

CVFRS Corporate Board Meeting
June 19, 2014
Draft Minutes

Call to Order: 19:05

Attending: Dave McNally, Mark McDermott, Ellie Russell, John Snow, Meg Modley, Kim Ziegleman, Patrice Machavern, Ruth Uphold

Absent: Ed Sulva, Chris Davis, Kip Mesirow, John Howe

Discussion and Q&A with Ruth Uphold regarding her recommendations pertinent to the conditional license of CVFRS. John Snow recommended we hold this discussion in executive session.

19:15 - Dave McNally moved meeting into executive session.

19:35 – end of executive session

Approval of May Minutes: May meeting minutes were not available. Motion was made by Corporate President to review the minutes via email once the Secretary submits. John Snow recommends we encourage submission of meeting minutes within 1 week of meetings.

Financials:

Administrator Patrice Machavern reviewed May and projected end of fiscal year financials. Statements indicate that CVFRS will not go overbudget for the FY13-14. Patrice indicated that there will likely be some surplus left for the end of the fiscal year due to the late hire of the Fire Fighter position. Dave McNally led a discussion on this remaining surplus. It was unanimously decided that the surplus should be managed according to the MOA.

Patrice indicated that the next quarterly financial meeting set with the Selectboard was to happen on July 21 at CVFRS. Additionally, Patrice indicated that the audit team will hold a planning meeting with CVFRS's Ed Sulva and Patrice at CVFRS on July 17th in preparation of the FY13-14 financial audit.

An old incentive check for a former member of CVFRS was discovered when the member recently moved. The check is dated from 2002 and totaled \$244.03. The board discussed whether or not to reissue this uncashed check. John Snow made a motion to reissue citing good faith to the volunteer's commitment. Meg Modley seconded the motion. Motion passed unanimously.

Corporate Board Management:

The Board held discussion concerned the annual Fire Department Pig Roast. There is only one available date - August 10 - at the Old Lantern. The Town of Charlotte Rec Department is also hold a Pig Roast Aug 3 at the Town Beach. The Board agreed that these two events were too close together. It was suggested that possibly holding the event in September would be an option. Dave McNally will make that suggestion to the Fire Department.

CVFRS Benefits Review. An updated version of the benefits policy has been resubmitted to John Snow and Meg Modley for comment. Finalization is pending approval by Tim Cope the HR consultant used to review the policy language and compliance.

Winooski Police will use the CVFRS training room Aug 13-14 in support of training they will be conducting at a local firing range.

Website: Launch date is July 1 for getting the website up again. Patrice has already populated the site (WIX) with a lot of background information.

Agency/Committee Reports

Fire Report:

The recently held live burn was successful. There were many local Fire departments present who participated in the training. CVFRS is grateful to the homeowners who donated their property for this purpose.

E-4 suffered some damage to one side door recently. There is an insurance estimate being collected by Chief Davis.

Rescue Report: Chief Modley has met with Jenna of VT State EMS to review access on the SIREN reporting system. There is an inability to generate reports from the system to facilitate CQI oversight. Jenna noted this problem with the software and will be working with Meg to make an improvement. This should benefit all services in VT. Meg will be meeting with the District 3 Medical Director and Board Chair in the coming weeks to shift Head of Service responsibilities to the Rescue Chief. The timing of this meeting was delayed due to personal emergency with the Medical Director.

The International Ambulance (old A2) purchased with Barrows and Rescue special funds has been sold for \$10,400. CVFRS will reallocate these monies to the appropriate funds to offset future operational costs.

The new defibrillators have been installed, approved by FAHC, and are very well received by CVFRS EMTs and FAHC staff. The defibs have all been noted to be more intuitive, easier to use, and store more useful data during care provision. This additional data will improve our reporting and CQI going forward.

Misc Issues:

Next Corporate Board Meeting in July. Town Party is July 12th.

Adjourn: 20:35

Respectfully submitted by Corporate President, David McNally

