in October 2015. John contacted the new Trust Officer of the Barrows Trust to establish the investments in the Trust and to identify the accurate distribution to CVFRS and if we have missed a partial distribution. Over the past several years Curtis Barrows has not been open about the details of the Trust.

Once John receives additional information about the Trust he will bring it to the Board.

Fritz Tegatz asked if it would be possible for Selectboard members to attend Corporate Meetings. Several Selectboard members had asked Fritz if this would be possible. Discussion followed and it was decided that yes, Selectboard members could attend Corporate Meetings as long as this is not disruptive to the ability of the Board to transact their business.

Dick St George mentioned that any Selectboard member could attend any CVFD meeting or training session.

Dick St George made a motion to adjourn the meeting. J. Kulski seconded motion. All in favor, motion passed.

Meeting ends at 10:31 PM

Approved