

Huntington Lake Volunteer Fire Department
Board of Directors Conference Call Meeting Minutes
November 27, 2007

Ned Fox convened the meeting at 5:00 p.m.

Present: Bob Leach, Steve Soares, Phyllis Thomas, Ned Fox, Bob Wilson, Karen Kamimoto

Absent: John Slater, Brother Chris

MINUTES: Ned Fox moved, Bob Wilson seconded the motion to approve the October 23, 2007 minutes as corrected. The motion passed. (Correction: The completion date for the rescue wagon is April 2008 not 2007).

OLD BUSINESS:

- 1) **Annual Appeal Update** – Brother Chris is working on importing the lists into his software and updating the donor receipts.
- 2) **Grants** – Fireman’s Fund approved a grant of approximately \$14,000. The funds were used for a Thermal Imaging Camera. Its main use will be to help with night time searches. The camera works on the difference between body temperature and air temperature. FEMA also approved a grant of approximately \$53,000. The approval was published on November 16, 2007. The sales tax was not included in the grant application as Phyllis Thomas did not know that it had to be included as an Administrative cost shown below the line. The Department will have one year to use the funds. FEMA has the right to audit the use of funds. The Department must put up 5% of the cost. The application indicated the Department would be reserving the Pancake Breakfast money for that purpose. A reserve account will need to be set up on the Balance Sheet. Thank you Phyllis for all of your hard work.
- 3) **Rescue Vehicle** – Assembly is on schedule for Spring 2008. The financing has not yet been determined.
- 4) **Boat & Trailer** – Additional re-balancing is being done.
- 5) **Board Constitution Discussion** – Bob Leach and Brother Chris have been discussing the general composition of a board of a non profit organization. The Board should not be constituted to provide representation to special interests. There is a need to have individuals with legal, finance, fund raising, and communication skills. Individuals should have the time, talent and treasure. A formal nominating committee needs to be appointed to identify candidates in the community. Board members should not be restricted by term limits. There is also a need for individuals with marketing and public relations skills. What other skills are needed on a charitable board? Grant writing and technical skills related to the Fire Department.

Bob Leach will send a written report on the above ideas to the Board. A Nominating Committee should be in place by the end of 2007. Bob Wilson moved, Phyllis Thomas seconded the motion to appoint Brother Chris, Ned Fox and Steve Soares as the committee. The motion passed.

There are currently seven members of the Board. A By-Law change would be required to change that number.

- 6) **End of Year Newsletter Update** – Bob Leach needs to talk to Brother Chris and finalize the newsletter.

NEW BUSINESS:

- 1) **October financials** – Ten month income is \$371,904 with updated interest income of \$10,282. The October donations were \$16,310. October expenses were normal with no unusual items. The current yield on the money market funds is 4.38%.
- 2) **Chief's Report** – Brother Chris provided a detailed written report.
 - A) **Apparatus** – We are trying to establish a relationship with Edison to provide annual service of the apparatus. Bob Leach delivered E62 to Modesto to have the new Insta-Chains installed. Insta-Chain has supplied all the parts for an air operated system. The Department is responsible for paying for the installation. FB 62 - A removable “floating ramp” has been constructed that drops onto the transom. This will make is easy to pull patients into the boat.
 - B) **Portable Equipment** – We are planning to purchase two small generators for scene lighting and sazall power. One for E62 and one for E262.
 - C) **Firehouse – Station 62** -We are planning to extend and widen the porch on the south side to provide a shed for the snow mobile and rescue sled. There is no room in the firehouse and they are usually buried behind rentals or other machines art Rancheria. **Station 262** – Foundations and floor are completed. Costs were higher than expected, the work is excellent and will provide better access than planned. Construction will be come Memorial Day, snow permitting. Building materials needed:
 - 150 – 2 x 6's – 12 feet long D/F standard or better
 - 34 sheets of T1-11 4 x 9'
 - 30 sheets of T1-11 4 x 8'
 - ½" roof sheathing – edges have to be exterior grade plywood 40/20, the field can be OSB
 - D) **Training** – Assistant Chief, Brad Driscoll, has organized monthly online training for our firefighters. This extends the training through the winter months. So far we have covered: helicopter operations, boat standard operating guidelines, incident command (initial attack, salvage/overhaul , and accident prevention)
 - E) **Thermal Imager** – We have done preliminary training with the camera. It displays a very clear image, similar to black and white television, using only infa-red energy. This \$14,000 is going to save lives at Huntington.
 - F) **Ice Rescue Tool** – Brother Chris is building a device that will allow the firefighters to fill a 2 ½" hose with air to use as a “floating pole” to push

out onto the frozen lake to safely rescue a person who has fallen through
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- G) **SCBA Compressor** – Brother Chris will install the electrical service necessary for the new air compressor during the Christmas break.
 - H) **Loss of data update** – The editing and formatting of the tract mailing lists have been completed. Brother Chris is in the process of importing them into the fund raising software. Donor gifts will be entered once the mailing lists have been imported. He hopes to have this task completed in the next two weeks.
 - I) **Fund raising** – Before we lost the data it appeared that 71% had responded with gifts.
- 3) **Next Meeting** – January 22, 2008 – Convener, John Slater. Karen Kamimoto circulated the 2008 meeting dates by email. Mark your calendars for those dates.

Bob Leach reminded the Board to mark their calendars for July 6, 2008 – the Pancake Breakfast.

ADJOURNMENT: The meeting was adjourned at 5:50 p.m.

Karen Kamimoto, recording secretary