

**MID-COUNTY VOLUNTEER RESCUE SQUAD**  
PO BOX 355  
Heathsville, VA 22473

November 5, 2008 - **General Business Meeting** - Wednesday night 7:37 pm.

**I** – Larry Wagner called meeting to order.

**II - Secretary's Report** - Minutes posted. Jeanne made a motion to accept the minutes and

Nancy seconded the motion. They were adopted.

**II-A - Treasurer's Report** -

A copy is attached. Dave made a motion to accept the report and Rebekah seconded it. All approved.

Symposium cost is reflected in the report and a note that gas has dropped to about \$850 and it has been above \$1000.00

**III – Captain's Report** -

1. A request for a squad and volunteers was made for the Urbanna Oyster Festival.
2. Standby was needed for the YMCA youth football and the Health Fair both at the High School. Sign up sheets were put up.
3. The auto pulse battery will be \$575 to replace. A reminder that all batteries need to be recycled. **DO NOT THROW OUT.**

**IV - Vice-President's Report** – NONE

**V - 1<sup>st</sup> Lieutenant's Report** –

1. Web Pages up to date.
2. Jumpsuits and shirts have been ordered.

**VI - 2<sup>nd</sup> Lieutenant's Report** – Thanked everyone for their hard work.

**VII - Vehicle Officer's Report** – All vehicles are up and running. Command 4 lights will be looked at after the meeting. Seems the Bar light and back lights are having problems.

**VIII - Auxiliary's Report –**

1. Bingo will be held this Friday.
2. Bake Sale, November 21<sup>st</sup> @ Food Lion

**IX - Building Committee Report – Drywall to be done. The window has been fixed and the squad is taking bids for painting.**

**X - President's Report –**

**XI - Old Business –** The coke machine is still in limbo. Flu shot and other information on Infection Control is being carried over.

**XII - New Business -**

1. Beverly is back and was Welcomed.
2. A reminder that the Symposium is coming up and a lot of the squad will be attending the banquet so those staying here were asked to keep an ear out.
3. Urbanna standby was voted on for an ambulance and crew. Ed made the motion to approve and the members approved. Northumberland squad was informed and Ed would call David at Callao Rescue to let them also know.
4. The squad voted to approve the donation of 2 people movers to the Northumberland Animal Shelter for their use.
5. Frankie Cook and Damon Campbell membership into the squad since turning 18 was held over to the next meeting. State law requires a criminal check and due to file cabinet being locked this was not done.
6. Nominations were presented by the Nominating Com. And the List was passed around. The list included all existing members in their current positions, with the added nomination of Paul Ryan as President. Linda Wilson made a request to have Devin Bayse as a write in for 1<sup>st</sup> Lt. All was accepted and the nominations were closed.
7. Sandi Smith made a request for Mid-County to have 4 members of her EMT class as Interns (ride alongs) for the remainder of the school year. She explained they will be covered by School Insurance and only 1 can ride at a time. These interns can only ride up to 10 PM weekdays and midnight on weekends. She also stated that they will need radios. Herb made a motion to accept this proposal and Paul seconded it.
8. The Health Department is out of flu vaccine but Linda stated that they will be given out on Sat at the Health Fair. It was suggested that anyone getting the shot can submit the bill to Jeanne for reimbursement up to \$30.00. RGH was contacted but the call was not returned.
9. The Christmas Comm. Will meet on Sunday, Nov 9 @ 4 PM

**XIII - Cadet Report** – Cadets wanted to request approval to use Command 4 in the Kilmarnock Christmas Parade on Dec. 12. The parade theme is “Coastal Christmas”  
Ed made a motion to approve and Herb seconded it.

**Present** –

Danny, Beverly, Nick, Linda, Janice, Diane, Judy, David, Larry, Tina, Rebekah, Angela, Sandi, Paul, Herb, Devin, Roger, Nancy, Robert, Ed G., Cori, Damon, Frankie, Jeanne, Brad, Aaron & Kayla.

**Excused** –

James Barnes, Melvin, Dan T& Barbara

**Adjourned** - Dave made a motion at 8:24 to adjourn and Rebekah seconded it.

Respectfully Submitted,

Janice Kauffman

**MID-COUNTY VOLUNTEER RESCUE SQUAD****P.O. BOX 355****HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 3 December 2008 . at 1930 hours.

II: Attendance (encl 1) Roger Briney, Melvin Cockrell, Judy Cook, Barbara Darden, Herb Fowler, Ed Gotthardt, Beverly Grigsby, Rebekah Haynie, Robert Hudley, Danny Jackson, Diane Jackson, Janice Kauffman, Tina New, Jeff Newsome, David Rundall, Paul Ryan, Dan Townshend, Pam Townshend, Larry Wagner, Nancy Wagner, Linda Wilson, Jeanne Widenmyer, and Angela Yerby were present.

III: Minutes of the 5 November 2008 meeting (encl 2) have been posted. Jeanne Widenmyer motioned to accept the minutes as presented. Melvin Cockrell seconded the motion. Motion carried.

IV: Treasurer's Report – Jeanne Widenmyer submitted the November 2008 Treasurer's Report (encl 3). Income was \$1,727.57. Expenditures totaled \$4,563.08. Expenditures included \$1,700.00 for insurance, \$1000.00 symposium fees, and \$1000.00 for gasoline and propane. Roger Briney motioned the report be accepted as submitted. Janice Kauffman seconded the motion. Motion carried.

Larry Wagner thanked Jeanne on behalf of the Squad for the tremendous job she does.

V: Captain's Report – Ed Gotthardt

1. The auto pulse battery is in.
2. Cautioned members to not dispose of soda cans and other trash in the medical waste bags. Larry Wagner pointed out that disposal of medical waste is a major expense for the hospitals. The cost of disposing of needless waste is a serious concern.
3. Noted soda had been spilled on the console in RC4. This messed up the switches and lights. Please be careful.

4. Appreciate your help running calls this past month. You're doing a great job.

VI: 1st Lieutenant's Report – Janice Kauffman Thanked everyone for the outstanding job being done completing the PPCRs.

VII: 2nd Lieutenant's Report – Judy Cook Stressed again the importance of disposing of ONLY medical waste in the medical waste containers.

VIII: Vehicle Officer's Report - Danny Jackson reported everything is up and running.

IX: Membership –

1. Have just received a new application.
2. Background checks have been completed for Damon Campbell and Frank Cook. Ed Gotthardt made a motion these members be approved for probationary membership. Jeanne Widenmyer seconded the motion. Motion approved.

X: Building Maintenance – Danny Jackson

1. Jeff Newsome has had the service folks in regarding the coke machine. Right now it is working.
2. Herb Fowler is working on the dry wall.

XI: Cadets – Judy Cook Cadets are constructing a float to enter in the Kilmarnock Christmas Parade. Appreciate adult help. Parade will be Friday evening, 12 December.

XII: Auxiliary – Jeff Newsome Final Bingo of the year this Friday. Spaghetti dinner scheduled for 10 January.

XIII: President's Report – Larry Wagner

1. The Board has looked into an allegation of missing property from a residence where we responded. Allegations were not substantiated. Matter is closed. Cautioned against circulating rumors re this incident.
2. Read a letter to Rebekah and Michael Haynie from Mid County Rescue Squad thanking them for their generous donation ensuring the procurement of two updated stair chairs. Bereavement donations in memory of “Miss Mary” will ensure Miss Mary’s memory will always be with us as she continues to serve the community she loved.

XIV: Other Business –

1. Paul Ryan said that sign up lists will be posted for set up and clean up for the Christmas party.
2. Melvin Cockrell passed a message to the Squad from Sandi Smith stating that, effective immediately, she will no longer be doing runs Sunday Nights.
3. Melvin thanked the Squad for their assistance during the time he had no transportation
4. Amanda Casebolt was introduced to the Squad. She is an EMT student who will be riding with the Squad as a third as part of her training.

XV: Larry Wagner turned the meeting over to Dan Townshend to conduct the election of officers for 2009. Ballots were distributed, membership voted, and ballots were collected and recorded. Board of Directors in 2009 will remain the same as in 2008. Melvin Cockrell motioned the slate of officers be approved. Roger Briney seconded the motion. Motion was approved.

XVI: Nancy Wagner motioned the meeting adjourn. Tina New seconded the motion. Motion carried. Meeting adjourned at 2010. The next meeting is scheduled for Wednesday, 7 January 2009 , at 1930 hours.

XVII: Conclusions –

1. Para IX 2, Damon Campbell and Frank Cook approved for probationary membership to the Squad

2. Para XV, Slate of officers for 2009 approved

Respectfully Submitted:

Barbara A. Darden

Enclosures

- (1) attendance w/d
- (2) 5 Nov minutes w/d
- (3) Treasurer's rpt/Nov 08 w/d

## MID-COUNTY VOLUNTEER RESCUE SQUAD

**P.O. BOX 355**

**HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 7 January 2009 , at 1930 hours.

II: Attendance (encl 1) Roger Briney, Damon Campbell, Judy Cook, Barbara Darden, Herb Fowler, Ed Gotthardt, Beverly Grigsby, Cori Harris, Rebekah Haynie, Robert Hudley, Chilsa Kline, Tina New, David Rundall, Dan Townshend, Pam Townshend, Larry Wagner, Nancy Wagner, Linda Wilson, and Jeanne Widenmyer were present. Heather Cook, Danny Jackson, Diane Jackson, Janice Kauffman, Jeff Newsome, Paul Ryan and Nick Wilson were excused.

III: Minutes of the 3 December 2008 meeting (encl 2) have been posted. Jeanne Widenmyer motioned to accept the minutes as presented. Nancy Wagner seconded the motion. Motion carried.

IV: Treasurer's Report – Jeanne Widenmyer submitted the December 2008 Treasurer's Report (encl 3). Income was \$17618.70. Expenditures totaled \$7842.24. Jeanne gave a brief synopsis of expenditures and sources of income. Nancy Wagner made a motion to accept the report as presented. Tina New seconded the motion. Motion carried.

V: Captain's Report – Ed Gotthardt

1. Recently attended the annual Northumberland County Volunteer Rescue Squad Christmas Banquet. NCRS presented Bill Henderson with the President's Volunteer Service Award. He is the only person in the Nation to receive this award twice.

2. BE SURE you dispose of trash when you arrive at the hospital and again when you return to base. Absolutely nothing should be left behind that can fly around. Reminder - inspection can occur at the hospital or at base.

VI: 2<sup>nd</sup> Lieutenant's Report – Judy Cook

1. Thanked Tina, Melvin, Janice, Danny and Diane for their assistance in preparing Units 46 and 48 for inspection.

2. Cautioned members to dispose of waste properly. DO NOT use hazardous waste containers for anything but hazardous waste. Members discussed various methods of disposing of trash.

VII: Vehicle Officer's Report – Herb Fowler Replaced brake light on back of RC4. Also replaced a couple of bulbs. Everything is working.

VIII: Membership Report – Linda Wilson Jim Weber has filed an application to help out as a driver.

IX: Cadet Report – Judy Cook Cadets would like to plan a summer camping trip. They are planning a dance in February. The float in the Kilmarnock Christmas Parade was a success. Plan to have a car wash in March and monthly thereafter.

X: Auxiliary Report – Rebekah Haynie – Have a spaghetti dinner scheduled for 21 March, 1700 – 1900. Wild Country is scheduled again for 18 April.

XI: Building Maintenance Report –

1. Herb Fowler has the sheet rock up.
2. The coke machine has been fixed and is working at the present time.
3. We are in the process of accepting bids for painting.
4. Have inspectors coming in to look at the roof.

XII: President's Report –

1. The new High School is scheduled for completion in March. Fire and Rescue personnel will have the chance to go through the building and become familiar with it prior to occupancy.
2. We will soon set our goals for 2009. Would like your input. Please pass your ideas to a member of the Board. If your idea will cost a substantial amount, it is very important to submit it early to increase the chance of obtaining grant money
3. Thanked everyone who worked to make the Christmas Party a huge success.

XIII: New Business –

1. Herb Fowler offered to construct a cover for the fan in the bay that will eliminate the need to get on a ladder. Estimated cost of building and installing the box will not be more than \$500.00. Dave Rundall made a motion we accept Herb's bid to do this project. Rebekah Haynie seconded the motion. Motion carried.
2. Dan Townshend suggested identifying where you are coming from when responding to calls if you are out of the area.

XIV: Rebekah Haynie motioned the meeting adjourn. Jeanie Widenmyer seconded the motion. Motion carried. Meeting adjourned at 2060. The next meeting is scheduled for Wednesday, 4 February 2009 , at 1930 hours.

XVII: Conclusions – Para XIII – approved up to \$500.00 to construct new fan cover

Respectfully Submitted:

Barbara A. Darden

## Enclosures

- (1) attendance w/d
- (2) 3 Dec 08 minutes w/d
- (3) Treasurer's rpt/Dec 08 w/d

**MID-COUNTY VOLUNTEER RESCUE SQUAD****P.O. BOX 355****HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 4 February 2009 , at 1930 hours.

II: Attendance (encl 1) James Barnes, Devin Basye, Roger Briney, Damon Campbell, Frankie Cook, Judy Cook, Barbara Darden, Herb Fowler, Ed Gotthardt, Beverly Grigsby, Rebekah Haynie, Robert Hudley, Danny Jackson, Diane Jackson, Janice Kauffman, Tina New, Paul Ryan, David Rundall, Dan Townshend, Pam Townshend, Larry Wagner, Nancy Wagner, James Weber, Linda Wilson, and Jeanne Widenmyer were present.

III: Minutes of the 7 January 2009 meeting (encl 2) have been posted. Minutes were unanimously approved.

IV: Treasurer's Report – Jeanne Widenmyer submitted the January 2009 Treasurer's Report (encl 3). Income was \$13,655.31. Expenditures totaled \$6316.24. Report was unanimously approved.

V: Captain's Report – Ed Gotthardt

1. Addressed a recent serious incident that occurred. A unit left the building not properly stocked. In NO INSTANCE should you leave following a run without checking to make sure everything has been replaced and is in order. This is why we have a check list. Incidents such as this could result in our license being pulled. Cannot stress enough how serious this is.

2. We have had some items missing that should not be missing. If you need to use something for an emergency, leave a note so the item can be restocked.

3. Introduced and welcomed six interns that will be running as thirds as a part of their EMT training. Reminder, a regular third is needed on these runs.

Larry added that if you have the benefit of working with an intern, try to share as much information as you can so they get the best experience possible. Everyone benefits.

4. Someone on the Squad was apparently given a stack of meal tickets for RGH that cannot be located. If you have any information, please share.

VI: 1st Lieutenant's Report – Janice Kauffman

1. Reminder that PPCRs are being reviewed at both RGH and Tappahannock. BE SURE they are complete.
2. PEMS has a great new web site. Check it out.
2. Talked about the outreach program for cadets. Hope to present a plan at the next meeting.
4. Have discussed holding another open house. If you are interested in helping, speak up. We can use your help.
5. We are in the process of checking into getting high speed internet.

VII: 2<sup>nd</sup> Lieutenant's Report – Judy Cook

1. Reminder that the blue box no longer contains epic pens. Epinephrine can only be administered by an ALS provider.
2. Stressed again the need to ensure you leave unit fully stocked and ready to respond prior to leaving building. Incidents like the one that recently occurred cannot be tolerated.

VIII: Vehicle Officer's Report – Herb Fowler All going well.

IX: Membership Report – Barbara Darden All references have checked out on Jim Weber's application to drive. Paperwork has been submitted for background check.

X: Cadet Report – Judy Cook Hope to be posting a schedule soon for upcoming car washes, dances, and a bake/yard sale. Cadets have a spaghetti dinner planned for Saturday, 28 February, 1800 – 2000. CPR training for the cadets is scheduled for 14 February.

XI: Auxiliary Report – Rebekah Haynie No changes since last report

XII: Building Maintenance Report – Danny Jackson

1. Looking into adding a 20 x 20 addition.
2. It has been determined that the roof is no longer under warranty.

We are looking into what needs to be done.

3. Have recently had the gutters cleaned out. Thanks go to Damon and Frankie.

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4. Have been working on a bulletin board upgrade.
5. We are waiting for a third bid for painting.

XIII: President's Report – Larry Wagner

1. Several new appointments have been made to head up committees.

Thanked Linda Wilson for her past efforts. Diane Jackson has agreed to accept Training. Nancy Wagner will head up Infection Control. Barbara Darden will cover Membership.

2. As a follow-up to the matter Ed was addressing, someone is using supplies and not replacing them. That threatens patient care. This is something that is totally unacceptable. Patient care is out highest priority. Missing supplies presents a threat to providing good patient care. This will not be tolerated.

3. Lancaster Rescue Squad has promised us five slots for their next search and rescue class. Ed, Judy and Janice plan to take advantage of this. As a rescue squad, we have search and rescue responsibilities. We have not had training in this area so this is an excellent opportunity. Let us know quickly if you are interested.

4. We have been approached re the step on the back of the ambulance.

The Board discussed the matter and does not feel it is a safety issue.

5. Hope to give you the new budget next month.

6. Presented an issue that could be a possible tax problem. When the Squad was formed, the Articles of Incorporation did not ask for IRS non profit status. Organizations cannot/ will not contribute unless we are incorporated. Herb Fowler made a motion we make the necessary changes to our Articles of Incorporation. Jeanie Windmyer seconded the motion. Motion carried.

XIV: New Business –

1. It has been suggested we do new SOP Guidelines. Devin has volunteered to look at that issue and will research the bylaws. Please give him any suggestions you have.

2. James Barnes has passed his EMT certification.

3. James Barnes has agreed to do a study on the value of the CPAP.

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XV: Roger Briney motioned the meeting adjourn. Jeanie Widenmyer seconded the motion. Motion carried. Meeting adjourned at 2060. The next meeting is scheduled for Wednesday, 4 March 2009 , at 1930 hours.

XVI: Conclusions –

1. Para XIII 6, approved update to Articles of Incorporation

2. Para XIV 1, approved Devin Basye to research Bylaws

3. Para XIV 3, approved James Barnes to do study of value of CPCP

Respectfully submitted: Barbara A. Darden

Enclosures

- (1) attendance w/d
- (2) 7 Jan 09 minutes w/d
- (3) Treasurer's rpt/Jan 09 w/d

## MID-COUNTY VOLUNTEER RESCUE SQUAD

**P.O. BOX 355**

**HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Dan Townshend on Wednesday, 4 March 2009 , at 1930 hours.

II: Attendance (encl 1) James Barnes, Devin Basye, Barbara Darden, Herb Fowler, Ed Gotthardt, Beverly Grigsby, Rebekah Haynie, Robert Hundley, Danny Jackson, Diane Jackson, Janice Kauffman, Tina New, Garfield Parker, David Rundall, Paul Ryan, Sandi Smith, Dan Townshend, James Webber, Linda Wilson, and Jeanne Widenmyer were present. Roger Briney, Judy Cook, Jeff Newsome, Pam Townshend, Larry Wagner, Nancy Wagner, and Nick Wilson were excused.

III: Dan introduced Chris Neal. Chris represented both Callao Fire Department and Northern Neck Electric.

1. Chris did an outstanding job explaining what must be done to erect an electrical pole for the purpose of obtaining high speed internet service. The State has directed all rescue squads to do this. A 65 foot, class 2 pole will be required at a cost of \$10.00 per foot. Three technicians from Northern Neck Electric have volunteered to do the installation on their time off. Northern Neck is trying to find a way to deliver the pole to the site, which would save a transportation charge. Bottom line is project should not cost more than \$1500.00. Jeanne Widenmyer made a motion that we authorize \$1500.00 for this project. Barbara Darden seconded the motion. Motion carried.

2. Chris displayed the new safety vest. A new federal regulation mandates the vest be worn when responding to any emergency on a federally funded road. Cost is about \$30.00 per vest. Devin suggested wearing the vest for all calls and recommended we go ahead and purchase them.

3. Chris did a quick presentation on the accountability system being used by Callao , most other fire departments, and many emergency medical services. Squad determined it would be wise to institute an accountability system and discussed several ways of accomplishing this. Devin Basye made a motion Mid-County implement an accountability system. Herb Fowler seconded the motion. Motion carried.

IV: Minutes of the 4 February 2009 meeting (encl 2) have been posted. Tiny New made a motion the minutes be approved as submitted. Devin Basye seconded the motion. Motion carried.

V: Treasurer's Report – Jeanne Widenmyer submitted the February 2009 Treasurer's Report (encl 3). Income was \$190.00. Expenditures totaled \$3311.90. Jeanne reported that 10 batteries had been purchased for a total of \$750.00. \$500.00 was spent for memo boards and about \$2000.00 for

utilities. David Rundall made a motion the report be approved as submitted. Ed Gotthardt seconded the motion. Motion carried.

VI: Captain's Report – Ed Gotthardt

1. Presented several service awards. Rebekah Haynie = 20 years service; Sandi and Ed Smith = 15 years service; Herb Fowler = 15 years service; Dave Rundall = 5 years service; Roger Briney = 5 years service.
2. Have received complaints that check sheets are not being filled out when returning to base. This is something that must be done. Let's correct the problem.
3. Caution you to turn off lights when not needed. When you wash your vehicle, you do not need all the lights in the building on. Use only the light in the area you are in. Our utility costs are soaring and we all need to pay attention. Misuse of the thermostat is resulting in the need to spend \$120.00 for metal covers to prevent tampering.

VII: 1st Lieutenant's Report – Janice Kauffman Need you to try on your short sleeve coveralls before you leave tonight. They are meant to go over your clothes. The Board of Directors has agreed you can purchase a personal set, if you desire to do so, at a cost of 16.00 per set.

VIII: Vehicle Officer's Report – Herb Fowler Discussed the ongoing problem with Command  
4. Plan to place vehicle at the back of the building and disconnect everything electrical in hopes of finding the problem.

IX: Membership – Barbara Darden Approval has been received on James Webber. Janice made a motion James Webber be approved as a driver for Mid-County Rescue Squad. Paul Ryan seconded the motion. Motion was approved by the general membership.

X: Cadet Report – Jeanne Widenmyer – reported that the cadets did well with their recent spaghetti dinner. Tina New noted that Walmart had given the cadets a \$50.00 gift card to be used towards supplies for the dinner.

XI: Auxiliary – Rebekah Haynie Bingo will resume this Friday night. Spaghetti dinner is scheduled for 21 March, 1700 – 1900.

XII: Building Maintenance – Danny Jackson Hope to vote on who gets the bid for painting at the next meeting.

XIII: President's Report – Dan Townshend

1. Have received a letter of resignation from Sharon Jones.
2. Shared a letter of appreciation for items recently sent to Afganistan.
3. Plan to change the door combination again. PLEASE, do not share this information with anyone.

XIV: New Business –

1. Sandi Smith requested guidance in managing soccer game coverage for the school. Ed advised that splitting this up between the three squads would be best.
2. Linda Wilson said she would like to appeal the Board's decision to make the recent changes to Infection Control and Membership. Linda was advised to address the Board directly re her concerns. It was pointed out that any squad member has the right to attend a Board of Directors meeting. Onlookers are expected to remain silent however, unless you request in advance to address the Board.

XV: Danny Jackson motioned the meeting adjourn. David Rundall seconded the motion. Motion carried. Meeting adjourned at 2040. The next meeting is scheduled for Wednesday, 1 April 2009 , at 1930 hours.

XVI: Conclusions –

1. Para III, 1 - \$1500 authorized for necessary preparations to obtain high speed internet
2. Para III, 3 – establish an accountability system
3. Para IV – James Webber approved for membership

Respectfully submitted:

Barbara A. Darden

Enclosures

- (1) attendance w/d
- (2) 4 Feb 09 minutes w/d
- (3) Treasurer's rpt/Feb 09 w/d

**MID-COUNTY VOLUNTEER RESCUE SQUAD****P.O. BOX 355****HEATHSVILLE, VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Dan Townshend on Wednesday, 1 April 2009, at 1930 hours.

II: Attendance (encl 1) James Barnes, Melvin Cockrell, Judy Cook, Barbara Darden, Ed Gotthardt, Beverly Grigsby, Rebekah Haynie, Danny Jackson, Diane Jackson, Janice Kauffman, Merrell New, Tina New, Garfield Parker, David Rundall, Paul Ryan, Brad Townshend, Dan Townshend, Larry Wagner, Nancy Wagner, James Webber, Jeanne Widenmyer and Angela Yerby were present. Roger Briney, Herb Fowler, Robert Hundley, Jeff Newsome, and Pam Townshend were excused.

III: Minutes of the 4 March 2009 meeting (encl 2) have been posted. There was one correction to the minutes. James Webber was voted in as a member of the squad. Nancy Wagner made a motion the minutes be approved as submitted. Diane Jackson seconded the motion. Motion carried.

IV: Treasurer's Report – Jeanne Widenmyer submitted the March 2009 Treasurer's Report (encl 3). Income was \$915.00. Expenditures totaled \$8003.29. Melvin Cockrell made a motion the report be approved as submitted. Diane Jackson seconded the motion. Motion carried.

V: Captain's Report – Ed Gotthardt

1. Once again addressed the importance of filling out check sheets after calls and making sure everything is back in place on the unit. He pointed out an incident where equipment was left at a hospital and not available on a call when it was needed. Paul Ryan suggested making labels to identify where equipment belongs.

2. Mid-County ran forty one calls last month. Since November Mid-County has run twenty six calls for Callao . Good job!

3. Will be posting sign up sheets for Farmers' Markets (third Saturday of each month) April – October, and also sports coverage for Northumberland High School on 20 April and 11 May.

VI: 1st Lieutenant's Report – Janice Kauffman

1. Just received a request from Langley AFB for a crew to provide a BLS for the Air Show scheduled for 24 – 26 April. Danny Jackson made a motion we send a crew. Ed Gotthardt seconded the motion. Motion carried. Janice will contact Langley to determine the best period to do this and coordinate with Northumberland to ensure coverage.

2. Advised of changes to website; use MCVRS.com

3. Will be posting draft of all procedures, BLS, ALS, and EMT.

4. Running into problems with protocol testing.
5. Will be posting new PEMS information and upcoming events from Office of Emergency Services.
6. Discussed the impact new standards for fire departments will have on rescue squads.

VII: 2<sup>nd</sup> Lieutenant's Report – Judy Cook

1. EMT-E training, 16 April, Tappahannock.
2. Briefed squad on the proposed Outreach Program the Cadets would like to undertake (encl 4/draft of home safe home program). Ed Gotthardt made a motion we approve the program and allocate \$300.00 as a budget. Paul Ryan seconded the motion. Motion carried
3. Anticipate being asked to participate in the annual Field Day at the elementary school on 29 May.

VIII: Vehicle Officer's Report – Larry Wagner reported that the windshield in Rescue CMD 4 needs to be replaced. Plan to take the unit to Fredericksburg to have the electrical problem fixed. We will wait until that is done to have the windshield replaced.

IX: Membership – Barbara Darden Merrell New has applied for membership. His references have been cleared. The application will be forwarded for background check tomorrow.

X: Cadet Report – Judy Cook Car wash is scheduled for 18 April, 0800 – 1200. A dance is being planned for 13 June.

XI: Auxiliary – Rebekah Haynie Bingo this Friday night. Chicken dinner will be on 17 May.

XII: Training – Diane Jackson

1. Training on going over the check list will follow this meeting.
2. CPR training is scheduled for 26 April, 1400.

XIII: President's Report – Larry Wagner

1. We have talked about holding an Open House. Need to come to a decision as to whether we want to do this and, if so, approve a budget. 27 June has been suggested as a good date. Janice Kauffman made a motion we hold an Open House on 27 June and approve a budget of \$1000.00 for this purpose. Jeanne Widenmyer seconded the motion. Motion carried.

2. Briefed squad on the progress being made towards painting the building. There are some discrepancies to be worked out in regards to the bids. Would like to get a \$3500.00 budget approved for this project so the Building Maintenance Committee can get the job accomplished prior to the Open House. Barbara Darden made a motion \$3500.00 be allocated for this project. Nancy Wagner seconded the motion. Motion carried.

3. Briefed squad on status of expanding the building to increase storage capacity. A survey must be done prior to expanding. Cost to us for the survey will be \$600.00. Ed Gotthardt

made a motion \$600.00 be allocated to have the survey accomplished. Paul Ryan seconded the motion. Motion carried.

4. Have two kerosene heaters that were obtained prior to having generator capability. They have never been used. Propose we donate the heaters to the Food Bank to heat that facility. Rebekah Haynie made a motion we donate the two kerosene heaters to the Food Bank. Paul Ryan seconded the motion. Motion carried.

5. Draft of proposed fund raiser letter distributed (encl 5). Request squad provide input. The upcoming Open House will be included.

XIV: Jeanne Widenmyer made a motion the meeting adjourn. Rebekah Haynie seconded the motion. Motion carried. Meeting adjourned at 2045. The next meeting is scheduled for Wednesday, 6 May 2009, at 1930 hours.

XVI: Conclusions –

1. Para VI, 1 – approved crew for air show
2. Para VII, 2 – approved cadet outreach program, to include \$300.00 budget
3. Para XIII, 1 – approved Open House on 27 June, to include \$1000.00 budget
4. Para XIII, 2 – approved \$3500.00 for painting project
5. Para XIII, 3 – approved \$600.00 for survey
6. Para XIII, 4 – approved giving 2 kerosene heaters to Food Bank

Respectfully submitted:

Barbara A. Darden

Enclosures

- (1) attendance w/d
- (2) 4 Mar 09 minutes w/d
- (3) Treasurer's rpt/Mar 09 w/d
- (4) Draft/home safe home program w/d
- (5) Draft/fund raising letter

**MID-COUNTY VOLUNTEER RESCUE SQUAD****P.O. BOX 355****HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 6 May 2009 , at 1930 hours.

II: Attendance (encl 1) Roger Briney, Barbara Darden, Herb Fowler, Ed Gotthardt, Rebekah Haynie, Robert Hundley, Danny Jackson, Janice Kauffman, Merrell New, Tina New, Joshua Rew, David Rundall, Paul Ryan, Larry Wagner, Nancy Wagner, James Webber, Jeanne Widenmyer and Angela Yerby were present. Judy Cook, Diane Jackson, Jeff Newsome, Dan Townshend, Pam Townshend, and Nick Wilson were excused.

III: Minutes of the 1 April 2009 meeting (encl 2) have been posted. Janice Kauffman made a motion the minutes be approved as submitted. Roger Briney seconded the motion. Motion carried.

IV: Treasurer's Report – Jeanne Widenmyer submitted the April 2009 Treasurer's Report (encl 3). Income was \$14,315.91. Expenditures totaled \$8,790.80. Nancy Wagner made a motion the report be approved as submitted. Rebekah Haynie seconded the motion. Motion carried.

V: Captain's Report – Ed Gotthardt

1. The mechanical problems in CMD 4 have been repaired. STARTING NOW, water is the only beverage that can be drank in this unit. Some of the problems with CMD 4 were caused by beverages being spilled. The carpets were also very soiled and required extensive cleaning.
2. Callao is planning to sponsor a CPR Instructor Course in the near future. Let us know if you are interested.
3. Appreciate everyone getting out and running the calls last month. We have been on a roll.

VI: 1st Lieutenant's Report – Janice Kauffman

1. The web is up-to-date.
2. Sign up sheets are up for the Farmer's Markets.
3. Flyer is posted for the PEMS picnic.
4. There will be an Open House meeting this coming Sunday at 1400. Everyone is welcome.

5. When turning in PPCRs, we are now asked to leave a white sheet. Colored sheets do not copy. Please be sure PPCRs are complete.
6. BLS protocol is being worked on.
7. Reminder that INSTAT can be attended by everyone. You don't have to be an EMT. Northumberland has been very gracious in extending an invitation to attend any training they have.
8. EMS Week is coming up next week.
9. Inspection will be coming up soon. Please be extra cautious. If you take something out of stock, note it on the board so it can be restocked.
10. Have applied for some grants to help cover the cost of the Cadets' new Outreach Program.
11. Have submitted the Squad for the Gold Service Award.

VII: Membership – Barbara Darden

1. Clearance has been received on Merrell New. Ed Gotthardt made a motion Merrell New be approved as a member to Mid-County Rescue Squad. Paul Ryan seconded the motion. Motion was approved by the general membership.
2. Joshua Rew is in the process of applying for membership

VIII: Vehicle Officer's Report – Herb Fowler Updated Squad on status of vehicles. All units are good at this time.

IX: Building Maintenance – Danny Jackson

1. The VA Fire & Safety will be coming in this month to inspect.
2. Hope to get the painting done this month.

X: Infection Control – Nancy Wagner

1. Briefed Squad on the new policy coming out. Plan to have a public health nurse here, on a one time basis, to do TB testing. TB testing is also going to be available for Cadets. Will require a parental waiver. Stressed the importance of getting the recommended flu shots. Also strongly recommend the Hepatitis B vaccine. If you have private insurance that will cover these tests, would appreciate you using that. Otherwise the Squad will cover the cost.
2. Updated Squad on latest information re the recent flu outbreak and steps to take to decrease your chance of contacting it.
3. We will soon start testing Squad for proper mask fit. Test will take as long as thirty minutes per individual. We need to accomplish this as soon as possible.

XI: Auxiliary – Rebekah Haynie Chicken dinner will be on 17 May. Will be holding a bake sale at Food Lion in June and possibly again in September.

XII: President's Report – Larry Wagner

1. Will shoot for the Squad Picnic to be held on 25 July. Logistics need to be addressed. Will discuss this further at the June meeting.

2. Attended the last Auxiliary meeting. They are asking the Squad members to assist as much as possible with the upcoming chicken dinner.

3. Presented Jeanne Widenmyer her five year pin.

4. Sandi Smith has agreed to give a class on First Aide. Will do it on a Sunday from 1300 – 1800. Date not yet set.

5. Herb Fowler has researched a sign for out front. The Board recommends we approve the project. Paul Ryan recommended we approve \$2500.00 for this project. Janice Kauffman seconded the motion. Motion carried.

6. We are due for State Inspection, probably in July. We need to start getting prepared.

7. We have addressed the need for the dispatchers to get more information on unknown illnesses. They are going to try to address this

XIII: Paul Ryan made a motion the meeting adjourn. Janice Kauffman seconded the motion. Motion carried. Meeting adjourned at 2030. The next meeting is scheduled for Wednesday, 3 June 2009 , at 1930 hours.

XIV: Conclusions –

1. Para VII, 1 – Merrell New voted in as Squad member

2. Para XII, 5 – Approved spending up to \$2500.00 for sign

Respectfully submitted:

Barbara A. Darden

Enclosures 3

(1) attendance w/d

(2) minutes/4 Apr 09 minutes w/d

(3) Treasurer's rpt/Apr 09 w/d

## MID-COUNTY VOLUNTEER RESCUE SQUAD

**P.O. BOX 355**

**HEATHSVILLE , VA 22473**

- I. The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 10 June 2009 , at 1950 hours.
- II. Attendance (encl 1) Roger Briney, Judy Cook, Ed Gotthardt, Beverly Grigsby, Kay Guy, Rebekah Haynie, Danny Jackson, Diane Jackson, Tina New, David Rundall, Dan Townshend, Pam Townshend, Larry Wagner, Nancy Wagner, James Webber, Jeanne Widenmyer and Angela Yerby were present. Barbara Darden, Melvin Cockrell, Herb Fowler, Robert Hundley, Janice Kauffman, Merrell New, Jeff Newsome, Paul Ryan, Linda Wilson, and Nick Wilson were excused.
- III. Minutes of the 6 May 2009 meeting (encl 2) have been posted. Jeanne Widenmyer made a motion the minutes be approved as submitted. Rebekah Haynie seconded the motion. Motion carried.
- IV. **Treasurer's Report** – Jeanne Widenmyer submitted the May 2009 Treasurer's Report (encl 3). Income was \$8,584.58. Expenditures totaled \$2,135.07. Fun Drive totaled \$7,405.00. Rebekah Haynie made a motion the report be approved as submitted. Nancy Wagner seconded the motion. Motion carried.
- V. **Captain's Report** – Ed Gotthardt
  - a. I am still able to run calls as an EMT or driver, but I am unable to do any lifting at this time. We have several members with health issues and they will be laid up for a while.
  - b. We have an inspection coming up in July. Check after each run for items that have expired and replace. Keep the units clean.
- VI. **1st Lieutenant's Report** – Janice Kauffman (Larry Wagner presented)
  - a. Open House – June 27<sup>th</sup> from 9am – 1pm . This year's event will be a Circus Theme.
  - b. Callao Fire Department will be here. They will be supplying the Dunkin Booth.
  - c. Fairfield Volunteer Fire Department will also have a truck.
  - d. Farmers Insurance will have a booth.

- e. We will set up 3 booths for prizes.
- f. Cadets will have a yard sale set up.
- g. Clean up and set up is scheduled for the 26<sup>th</sup> any time during the day.
- h. We will be selling hot dogs, chips and soda (Auxiliary will help with this). We will be giving away popcorn and snow cones.
- i. Tappahannock-Essex is asking for EMS support for the upcoming Rivahfest, June 20<sup>th</sup>. This is the same day as the Farmers Market. We need to ensure we have enough coverage for the Farmers Market and/or Emergency calls before helping out at the Rivahfest.
- j. I am working with WHRO for EMSAT.
- k. REMEMBER, you can go on the PEMS website and take the practice Protocol test. Advise you to take it. It will give you an idea of what it is like.
- l. Website is up-to-date with Minutes and calls are posted.

#### **VII. EVENTS:**

- a. MCVRS Picnic – July 25<sup>th</sup> from noon until.
- b. Standby for Northumberland Graduation – June 13<sup>th</sup> – meet at the building at 8:00 am .
- c. Life Evac Classes will be held in two separate dates and locations.
- d. Tappahannock -- June 16<sup>th</sup> from 3:45 pm – 8:00 pm
- e. RGH -- June 24<sup>th</sup> from 3:45pm – 8:00 pm .
- f. First Aid training will be conducted by Sandi Smith on July 12<sup>th</sup> starting at 1:00 pm .

#### **VIII. 2<sup>nd</sup> Lieutenant's Report – Judy Cook**

- a. Please keep the units clean and rotate supplies. Replace supplies if you take them off the units. Always fill out the inspection checklist when the units are taken out even if the call was a patient refusal.
- b. **CADETS:** There will be no dance on June 27<sup>th</sup>. We need to encourage the Cadets to help with washing of squads, general clean-up around the building.

#### **IX. Vehicle Officer's Report – Danny Jackson. All vehicles are looking good.**

- a. May and June mechanical inspections have been done. Nick is going to oversee vehicles for Danny.

- b. RC4 has a new battery (replaced under warranty).

X. **Building Maintenance** – Danny Jackson

- a. The ice maker is working (compressor was fixed).

XI. **Infection Control** – Nancy Wagner

- a. All members in Operations are required to have a TB test. Any member who cannot be tested using the standard skin test must complete the TB test (PPD) Waiver
- b. Cadet members may receive TB testing with written permission from a parent.
- c. Hepatitis B vaccination is strongly recommended. Members who are covered by health insurance should receive their vaccinations through their own physician, paid for under their insurance. All uninsured members will be paid for by the squad. Forms were given out during the meeting. If you need a form, please contact the Infection Control person.

XII. **Auxiliary** – Rebekah Haynie

- a. Chicken dinner was successful (raised \$2,200).
- b. Bake sale at Food Lion on June 19<sup>th</sup>.
- c. BINGO will be held on the 2<sup>nd</sup> Friday in July.

XIII. **Vice President's Report** – Dan Townshend

- a. Thanks for the use of the squad to transport my father to RGH.

XIV. **President's Report** – Larry Wagner

- a. We need members to step up and help with the calls. Please help fill these roles.

XV. **New Business** – Roger Briney

Roger made a presentation about the new K-9 unit established by the Sheriff's Office. There is no financial budget available to support this unit in the county budget. The money to support the search and rescue dog that is being trained will have to come from donations. He requested permission to bring the dog to the squad's Open House and to solicit funds from attendees to support the K-9 program. He is in the process of creating an organization to handle those funds but that process is proceeding slowly. The squad approved his request.

- XVI. Ed Gotthardt made a motion the meeting adjourn. Nancy Wagner seconded the motion. Motion carried. Meeting adjourned at 2100. The next meeting is scheduled for Wednesday, 1 July 2009 , at 1930 hours.

Respectfully submitted:

Diane Jackson and Rebekah Haynie

Enclosures 3

- (1) attendance w/d
- (2) minutes/6 May 09 minutes w/d
- (3) Treasurer's rpt/May 09 w/d

**MID-COUNTY VOLUNTEER RESCUE SQUAD****P.O. BOX 355****HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 1 July 2009 , at 1930 hours.

II: Attendance (encl 1)

III: Minutes of the 10 June 2009 meeting (encl 2) have been posted. A motion was made and seconded to approve the minutes as submitted. Motion carried.

IV: Treasurer's Report – Jeanne Widenmyer submitted the June 2009 Treasurer's Report (encl 3). The Squad has received approximately \$5,400 thus far in response to the fund drive letter. It appears we will receive donations from about 10% of those contacted. This is about the same as last year. A motion was made and seconded to accept the Treasurer's Report as submitted. Motion carried.

V: Captain's Report – Ed Gotthardt

1. Thanked members for the wide spread effort to promptly respond to calls.
2. Our 1st Lieutenant is in Richmond for a few days supporting Diane and Danny Jackson. Our 2<sup>nd</sup> Lieutenant is in class tonight.
3. My health is improving and I will soon be able to resume running calls.

VI: Membership Committee – Barbara Darden

1. Have paperwork completed on Joshua Rew. He is eligible to be voted on by the membership.
2. Two new candidates for membership introduced themselves; Amanda Thomas and Phil Sheehan.

VII: Vehicle Officer's Report – Larry Wagner advised that Herb Fowler has resigned as vehicle officer. Due to the illness of Danny Jackson, Nick Wilson has offered to assume those responsibilities. He reports that all units are operating at this time.

VIII: Auxiliary – Rebekah Haynie Bingo will be held on 10 July.

IX: President's Report – Larry Wagner

1. A huge thank you to those members who have been filling the holes left in our ranks due to illness, and also for the Open House. There was much work needed to enable the building to be painted just prior to the Open House.

2. We have several upcoming events: (1) Sandi will be teaching a class on Sunday, 12 July on first aid and the activities of 3<sup>rd</sup> members of a crew; (2) we have several sign up sheets for things like the Farmer's Market; and (3) the picnic which is scheduled for 25 July at Mallard Bay – help will be needed for setting up.

X: Old Business:

1. There are still unresolved issues regarding painting the roof. Therefore, no action is being recommended at this time.

2. We have been informed the County has received the grant to allow the purchase of laptop computers for the PPCRs. The County will purchase them for each ambulance in the County.

XI: New Business:

1. Discussed the wisdom of purchasing the new PEMS Protocol booklets. It was concluded that the better course of action this time would be to purchase complete booklets rather than just the revisions. A motion was made and carried to authorize the Captain to spend up to \$600.00 to purchase approximately 25 books.

2. We need to correct a problem with our IRS status. We are currently listed as a 501c4 organization. This is causing us to miss some sizable donations. Paperwork is being completed to request the Squad be classified as a 501c3 organization. The Squad must pay a \$750.00 user fee to seek this change in status. The Board recommends the Squad seek this change. The motion was made and carried to authorize the expenditure of \$750.00 to seek this status change.

XII: The motion was made and seconded to adjourn the meeting at 2037. The next meeting is scheduled for Wednesday, 5 August 2009 , at 1930 hours.

XIII: Conclusions:

1. Para XI, 1 – authorized \$600.00 to purchase PEMS protocol booklets
2. Para XI, 2 – authorized \$750.00 to pay user fee to seek change in IRS status

Respectfully submitted:

Barbara A. Darden

Enclosures 3 w/d

## MID-COUNTY VOLUNTEER RESCUE SQUAD

**P.O. BOX 355**

**HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 5 August 2009 , at 1930 hours.

II: Attendance (encl 1) James Barnes, Judy Cook, Barbara Darden, Ed Gotthardt, Beverly Grigsby, Rebekah Haynie, Robert Hundley, Danny Jackson, Diane Jackson, Janice Kauffman, Tina New, Garfield Parker, Dave Rundall, Dan Townshend, Pam Townshend, Larry Wagner, Nancy Wagner, Jim Webber, Linda Wilson, Nick Wilson, Jean Widenmyer.

III: Minutes of the 1 July 2009 meeting (encl 2) have been posted. Jean Widenmyer motioned the minutes be accepted as submitted. Nick Wilson seconded the motion. Motion carried.

IV: Treasurer's Report – Jean Widenmyer submitted the July 2009 Treasurer's Report (encl 3). Income totaled \$13,996.31. Expenditures were \$9,807.96. Expenditures included two insurance payments, a maintenance contract, and a payment to IRS for the requested status change. Janice Kauffman made a motion the report be accepted as submitted. Nancy Wagner seconded the motion. Motion carried.

V: Captain's Report – Ed Gotthardt

1. Thanked the Squad for helping to prepare for inspection. Without your help, we would not have been able to get through it. Please keep up the good work. When you return to base, take an extra minute to ensure reports are completed and unit is restocked. When you have an extra minute, check expiration dates.
2. Had to repair a control wire on CMD 4. Reminder – if something gets broken, please report it. We can't have equipment down and not be aware of it.
3. Have run 33 emergency calls for the month Have run 53 calls for Callao so far this year.
4. We have been having problems with the heat pump on Unit 48. It is running at the present time, on low. We are anticipating replacing it. In the meantime, please treat it tenderly.

VI: 1<sup>st</sup> Lieutenant's Report – Janice Kauffman

1. Thanked everyone for their calls and cards during her recent illness.
2. Registration for the 2010 Symposium is now open. Need to know very soon if you plan to attend.

3. Bill Henderson will be teaching an EMT class at Rappahannock General in September. Let us know if you are interested.
4. Riverside Tappahannock is closely reviewing PPCRs. Give them a second look before turning them in.
5. There are several events coming up. Sign up sheets will be posted.

VI: 2<sup>nd</sup> Lieutenant's Report – Judy Cook If you sign up for the upcoming vehicle extraction course, you must show up or find someone to take your place. Cost of the course is \$25.00. This will be reimbursed when you present for the class. If you fail to show up, they keep the money.

VII: Vehicle Maintenance – Nick Wilson A radio problem has been reported on Unit 46. Have checked and rechecked it and can't find anything wrong. May be one of those intermittent problems that is hard to pin down. Please make us aware if you experience any problem with this.

VIII: Membership – Barbara Darden Paperwork is complete on Joshua Rew and Phil Sheehan. Did not receive an application from Amanda Thomas. Joshua and Phil will be contacted and advised to attend the September meeting so they can be voted on.

IX: Infection Control – Nancy Wagner

1. A public health nurse will be at the squad building on Tuesday, 27 August, from 1630 – 1930 to offer recommend inoculations. It is in everyone's best interest to ensure you are up-to-date on this. Have compiled folders on each subject. They will be on top of the mail boxes, available for your review.
2. Classes are being offered at RGH on 20 August and Riverside Tappahannock on 24 August re fitting heppa masks. If you are interested in attending please let us know. It would be beneficial to have several individuals trained to do this.

X: Auxiliary – Rebekah Haynie A chicken dinner and bake sale are both being planned for September. More to come on firm dates.

XI: Cadet Report – Judy Cook Judy has requested to be relieved of cadet duties. Robert Hundley has offered to step into this position for the remainder of the year.

Robert said that a trip to Kings Dominion is in the works for 20 August. There will be a sign up sheet for adult chaperons.

XII: President's Report – Larry Wagner

1. Thanked everyone for their support in helping to pass the inspection. There were some minor discrepancies noted, which is to be expected.
2. Thanked everyone for their support with the recent picnic.
3. Several sign up sheets will be posted for upcoming events.
4. Have received three bids for correcting the roof problems. It is imperative this work be completed in the early fall months; weather is a factor. Request the Board be granted

approval to spend up to \$5000.00 to correct the roof problem. James Barnes made a motion \$5000.00 be approved for the roof project. Jean Windenmyer seconded the motion. Motion carried.

5. The washer is not functioning. Nick has attempted to fix it and determined the belts are gone. Ed Gottardt made a motion that \$500.00 be authorized to purchase a new washer. Nick Wilson seconded the motion. Motion carried.

6. We have been told we need to clear the access to the propane tank in order to have fuel delivered. Nick Wilson volunteered to do this.

7. Advised Squad that he had attended a meeting with Callao Rescue Squad where he requested to return to the old policy of covering calls in this part of the County only and Richmond and Westmorland resuming responsibility for their parts of the Callao area. There will be more to come on this.

XIII: New Business:

1. Linda Wilson noted that the Buoy contracts are changing as of 21 September to Chevron. Will have to be some guidance re gas cards.

2. Linda Wilson congratulated James Barnes on recently attaining EMT/I status.

XIV: Rebekah Haynie made a motion the meeting adjourn and Janice Kauffman seconded the motion. The meeting adjourned at 2030. The next meeting is scheduled for Wednesday, 2 September, at 1930 hours.

XV: Conclusions:

1. Para XII, 4 – approved \$5000 for roof repair
2. Para XII, 5 – approved \$500 to purchase new washer

Respectfully submitted:

Barbara A. Darden

Enclosures 3 w/d

- (1) Attendance
- (2) July minutes
- (3) July Treasurers Report

## MID-COUNTY VOLUNTEER RESCUE SQUAD

**P.O. BOX 355**

**HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 2 September 2009 , at 1930 hours.

II: Attendance (encl 1) James Barnes, Roger Briney, Melvin Cockrell, Judy Cook, Barbara Darden, Ed Gotthardt, Beverly Grigsby, Kay Guy, Rebekah Haynie, Robert Hundley, Danny Jackson, Diane Jackson, Janice Kauffman, Jeff Newsome, Garfield Parker, Dave Rundall, Paul Ryan, Dan Townshend, Larry Wagner, Nancy Wagner, Jim Webber, Aaron Wilson, Linda Wilson, Jean Widenmyer and Angela Yerby were present. Devin Basye, Tina New, Pam Townshend and Nick Wilson were excused.

III: Minutes of the 5 August 2009 meeting (encl 2) have been posted. Jean Widenmyer motioned the minutes be accepted as submitted. Melvin Cockrell seconded the motion. Motion carried.

IV: Treasurer's Report – Jean Widenmyer submitted the August 2009 Treasurer's Report (encl 3). Income totaled \$7,593.83. Expenditures were \$2,265.80. Jean gave a brief synopsis of how income was obtained and what expenditures were for. Janice Kauffman motioned the report be accepted as submitted. Rebekah Haynie seconded the motion. Motion carried.

V: Captain's Report – Ed Gotthardt

1. Covered 36 calls last month. Good job!
2. We are starting to experience personality conflicts causing problems within the Squad. We don't have room on this Squad for this. We all must look at ourselves and realize we are here to help the community. We are here for a reason. We must put an end to this now.
3. Sign up sheets are posted for several upcoming events; Count Down to Christmas in Heathsville Labor Day Weekend, River Ride, Edwardsville Day, and the Farmers' Market the 3<sup>rd</sup> Saturday of the month.
4. Replacement equipment has arrived for Unit 48.
5. Briefed Squad on a recent meeting between himself, Andy Wright from Callao , and Kenny Eades to address the problems covering calls for Callao . Richmond County will be dispatched from Village down Lively Hope Road to 202. Westmorland will be dispatched from Mundy Point Road back on 202. Larry Wagner said that he hopes this will enhance patient care and help us better utilize our resources.

VI: 1<sup>st</sup> Lieutenant's Report – Janice Kauffman

1. The Commonwealth of Virginia has new DNR guidelines. An individual's wishes must now be followed. A nurse practitioner can now sign DNR orders and it is valid.
2. Class for EMT/E starts in September. There may be another one coming up in November.
3. EMS Bulletin is posted on the bulletin board. Contains guidance re flu.
4. Symposium info is out front. Need to know who is going to be attending.

VII: 2<sup>nd</sup> Lieutenant's Report – Judy Cook

1. James Barnes, Janice Kauffman, Robert Hundley and I recently attended the training for HEPA mask fitting. We need to soon get a date scheduled to begin implementation.
2. Discussed recent guidance re management of the HINI virus.

VIII: Building Maintenance – Danny Jackson

1. We are ready to start calling for bids on sealing the driveway and parking lot. This has to be done when temperatures are moderate.
2. Larry Wagner noted that the sign is apparently ready. Hope to have it up in the next 30 days.

IX: Membership – Barbara Darden Paperwork is complete on Joshua Rew and Phil Sheehan. It will be held for awhile to see if they are still interested in pursuing Squad membership.

X: Infection Control – Nancy Wagner Thanked James Barnes, Judy Cook, Robert Hundley and Janice Kauffman for participating in the training to fit HEPA masks. Testing takes about 30 minutes. Once we have the sizes, we will try to have a backup supply.

XI: Auxiliary – Rebekah Haynie The chicken dinner is scheduled for 27 September. Wild Country Band is scheduled for 24 October. Bingo in September will be on the 11<sup>th</sup>. It is usually on the first Friday of each month.

XII: Cadet Report – Robert Hundley There was not enough support for the Kings Dominion trip. We are considering a camping trip this fall.

XIII: President's Report – Larry Wagner

1. Appreciate everyone reviewing the numerous signup list
2. NAPS is recognizing local rescue squads at their annual event this fall. They will present the annual Distinguished Citizens Award to every member of the three all volunteer squads. Each of you will receive a personal invitation. Event is scheduled at the Tavern on Saturday, 3 October. Dress will be casual. You and your family will be invited. They have requested an ambulance be provided for display. They feel a large

number of people in the community do not recognize the extensiveness of services provided. Need someone to help with this.

3. Have received an invitation from Northern Neck Electric inviting two members of the Squad to their annual meeting on 1 October. Let us know if you are interested in attending. We need to be sure we send two people.

4. Briefed Squad on an upcoming Department of Emergency Management meeting in Tappahannock. This will bring representatives from surrounding counties together to address action to be taken in the event of a major disaster.

5. Janice Kauffman has recently received an award from Rappahannock General Hospital for being the volunteer who responded to the most calls as an EMT in the past year.

6. We are due for annual elections. Danny Jackson, Janice Kauffman and Barbara Darden agreed to act as the nominating committee. Please make your suggestions and desires known to them. Nominations can be made from the floor at the October meeting. Election will take place at the November meeting. Ed Gotthardt and Janice Kauffman have both stated they will not run for an operations position in the coming election.

XIV: New Business: Kay Guy briefed members on a proposed search and rescue plan for Northumberland County and the Northern Neck (encl 4 ). This will consist of a group of trained volunteers capable of organizing a missing persons search. She would like anyone interested to email her.

XV: Angela Yerby made a motion the meeting adjourn and Melvin Cockrill seconded the motion. The meeting adjourned at 2025. The next meeting is scheduled for Wednesday, 7 October, at 1930 hours.

XVI: Conclusions - Para XIII, 6 – nominating committee appointed consisting of Danny Jackson, Janice Kauffman and Barbara Darden

Respectfully submitted

Barbara A. Darden

Enclosures 4 w/d

- (1) Attendance
- (2) August minutes
- (3) August Treasurer's Report
- (4) Search and Rescue Plan



**MID-COUNTY VOLUNTEER RESCUE SQUAD****P.O. BOX 355****HEATHSVILLE , VA 22473**

I: The General Business Meeting of Mid-County Volunteer Rescue Squad was called to order at the Squad Building by Larry Wagner on Wednesday, 14 October 2009 , at 1930 hours.

II: Attendance (encl 1) James Barnes, Roger Briney, Damon Campbell, Melvin Cockrell, Catherine Cook, Frank Cook, Judy Cook, Barbara Darden, Ed Gotthardt, Beverly Grigsby, Rebekah Haynie, Janice Kauffman, Dave Rundall, Dan Townshend, Pam Townshend, Larry Wagner, Jim Webber, Aaron Wilson, Kayla Wilson, Linda Wilson, Jean Widenmyer and Angela Yerby were present. Robert Hundley, Diane Jackson, Tina New, Paul Ryan, Nancy Wagner, and Nick Wilson were excused.

Meeting began with a tribute to Danny Jackson.

III: Minutes of the 2 September 2009 meeting (encl 2) have been posted. Jean Widenmyer motioned the minutes be accepted as submitted. Rebekah Haynie seconded the motion. Motion carried.

IV: Treasurer's Report – Jean Widenmyer submitted the September 2009 Treasurer's Report (encl 3). Income totaled \$1,081.50. Expenditures were \$5,563.55. Rebekah Haynie motioned the report be accepted as submitted. Janice Kauffman seconded the motion. Motion carried.

V: Captain's Report – Ed Gotthardt

1. Expressed pride with Squad participation at Danny Jackson's burial. We have all suffered a tremendous loss in his passing. His dedication to Mid-County was unsurpassed. We are all going to have to pitch in and work much harder to continue to provide the support to the community he was so dedicated to.
2. Covered 16 emergency calls in September (encl 4).
3. Need people to sign up to cover the Farmer's Market this month.
4. Anyone that still has their shirt out from Danny's burial needs to return it, clean, right away.
5. Have received a request from Linda Wilson for Aaron to be approved to run calls. The Board of Directors has elected to hold the request until details can be worked out.
6. State law now requires hunting accidents be reported. Be sure you flag the run sheets so we can comply.

7. Now need to provide PPCR a copy of DOAs and patient refusals. This is a PPCR quality assurance issue they are trying to track.

VI: 1<sup>st</sup> Lieutenant's Report – Janice Kauffman

1. Thanked everyone for their help and support following the recent loss of her father.
2. Briefed members of status of obtaining new pulse oximeters.
3. Need to know right away if you plan to attend the Symposium.
4. There is going to be an EMT/E class offered soon. We need to know right away if you are interested in this. There are stipulations in the bylaws addressing possible partial reimbursement for the class upon successful completion and with a commitment from the individual that they continue to serve on this Squad following completion. Please note, if you start the class and decide for whatever reason you do not or can not continue, your fee will not be returned.

VII: 2<sup>nd</sup> Lieutenant's Report – Judy Cook Have been experiencing battery problems with life pack 12. Will have this looked into.

VIII: Vehicle Officer's Report – Ed Gotthardt reported all vehicles have been inspected. Oil changes and tire rotations are being accomplished.

IX: Infection Control – Larry Wagner

1. Have just received a message stating that, because of the flu outbreak, you have to be 18 years of age to visit a patient in the hospital.
2. Advised Squad of H1N1 vaccine availability. Stressed the importance of getting this protection, especially if you are running calls.
3. Have a number of people who have complied with being fitted with HEPA masks. However, if you have not yet done this, you can do it on the 18<sup>th</sup> between 1600 – 1800, or the 19<sup>th</sup> between 1830 and 2030. It is imperative that you do this if you are going to be doing runs. Fitting takes about 1/2 hour.

X: Building Maintenance – Larry Wagner

1. Three bids have been received for sealing the driveway and parking lot. A final decision has not been made. Need to get this accomplished before the weather turns cold.
2. Have a contract with Court House to do the roof painting.

XI: Auxiliary – Rebekah Haynie Holding a country music show, Wild Country, on 24 October. Doors open at 1700. Music starts at 1800. Food will be available.

XII: Vice President's Report – Dan Townshend Briefed group on a recent meeting with the District Superintendent of Schools re developing a parking spot for emergency vehicles at games.

XIII: President's Report – Larry Wagner

1. Presented pin to Dan Townshend for 10 years of service.

2. The Board of Directors has proposed Danny Jackson's number be retired and that his shirt and number be displayed in the memorabilia case. Ed Gotthardt made a motion this be so done. Judy Cook seconded the motion. Motion carried.

3. Received report from nominating committee (encl 5) of individuals presented for election for 2010. Larry Wagner – President, Janice Kauffman – Vice President, Judy Cook – Captain, Robert Hundley – 1<sup>st</sup> Lieutenant, Dan Townshend – 2<sup>nd</sup> Lieutenant, Barbara Darden – Secretary, Jean Widenmyer – Treasurer, Ed Gotthardt – Member at Large, Nick Wilson – Vehicle Officer.

Distributed ballots for write in candidates. Be sure you have permission from anyone you write in. These will be collected and presented at the November meeting. At that time, nominations will be closed. Voting will take place at the December meeting.

XIV: New Business: Larry noted a committee was needed for the Christmas party, 12 December. Paul Ryan was "elected" to chair the committee. Judy Cook, Rebekah Haynie, and Beverly Grigsby agreed to serve on the committee.

Angela Yerby requested an invitation be extended to Terry Blackstone's widow.

XV: Conclusions:

1. Para XIV, 2 – Danny Jackson's number retired. Shirt to be displayed

2. Para XV – Christmas party committee established

XVI: Follow-up - Para V, 5 – Aaron Wilson/request to run calls

XVII: Jean Widenmyer made a motion the meeting adjourn and Rebekah Haynie seconded the motion. The meeting adjourned at 2030. The next meeting is scheduled for Wednesday, 4 November a 1930 hours.

Respectfully submitted

Barbara A. Darden

Enclosures 5 w/d

(1) Attendance

(2) Sep minutes

(3) Sep Treasurer's Report

(4) Sep call rpt

(5) Nominating Com rpt

