



**Burtonsville Volunteer Fire Department  
Board of Directors Meeting Minutes  
May 3, 2022**

**Call to Order:** The meeting was called to order by President Cadogan at 19:00 on May 3, 2022. The meeting was in-person with some members attending virtually through Zoom. President Cadogan announced quorum was met and the meeting was being recorded.

**Attendance:** Board Members: Leonard Newman, Chester Cadogan, Tami Bulla, Mark Bulla, Christine Dunn (virtual), Michael Ryman, Jessica Prentice (virtual), Jamie Calderon  
Guests - Recruiter/Volunteer Coordinator Katie Bulla

A Board Poll, per Section 11 of the Bylaws, was made by President Cadogan on April 15, 2022: To authorize the President to enter into an employment contract with Katherine Bulla for the position of Recruiter at a salary of \$62,000 plus health insurance or \$65,000 without health insurance annually. Funding for this position is covered with the SAFER Grant. The motion passed with greater than 2/3 approval.

1	President	Chester Cadogan	
2	Vice President	Tami Bulla	Abstain
3	Fire Chief	Michael Ryman	Yes
4	Secretary	Jessica Prentice	Yes
5	Treasurer	Mark Bulla	
6	Board Member	Jamie Calderon	Yes
7	Board Member	Glenny De La Cruz	Yes
8	Board Member	Christine Dunn	Yes
9	Board Member	Len Newman	Yes
10	Board Member	Simone Robers	Yes
11	Board Member	Alexis Smith	Yes
	Total Yes		8
	Two Thirds		7

**A. Approval of Minutes:** April 2022

The April 2022 minutes are attached. A motion was made by T. Bulla, seconded by Chief Ryman, to approve the April 2022 minutes. The motion passed with one abstention.

**B. Treasurer's Report – Mark Bulla**

See attached report for March 16 through April 15, 2022. Highlights discussed by the Treasurer were:

1. The budget actuals for January through April are attached. A few line items are close to maximum projection for this time of year (e.g. building repairs, association dues, chief's vehicle), but there are not currently concerns for the budget overall.
2. Budgeted amount for employee unemployment taxes was significantly less than actual amounts paid, and will need updated for next year.
3. A motion was made by T. Bulla, seconded by Chief Ryman, to accept the Treasurer's report as written. The motion passed with one abstention.

**C. President's Report – Chester Cadogan**

1. MCVFRA Legislative Session – President Cadogan thanked the five board members who attended. The BVFD was well represented and had good conversations with the legislators.
2. IAFC Recruitment and Retention Course – K. Bulla and A. Smith attended and reported the course was interesting.
3. Board member composition – Appointed Board member, Alexis Smith, has asked to be removed from the Board due to personal time constraints. The President has not yet appointed a new member. Ms. Smith will continue to chair the Retention Committee, working with Recruiter/Volunteer Coordinator K. Bulla, and will also be a member of the Open House Committee.
4. AMOSS reallocation – funds have been allocated towards the rescue squad payments
5. AMOSS/508 quarterly reports – reports were submitted on time
6. Taxes update – The executive Board was given the draft filing for review and provided feedback. There are a few line items that need discussion with the accountant. A request for an extension was filed, to allow time to work out these items.
7. Auxiliary fundraising – The recent Auxiliary Green Turtle fundraiser advertisement said “for Burtonsville Volunteer Fire Department” but the money gets put into the Auxiliary accounts instead of the BVFD accounts. This has potential concerns for auditing and public perception about how BVFD handles finances. This may have merely been an oversight in wording of the fundraiser advertisement. If the fundraiser said “for the Auxiliary of the BVFD” (as has for past fundraisers), there would be no issue with the money going into their accounts. Jessica to ask the Auxiliary to be careful with wording of advertising. Also, Jessica to find out to whom the check from Green Turtle was written (Auxiliary vs BVFD?).

8. LOSAP certification – the President has certified the LOSAP submissions
9. Payroll update – Discussion with ADP to figure out pay period timing for payroll. The Office Manager payroll is issued before work time period ends, and the wish is to shift the pay period so payroll comes out after time period worked. This will not be an issue for the new Recruiter, as the payroll was set up appropriately from the start. Need to work with ADP to figure out how to align the Office Manager payroll to the new payroll schedule. Payroll approvals: President is primary approver, Chief secondary approver, S. Miles is backup in case of emergency. S. Miles is to email the payroll summary to executive board days before it is due so Board can review.
10. Standby shift meal cost – C Shift has raised the stand-by meal cost from \$6 to \$7 due to the increased cost of groceries. A and B Shifts also intend to increase the cost to \$7. The approved budget is for \$6 per meal. Currently we are at 18% of the budgeted amount for the year, so the increased cost shouldn't exceed the budgeted amount. Chief Ryman made a motion, seconded by M. Bulla, to increase the approved meal cost to \$7 per meal. The motion passed unanimously.
11. Leadership profiles – Board member profiles on the BVFD need to be updated. Each Board member is to send the President their updated profiles.
12. Board meeting reports – President Cadogan would like to receive members' reports ideally by the Friday before the Board meeting, so the agenda packet can be sent out by noon the day before the Board meeting. Ideally, would also like to avoid printing out the many-paged agenda packets, so it was suggested that the information will be projected onto the screen in the Board room. For meeting minutes, the Board wishes to continue including all attached reports as part of the minutes.
13. General updates – The President hasn't had a chance recently to work on finalizing committees. He has met with most of the committees, but the main outstanding committee needing help is the Bylaw's Committee. The President will prioritize this.

#### **D. Vice President's Report – Tami Bulla**

See attached report. Highlights and additional information discussed by the Vice President were:

1. Strong showing at Legislative Reception (5 Board members, the new Recruiter and 2 Auxiliary)
2. Spending time orienting and training the new Recruiter
3. T. Bulla reached out to the other two candidates for the Recruiter position thanking them for their attention and that we would retain their information for 6 months should the position open again
4. T. Bulla working with S. Robers to ensure as much of the Recruiter hiring costs are covered by the SAFER Grant
5. Had a meeting with temporary Recruiter Hannah Lee about transitioning her role to Katie Bulla
6. T. Bulla continues to sit on medical review committee. The committee is meeting more frequently due to increase in number of medical calls being flagged. A frequent cause of

concern is non-transport during calls. The LFRDs are also being asked to provide funds to defend legally an EMT who was treated unfairly during a medical review.

7. T. Bulla is going to lead a course on LFRD management roles
8. May is mental health month. We will be hosting a seminar on Bipolar disorder.

#### **E. Fire Chief 's Report- Michael Ryman**

See attached report. Highlights and additional information discussed by the Chief were:

1. Medical Review Committee – In addition to the Vice President's report, the Association had a lengthy discussion about the request for funds to support an EMT's legal defense and it is not expected the request will come again, but the topic is still in discussion. In addition to the increase in medical review cases (protocol/license concerns), there has also been an increase in QA/QI issues (e.g. eMEDs and FireApp flags). The most common QA/QI issue is for calls deemed "good intent" without details as to why or which should have been a "refusal." Chief Ryman is handling these QA/QI issues in-house for BVFD personnel.
2. Apparatus and facility issues continue. For example, the truck is out for repairs after running over a large rock, the ambulance backed into bay door damaging bay door, and the front apron repair is still pending but is being escalated.
3. Chief Ryman nominated for an EMS award a local gentleman who helped his neighbor, who had been pinned under a bus, raise the bus to help the neighbor breathe. The award was granted, so Chief Ryman and K. Bulla will attend the award ceremony.
4. Chief Ryman rostered for FEMA team in May. A contingency plan is in place to cover his BVFD responsibilities should he have to leave.
5. The Association has been voicing concerns with the Training Academy not following through on addressing issues. One frequent issue is cancelling classes without notifying the LFRDs (only notify the registered students, who don't always tell LFRD leadership) and rescheduling classes with little notice and without consideration of conflicting schedules (e.g. local college/high school finals schedules). The Academy has been adamant about only hosting classes if 75% fully registered, hence the frequent cancellations.
6. We are struggling to provide staffing for other stations requesting coverage during their events, while other LFRD have graciously covered the BVFD during BVFD events. If this continues, we may not be able to ask for coverage in the future.
7. Chief Ryman will be sending a survey to other LFRDs about Association Strategic Plan. He is also requesting Board support/response to the survey.
8. Association Strategic Plan – Haven't had one for several years and Chief Ryman is pushing that they should. M. Bulla will be representing the BVFD with CMF apparatus issues.

#### **F. Office Manager's Report - Suzi Miles**

No report

#### **G. Recruiter/Volunteer Coordinator's Report – Katie Bulla**

See attached report. Highlights and additional information discussed were:

1. Thank you for bringing her in and support during first days.
2. Attended Legislative Reception.

3. Attended Recruitment and Retention Training Course with A Smith. Enjoyable and learned a lot, and started crafting a recruitment and retention plan for BVFD with A. Smith. Will be presenting to Board in the future.
4. Working on transition from Hanna Lee to K. Bulla
5. Working on some new social media posts for Mental Health month, EMS week and motorcycle safety month (all in May)
6. K. Bulla will work closely with Membership Committee
7. K. Bulla will also be updating the BVFD website, such as the Board bios

#### **H. Standing Committees**

1. Auxiliary (Auxiliary liaison J. Prentice) – The Auxiliary is looking towards planning Burtonsville Day and Open House in the future, and also have feelers out to a few restaurants for future fundraisers.
2. Membership Committee (J. Calderon) –
  - a. Sierra de Leon and Ben Hauser are requesting inactive status for up to 6 months. A motion was made by T. Bulla, seconded by L. Newman, to grant the requested inactive status. The motion passed unanimously.
  - b. Kris Austin is requesting return to active/voting EMS status. A motion was made by T. Bulla, seconded by Chief Ryman, to grant active status. The motion passed unanimously.
  - c. No applicants needing action, but looking forward to May information session for potential new applicants.
3. 75th Anniversary (C. Dunn) – Invitations have been sent and RSVPs are due May 7. The Board is asked to RSVP and encourage others to RSVP. So far, 61 are attending and 6 not attending, but many have not yet responded. The anniversary committee will be arriving at 4pm on day of event to set up and decorate. Anyone else can also help with set up. The event starts at 5pm.
4. Peer Support (C. Dunn) – no report
5. Bylaws Committee – no report
6. SAFER Grant Tuition Reimbursement and Gentilcore Scholarship (C. Dunn) – no report
7. Grants/United Way/CFC/BGE (S. Robers) – no report

**I. Reading of Communications** - none

**J. Old Business** - none

**K. New Business** - none

**L. Good of the Order** - none

**M. Executive Session** – Discussed ADA accommodation request from a pending new member. The accommodation request is being handled at a higher level within the County. County

representative(s) will be touring the BVFD station in regards to ability to implement requested accommodations.

A motion was made by Chief Ryman, seconded by L. Newman, to adjourn the May 2022 Board of Directors meeting; the motion passed with one abstention. The meeting was adjourned at 20:35.

Submitted by Jessica Prentice, Board of Directors Secretary

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#### Attachments

1. April 2022 Minutes
2. Treasurer's Report
3. President's Report
4. Vice President's Report
5. Fire Chief's Report
6. Office Manager's Report
7. Recruiter/Volunteer Coordinator's Report
8. Membership Committee Report



**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. Roberts (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; 2<sup>nd</sup> 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; 2<sup>nd</sup> 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.

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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.

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

2. Provided update on 990 tax filing status

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

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; 2<sup>nd</sup> 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; 2<sup>nd</sup> 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

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- ~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. 75<sup>th</sup> 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 1<sup>st</sup> 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

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

**I. Communications**

~None

**J. Old Business**

~None

**K. New Business**

~**Motion** made by T. Bulla; 2<sup>nd</sup> 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

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**Burtonsville Volunteer Fire Department**  
**Budget vs. Actuals: CY2022 Budget by Class - FY22 P&L Classes**  
 January - April 15, 2022

	Total				
	Actual	Budget	Over Budget	% of Budget	
<b>Revenue</b>					
<b>Income</b>					
County Fuel Reimbursement		3,000.00	-3,000.00	0.00%	
Donations-Other	67.92	2,000.00	-1,932.08	3.40%	
Donations-Fund Drive Mailer	9,071.64	72,000.00	-62,928.36	12.60%	
EMST-Payroll		43,000.00	-43,000.00	0.00%	
Grant Income-Other			0.00		
BGE Grant Income-2022 Manikin Purchase	3,000.00		3,000.00		BGE grant income not budgeted/ offset by BGE expense
SAFER Grant 2019 Income			0.00		
SAFER Marketing and Printing		5,000.00	-5,000.00	0.00%	
SAFER Non-Uniform Clothing		5,000.00	-5,000.00	0.00%	
SAFER Payroll Reimbursement	5,188.10	75,000.00	-69,811.90	6.92%	Reimbursement for Q4 2021- Q1 2022 was sent to Simone not yet received
SAFER Professional Development		2,000.00	-2,000.00	0.00%	
SAFER Social Media Advertising		5,000.00	-5,000.00	0.00%	
SAFER Tuition Reimbursement		20,000.00	-20,000.00	0.00%	Reimbursement submitted to Simone, not yet received
Total SAFER Grant 2019 Income	<u>\$ 5,188.10</u>	<u>\$ 112,000.00</u>	<u>-\$ 106,811.90</u>	<u>4.63%</u>	
Total Grant Income-Other	<u>\$ 8,188.10</u>	<u>\$ 112,000.00</u>	<u>-\$ 103,811.90</u>	<u>7.31%</u>	
Income-Other		500.00	-500.00	0.00%	
Chief's Vehicle		13,026.18	-13,026.18	0.00%	Remaining income Carried over from 2021 as voted on at April 2022 BOD mtg- offsets Chief's vehicle expenses
Total Income-Other	<u>\$ 0.00</u>	<u>\$ 13,526.18</u>	<u>-\$ 13,526.18</u>	<u>0.00%</u>	
Rent-Monopole	26,461.83	78,144.00	-51,682.17	33.86%	
<b>Total Income</b>	<u>\$ 43,789.49</u>	<u>\$ 323,670.18</u>	<u>-\$ 279,880.69</u>	<u>13.53%</u>	
<b>Total Revenue</b>	<u>\$ 43,789.49</u>	<u>\$ 323,670.18</u>	<u>-\$ 279,880.69</u>	<u>13.53%</u>	
<b>Gross Profit</b>	<u>\$ 43,789.49</u>	<u>\$ 323,670.18</u>	<u>-\$ 279,880.69</u>	<u>13.53%</u>	
<b>Expenditures</b>					
<b>Administrative Expenses</b>					
Accounting/Tax Preparation	412.52	8,000.00	-7,587.48	5.16%	
Awards		3,000.00	-3,000.00	0.00%	Awards expense will hit in April or May
Bank Service Charges	113.25	250.00	-136.75	45.30%	Reimburse EMST account for accumulated bank service charges from Operating account. (Deducted for CY2021 EMST funds Admin Support project)
Building Repairs/Utilities	53.19	180.00	-126.81	29.55%	
Computer / Network Equipment	494.69	2,820.00	-2,325.31	17.54%	
Computer IT Services		300.00	-300.00	0.00%	
Computer/Network Equipment (deleted)			0.00		
Computer Network Equipment-Other			0.00		

Total Computer/Network Equipment (deleted)				
Copier Lease and Maintenance	944.03	3,540.00	-2,595.97	28.67%
Discret Sprngd Allwnc-Chief		1,000.00	-1,000.00	0.00%
Discret Sprngd Allwnc-President		1,000.00	-1,000.00	0.00%
Dues/ Assessments MCVFRA/MSFA	440.00	1,500.00	-1,060.00	29.33%
Flowers/Gifts	175.00	1,000.00	-825.00	17.50%
Food for incidents / Meetings		500.00	-500.00	0.00%
Fund Drive Expenses		10,000.00	-10,000.00	0.00%
Fund Drive Postage and Delivery	189.21	3,500.00	-3,310.79	5.41%
Incentive Expense		1,000.00	-1,000.00	0.00%
Membership Appreciation	0.00	1,500.00	-1,500.00	0.00%
Mileage OM Reimbursement		100.00	-100.00	0.00%
Open House		5,000.00	-5,000.00	0.00%
Party/Event	5,700.00	25,000.00	-19,300.00	22.80%
Property Taxes		14,000.00	-14,000.00	0.00%
Standby Food	750.00	4,000.00	-3,250.00	18.75%
Supplies	105.92	500.00	-394.08	21.18%
Travel and Meals - Training		2,000.00	-2,000.00	0.00%
Website Management	488.00	550.00	-62.00	88.73%
<b>Total Administrative Expenses</b>	<b>\$ 9,865.81</b>	<b>\$ 90,240.00</b>	<b>-\$ 80,374.19</b>	<b>10.93%</b>
Grant Expenses			0.00	
BGE Grant Expense			0.00	
BGE Grant Expense - 2022 Manikin	2,973.95		2,973.95	BGE Grant expense offset by grant income-
<b>Total BGE Grant Expense</b>	<b>\$ 2,973.95</b>	<b>\$ 0.00</b>	<b>\$ 2,973.95</b>	
SAFER Grant Expenses			0.00	
SAFER Marketing and Printing		5,000.00	-5,000.00	0.00%
SAFER Non Uniform Clothing	800.00	5,000.00	-4,200.00	16.00%
SAFER Professional Development		2,000.00	-2,000.00	0.00%
SAFER Social Media Advertising	1,482.43	5,000.00	-3,517.57	29.65%
SAFER Tuition Reimbursement	4,567.50	20,000.00	-15,432.50	22.84%
<b>Total SAFER Grant Expenses</b>	<b>\$ 6,849.93</b>	<b>\$ 37,000.00</b>	<b>-\$ 30,150.07</b>	<b>18.51%</b>
<b>Total Grant Expenses</b>	<b>\$ 9,823.88</b>	<b>\$ 37,000.00</b>	<b>-\$ 27,176.12</b>	<b>26.55%</b>
Operational Expenses			0.00	
Chief's Vehicle	12,846.58	13,026.18	-179.60	98.62%
				Increased budget for Chief's vehicle expenses (carried over from 2021 as approved at the April 2022 BOD mtg. We received a total of \$65,723.66 income for Chief's vehicle in 2021. Expenses in 2021 totaled \$52,697.48 leaving \$13,026.18 in Chief's Vehicle Income line in 2021. As a result the additional income for 2021 offsets this expense of \$12,846.58
Clothing/ Uniforms	1,408.23	5,000.00	-3,591.77	28.18%
Equipment and Tools	164.99	8,000.00	-7,835.01	2.06%
Gear		3,500.00	-3,500.00	0.00%
Training	360.00	12,000.00	-11,640.00	3.25%
Vehicle Fuel	1,327.90	3,000.00	-1,672.10	44.26%
				BVFD was responsible for the vehicle Chief drove before the Chief's buggy was back in service.

Vehicle Insurance		1,285.00	-1,285.00	0.00%
Vehicle Maintenance	272.41	6,000.00	-5,727.59	4.54%
<b>Total Operational Expenses</b>	<b>\$ 16,410.11</b>	<b>\$ 51,811.18</b>	<b>-\$ 35,401.07</b>	<b>31.67%</b>
<b>Personnel Costs</b>			0.00	
Bulla, K			0.00	
Medicare- ER	19.14		19.14	
Salary	1,320.00		1,320.00	
Social Security ER	81.84		81.84	
SUTA	12.55		12.55	
<b>Total Bulla, K</b>	<b>\$ 1,433.53</b>	<b>\$ 0.00</b>	<b>\$ 1,433.53</b>	
Lee, H			0.00	
Medicare- ER	19.82	72.89	-53.27	28.92%
Salary	1,363.20	5,027.20	-3,674.00	28.92%
Social Security - ER	83.90	311.68	-227.78	28.92%
SUTA	26.58	110.60	-84.02	24.03%
<b>Total Lee, H</b>	<b>\$ 1,483.30</b>	<b>\$ 5,522.37</b>	<b>-\$ 4,039.07</b>	<b>26.86%</b>
Miles, S.			0.00	
Health Insurance Reimbursement	3,366.64	10,100.00	-6,733.36	33.33%
Medicare-ER	272.51	990.00	-717.49	27.53%
Salary	18,793.80	69,729.24	-50,935.64	26.95%
Social Security - ER	1,165.22	4,231.00	-3,065.78	27.54%
SUTA	157.04	50.00	107.04	314.08%
<b>Total Miles, S.</b>	<b>\$ 23,755.01</b>	<b>\$ 85,100.24</b>	<b>-\$ 61,345.23</b>	<b>27.91%</b>
Payroll Service	614.82	2,000.00	-1,385.18	30.74%
<b>Recruitment and Retention</b>			0.00	
Medicare - ER		800.00	-800.00	0.00%
Salary \$75k SAFERD iff BVFD		70,000.00	-70,000.00	0.00%
Social Security - ER		4,100.00	-4,100.00	0.00%
SUTA		100.00	-100.00	0.00%
<b>Total Recruitment and Retention</b>	<b>\$ 0.00</b>	<b>\$ 75,000.00</b>	<b>-\$ 75,000.00</b>	<b>0.00%</b>
Workers Comp Insurance		600.00	-600.00	0.00%
<b>Total Personnel Costs</b>	<b>\$ 27,286.66</b>	<b>\$ 168,222.61</b>	<b>-\$ 140,935.95</b>	<b>16.22%</b>
<b>Total Expenditures</b>	<b>\$ 63,386.46</b>	<b>\$ 347,273.79</b>	<b>-\$ 283,887.33</b>	<b>18.25%</b>
<b>Net Operating Revenue</b>	<b>-\$19,396.97</b>	<b>-\$ 23,603.61</b>	<b>\$ 4,006.64</b>	<b>83.03%</b>
<b>Other Revenue</b>				
Interest Income	5.11		5.11	
<b>Total Other Revenue</b>	<b>\$ 5.11</b>	<b>\$ 0.00</b>	<b>\$ 5.11</b>	
<b>Net Other Revenue</b>	<b>\$ 5.11</b>	<b>\$ 0.00</b>	<b>\$ 5.11</b>	
<b>Net Revenue</b>	<b>-\$19,391.86</b>	<b>-\$ 23,603.61</b>	<b>\$ 4,011.75</b>	<b>83.00%</b>

Represents payroll expenses for part time advertising on social media- will be offset by overage from safer social media grant/ Not Safer payroll grant until perm recruiter position.

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**Burtonsville Volunteer Fire Department**  
**Budget vs. Actuals: CY2022 Budget by Class - FY22 P&L Classes**  
 March 16 - April 15, 2022

	Total			
	Actual	Budget for this period	over Budget	% of Budget
<b>Revenue</b>				
<b>Income</b>			0.00	
County Fuel Reimbursement		250.00	-250.00	0.00%
Donations-Other		166.67	-166.67	0.00%
Donations-Fund Drive Mailer	350.00	6,000.00	-5,650.00	5.83%
EMST-Payroll		3,583.33	-3,583.33	0.00%
Grant Income-Other			0.00	
SAFER Grant 2019 Income			0.00	
SAFER Marketing and Printing		416.67	-416.67	0.00%
SAFER Non-Uniform Clothing		416.67	-416.67	0.00%
SAFER Payroll Reimbursement		6,250.00	-6,250.00	0.00%
SAFER Professional Development		166.67	-166.67	0.00%
SAFER Social Media Advertising		416.67	-416.67	0.00%
SAFER Tuition Reimbursement		1,666.67	-1,666.67	0.00%
<b>Total SAFER Grant 2019 Income</b>	<b>\$ 0.00</b>	<b>\$ 9,333.35</b>	<b>-\$ 9,333.35</b>	<b>0.00%</b>
<b>Total Grant Income-Other</b>	<b>\$ 0.00</b>	<b>\$ 9,333.35</b>	<b>-\$ 9,333.35</b>	<b>0.00%</b>
Income-Other		41.67	-41.67	0.00%
Chiefs Vehicle		1,085.52	-1,085.52	0.00%
<b>Total Income-Other</b>	<b>\$ 0.00</b>	<b>\$ 1,127.19</b>	<b>-\$ 1,127.19</b>	<b>0.00%</b>
Rent-Monopole	6,660.58	6,512.00	148.58	102.28%
<b>Total Income</b>	<b>\$ 7,010.58</b>	<b>\$ 26,972.54</b>	<b>-\$ 19,961.96</b>	<b>25.99%</b>
<b>Total Revenue</b>	<b>\$ 7,010.58</b>	<b>\$ 26,972.54</b>	<b>-\$ 19,961.96</b>	<b>25.99%</b>
<b>Gross Profit</b>	<b>\$ 7,010.58</b>	<b>\$ 26,972.54</b>	<b>-\$ 19,961.96</b>	<b>25.99%</b>
<b>Expenditures</b>				
<b>Administrative Expenses</b>			0.00	
Accounting/Tax Preparation	412.50	666.67	-254.17	61.87% Includes Jan and Feb services from Kathy Walker
Awards		250.00	-250.00	0.00%
Bank Service Charges		20.83	-20.83	0.00%
Building Repairs/Utilities	14.05	15.00	-0.95	93.67%
Computer / Network Equipment	133.10	235.00	-101.90	56.64%
Computer IT Services		25.00	-25.00	0.00%
Copier Lease and Maintenance	244.19	295.00	-50.81	82.78%
Discret Spndg Allowance-Chief		83.33	-83.33	0.00%
Discret Spndg Allowance-President		83.33	-83.33	0.00%
Dues/ Assessments MCVFRA/MSFA	240.00	125.00	115.00	192.00% full IARC dues paid - no further exp
Flowers/Gifts	75.00	83.33	-8.33	90.00%
Food for Incidents / Meetings		41.67	-41.67	0.00%
Fund Drive Expenses		833.33	-833.33	0.00%
Fund Drive Postage and Delivery		291.67	-291.67	0.00%
Incentive Expense		83.33	-83.33	0.00%
Membership Appreciation		125.00	-125.00	0.00%

Mileage OM Reimbursement		8.33	-8.33	0.00%
Open House		416.67	-416.67	0.00%
Party/Event	350.00	2,083.33	-1,733.33	16.80%
Property Taxes		1,166.67	-1,166.67	0.00%
Standby Food		333.33	-333.33	0.00%
Supplies		41.67	-41.67	0.00%
Travel and Meals - Training		166.67	-166.67	0.00%
Website Management		45.83	-45.83	0.00%
<b>Total Administrative Expense</b>	<b>\$ 1,468.84</b>	<b>\$ 7,519.99</b>	<b>-\$ 6,051.15</b>	<b>19.53%</b>
<b>Grant Expenses</b>			0.00	
BGE Grant Expense			0.00	
BGE Grant Expense - 2022 Manikin		2,973.95	-2,973.95	
<b>Total BGE Grant Expense</b>	<b>\$ 2,973.95</b>	<b>\$ 0.00</b>	<b>\$ 2,973.95</b>	
SAFER Grant Expenses			0.00	
SAFER Marketing and Printing		416.67	-416.67	0.00%
SAFER Non Uniform Clothing		416.67	-416.67	0.00%
SAFER Professional Development		166.67	-166.67	0.00%
SAFER Social Media Advertising	474.26	416.67	57.59	113.82%
SAFER Tuition Reimbursement		1,666.67	-1,666.67	0.00%
<b>Total SAFER Grant Expenses</b>	<b>\$ 474.26</b>	<b>\$ 3,083.35</b>	<b>-\$ 2,609.09</b>	<b>15.38%</b>
<b>Total Grant Expenses</b>	<b>\$ 3,448.21</b>	<b>\$ 3,083.35</b>	<b>\$ 364.86</b>	<b>111.83%</b>
<b>Operational Expenses</b>			0.00	
Chiefs Vehicle		1,085.52	-1,085.52	0.00%
Clothing / Uniforms	1,408.23	416.67	991.56	337.97%
Equipment and Tools	49.99	666.67	-616.68	7.50%
Gear		291.67	-291.67	0.00%
Training		1,000.00	-1,000.00	0.00%
Vehicle Fuel	579.07	290.00	329.07	231.63%
Vehicle Insurance		107.08	-107.08	0.00%
Vehicle Maintenance	272.41	500.00	-227.59	54.48%
<b>Total Operational Expenses</b>	<b>\$ 2,309.70</b>	<b>\$ 4,317.61</b>	<b>-\$ 2,007.91</b>	<b>53.49%</b>
<b>Personnel Costs</b>			0.00	
Bulla, K.			0.00	
Medicare- ER	8.70		8.70	
Salary	600.00		600.00	
Social Security - ER	37.20		37.20	
SUTA	9.60		9.60	
<b>Total Bulla, K.</b>	<b>\$ 655.50</b>	<b>\$ 0.00</b>	<b>\$ 655.50</b>	
Lee, H			0.00	
Medicare- ER	6.82	6.07	0.75	112.36%
Salary	470.00	418.93	51.07	112.19%
Social Security - ER	29.14	25.97	3.17	112.21%
SUTA	7.14	9.22	-2.08	77.44%
<b>Total Lee, H</b>	<b>\$ 513.10</b>	<b>\$ 460.19</b>	<b>\$ 52.91</b>	<b>111.50%</b>
Miles, S.			0.00	
Health Insurance Reimbursement	841.66	841.67	-0.01	100.00%
Medicare-ER	77.86	82.50	-4.64	94.38%
Salary	5,369.80	5,810.77	-441.17	92.41%
Social Security - ER	332.92	352.56	-19.66	94.42%
SUTA		4.17	-4.17	0.00%
<b>Total Miles, S.</b>	<b>\$ 6,622.04</b>	<b>\$ 7,051.69</b>	<b>-\$ 469.65</b>	<b>93.38%</b>
Payroll Service	221.46	166.67	54.81	132.89%
Recruitment and Retention			0.00	
Medicare - ER		66.67	-66.67	0.00%
Salary \$75k SAFER/DIFF BVFD		5,833.33	-5,833.33	0.00%
Social Security - ER		341.67	-341.67	0.00%
SUTA		8.33	-8.33	0.00%
<b>Total Recruitment and Retention</b>	<b>\$ 0.00</b>	<b>\$ 6,250.00</b>	<b>-\$ 6,250.00</b>	<b>0.00%</b>
Workers Comp Insurance		50.00	-50.00	0.00%
<b>Total Personnel Costs</b>	<b>\$ 8,012.12</b>	<b>\$ 14,018.55</b>	<b>-\$ 6,006.43</b>	<b>57.15%</b>
<b>Total Expenditure</b>	<b>\$ 15,238.87</b>	<b>\$ 28,539.50</b>	<b>-\$ 13,700.63</b>	<b>52.66%</b>
<b>Net Operating Revenue</b>	<b>-\$ 8,228.29</b>	<b>-\$ 1,966.96</b>	<b>\$ 6,261.33</b>	<b>418.33%</b>
<b>Net Revenue</b>	<b>-\$ 8,228.29</b>	<b>-\$ 1,966.96</b>	<b>\$ 6,261.33</b>	<b>418.33%</b>

includes VP and Pres badges as well as firefighter and EMT badges

also includes county expenses to be offset by fuel income

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## Burtonsville Volunteer Fire Department

March 16 - April 15, 2022

	Date	Transaction Type	Name	Memo/Description	Amount
<b>Ordinary Revenue/Expenditures</b>					
<b>Revenue</b>					
<b>Income</b>					
<b>Donations-Fund Drive Mailer</b>					
	03/25/2022	Deposit	Donations--misc	Deposit Fund Drive Check	200.00
	04/07/2022	Deposit	Donations--misc	Deposit Fund Drive checks	150.00
	<b>Total for Donations-Fund Drive Mailer</b>				<b>\$ 350.00</b>
<b>Rent-Monopole</b>					
	04/01/2022	Deposit		Deposit Monopole	701.09
	04/01/2022	Deposit		Deposit Monopole	643.00
	04/01/2022	Deposit		Deposit Monopole	1,402.17
	04/01/2022	Deposit		Deposit Monopole	3,914.32
	<b>Total for Rent-Monopole</b>				<b>\$ 6,660.58</b>
	<b>Total for Income</b>				<b>\$ 7,010.58</b>
<b>Total for Revenue</b>					
					<b>\$ 7,010.58</b>
<b>Expenditures</b>					
<b>Administrative Expenses</b>					
<b>Accounting/Tax Preparation</b>					
	04/01/2022	Bill	Walker, Kathy	Accounting services November 2021- February 2022 Invoice #22-01	412.50
	<b>Total for Accounting/Tax Preparation</b>				<b>\$ 412.50</b>
<b>Building Repairs/Utilities</b>					
	04/01/2022	Bill	BGE	Account #4871840000 utilities at the old FD	14.05
	<b>Total for Building Repairs/Utilities</b>				<b>\$ 14.05</b>
<b>Computer / Network Equipment</b>					
	03/25/2022	Bill	Comcast Business	Acct 8299 42 066 0702054 Admin area wifi	133.10
	<b>Total for Computer / Network E quipment</b>				<b>\$ 133.10</b>
<b>Copier Lease and Maintenance</b>					

	04/01/2022	Bill	Marlin Leasing	Acct #1171322 invoice 19717008 sharp copier contract	244.19
<b>Total for Copier Lease and Maintenance</b>					<b>\$ 244.19</b>
<b>Dues/ Assessments MCVFRA/MSFA</b>					
	04/08/2022	Bill	PNC Bank	IAFC Dues receipt 69788	240.00
<b>Total for Dues/ Assessments MCVFRA/MSFA</b>					<b>\$ 240.00</b>
<b>Flowers/Gifts</b>					
	03/18/2022	Bill	Cadogan, Chester	Reimbursement for get well gift for UM post surgery- Grub Hub gift certificate	75.00
<b>Total for Flowers/Gifts</b>					<b>\$ 75.00</b>
<b>Party/Event</b>					
	04/13/2022	Bill	Kelton Higgins	deposit for DJ Services at 75th Anniversary event May 21, 2022	350.00
<b>Total for Party/Event</b>					<b>\$ 350.00</b>
<b>Total for Administrative Expenses</b>					<b>\$ 1,468.84</b>
<b>Grant Expenses</b>					
<b>BGE Grant Expense</b>					
<b>BGE Grant Expense - 2022 Manikin</b>					
	04/08/2022	Bill	PNC Bank	AED two manikins as approved BGE Grant 2022 (offset by BGE income)	2,973.95
<b>Total for BGE Grant Expense - 2022 Manikin</b>					<b>\$ 2,973.95</b>
<b>Total for BGE Grant Expense</b>					<b>\$ 2,973.95</b>
<b>SAFER Grant Expenses</b>					
<b>SAFER Social Media Advertising</b>					
	04/08/2022	Bill	PNC Bank	Zip Recruitment Advertising	347.68
	04/08/2022	Bill	PNC Bank	Monthly Zoom Service for membership committee	14.99
	04/08/2022	Bill	PNC Bank	Recruitment Facebook advertising	111.59
<b>Total for SAFER Social Media Advertising</b>					<b>\$ 474.26</b>
<b>Total for SAFER Grant Expenses</b>					<b>\$ 474.26</b>
<b>Total for Grant Expenses</b>					<b>\$ 3,448.21</b>
<b>Operational Expenses</b>					
<b>Clothing / Uniforms</b>					
	03/18/2022	Bill	Hook-Fast Specialties, Inc.	Invoice 361847 Brass: Badges and collar pins for 2022 Pres and VP	356.39
	04/08/2022	Bill	PNC Bank	Hookfast- 8 Firefighter and 8 EMT badges	1,051.84
<b>Total for Clothing / Uniforms</b>					<b>\$ 1,408.23</b>

<b>Equipment and Tools</b>					
	04/08/2022	Bill	PNC Bank	Amazon- Red EMT supply bag	49.99
<b>Total for Equipment and Tools</b>					<b>\$ 49.99</b>
<b>Vehicle Fuel</b>					
	04/08/2022	Bill	Exxon	Acct 369-969-784-1 in invoice 80079944 BVFD portion	172.81
	04/08/2022	Bill	Exxon	Acct 369-969-784-1 in invoice 80079944 county portion	406.26
<b>Total for Vehicle Fuel</b>					<b>\$ 579.07</b>
<b>Vehicle Maintenance</b>					
	04/08/2022	Bill	PNC Bank	Mr. Tire tire replacement on tahoe	272.41
<b>Total for Vehicle Maintenance</b>					<b>\$ 272.41</b>
<b>Total for Operational Expenses</b>					<b>\$ 2,309.70</b>
<b>Personnel Costs</b>					
<b>Bulla, K.</b>					
<b>Medicare- ER</b>					
	03/25/2022	Journal Entry		PPE 3.26.2022	4.35
	04/08/2022	Journal Entry		PPE 04.08.2022	4.35
<b>Total for Medicare- ER</b>					<b>\$ 8.70</b>
<b>Salary</b>					
	03/25/2022	Journal Entry		PPE 3.26.2022	300.00
	04/08/2022	Journal Entry		PPE 04.08.2022	300.00
<b>Total for Salary</b>					<b>\$ 600.00</b>
<b>Social Security ER</b>					
	03/25/2022	Journal Entry		PPE 3.26.2022	18.60
	04/08/2022	Journal Entry		PPE 04.08.2022	18.60
<b>Total for Social Security ER</b>					<b>\$ 37.20</b>
<b>SUTA</b>					
	03/25/2022	Journal Entry		PPE 3.26.2022	6.60
	04/08/2022	Journal Entry		PPE 04.08.2022	3.00
<b>Total for SUTA</b>					<b>\$ 9.60</b>
<b>Total for Bulla, K.</b>					<b>\$ 655.50</b>
<b>Lee,H</b>					
<b>Medicare- ER</b>					
	03/25/2022	Journal Entry		PPE 3.26.2022	2.95

	04/08/2022	Journal Entry		PPE 04.08.2022	3.87
<b>Total for Medicare- ER Salary</b>					<b>\$ 6.82</b>
	03/25/2022	Journal Entry		PPE 3.26.2022	203.40
	04/08/2022	Journal Entry		PPE 04.08.2022	266.60
<b>Total for Salary Social Security - ER</b>					<b>\$ 470.00</b>
	03/25/2022	Journal Entry		PPE 3.26.2022	12.61
	04/08/2022	Journal Entry		PPE 04.08.2022	16.53
<b>Total for Social Security - ER SUTA</b>					<b>\$ 29.14</b>
	03/25/2022	Journal Entry		PPE 3.26.2022	4.47
	04/08/2022	Journal Entry		PPE 04.08.2022	2.67
<b>Total for SUTA</b>					<b>\$ 7.14</b>
<b>Total for Lee,H Miles, S.</b>					<b>\$ 513.10</b>
<b>Health Insurance Reimbursement</b>					
	04/01/2022	Bill	Miles, Suzanne	Reimbursement for April 2022 health insurance \$10,100/12= \$841.66	841.66
<b>Total for Health Insurance Reimbursement Medicare-ER</b>					<b>\$ 841.66</b>
	03/25/2022	Journal Entry		PPE 3.26.2022	38.93
	04/08/2022	Journal Entry		PPE 04.08.2022	38.93
<b>Total for Medicare-ER Salary</b>					<b>\$ 77.86</b>
	03/25/2022	Journal Entry		PPE 3.26.2022	2,684.80
	04/08/2022	Journal Entry		PPE 04.08.2022	2,684.80
<b>Total for Salary Social Security - ER</b>					<b>\$ 5,369.60</b>
	03/25/2022	Journal Entry		PPE 3.26.2022	166.46
	04/08/2022	Journal Entry		PPE 04.08.2022	166.46
<b>Total for Social Security - ER</b>					<b>\$ 332.92</b>
<b>Total for Miles, S. Payroll Service</b>					<b>\$ 6,622.04</b>
	03/18/2022	Bill	ADP, LLC	Payroll Service PPE 03/11/2022	62.17
	03/25/2022	Bill	ADP, LLC	ADP Time and Attendance payroll service	34.97
	04/01/2022	Bill	ADP, LLC	PPE 3.25.2022	62.17
	04/15/2022	Bill	ADP, LLC	Payroll service PPE 02/25/2022	62.17
<b>Total for Payroll Service</b>					<b>\$ 221.48</b>
<b>Total for Personnel Costs</b>					<b>\$ 8,012.12</b>
<b>Total for Expenditures</b>					<b>\$15,238.87</b>
<b>Net Revenue</b>					<b>-\$ 8,228.29</b>

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**508 AMOSS SS Bank Ending Balance: \$49,306.34**

Date	Ref No.	Type	Payee	Account	Payment	Deposit	Balance
12/31/2021	INTEREST	Deposit		Interest Income INTEREST		0.41	49,310.54
1/31/2022	INTEREST	Deposit		Interest Income INTEREST		0.42	49,310.96
2/28/2022	INTEREST	Deposit		Interest Income INTEREST		0.38	49,306.34

**EMST Sandy Spring Bank Ending Balance: \$100.00**

Date	Ref No.	Type	Payee	Account	Payment	Deposit	Balance
03/04/2022		Deposit	BVFD EMST FUND	Internal transfers-- Administrative Expenses:Bank Service Charges		27.75	27.75
03/07/2022		Deposit	BVFD			72.25	100.00

**Auxiliary Sandy Spring Bank Ending Balance: \$43,534.88**

Date	Ref No.	Type	Payee	Account	Payment	Deposit	Balance
12/09/2021	Debit	Check	Home Depot	Administrative Expenses:Party/Event	plexi-glass for selfie with Santa event 2021 Quote reference 60349452 2 year service contract for Blood pressure machine serial #100088775217	53.47	44,604.28
12/14/2021	712	Check	Welch Allyn	Operational Expenses:Equipment and Tools		974.40	43,629.88
2/16/2022	713	Check	LAMSFSA	Assessments MCVFRAMSFSA	LAMSFSA for Spring Conference Fees	95.00	43,534.88
3/31/2022				No transactions noted			43,534.88

**Wells Fargo Advisors Ending Balance: \$1,670,335.61**

Date	Ref No.	Type	Payee	Account	Payment	Deposit	Balance
2/28/2022		Deposit	Dividend Income			1,488.73	1,704,125.09
2/28/2022	KRW 01-02	Journal	Unrealized Gain/Loss in Mkt Sec/ Jan 2022 market change		33,789.48		1,670,335.61

**Burtonsville Volunteer Fire Department  
Open Purchase Orders Detail  
January 1 - April 27, 2022**

	Date	Num	Vendor	Product/Service	Account	Total Amt	Open Balance	Memo/Description
Administrative Expense	04/27/2022	1163	PNC Bank	Administrative Expense:Fund Drive Postage	Administrative Expenses:Fund Drive Postage and Delivery	48.12	48.12	Postage to mail holiday gifts to separated members and post card stamps
Party/Event	04/27/2022	1163	PNC Bank	Administrative Expense:Party/Event	Administrative Expenses:Party/Event	104.94	104.94	Greenvelope- invitations for 75th anniversary party
Party/Event	04/27/2022	1163	PNC Bank	Administrative Expense:Party/Event	Administrative Expenses:Party/Event	600.00	600.00	Photo booth rental for 75th anniversary
Equipment and Tools	04/27/2022	1163	PNC Bank	Equipment and Tools	Operational Expenses:Equipment and Tools	54.02	54.02	Harbor Freight blankets / tools and equip
Equipment and Tools	04/27/2022	1163	PNC Bank	Equipment and Tools	Operational Expenses:Equipment and Tools	8.79	8.79	amazon tools and equipment
Equipment and Tools	04/27/2022	1163	PNC Bank	Equipment and Tools	Operational Expenses:Equipment and Tools	72.71	72.71	amazon purchase tools and equipment
SAFER Social Media Advertising	04/27/2022	1163	PNC Bank	SAFER Grant Expenses:SAFER Social Media Advertising	Grant Expenses:SAFER Grant Expenses:SAFER Social Media Advertising	45.73	45.73	Facebook advertising for new members
SAFER Social Media Advertising	04/27/2022	1163	PNC Bank	SAFER Grant Expenses:SAFER Social Media Advertising	Grant Expenses:SAFER Grant Expenses:SAFER Social Media Advertising	169.52	169.52	Hireright- background checks for potential recruiter candidates
Supplies	04/27/2022	1163	PNC Bank	Supplies	Administrative Expenses:Supplies	50.10	50.10	Desk plate for K. Bulla Recruiter
Supplies	04/27/2022	1163	PNC Bank	Supplies	Administrative Expenses:Supplies	71.54	71.54	Business cards for Recruiter K. Bulla
Training	04/27/2022	1163	PNC Bank	Training	Operational Expenses:Training	98.00	98.00	Combat Ready Fire training
Training	04/27/2022	1163	PNC Bank	Training	Operational Expenses:Training	168.99	168.99	NETC meal tickets
Training	04/13/2022	1158	Luis Ruiz-Flores	Training	Operational Expenses:Training	228.72	228.72	Reimbursement for Andy Frederick Training Days- Sept 19 - 21, 2022
<b>TOTAL</b>						<b>\$ 1,721.18</b>	<b>\$ 1,721.18</b>	

Wednesday, Apr 27, 2022 01:06:43 PM GMT-7

**PNC Bank - Scholarship Fund Ending Balance: \$2,525.54**

Date	Ref No.	Type	Payee	Account	Payment	Deposit	Balance	
01/03/2022	SVCCHRG	Check		Administrative Expenses:Bank Service Charges	2.00		3,521.54	
01/07/2022		Deposit	Sandy Spring Bank	Administrative Expenses:Bank Service Charges		6.00	3,527.54	Service Charge reversal/ Good Faith
2/1/2022	SVCCHRG	Check		Administrative Expenses:Bank Service Charges	2.00		3,525.54	
03/04/2022	1022	Bill Payment	Mathew, Rohith	Gift/Reimbursement for Fall 2021 semester classes at UMD as approved at the 3/1/2022 BOD meeting	1,000.00		2,525.54	



**Re: Board Meeting Agenda**

Bulla, Tamera <Tamera.Bulla@montgomerycountymd.gov>

Mon 5/2/2022 11:24 AM

To: Cadogan, Chester C. <Chester.Cadogan@montgomerycountymd.gov>; Ryman, Michael G. <Michael.Ryman@montgomerycountymd.gov>

Cc: Suzanne Miles <suzanne.miles@bvfd.com>; jessicaprentice\_82@msn.com <jessicaprentice\_82@msn.com>; Jessica Prentice <prenticej80@gmail.com>

My Board Report:

Here is my Vice President's Report. Thank you.

1. Spending all day 5/2 & 5/3 providing initial training to new Recruiter/Volunteer Coordinator. Will continue as my primary focus in May.
2. Attended MCVFRA Legislative Reception on 4/28 with four Board Members. BVFD effectively promoted our agenda/mission. New Recruiter did a remarkable job (see her report).
3. Working to verify that all costs associated with the hiring process and the new Recruiter's contract, will be 100% covered by the SAFER grant.
4. As Chief Ryman was appointed to serve on the MCVFRA Negotiation Team (that secures our collective bargaining agreement (CBA), I was able to tender my resignation from that role. I did not feel one LFRD should have two representatives, as most have none.
5. I have been asked to assist the MCVFRA with desk audits for MCVFRA staff. We participate in such activities, to protect the interests of the BVFD and the continuation of viable volunteering in our County.
6. I continue to serve on the County's Medical Review Committee. Meetings have grown more frequent with a spike in cases for review.
7. In the Fall, I will be offering a four part class in LFRD management roles with an emphasis on the responsibilities of Board Members, as well as Bylaw and budget management. If you would like to contribute to the development of the curriculum or offer items you would like to see covered, please let me know.
8. May is "Mental Health Month", I will be spotlighting several services and programs and hosting a training on Bipolar individuals on May 17th.
9. Lastly, I will be working on the 75<sup>th</sup> Anniversary throughout May. Hope to have station banners up next week.

.....  
 Tami Bulla, EMT  
 Vice President  
 Burtonsville Volunteer Fire Department  
 Montgomery County Station 15  
 Cell: 301-332-0102  
[www.BVFD.com](http://www.BVFD.com)

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**From:** Cadogan, Chester C. <Chester.Cadogan@montgomerycountymd.gov>  
**Sent:** Monday, May 2, 2022 11:05 AM  
**To:** Ryman, Michael G. <Michael.Ryman@montgomerycountymd.gov>; Bulla, Tamera

5/3/22, 2:54 PM

Mail - Jessica Prentice - Outlook

<Tamera.Bulla@montgomerycountymd.gov>

**Subject:** Board Meeting Agenda

Good morning

What items do you want to appear under your section on the Board agenda?

EMS Master Chester Cadogan  
President  
Burtonsville Volunteer Fire Department  
240-461-3894



**For more helpful Cybersecurity Resources, visit:** <https://www.cisa.gov/be-cyber-smart>

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*Burtonsville*



VOLUNTEER FIRE DEPARTMENT, INC.

## May 2022 BOD Operations Report

### Staffing

1. Monday is our biggest issue each week.
2. Katie will be transitioning into the staffing coordination process over the next few weeks.

### Apparatus

1. E715B remains OOS at the vendor. The county is working with the insurance company on the significant pump repairs.
2. T715 came back from its lengthy stay at CMF and was then literally driven into a rock doing a couple thousand in damages. It went OOS and returned on Friday.
3. Both EMS units are currently in-service.
4. Utility vehicles are both remaining plugged in when not in use, this has been helping battery function.

### 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 is in Fire 2.
4. Prob EMS member Samdani continues to ride aide calls with continued issues. Ramos should begin shortly
5. FF Gallagher continues to drive evaluated calls on T715. This has been delayed by reserve units.
6. FF Brooks completed EVOC B and will start Truck driver training ASAP.
7. FF Brooks and FF Gallagher are finishing or have finished by today, an online truck company outside team training. The course code is good for two weeks so additional fire personnel are going to start it as soon as they are done.
8. MFF Flores starts Instructor 1 this month.
9. EMT Harter, Chrosniak, and Sheybani completed EMS Co. Level Ops.
10. 1 EMS member pre-registered for the June EVOC course.
11. The second BGE grant manikin is in and Simone closed out the grant.

12. An update was provided on those that did not complete annual recerts. Only one has returned to the IECS list as of yet.
13. 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. EMS QA- We have seen a recent spike in personnel using good intent as a final disposition for calls. This is being addressed.
4. We are having issues with EMS Logistics and medical oxygen supplies. The Station Commander and I are both pushing to fix the process.
5. Q2 EMS Meeting is scheduled for 5/17 on the 2<sup>nd</sup> day of EMS Week. EMS Week Shirts were ordered for EMS personnel. At the request of fire personnel, they were included but with more generic shirts that they will actually wear.
6. KVFD is covering A715 for the 75<sup>th</sup>. R2 is most likely providing a fire crew. We are attempting to support KVFD with some standby personnel the weekend prior, but I have not gotten many positive responses. We will need to talk about this moving forward if we're going to do events outside of the first due area.

#### COVID Response \*\*Significant Current Surge\*\*

1. As of the writing of this report, our personnel have been in contact with 235 PUI patients with 74 confirmed positives.
2. Minimal restrictions remain in quarters. See Novel Hazard Briefing for most up to date information.

#### 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 was not invited to any of the initial committee meetings that were discussed at length two meetings ago. I'm not aware if they have happened or not.
4. Service Dog accommodation update to be provided under Executive Session.

5. Recruiter on boarding preparation has been a big lift for the last week or so.
6. Support was provided to the 75<sup>th</sup> planning team for challenge coin order.
7. I will not be attending the membership meeting as I will be working by 1400-2200 shift rotation.
8. Thanks to Sara Watson, FF Brooks, and EMT Barnard for managing our first station tour group last week. This was a group of 15 girl scouts.
9. Thanks to EMT Calderon for managing a health fair event at Greencastle Elem. right before the BOD meeting.
10. The career staff are also rapidly noticing a lot of requests for public events. We continue to try to cover as much as possible with in-service units or association personnel.
11. At the request of the president, Alexis Smith was removed from the Board of Directors google group.

#### Recruiter

1. Katie is attending the IAFC Recruitment training as I type this. She also attended the MCVFRA Legislative Reception.
2. On-boarding has been on-going and has been smooth in advance of her official start on Monday 4/30.
3. Hours for this week will be normal 0800-1700 for M, W, and TH. She will be staying late on Tuesday for the BOD meeting and adjusting Friday for that.

#### MCVFRA Board

1. Next meeting is Wednesday, May 4<sup>th</sup>.
2. MCVFRA Legislative Reception was well attended in general and by BVFD. Special thanks to Katie going early with me to help setup, and by that I mean doing 98% of the setup because they hadn't started and we got there before all but one staff member.
3. Current topics of significance include strategic planning (I'm the lead for this), an overall MCVFRA audit, and issues with the training academy.
4. EMST and AMOSS fund finalization in progress.
5. 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. A plan is starting to be formalized for a spring-cleaning initiative.
6. The gutters on the old garage were cleaned and repaired.
7. The fence around the old garage was repaired, but that repair did not hold. Another plan is in the works.
8. MCFRS received a grant to upgrade all indoor and outdoor lighting to LED. We are one of the firehouses slated, but a date is not set yet for the changeover. They expect it to take 2-3 days.

#### 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.

4/4/22- House Fire- 5 Ansted Ct  
E715, T715, M715, A715, C715

4/11/22- One trapped-SB29 @ Fairland Rd- SUV vs Tractor Trailer  
E715, RS715, M715, A715, C715

4/29/22- One trapped- 2300 block of Spencerville Rd (daytime)  
RS715, PE715, M715

#### Data

April Data will be provided separately when completed.

**Fwd: Board meeting Reports**

Katie Bulla <katie.bulla@bvfd.com>

Mon 5/2/2022 11:39 AM

To: Suzanne Miles <suzanne.miles@bvfd.com>; Jessicaprentice\_82@msn.com <Jessicaprentice\_82@msn.com>

Hello!

For the BOD meeting minutes, you can find my Recruiter Report below.

Thanks!

Katie

Katie Bulla

Recruiter & Volunteer Coordinator

Burtonsville Volunteer Fire Department

13900 Old Columbia Pike

Silver Spring, MD 20904

Phone: 240-271-8031

[BVFD.com](http://BVFD.com) | [Facebook](https://www.facebook.com/bvfd.com)

----- Forwarded message -----

From: **Katie Bulla** <katie.bulla@bvfd.com>

Date: Mon, May 2, 2022 at 11:36 AM

Subject: Re: Board meeting Reports

To: Ryman, Michael G. <Michael.Ryman@montgomerycountymd.gov>

Cc: Bulla, Tamera <Tamera.Bulla@montgomerycountymd.gov>

Hey there!

Please use the following as my report:

1. Legislative Reception - Attended the MCVFRA Legislative Reception last week. Met and tentatively locked in 6 elected officials to visit the station and record videos encouraging volunteerism within their constituent base.
2. Recruitment and Retention Training - Attended the Recruitment and Retention Coordinator Certification class offered at the PTSA over the weekend. Worked with EMT Smith on a Recruitment and Retention plan specific to our department. We have some thoughts on conducting a member survey that we would like to discuss further with leadership, we will follow up with an email.
3. Recruitment - Reached out to two exciting leads, and have been reviewing the Working Leads list to get the ball rolling with several potential candidates.
4. Social Media - Reviewed Social Media Stats, and will be preparing scheduled posts for Mental Health Awareness Month, BVFDs 75th anniversary, and EMS week. Future reports will contain more statistical data as we move forward with specific campaigns.
5. Next Info Session: TBA

Thanks!

Katie



**MEMBERSHIP COMMITTEE REPORT  
MAY 3, 2022 BOARD OF DIRECTORS MEETING**

**THE FOLLOWING STATUS CHANGES ARE PRESENTED FOR ACTION**

	MEMBER'S NAME	CURRENT STATUS	REQUESTED STATUS	VOTE
1	Sierra DeLeon	Active FF	Requesting inactive status for up to 6 months due to family medical situation.	Yes
2	Ben Hauser	Prob EMS	Requesting inactive status for up to 6 months to determine if staying in the area	Yes
3	Kris Austin	Inactive EMS	Needs to provide request to return to active status	No
4				
5				
6				
7				
8				
9				
10				
11				
12				

**THE FOLLOWING APPLICANTS ARE PRESENTED FOR BOARD ACTION**

	APPLICANT	CATEGORY	DATE OF INTERVIEW	PENDING	RECOMMENDED
1					

**THE FOLLOWING MEMBERS / APPLICANTS ARE PENDING FUTURE ATTENTION**

	APPLICANT	Known Details
1		