



**BREMS Board of Directors**  
**July 12th, 2017**  
**LFD Training Facility - Station 6**  
**6:30 pm**

**Board Members In attendance:**

Mary Kathryn Allen	BREMS
Jenn Kersey	BREMS
Brad Ferguson	LFD
Dr. Leonard Cohen	OMD
Charles Mitchell	Huddleston
Janet Blankenship	Bedford County
Allan Belcher	Centra Health
Susan Walton	Appomattox County
Michelle Turner	Campbell County Public Safety
Gary Roakes	Amherst County Public Safety
Jason Ferguson	CVCC

**Guest In Attendance:**

**Absent:**

Dr. Marilyn McLeod	
Waddie Crouch	Campbell County Rescue
Bruce Stratton	Concord Rescue
John Boon	BREMS Treasurer

Brad Ferguson called the meeting to order at 6:35 pm. Minutes from the January, 2017 meeting were approved as written. Motion to accept by Janet Blankenship, seconded by Jason Ferguson.

**Chair's Report**

Brad discussed the (2) vacancies on the Board currently. There were (2) suggestions made by Dr. McLeod at the previous BOD meeting of Judy France & Dr. Peter O'Brien and (1) made by Bruce Stratton of Tim McConville. Jason Ferguson mentioned that at the last BOD meeting, suggestion was made for the need for diversity on the BOD. A recommendation was made of Anthony Andrews who is an employee with LFD and very involved in the community. Brad recommended sending letters of interest to those recommended and seek responses from them.

**Treasurer's Report**

Brad Ferguson read the Treasure's Report in absence of John Boon. A motion was made by Charles Martin to accept, seconded by Jason Ferguson. The Treasurer's Report was approved and accepted as read.

Director's Report (Old & New Business)

- MK stated that monies have been received from the state for 4<sup>th</sup> Q
- There was much discussion as to the new CE/Axillary Funding process
  - MK outlined the RFP work, application, and criteria scoring for the RFPs
  - This information was emailed to all BOD members prior to the meeting
  - As it is written now, CE courses would be reimbursed for Aug 1 - June 30<sup>th</sup>; There would be a deadline for CAT 1 of December 31<sup>st</sup>; There would be a deadline for auxiliary classes of April 30<sup>th</sup>
  - MK suggested a “Pre-submission Conference”; This would be a conference where ECs are invited to attend who may apply for the competitive bid, the process would be explained and the deadline would be released for RFP submission, etc. The BOD agreed to go ahead with said conference.
  - MK gave description of the RFP
  - Susan Walton asked if BREMS staff could assist with the new EC education process as needed; MK stated that we would work on that going forward as needs arise.
  - Gary Roakes motioned to approve the application, RFP & Pre-Submission Conference; Seconded by Allan Belcher.
- MK continued discussions on job descriptions.
  - **Training Coordinator: (Currently Sean Regan)**
    - There was much discussion as to keeping the position full-time versus part-time.
    - Brad recommended following MK's suggestion of it being more beneficial to have (2) part-time training coordinators.
    - Susan Walton voiced concerns that there have been issues with Sean Regan's job performance that were discussed at the last BOD meeting. As well, she had issue that if Sean's position were to be in charge of protocols & training for the AP Program, he is not technically an “AP”. Jenn stated that while he did relinquish his AP, Dr. McLeod & MK have entrusted him with the ability to write protocol and be involved in training coordination. And while he may no longer be an “AP on paper”, that does not effect his vast knowledge base.
    - Allan suggested that each job description for both be well defined.
    - Jason suggested that the positions be compensated by the hour versus salaried.
    - Allan and Brad discussed the legalities of changing the job descriptions, making (2) part-time positions and changing

the compensation. Brad stated that he would seek counsel from the City Attorney as to the direction of this.

- To date, there have been no formal disciplinary action or counseling for Sean Regan
- It was suggested that the job descriptions be “amended” and “redefined”.
- **Administrative Assistant: (Currently Ann Wilson)**
  - MK discussed at length her conversations with Ann in regards to suggestion of moving the administrative assistant position to part-time.
  - Dr. Cohen asked as to why this issue has not come up before now. MK stated that prior to her being Director, there were supposed talks with Ann about performance however there was no action taken. MK reiterated that there are no disciplinary actions in her personnel folder.
  - There was discussion about current abilities based on current standards. Janet Blankenship suggested offering training/education if the employee is willing to meet certain requirements set forth by the BOD and the Director.
  - Again, as with the Training Coordinator, it was agreed to re-write the job descriptions and set expectations for both positions to see if those expectations can be attained.

Field Coordinator's Report

- Deferred

Training Report

- Deferred

Old Business:

- MK covered in her report

New Business:

- None

With there being no further business, Jason Ferguson moved to adjourn the meeting at 8:30 pm.

Submitted respectfully by,

*Jenn Kersey - BREMS Field Coordinator*