

**NORTH FORK AMBULANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 20, 2014
CRAWFORD FIRE BARN**

Board Members Present: Dan Miller, Richard Kinser, Clinton Clock, Sheila Maki, Deb Ferrier, Don Geddes

Absent: Dory Funk

Also Present: Kathy Steckel, Karina Nicewicz, Linda Kiser, Adam Clifford, Kris Stewart, Marvin Pemberton, Rachel Pemberton, Terry (RETAC)

I. The meeting was called to order by Dan Miller at 7:00 p.m.

II. The minutes of the October 16, 2014 meeting were approved as written.

III. Reports.

A. President's Report.

1. Changes underway. a) The on-call schedules are being filled for November; b) the NFAA can operate for 2 years within the current revenue stream; c) a 3-4 year operating plan is needed for future operations of the NFAA.

2. The Director's responsibilities are supervisory, the overseeing of maintenance, training, CE, grants, and finances.

3. Chain of command

4. "Basic Responsibilities" and "Legal Responsibilities of Nonprofit Boards" guidelines were distributed to board members.

B. Director's Report.

Working 50-60 hours per week since hired. Created a Task List of nearly 60 topics, sorting by priority and/or due date, subject etc. Areas of job description include: Staff, Financial, Board Support, Programs and Planning and necessary Research.

1. Pay schedule for on-call and trips

Handout-November 4th meeting: Successful strategy as the shifts were covered within a few days for November, with Thanksgiving Day as the exception. Usually people wait to see what their plans are and will sign up closer to the holiday if the can.

2. Staff

i. Captains

New Job Description and Duties for 2015 Capts.

Crawford-getting current on all equipment inventory. Good buy-in from crew on getting certs and training completed.

Hotchkiss- next week will get current on all equipment inventory. Good buy-in from crew on getting certs and training completed. Has one new applicant and four for the EMT class. Good maintenance on VH by Don Ludwig. Paonia-Linda has help signed up to assist with inventory. Cindy Owen to help with computer training, Richard will help four crew members finish Orientation.

ii. Applications

Paonia: New Applicants: Rachel Pemberton, Nicole Carpenter

EMT Financial Aid Aps: Rachel Pemberton, Nicole Carpenter, Rick Beers, Amanda Hale

Hotchkiss: New Applicant: Robert Simpson

EMT Financial Aid Aps: Robert Simpson, Sandy Leger, Dawnette Simpson, Marvin Gaule

3. Equipment

Interest in Combi-Carriers & CO2 monitors. Possible VH replacement. EMS Provider Grant application due Feb. 15. Will be working with WRETAC.

4. Maintenance

No issues at this time.

5. CE Training

Iv Class going well: Tanya Gallob, Dan Burke, Alex Glidden, Deb Leger, Marie Kebba

No November CE. December 11 ePCR training with potluck beforehand

6. EMSAC Conference report

Met people from all over the State. Was able to secure several spreadsheets on agencies of like size and operation to aid in our research. Met with our billing company, AMB, Billy Craft and spoke about our billing structure and

possible changes therein.

7. Planning/Research/Restructure

i. Billing report- AMB presentation,

ii. Met with Bo Nerlin of David Reeds office about our Membership, upcoming Annual Meeting with Board Elections in February, nominating process etc. and possible representation for becoming a tax district, if decided upon. Estimated \$3000 to \$5000 fees to get us thru to the end of February. \$210 to \$265/hr.

Other:

EMR class \$511 each. EMT-I Class \$2700

C. Financial Officer's Report.

1. \$80,000 has been transferred from Raymond James mutual funds accounts to checking to enable payment of current bills.

2. Memberships to date are 1,578, slightly less than the 1,600 to date in 2013.

3. Runs to date for October were distributed.

IV. Old Business. There was no old business.

V. New Business.

A. Richard will look over used equipment currently in storage to determine what can be sold, perhaps on eBay. The Trinidad rig will be either sold or donated to Crawford Fire.

B. It was moved and approved to grant the captains the authority to spend \$250 per year for needed station operations without prior approval.

C. It was moved and approved to add the payroll module to EMS Toolkit at a cost of \$50-\$60 per month, in addition to the current \$375 per month expense.

D. All medical records storage boxes will be put in the Paonia storage building.

E. It was moved and approved to remove the Boss Cellular phones from the rigs.

F. It was moved and approved to fund up to 8 individuals at \$250, the balance to be paid by a Create Grant, for the First Responder Class.

G. Dan reported that Dr. Funk has resigned as NFAA board member-at-large. A nominating committee (Sheila, Clint, Don) was formed to find and nominate a replacement, as well as nominating replacements for those board members whose terms expire in 2014.

H. It was moved and approved to purchase a radio for each station at a cost of \$250 each.

I. To buy in to the "active 911" program will cost \$3,000, with a yearly fee of \$300.

VI. Executive Session.

VII. Return to general meeting.

A. The financial reports for October were approved as written.

B. The following applicants were approved:

1. Rachel Pemberton and Nicole Carpenter as drivers for Paonia.

2. Robert Simpson as driver for Hotchkiss

3. Rachel Pemberton, Nicole Carpenter, Rick Beers, Amanda Hale, Robert Simpson, Sandy Leger, Dawnette Simpson, Marvin Gaule, for financial assistance for the 2015 EMT class.

C. It was moved and approved to contribute \$500 to Marvin Pemberton's EMT I class; in exchange he will be required to fill four shifts per month for a two year commitment. He will be paid for his shifts and runs.

VIII. The meeting was adjourned at 10:25 p.m.