



**Burtonsville Volunteer Fire Department
Board of Directors Meeting Minutes
January 4, 2022**

Call to Order by President Cadogan @ 1909 hours on January 4, 2022. The meeting was held over Zoom. President Cadogan announced quorum was met and meeting was being recorded.

Attendance: Board Members: M. Bulla, T. Bulla, C. Cadogan, G. Del La Cruz, C. Dunn, L. Newman, J. Prentice, M. Ryman, J. Prentice, A. Smith, S. Robers and M. Ryman
Guests - Office Administrator: S. Miles

1. Vice President – Tami Bulla accepted Chief Ryman’s nomination.

~**Motion** made to cast a unanimous ballot for the Vice President position by M. Ryman, 2nd by L. Newman - **Motion passed unanimously.**

2. BOD Secretary – Jessica President accepted President Cadogan’s nomination.

~**Motion** made to cast a unanimous ballot for the Secretary position by L. Newman, 2nd by M. Bulla. **Motion passed unanimously.**

3. Treasurer – Mark Bulla accepted President Cadogan’s nomination.

~**Motion** made to cast a unanimous ballot for the Treasurer position by L. Newman, 2nd by J. Prentice. **Motion passed with one abstention.**

A. Approval of Minutes

~**Motion** made to approve the November 2021 Meeting minutes by T. Bulla, 2nd by M. Ryman. **Motion passed unanimously.**

The December 2021 were not available to be presented for action.

B. Treasurer’s Report – Mark Bulla

~**Motion** made by M. Ryman; 2nd L. Newman to approve the Treasurer’s Report covering November 16, 2021 and December 15, 2021. – **Motion Passed with one abstention.**

C. President’s Report – Chester Cadogan

1. Expression of gratitude to past President Tami Bulla:
 - ~President Cadogan expressed sincere thank you to Tami Bulla for her 20+ years of service in the position of President, especially during the past two years during the pandemic.
 - ~Her leadership kept us steadfast and afloat
 - ~She is highly respected in all departments and throughout the county. Her dedication is very much appreciated.
2. Discussed Administration Leadership transition.

~Currently 11 BOD members with two vacancies. Two members were contacted and have declined the opportunity to serve on the board.

~Addressed question about Auxiliary participation on the board- the two positions available for Associate or Auxiliary members have been filled.

3. Discussed Annual Fiscal Authorizations:

~**Motion** made by C. Dunn; 2nd T. Bulla to approve the 2022 Spending Authority document as outlined. – **Motion Passed**

~**Motion** made by T. Bulla; 2nd S. Robers to approve the 2022 Authorized Bank Signers as presented. – **Motion Passed.**

~**Motion** made by L. Newman; 2nd J. Prentice to approve the 2022 Authorized Officer Signing Authority as presented. – **Motion Passed.**

4. No further discussion on CY2022 Budget which was approved at the Dec. 28, 2022 BOD meeting.

5. Discussed 2022 Focus Items / Goals

~Operational Goals: Ensure all shifts are covered and personnel are willing and happy to ride.

~Return to family/team atmosphere we had prior to the pandemic.

~Increase staffing personnel and hire recruiter

~VP T. Bulla will take on efforts and oversee Hiring Committee for new Recruiter. - She will collaborate with former hiring committee chair to devise formalized recruiting plan.

~Recruiting and Retention- keep the members we currently have more engaged

~increase members who can serve as mentors to new incoming members and help build leaders

~Upcoming 75th Anniversary is worthy of celebrating- C. Dunn to serve as Chairperson for the 75th Anniversary Committee. (Committee members include Aux/Assoc. G. Jones and Associate Member, S. Robers.)

6. Discussed the impact of the pandemic on operations- could be set back 3-5 years.

7. Discussed 2022 Committee Appointments- members selected for committees that will allow them to interact with other members in addition to those who typically ride together.

8. Discussed 2022 meeting scheduled which has been posted to all members and on calendars.

9. Auxiliary relations: Thank you to Jessica Prentice for agreeing to serve as Auxiliary / Board liaison.

D. Vice President's Report – Tami Bulla

1. ~We are in the delicate position of losing members and officers

~Need supportive and engaged officers to help mentor newer members

2. Primary Goal is hiring new Recruiter

3. Discussed PNC Bank Accounts and possible switch to Sandy Spring Bank to avoid service charges and receive interest.

~~**Motion** made to move any bank accounts from PNC bank to Sandy Spring bank to avoid service charges if OM is unable to resolve with PNC.

by T. Bulla 2nd by M. Bulla – **motion passed**

E. Fire Chief - Michael Ryman

See submitted report

1. Provided update on status of new Chief's vehicle- currently being upfitted with in-service date estimated to be February 2022.
2. Updated on collision on January 3, 2022 which included three fatalities
3. COVID remains a big issue
 - ~receive new quarantine notifications almost daily / PUI and Positive Covid patients spiked after holidays.
 - ~COVID cases throughout the county continue to rise
 - ~BVFD internally slowing returning members back to service after COVID surge
 - ~County making changes regarding COVID.
 - ~Required county testing to begin soon- exact date TBD- will likely impact 2-3 operation personnel and won't be a significant issue.
 - ~Increased COVID cases, vacations, injuries have caused staffing shortage- need bodies back in service.
 - ~Other LFRD's are also being impacted by COVID
4. EMST Meeting committee met on Jan. 3, 2022- total of \$2.6 million funding for entire association.
5. Chief Ryman has accepted a Rescue Specialist position with Maryland Task Force One – could be on deployable status.

F. Office Manager - Suzi Miles

1. Report on Fund Drive – 2021 Fund drive letters mailed 9/3/21 – Thank you post cards and reminder notices to be mailed just prior to Thanksgiving.
2. \$81,672 received from fund drive donations at year end.
3. Discussed CPA transferring to new company- OM to research new CPA possibilities to be presented at February 2022 BOD Meeting.
 - ~Including: ECohen and Associates and Adeptus.
4. LOSAP entries can start mid- January

G. Temp Recruiter – Hannah Lee

1. Currently working remotely due to return to school.
2. Although not optimal situation, the current arrangement is working for now and is a positive temporary solution.

H. Standing Committees

1. Membership (J. Calderon)

~~December 2021 minutes to reflect the following resignations:
~ Justin Hale (Active Firefighter)

~~**Motion** made to extend Probationary Status for the following members:

- Probationary EMS Member, Ben Hauser, for an additional 90 days
 - Probationary Fire Member, Tabitha Davis, for an additional 60 days
 - Probationary Fire Member, Bryant Alonzo Williams, for an additional 60 days
- by T.Bulla 2nd by L. Newman – **motion passed**

~~**Motion** made to grant Active Status for Fire Member, Sierra DeLeon by T. Bulla; 2nd by L. Newman – **motion passed**.

~~**Motion** made to grant Inactive Status for the following member:

- Probationary EMS Member, Vesnier Lugo, for up to three months by T. Bulla 2nd by M. Bulla – **motion passed**

~~**Motion** made to extend the Inactive Status for the following member:

- EMS Member, Michael Newman, for up to one additional year. by T. Bulla 2nd by L. Newman – **motion passed**

~~**Motion** made to grant School Leave status for the following member:

- Active EMS Member, Allison Brown, from January 25, 2022 – May 19, 2022. by L. Newman 2nd by C. Cadogan – **motion passed**

1. Hiring Committee (T.Bulla)

~Primary goal of getting new Recruiter hired – 90 days

~Exploring all avenues, especially Social Media.

2. Auxiliary – (Report provided by J. Prentice)

~Looking forward to returning to normal with events and activities in 2022

~Continuing to report to utilize Jessica Prentice as liaison between board and Auxiliary

3. Bylaws Committee –No Report provided.

4. Peer Support (C. Dunn)

~ No additional report since last meeting.

~President Cadogan acknowledged that Christine provided insight that not all struggles are visible to others. Often no outward signs that a person is having a tough time.

5. SAFER Grant Tuition Reimbursement and Gentilcore Scholarship (C. Dunn)

~Emails regarding scholarship opportunities to be sent out prior to January 2022 Membership Meeting.

6. Grants / United Way / CFD / BGE (S. Robers)

~Will be submitting BGE application for two mannequins up to \$10K

I. Communications

~None

J. Old Business

~None

K. New Business

L. Good of the Order

M. Executive Session

~None

~**Motion** to adjourn meeting at 2046 hours by T.Bulla; 2nd G. Del La Cruz. **Motion passed.**



Suzanne Miles,
Office Manager on behalf of BOD Secretary

Burtonsville



VOLUNTEER FIRE DEPARTMENT, INC.

January 2022 BOD Operations Report

Staffing

1. Weekends remain the biggest current staffing challenge.
2. Personnel out due to COVID is starting to have a significant impact on staffing.
3. 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.
2. C715 2021 Tahoe is at the upfitter. Installation is in progress. There is no ETA as there are still replacements items on backorder.
3. M715 came back from PM/DOT and is out again for a suspension issue.

Advancements since last meeting

1. None. It was last week.

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 Woodson is well into Fire 1 class.
4. Prob. FF Terwilliger is registered for Spring Fire class.
5. Prob EMS members Samdani and Brown continue to ride aide calls.
6. Four personnel should start aide calls in early 2022.
7. FF Gallagher continues to drive evaluated calls on T715. This has been delayed by reserve units.
8. FF Brooks is pre-registered for EVOC B.
9. Two personnel are pre-registered for spring EMT.
10. Three EMS personnel are registered for the first Spring EVOC Class.
11. MFF Flores is registered for Instructor 1.
12. FF Davis and Parco Brush truck driver packets are in progress.

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. Operational Officers for 2022 were announced. Clarification of responsibilities will be out shortly.
4. Officer expectations document completed for 2022. Officers are in the process of signing.
5. Working on an update to master drivers listing. MCFRS will supposedly be asking for this soon. This is actually a policy-based requirement that hasn't been enforced in a long time.
6. End of the year close outs for FireApp and SAMS are complete. We did really well with FireApp. The Fire Chief spent an hour on New Year's Eve fixing SAMS for unresponsive personnel.

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

1. As of the writing of this report, our personnel have been in contact with 200 PUI patients with 60 confirmed positives.
 - a. **That's 4 positives and 9 PUI calls in less than a week.**
2. MCFRS has not provided a date for testing to start for unvaccinated and/or not reported personnel.
3. **There is a significant surge of COVID positive personnel. Two minimum staffing personnel have been cleared. The following are still OOS:**
 - a. **1 FF out**
 - b. **2 EMS Dr/Aide**
 - c. **1 Aide**
 - d. **2 Prob.**
 - e. **5+ career personnel**
4. Masks are required in quarters again. Multiple reminders sent out. Compliance remains a battle.

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. A T shirt and sweatshirt order is in progress. It is delayed as the first order was accidentally shipped to the wrong location and not recovered.
3. Incumbent physical scheduling is back in progress and well in advance.

MCVFRA Board

1. Next meeting is Wednesday, December 5th.
2. Current topics of significance include strategic planning (I'm the lead for this), an overall MCVFRA audit, issues with the training academy, and COVID testing/vaccination reporting.
3. EMST Committee meeting is scheduled for Jan 3. I found issues with the proposed projects sheet that required significant edit.
4. Meetings with PSTA. We are pushing for EMS Co. Level Ops to be posted for the spring ASAP.

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. We are working to get the closet outside next to the rear engine bay entrance cleaned out and back to a usable space.
4. Still no solid date for the apron replacement to start.
5. Working with the station commander to get an outlet installed on one of the light poles in the parking lot to ease the plugging in of vehicles.

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. None as of yet.

Data

December Data provided separately.

End of the year data will be out shortly, but not before the meeting.



Burtonsville Volunteer Fire Department, Inc.

13900 Old Columbia Pike, Silver Spring, Maryland 20904

Post Office Box 215, Burtonsville, Maryland 20866

Station: (240) 773-4715 ▪ Office (240) 773-8957 ▪ Fax: (301) 879-1487

BURTONSVILLE VOLUNTEER FIRE DEPARTMENT CY2022 SPENDING AUTHORITY

A motion was passed at the January 4, 2022 Board of Directors Meeting to empower the following individuals with purchasing authority, in accordance with Departmental, Montgomery County, and FRC policies for CY2022:

AUTHORIZED INDIVIDUALS:

1. President C. Cadogan: Authorized to initiate and authorize purchases against approved Volunteer Budget funds, and approved Senator Amoss Grant Funds and EMST Funds. The board authorizes the Exxon cards to be used by any member for the sole purpose of acquiring fuel for BVFD vehicles for BVFD purposes. BVFD credit / gas cards may be used under the (short-term) delegation authority of the card holder.
2. Vice President: T. Bulla Authorized to initiate and authorize purchases against approved Volunteer Budget funds, and approved Senator Amoss Grant Funds and EMST Funds.
3. Chief M. Ryman: Authorized to initiate and authorize purchases against approved Volunteer Budget funds, and approved Senator Amoss Grant Funds and EMST Funds. BVFD credit / gas cards may be used Under the (short-term) delegation authority of the card holder.
5. Admin S. Miles: Authorized to initiate purchases as directed by the President and Vice President, consistent with Board authorizations.
6. Auxiliary President: Authorized to initiate and authorize purchases against Auxiliary Funds.

Approved at the Jan 4, 2022 BOD Meeting



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2022 OFFICER SIGNING AUTHORITIES

A motion was passed at the January 4, 2022 Board of Directors meeting granting the following BVFD personnel signing authority for CY2022 as designated below (“Authorized Signer”).

The Board of Directors authorizes each Authorized Signer to:

1. Execute any contract or agreement approved by the Board;
2. Authorize payment check or wire transfer
3. Disburse cash funds
4. Utilize a BVFD authorized credit card

Prior to exercising any of the authorities listed above, each Authorized Signer must verify and ensure that all proposed commitments and expenditures fall within the overall annual budget for total expenditures approved and adopted by the Board of Directors.

The President may adjust spending between budget line items, provided that the total expenditures for the year do not exceed the total overall budget approved and adopted by the Board of Directors. Any expenditure that exceeds the total budget approved and adopted by the Board of directors must be submitted to the Board of Directors for approval.

President: Chester Cadogan

Fire Chief: Michael G. Ryman

Vice President: Tamera Bulla

Treasurer: Mark Bulla

All checks must have signatures from two Authorized Signers. However, if only one Authorized Signer is available, the following individual is authorized to countersign a check to meet a time sensitive need:

Office Manager: Suzanne Miles

All Authorized Signers and Suzanne Miles shall retain signing authority for the entire 2022 budgeted year (calendar year) or until the Board of Directors revokes the authority.

The Board of Directors acknowledges that the “BVFD Auxiliary” maintains separate bank accounts for funds they raise for the BVFD. As these funds fall under the BVFD’s IRS status and Federal Identification Number, the Board of Directors grants the following Auxiliary personnel signing authority as designated below (“Authorized Signer”) for just Auxiliary accounts.

The Board of Directors authorizes each Auxiliary Authorized Signer to:

1. Authorize payment check or wire transfer
2. Disburse cash funds
3. Utilize an authorized credit/debit card.

The Auxiliary may not execute any contract nor agreement without express authorization from the Board of Directors.

Prior to exercising any of the authorities listed above, each Auxiliary Authorized Signer must verify and ensure that all proposed expenditures were authorized by a vote of majority approval by the Auxiliary and fall within the mission and scope of the BVFD/BVFD Auxiliary.

Auxiliary President: Cindie Wade

Auxiliary Vice President: Alison Praisner-Klumpp

Auxiliary Treasurer: Shannon Wade

All checks must have signatures from both (two) Authorized Signers. The Auxiliary accounts shall be audited two times each year by two non-signatory Auxiliary Members who also confirm all receipts, check statements and spreadsheets. Bank statements shall only be opened by the BVFD’s CPA and monthly reports shall be furnished to the Board by the Auxiliary.



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2022 Volunteer Funds Authorized Bank Account Signers

A motion was passed at the January 4, 2022 Board of Directors meeting to give the following individuals signing authority on all Board controlled bank and investment accounts for the 2022 calendar year:

President: Chester C Cadogan

Chief: Michael Ryman

Vice President: Tami Bulla

Treasurer: Mark Bulla

Office Manager/Administrator: Suzanne Miles

These individuals shall retain signing authority until the Board of Directors revokes and/or reassigns the authority.