

**CVFRS Corporate Board Agenda – 23SEP2014  
Draft Meeting Minutes**

**Call to Order: 19:05**

**Attending:** Ellie Russell, Jon Davis, Chris Davis, Matt Bijur, Liam Havard, Meg Modley, John Snow, Patrice Machavern, Kip Mesirov, Mark McDermott

**Approval of Minutes** – After corrections to attendance list and typographical errors, a *motion to approve minutes was made by Kip, seconded by Ellie and unanimously approved.*

**Report of the Nominating Committee – Bijur**

Subsequent to the last meeting David McNally has offered his resignation as Secretary. As a result current openings are for vice president, treasurer, secretary, and community member.

As called for in our by-laws, Matt Bijur representing the nominating committee put forth Jon Davis as candidate for the position of vice president and Liam Havard for the position of secretary seconded by Kip. Thanks were expressed to Jon and Liam for their willingness to serve.

**Action on recommendations:**

*Jon Davis was nominated by Matt Bijur, seconded by Kip, and unanimously elected to the position of Vice President.*

*Mark moved to authorize John Davis to be a signatory for the corporation from this day forward on the Operating Account, the Barrows Special Fund, and Tower Special Fund. This motion was seconded by Chris Davis and unanimously approved.*

*Meg moved to remove David McNally as an authorized signatory on the fire and rescue account, the operating account, Barrows special fund, and tower special fund. Motion seconded by Kip and unanimously approved.*

*Kip moved to have Ed Sulva as Acting Treasurer continue to be an authorized signatory on all 5 accounts. The motion was seconded by Mark and unanimously approved.*

*Liam Havard was nominated by Matt Bijur to the position of Secretary of the Corporation. The nomination was seconded by Kip and unanimously approved.*

### **Continued Recruitment**

Thanks were expressed to the nominating committee for their assistance. It was noted that we still have two critical vacancies on our Board and we are encouraging fire and rescue members to offer up a community member or treasurer for consideration.

### **Proposed Benefits Plan – Snow**

The plan was circulated ahead of time. Chris moved acceptance and seconded by Meg. Open for discussion. Ellie brought up some grammatical corrections. Also revisit OT pay language. Payment in lieu requires a formal plan document at a one-time cost of \$500. In addition each year a discrimination test has to be performed at a cost of \$400 a year. Snow recommended that this should be calculated into the amount we will pay in lieu.

*Approval of plan – Motion made by Chris to adopt the Benefits Plan as presented with corrections. Meg seconded and the motion passed with unanimous approval.*

**Financial Report** - *Kip moved to accept the financial report, seconded by John Davis, unanimous approval.*

**Progress and Status of Audit** – once the audit is finalized the financial report will be corrected. The field audit was completed the 2<sup>nd</sup> week of September for four days. The management letter is not yet available and will be shared when available. Also working on the inventory evaluation. Meeting scheduled for mid-October to finish up the audit.

Surplus at the end of the year will be determined by the end of the audit. We have received a schedule of adjustments from the auditor. We can estimate that we are in the low \$40,000s but that is preliminary and not confirmed by the auditors.

### **Selectboard Meeting Re: Budget 2015/2016**

Snow reported on his presentation to the Selectboard which offered a preliminary look at the next budget cycle for FY15-16. We look for level funding except for general inflation rates which will be low single digits, deferred maintenance on

the building has been higher recently than thought – have usually budgeted \$12k and have had costs that were \$15k -, and rescue payroll. Rescue payroll, benefits, etc. are our biggest challenge. We are looking to recruit and fill all the staff people that we expect to have. We need to be sure that our financial model reflects that model. On the scale of which we are operating the net effect has been below \$300k and it may experience 10% increase. These are the likely factors that will drive our expenses. Also reviewed the capital plan and need to revisit the pricing to ensure it reflects the current market. Also need to include the next ambulance replacement.

Two things that have not been in the capital plan and need to be included are SCBA equipment and defibrillator replacement.

### **Report of Selectboard Meetings – Snow**

Snow reported that at the Selectboard meeting questions were raised about the suspension of our ability to exercise paramedic level interventions and whether this constituted a breach in our service level and entitled the town to some reimbursement. If we are going to define service levels more precisely then the town needs to be specific. Snow objected on several bases.

John agreed to meet with the Select Board on Friday at 8:30am in Executive Session which under public meeting laws must be a discussion of personnel or a contract. He expects one or two of those things will come up. Board discussion revealed a diversity of opinions within our board as to whether or not it would be good to give back some funds to appease. It was noted that no vote has been taken by the Selectboard and no formal proposal has been made. It was expressed that this should be an MOA discussion with delegates from each party meeting to discuss.

### **Agency Reports**

#### **Rescue Services – Modley**

Two new probationary members are in EMT class, two other new members interested. VT State EMS Conference in end of October. Liam and Harold were voted off probation in the past few months.

Probationary license will be reviewed in October.

Ambulance state inspection occurred. Passed with flying colors.

### **Fire Department – C. Davis**

US Coast Guard is now calling out fire departments for marine incidents on Lake Champlain and is not responding after 11pm. This appears to be a change from previous understandings.

### **Other Business**

**Winter Party Event** – January 17<sup>th</sup> is being held for our winter party, back up is the 25<sup>th</sup>

### **Executive Committee Authorizations and Minutes**

*Chris moved to authorize the Executive Committee to act on behalf of the Board in between meetings and that those meetings be recorded and distributed to the Board not later than the next Board Meeting. The Executive Board will be defined as the chief of fire, chief of rescue, corporate board president and the vice-president and three must be present to make a decision. Motion seconded by Liam and unanimously approved.*

### **Policy on Third Party Use of Station**

Snow recommended that we develop a policy on third party use of the station. A member of fire or rescue should be present if someone is using the station. Objection was expressed to use by for-profit, commercial or political functions. Priorities would include other first responding agencies and second for community functions. Snow will draft a policy for future distribution to the board.

### **Additional Video Cameras**

Executive Committee interested in adding a few cameras. We prewired for two more cameras to capture back hallway and other doorways. These would be internal cameras. Chris moved to approve the installation of these cameras and to fund the costs from Barrows. Mark seconded the motion which was then approved unanimously.

### **Advisory Committee**

Looking to plan an Advisory Committee meeting.

### **Board Meeting Schedule**

Snow is trying to reduce the number of meetings. We can meet by conference call. We could also meet at other times in the day.

### **Community Communication**

Idea was suggested to survey the members of the town about fire and rescue services. Board expressed support for this idea.

Liam might be able to re-start the website content process.

***Motion to adjourn by Marc, seconded by Kip, adjourn 20:57***

*Respectfully submitted,*

*Meg Modley,*

*Acting Secretary*