



**Burtonsville Volunteer Fire Department
Board of Directors Meeting Minutes
April 5, 2022**

Call to Order by President Cadogan @ 1902 hours on April 5 2022. The meeting was held in-person and also over Zoom. President Cadogan announced quorum was met and meeting was being recorded.

Attendance: Board Members: M. Bulla (Zoom), T. Bulla, C. Cadogan, J. Calderon, C. Dunn, L. Newman, M. Ryman, A. Smith (Zoom), S. Robers (Zoom) and M. Ryman
Guests - Office Administrator: S. Miles

A. Approval of Minutes

~**Motion** made to approve the March 2022 Meeting minutes by T. Bulla, 2nd by M. Ryman.
Motion passed unanimously.

B. Treasurer's Report – Mark Bulla

~**Motion** made by T. Bulla; 2nd L. Newman to increase the 2022 budget to add the Chief's Vehicle income and Chief's Vehicle expense line in the amounts carried forward from 2021. –
Motion Passed unanimously.

~**Motion** made by M. Ryman; 2nd T. Bulla to approve the Treasurer's Report covering February 16, 2022 through March 15, 2022 after the adjustments to the Chief's vehicle Income and Chief's Vehicle Expenses on the budget. – **Motion Passed unanimously.**

C. President's Report – Chester Cadogan

1. Discussed the learning curve and the first quarter since becoming President with all going well.
2. Discussed pandemic numbers decreasing and most of the state opening up.
~Would like to revert to fully in-person meetings and interactions while moving away from virtual.
~Discussed the Membership Committee conducting all meetings, interviews, and orientations in person.
3. Chief Ryman and President Cadogan in process of updating the leadership profiles online.
~ All Board members to provide updated profiles for the website.
4. Updated BOD on EMST account
`PNC non-interest bearing account closed and new account at Sandy Spring Bank fully open and operational with same set-up as the 508 / AMOSS account (no service charges incurred and interest bearing.)
5. AMOSS and EMST Quarterly reports are due at end of April- on track to submit those on time.
6. Discussed the Membership Committee Process
~Committee is reviewing the processes, solidified some questions on interview and application documents.
~Temp. employee, H. Lee, in process of making changes to the application.

7. Discussed upcoming IAFC Recruitment / Retention certification course at the end of April.
~Board Member, Alexis Smith will attend on behalf of BVFD
~If a permanent Recruiter / Volunteer Coordinator is hired, they will also attend.

D. Vice President's Report – Tami Bulla

See submitted report

1. The Board Members need to support the Fire Chief and President even more at this time
~ Board Members should take on leading roles on committees.
2. Primary focus has been hiring new Recruiter
3. Continues to be active on the negotiation committee
4. County Medical Review cases are on the rise
5. Managed the memorial service commemorating the 1st anniversary of the loss of Life Member, Tim Fuentes.
~ Shows past and present members that BVFD is a family and will always be a support to the family and other members.
6. Expressed gratitude to Christine Dunn for her role in peer crisis management.
7. Contacted family of Rick Gentilcore regarding the five-year anniversary of his death.
~ Family requested a presence on social media commemorating the anniversary as well as prayers for the family.
8. There is a higher rate of emotional concerns during this time. BOD members should conduct one-on-one check-ins with members.
9. Legislative Reception is scheduled for April 28, 2022 at Wheaton Rescue 6:00- 8:00 pm. County legislative officials will be there.
~Show volunteer involvement
~Asking board members to attend

Meeting paused for a moment of silence and prayer for the families of Rick Gentilcore and Tim Fuentes.

E. Fire Chief - Michael Ryman

See submitted report

1. Association Board Meeting to be held Wednesday, April 6, 2022.
2. County reserve apparatus in crisis mode.
3. Significant call in the first due April 4, 2022 deploying ambulance and truck, not included in Chief's report.
4. Physicals are back and moving forward
~ Blood work seems to be coming back quickly.
~Incumbent physicals handled differently- need to call in advance to arrange to have blood work done prior to the appointment if needed.
5. Discussed county operating budget proposed changes.
6. Annual recerts for BVFD minimum staffing members complete.
7. Congressional Fire Service Dinner to be held April 7, 2022.
8. Meeting with county and station commander regarding facilities concerns such as front apron which is still not resolved- confirmed completion in 2022 / exact date TBD.
- 9.

F. Office Manager - Suzi Miles

1. \$9,071 fund drive donations since January 1, 2022.

- ~ Next to start fund drive letter draft process in June for distribution in September.
- ~ Start considering theme ideas, 75th Anniversary

2. Provided update on 990 tax filing status

- ~ Filing deadline May 15th
- ~ In the process of uploading all documentation needed by April 15th

3. Processed all items needed for leadership transition such as credit card, new badges, business cards, etc..

G. Temp Recruiter – Hannah Lee (No Report Provided)

1. Currently working remotely due to return to school.

H. Standing Committees

1. Hiring Committee (T.Bulla yielded floor to S. Robers for Hiring Committee update)
 - ~Received 3 good prospects (One candidate accepted another position so candidate pool was narrowed to two people.)
 - ~Ashanti Allen-Williams
 - ~ Katie Bulla
 - ~Both candidates have similar skill sets and strengths
 - ~Three members from hiring committee were involved in each of the interviews and evaluated responses and skill sets.
 - ~ Committee conducted background check and three reference checks for each candidate
 - ~The Hiring Committee concluded that candidate Katie Bulla had slight advantage of what she could offer as an employee.

~**Motion** made by S. Robers; 2nd L. Newman to authorize Board Member, S. Robers to extend an offer of conditional employment as a Recruiter for the BVFD to candidate Katherine (Katie) Bulla and authorize Board Member S. Robers to negotiate terms such as salary etc. if Katie Bulla accepts the offer. – **Motion Passed with two abstentions**

Minutes to reflect that BOD members T. Bulla and M. Bulla abstained

~**Motion Amended** and agreed to by S. Robers; 2nd L. Newman to authorize S. Robers to extend an offer of conditional employment as a Recruiter for the BVFD to candidate Katherine (Katie) Bulla and authorize Board Member S. Robers to negotiate salary etc. with new hire with a minimum annual salary of \$62,000 and total compensation of salary plus benefits not to exceed a total compensation of \$65,000 annually. – **Motion Passed with two abstentions**

Minutes to reflect that BOD members T. Bulla and M. Bulla abstained.

2. As a result of the direct relationship between the potential new Recruiter and members of the board, the Recruiter will not report to the Vice President, nor will Treasurer be responsible for approving payroll or leave for the the Recruiter.
3. Temp. Recruiter, Hannah Lee will continue in current role for at least 30 days during transition.
4. Auxiliary – (Report provided by J. Prentice)
 - ~Looking forward to returning to normal with events and activities in 2022

- ~Discussed Fund Raising event held at the Greene Turtle in March.
- ~J. Prentice to advise Auxiliary that more advanced notice and marketing on social media is needed for future events to ensure best turnout.
- 5. 75th Anniversary Committee
 - ~Planning in full swing for event to be held on May 21, 2022 (5pm -9pm) at the Lone Oak Brewery.
 - ~Already secured menu, location. Will provide Commemorative Challenge coins as favors
 - ~Menu includes salmon, steak, stuffed peppers
 - ~Dress Code Garden Party
- 6. Bylaws Committee –No Report provided.
- 7. Peer Support (C. Dunn)
 - ~ No additional report since last meeting.
- 8. SAFER Grant Tuition Reimbursement and Gentilcore Scholarship (C. Dunn)
 - ~No additional report since last meeting
- 9. Grants / United Way / CFD / BGE (S. Robers)
 - ~Expenses for K. Bulla’s hourly rate for Social Media marketing in 1st quarter of 2022 will be applied to SAFER overage funds received in 2021 for SAFER Social Media Marketing
 - ~Expenses for Recruiter salary will be reimbursed under SAFER payroll once K. Bulla transitions to new role (if position is accepted).
- 10.. Membership (J. Calderon)
 - ~~April 2022 minutes to reflect the following resignations:
 - ~ Emma Williams (Prob EMS / Medical Leave)
 - ~Vesnier Lugo (Prob EMS)
 - ~Roberto Lopez (Active EMS)
 - ~Bryant-Alonzo Williams (Prob Firefighter)
 - ~~April 2022 minutes to reflect the following change of status:
 - ~Kyle Gallagher rated fit for duty and returning to Active FF Status effective April 4, 2022 from Medical Leave status.
 - ~~**Motion** made to extend Probationary Status for the following members:
 - Probationary EMS Member, Ben Hauser, for an additional 90 days
 - Probationary Fire Member, Jason Ramos, for an additional 90 days
 - Probationary Fire Member, Hannah Terwilliger, for an additional 90 days
 by T.Bulla 2nd by M. Ryman – **motion passed**
 - ~~**Motion** made to grant Active Status for EMS Members, Cameron Brown and Lauren Chrosniak by T. Bulla; 2nd by M. Ryman – **motion passed.**
 - ~~**Motion** made to grant Inactive Status for the following member:
 - Active EMS Member, Shelby Taylor, for up to one year.
 by M. Ryman 2nd by T. Bulla – **motion passed**
 - ~~**Motion** made to grant Associate Membership to former member, Morena (Liz) Gomez

by T. Bulla 2nd by L. Newman – **motion passed**

I. Communications

~None

J. Old Business

~None

K. New Business

~**Motion** made by T. Bulla; 2nd M. Ryman to spend up to \$150 for the tree marker for the commemorative tree planted in Tim Fuentes' memory. – **Motion Passed**

L. Good of the Order

M. Executive Session

~No motions were made during the Executive Session.

~**Motion** to adjourn meeting at 2120 hours by M.Bulla; 2nd M. Ryman. **Motion passed.**



Suzanne Miles,
Office Manager on behalf of BOD Secretary

Subject: Vice President's Report for April Board Meeting

Fellow Board Members -

1. We have concluded the first quarter of the new year. I feel the Board should acknowledge the work of our Chief and President. My transitions from the role of President has afforded me a fresh perspective to observe and appreciate the daily burdens managed by our key leaders. We need to collectively do more, to share the load as Board Members. I know you grew tired of me saying this previously, but the Board remains the leadership team for the BVFD. We will burn out our resources, if we do not more evenly spread the burden. Please ensure each of you are leading a Committee, supporting the Chief and President, and having a presence each week to stabilize our organization. Everyone's contributions are appreciated and vital.
2. The Hiring Committee remained my number one focus in March. I have been providing weekly updates to the Board. Over nine months have passed. We know filling the vacancy is crucial. A total of four viable candidates were identified. One withdrew. Three remain possibilities. One surprise candidate poses some challenges we will discuss at the Board Meeting. The Hiring Committee will meet on Monday to hopefully develop a possible recommendation for the Board's consideration. For the Board Minutes, the advertising campaigns yielding the following results.
 - **Indeed:** Ran ad in 2021, zero solid candidates.
 - **Linked-In:** Ran ad in 2021, zero solid candidates.
 - **Monster:** 99 views in 2022. 6 Applicants, 1 possible contender. (most were out-of-state)
 - **ZipRecruiter:** 274 total job views in 2022. 73 candidates, 1 was contender (withdrew). (now closed)
 - **Military Recruiter:** 265 views over 30 days, 0 applicants. (closed 3/13/22)
 - **FaceBook:** Ran & Closed efforts in 2022, 0 viable candidates.
3. I continue to serve as a MCVFRA negotiator for the CBA. The tax credit was the focus in March. I was also asked to initiate desk audits for MCVFRA staff.
4. I continue to serve on the County's Medical Review Committee. Meetings have grown more frequent with a spike in cases for review.
5. I also managed the one year commemorative initiatives for Life Member Tim Fuentes and outreach to Virginia Gentilcore as we approach the five year anniversary of losing Rick. We will discuss this more at the Board Meeting.
6. Lastly, I provide backup to HP in regards to Member support and behavioral health. This continues to be an area that warrants attention.

Respectfully submitted - Tami

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Tami Bulla, EMT
Vice President

Burtonsville



VOLUNTEER FIRE DEPARTMENT, INC.

April 2022 BOD Operations Report

Staffing

1. Sunday-Tuesday are the current nights of issue. Recent personnel advancements have made noticeable weekend improvements.
2. Management of staffing processes without the full-time recruiter is a challenge. Please be responsive to staffing and proactively help fill in gaps.

Apparatus

1. E715B out for various defects and a failed pump test.
2. T715 remains out of service. It is waiting on a single part that was supposed to ship on 2/28. We continue to ask for updated ETAs. It sounds like mid-April at the earliest at this point.
3. E715 is back and in service.
4. C715 2021 Tahoe in-service.
5. Both EMS units are currently in-service.
6. B715 went out for PM and came back.
7. K715B disposed of as approved in March.

Advancements since last meeting

1. None

Training

1. Please see bi-weekly updates for status updates on new personnel.
2. Submission of drill sheets remains a regular issue.
3. Prob. FF Terwilliger completed Fire 1 and is starting Fire 2.
4. Prob EMS member Samdani (3 calls) continues to ride aide calls with continued issues. Hauser and Ramos should begin shortly.
5. FF Gallagher continues to drive evaluated calls on T715. This has been delayed by reserve units.
6. FF Brooks is almost done with EVOC B and will start Truck driver training as soon as it comes back.
7. EMT Taylor complete EVOC.
8. MFF Flores is registered for Instructor 1.

9. FF Parco completed Rescue Tech Site Ops. His Vehicle Machinery class was cancelled due to low enrollment.
- 10.3 EMS Personnel are currently taking EMS Co. Level Ops in March.
- 11.2 EMS Personnel pre-registered for the June EVOC course.
12. Another round of thanks to Simone for the successful grant for 2 training manikins. One is in, the other is backordered.
13. Annual recerts are mostly complete. Thanks to EMS Master Cadogan for managing CPR practical as usual. The remaining personnel are all inactive. I have sent the final follow up email and will not be pushing again unless they reach back out as they have had numerous opportunities at this point.
14. An EMS Driver refresher training will be out shortly to start to address some deficiencies that have been noted recently in defect writing, OOS criteria, and other items.

Operations

1. MCFRS has approved the purchase of a replacement SCBA compressor. The actual unit has not been ordered yet. It is working its way through county procurement processes. The lead time will be 4 months once ordered.
2. We are continuing to deal with personnel not completing the Duty Night Checklist. For those BOD members this is applicable to, please lead by example.
3. 2021 year-end report was sent out. I only received one response to it.
4. PGFD computerized dispatch started.
5. EMS QA- We have seen a recent spike in personnel using good intent as a final disposition for calls. This is being addressed.

COVID Response ****Significant Current Surge****

1. As of the writing of this report, our personnel have been in contact with 221 PUI patients with 74 confirmed positives.
2. MCFRS testing requirements for unvaccinated or not reported personnel will end when the MOA with the MCVFRA timed out.
3. Masks mandate in quarters is over.
4. Overall MCFRS COVID numbers have improved drastically.
5. Updated restrictions were sent out.

Misc.

1. As friendly reminder, it is imperative that board members, who are also operational are leading by example; things like SAMs hours, duty night checklists, drill sheets, required training, ensuring training occurs, etc.

2. Incumbent physical scheduling is on-going. Personnel are being mostly responsive and getting dates scheduled well into the future. Our personnel have been mostly responsive without too many stragglers requiring follow up.
3. I will attend the annual Congressional Fire Services Institute (CFSI) dinner on Thursday night.
4. I was not invited to any of the initial committee meetings that were discussed at length at the last meeting. I'm not aware if they happened or not.
5. Significant involvement in the recruiter interview process.
6. The service dog accommodation was approved with very specific direction, in line with MCFRS working dogs. The member had their first duty night on Friday and we are working through some hurdles.

MCVFRA Board

1. Next meeting is Wednesday, March 2nd.
2. Current topics of significance include strategic planning (I'm the lead for this), an overall MCVFRA audit, and issues with the training academy.
3. EMST and AMOSS fund finalization in progress.
4. The FY23 MC budget recommendation was announced. This includes another funding stream, similar and related to EMST, but with different criteria for use. We are waiting for clarity on that process.

Facilities

1. The final round of replacement beds and mattresses seems to have held up, we're working on it.
2. Various defects continue to be submitted and handled. The current station commander is on top of these and follows up within timelines.
3. Apron replacement- Latest update is Spring or Fall.
4. Working on a plan to mark parking spaces in front of the newly installed outlet in the rear lot.
5. Most of the facilities committee met on Friday to discuss forward movement a plan for a Spring-cleaning type of day and some other projects is in the works.

Probationary and Junior Management

1. See bi-weekly updates for most up to date information.
2. We do not currently have any junior members.

Significant Incidents: Since last meeting.

1. 3/3/22- 2 alarm building fire w/ explosion and TRT response- 2405 Lyttonsville Road (19 Box)- daytime
T715, RS715 on the TRT assignment after the 2nd alarm

2. 3/19/22- Building Fire w/ Taskforce- 13605 Robey Rd (1st Due)
PE715, T715, C715 initial. A715 TF

3. 3/24/22- PIC w/ entrapment, vehicle down the embankment, 1 fatality- SB95 prior to
Powder Mill Rd
RS715, C715

Data

February Data provided separately when completed.