

CVFRS, Inc.
Corporate Board Meeting
Tuesday, 9/15/15

Present: Board Members: John Snow, Julian Kulski, Fritz Tegatz, Kip Mesirow, Chris Davis, and Charles Russell. Advisory Board Member Ellie Russell present. Jon Davis joined the meeting at 8:05PM.

The President, acting as Chair, called the meeting to order at 7:07PM. The Chair noted that a quorum of the directors was present. After a brief discussion there was general agreement that we would try a slightly later meeting time of 7:30 for future meetings.

The Chair noted that there was no board meeting in August and that the most recent minutes are for the July meeting.

Motion to approve the July Board Meeting minutes made by K. Mesirow, J. Kulski 2nd; all in favor, Chair abstains.

Executive Committee Action: In the past month two months there was an Executive Committee Action to authorize the annual renewal of the corporation's insurance program with VFIS. The chair noted that a more favorable rate had been received this year. The Executive Board approved this via e-mail.

Motion to ratify the Executive Committee action to authorize renewal of the VFIS insurance policy for the current fiscal year made by J. Kulski, K. Mesirow second; all in favor, Chair abstains.

The Chair reported on the results of the CVFRS Membership Annual meeting held August 18th. The Officers of the Corporation were all re-elected to a new term: President, John Snow; Vice President, Jon Davis; Secretary, Joe Congdon; Treasurer, Charles Russell, Member-at-large, Kip Mesirow. The membership also approved a plan for capital expenditures for the fiscal year.

The Chair then noted that the term of the Community Directors expires at the end of this meeting. The Chair informed the board that Mark McDermott has asked to step down as a member of this board due to other demands on his time. The Chair informed the board that Julian Kulski had indicated a willingness to serve a further term on the board.

Motion made by Kip Mesirow to elect Julian Kulski to a new one year term as a Community Director. Seconded by Charles Russell. All in favor.

The Chair requested that any suggestions for a new Community Director be forwarded to him.

Financial Report

The Treasurer presented the YTD financial results through August 31st. The Treasurer noted a change to the format in order to bring all sources of funding into one financial statement. The members agreed that this was a good change and encouraged continuation of this format for future reports.

Motion to accept the financial statements as presented until audited made by F. Tegatz, seconded by J. Kulski. All in favor.

The Treasurer reviewed the history of the “surplus” calculation within the MOA with the Town of Charlotte. Auditors for CVFRS and auditors for the Town have indicated agreement on continuation of the previous methodology with some amendment to the language of the MOA for clarification. It was noted that a change to the MOA would require membership agreement which could be obtained electronically.

The Treasurer raised a question regarding the authorization process for expenditures. It was noted that F. Tegatz had previously circulated a draft procurement policy for consideration. It was agreed that F. Tegatz and the Treasurer would work together with Patrice Machavern to draft a policy for the board to consider at a future meeting.

The Chair made a brief update on the annual audit review and indicated that the work was proceeding well. Draft financial statements are now under review.

Rescue Report

The Chair made a brief report on Rescue Squad activities. It was reported that staffing was now in good shape and that we have two paramedics taking runs and one further paramedic completing his District 3 probationary runs. The Chair expects the Squad to be operating with three paramedics soon.

The board then conducted a brief discussion on volunteerism levels and discussed Jon Davis’s recommendations for expanding volunteer options.

John Snow indicated that he had given preliminary approval for C. Herr to attend the Paramedic Refresher course in late October. She would be submitting regular hours for the time of attendance at the course. In addition a modest fee for the course was expected. The Board voiced general support for this educational opportunity and endorsed the Chairs actions. It was noted by E. Russell that an education policy, especially for paid staff, would be a helpful addition.

Fire Report

Chief Davis gave a report on the Fire Department activities. He noted that calls are down somewhat for the past two months and training activity has been above normal levels due to the availability of some specialized training resources.

Chief Davis updated the board on the status of the insurance claim on the department's tanker; the proposed revisions to the Fire Department By-laws, and the discussions surrounding the State's Rail plan and its impact on Charlotte.

Personnel Committee Report

The personnel committee has been working as a two member committee so far pending appointment of a third person. The committee has begun to have one-on-one meetings with senior paid staff. The Committee also is planning to undertake the following on the next few months:

- Review of Per Diem Pay scales
- Review of the general pay and raise policy
- Establish a program for systematic job performance reviews
- Implement an Employee Opinion Survey
- Review the effectiveness of the volunteer incentive program
- Establish a new employee checklist for Rescue

The committee noted that its function would be better reflected if it were renamed the Human Resources Committee.

Motion made by Charles Russell to rename the Personnel Committee the Human Resources Committee, seconded by Julian Kulski. All in favor with the Chair abstaining.

Other Business

The Chair made a brief report on the disposition of the VOSHA citation. Having adopted a HazComm Policy at its July meeting, CVFRS must now complete basic HazComm Training for all employees. CVFRS will do this through a combination of online and in house training. The Chair noted that the HazComm Officer is Rob Mullin.

***Motion to end the meeting by F. Tegatz, seconded by K. Mesirow; all in favor, Chair abstains.
Meeting ends at 21:52.***