

**CVFRS Corporate Board  
And General Membership Meeting  
17NOV2014**

**Attending:** John Snow, Meg Modley, Kipp Mesrow, Liam Havard, Harold Abilock, Patrice Machavern, Dick St. George, Rob Mullen, Chris Davis, Ellie Russell, Mark McDermott, Dave McNally, Jon Davis, Josh Flore, Bryan LaBarge

**Meeting Start:** 19:20

John Snow opened the meeting by noting that this was a combined Board Meeting and General Membership meeting and that votes by the respective bodies would be identified.

**Approval of Minutes –**

Minutes of the September and October meetings were distributed.

- Comment by Ellie on September minutes typo of “thanks”
- Capitalize “barrows”
- The use of the fire station list of two items – reverse 1 and 2
- In the fidelity document remove the word “page” from document number
- Correct presenter of Fire update to John Snow
  
- *Motion to accept minutes as corrected by Meg Modley seconded by Mark McDermott.*
- *Unanimously approved by the Corporate Board.*

**Benefits Plans**

A copy of the CVFRS Cafeteria Plan document was circulated.

- *Motion by Mark McDermott to accept the Plan Document. Seconded by Meg Modley.*
- *Motion passed unanimously by the Corporate Board.*

**Board of Directors Vacancy**

John Snow noted that there remain two vacancies on our Corporate Board.

- John Snow nominated Julian Kulski for the position of community board member.

- Nomination seconded by Mark McDermott.
- *Julian Kulski was elected unanimously by the Board of Directors.*

## **Financial Report – Machavern / Snow**

### **Progress and Status of Audit**

#### Outstanding items for Audit

- The physical inventory
- Agreement with Town on surplus calculation
- Anticipate the audit to be completed by the end of the month.

### **YTD Financials**

- Rescue medical calls are down and Fire calls are up.
- There is softness in patient billing.
- *Meg Modley moved that the YTD financial report be accepted. Motion seconded by Mark McDermott. Financials unanimously accepted.*

#### Budget and Capital Planning

A budget for the Fiscal Year 2015/2016 was presented to the members for consideration. Key items noted were:

- Overall expense increase of 6.9% due mainly to increases in insurance premiums and benefits costs and implementation of a bunker gear replacement program.
- Increase in town appropriation request also affected by removal of erroneous miscellaneous income.

### **Membership Vote on Budget FY 2015/2016**

- *A motion was made by Kip Mesirov to adopt the budget proposal as presented. Seconded by Josh Flore. Membership approved the motion unanimously.*

### **Membership Vote on Capital Plan**

The Capital Plan document was distributed to the members in attendance. It was noted that the Capital Plan was amended from previous version by the addition of a Stryker Stretcher and two Lifepak defibrillators at the end of the useful life of existing equipment.

- *Motion was made by Kip Mesirov to approve the Capital Plan as presented. Motion seconded by Josh Flore and unanimously approved by the membership*

### **Projects List**

The CVFRS Project list was distributed. It includes items that are not in the CVFRS Operating Budget but are expected to be funded by Special Funds or by the town's capital reserve.

- *Motion made by Dick St. Gorge to adopt the Project List set of prioritized needs as presented. Seconded by Jon Davis. Membership approved the list unanimously.*
- *Motion made by Dick St. George to authorize the purchase of priority items/projects number 1 through 4 on the list all to be funded by special funds. Motion seconded by Josh Flore and passed unanimously by the membership.*

### **Report of By Laws Committee**

Jon Davis presented to the membership a proposed set of changes to the Corporation's By-laws intended to create more flexibility in meeting and voting procedures. It was also noted that the By-laws need to be more consistent and objective in the definition of an "Active" Member. Having been presented, these proposed changes will be voted upon at the next members meeting or at a special meeting called for that purpose.

### **Agency Reports**

- Rescue Services – Meg Modley gave an update on the Rescue squad noting volunteer activity and recent training/conference attendance.
- Fire Department – Chris Davis gave an update on Fire department activity noting volunteer activity and recent community education (CCS) work.
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### **Other Business**

Santa Visit will be scheduled for Sunday, December 14<sup>th</sup> at 1PM.

Winter Party Event

**Adjourn:** 10:16PM