

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS  
OF DECATUR EMERGENCY BRIGADE**

- The Board of Directors met on April 11, 2023
- The meeting was held via Zoom.
- The meeting was called by the President, Alan Mizuta. Call to order at 6:35 pm PST.
- The notice for the meeting was given more than two days in advance by phone or in person or more than seven days in advance in writing and mailed by first class mail.
- The directors present for the meeting were Alan Mizuta, Randy Stricker, Mark Wall, Leeann Tesorieri, Andy Wood, Michelle Harden, Michelle Ross, and Dan Rothstein.
- Rod Lopez was absent.

A Quorum was present because there are currently five directors on the Board and four of them were present when vote occurred at this meeting.

**I. BOARD RESOLUTIONS AND ACTIONS**

**Meeting Minutes:**

The following motion was made by Mark, seconded by Randy, and passed: RESOLVED to approve February 15, 2023 meeting minutes provided to Board.

**Wildland Firefighting Basics Training:**

The following motion was made by Randy, seconded by Leeann, and passed: RESOLVED to approve proposal and expenditure for Wildland Firefighting Basics course led by Jordan Pollock in the amount of \$2050.

**Insurance Renewal:**

Discussion occurred re: current Insurance renewal status of A&S and Organizational and renewal timeframe and authorization. Exact renewal premium will not be available until May, but Board aligned to authorization of expense based on estimated cost.

The following motion was made by Leeann, seconded by Randy, and passed: RESOLVED to approve Insurance Renewal of A&S and Organizational Insurance through Nicholson & Associates for 2023-2024 up to \$5100.

### **Truck #1 Upgrades:**

The following motion was made by Mark, seconded by Michelle Ross, and passed: RESOLVED to approve spending up to \$4500 to upgrade Truck #1 housed at DNW for drafting water pump, hoses, fittings, nozzles and hand tools contingent on DNW replacing flatbed wood decking.

## **II. REPORTS, UPDATES AND DISCUSSIONS:**

### **Treasurer's Report:**

- Remaining Funds of \$10,687.27 of donation via fundraising with DICERA as host have been transferred and received to DEB bank account.
- Account Balance as of 4/11/23 \$15,415.64

### **Mailing List Update:**

- Mark provided history of and update on DEB's private email Mailing List.

### **Website Update:**

- Mark provided website update and recommended updates; remove 2022 Fundraising Event as main header. Replace with Training Save the Date, Add smaller donation button to bottom of website.

### **New DEB email Update:**

- admin@deb.team has been created for volunteer coordination, training organization, laR set up, etc.

### **Equipment Maintenance Update:**

- Update provided on maintenance including engine water pump replacement.

### **laR Implementation Update:**

- Dan provided update to laR including responders who have signed up and are now active.

### **Organizational Filings:**

- IRS and SOS upcoming filings due. Alan will complete and provide documentation for Secretary and Treasurer files.

#### Community Communication via Mailchimp Discussion:

- Mark provided stats of email sent re: Airlift Northwest Training led and hosted by DNW. Open rate of close to 80%. Aligned not to resend to non-openers.
- Discussion related to proposed next mailing (May). All aligned to messaging.

#### Roles and Responsibilities Discussion:

- The creation of roles and responsibilities will be organic as we transition new Board Members to the Board and they take over responsibilities previously managed by founding members.
- Over time, roles will be formalized.

#### 2024 Fundraising Campaign Discussion:

- Kick off 4<sup>th</sup> of July weekend as has been done in the past.
- Board is key to communicate the financial needs and benefits to donate.
- Michelle Harden leading fundraising.

#### DNW Partnership and Truck History Discussion:

- History of DNW Trucks + two new trucks ownership, insurance and financial coverage discussed.
- Discussed current partnership with DNW and their financial contributions for maintenance and insurance. Dan/Alan will engage with Dave Craggs re: future support.

#### laR Next Steps Discussion:

- Discussion related to laR messaging: aligned to hold on testing at this time until more responders are registered.
- History of laR testing with San Juan County Dispatch
- Discussion related to viability of adding Medical Responders and how Fire vs. Medical would be notified via laR via San Juan County Dispatch.
- Dan to engage with Robin at SJC Dispatch.
- Dan to show DICERA (Jane Fantel / President) how laR operates, features and benefits.

Annual Budget Discussion:

- Discussed creating 2023 budget.

Training Sessions: June 17, 2023:

- Michelle Ross leading organizing.
- Mark and Michelle to meet to onboard Michelle.
- Use of Google forms to manage signup. Alan to create.
- Costs provided by Jordan and earlier approved.
- Jordan requested to be in charge of coordination of housing for himself and Kyle.

DNW Truck Maintenance Discussion:

- Written Maintenance Contract with DNW may be beneficial and needed to clarify responsibilities.

"Emergency Guidelines" Discussion:

- DEB cannot prescribe any "guidelines" for how emergencies are to be handled other than to contact 911. It is SJC dispatches' discretion as to what services are deployed and this is not a function of DEB in any shape or form.
- The old protocol involving call list for the brigade is obsolete with 911 and IaR implementation by DEB.
- DEB encourages all islanders to call 911 and know their property address.

Next Meeting June 13<sup>th</sup>, 2023 | 6:30pm PST.

Adjournment: There being no further business, the meeting was adjourned at 8:01 pm PST.

Signature of Secretary  Date: 4/12/2023

Mark Wall