Chairman John Zima called the meeting to order at 3:45p.m.

**Directors present**: John Zima, Patty Hall, Terry McCarthy (Zoom), Kara Cooper, Dan Kasinec (Zoom), and Richard Tyrrell-Ead

**Others present:**  Chief Bob Fager, Hanako Wyles, Christina Jantzef (Zoom), Cpt Damon Brown, Cpt Carl Joyce, Lt Brian Davis, Lt Red Ryder, and Chris Garlasco

**MINUTES OF PREVIOUS MEETING**: approved by the Board as written (1st Director Hall, 2nd Director Tyrell-Ead, unanimous approval)

**OLD BUSINESS**

**NEW BUSINESS**

*2022 LOSAP Contributions Earned*-

The LOSAP contribution totals on the spreadsheet provided during the Board meeting show the team earned 50,041 in 2022. As of 3/13/2022, the amount of forfeiture from unvested member departures in 2022 is $7,669. This amount will vary slightly depending on the market value on the day Lincoln Financial liquidates the unvested member accounts and moves the funds into the forfeiture account. Hanako Wyles submitted the liquidation request on 3/2/2023 and Lincoln Financial is still processing the request. Using the $7,669 estimated forfeiture amount, the total LOSAP contribution for 2022 will be $42,372. Hanako Wyles will work with Lincoln Financial to get the HERO-15 accounts funded with the correct amounts.

***Director Hall made the motion to approve the 2022 contribution numbers (approx. $42,372). Director Cooper seconded the motion and all board members voted in favor of the motion.***

Director Tyrrell-Ead requested to have start dates and LOA dates of all active members researched to calculate their vesting and their LOSAP credit tier (*Note*: quarterly LOSAP award amounts depend on the number of quarters served and increases by tiers of 1-20, 21-40, 61-80, and 81+ quarters). Chief Fager reminded Director Tyrrell-Ead that per the old LOSAP rules, members, regardless of duration of LOA taken, received credit towards vesting *and* towards their quarterly service credit tally. Credit earned under the old rules cannot be taken away. However, starting 1/1/2023 the new LOSAP rules went into effect and members will now only receive credit towards vesting and their quarterly service credit tally for each active quarter in which they complete all quarterly membership/LOSAP requirements which are 108 shift hours, 3 ambulance checks, and 2 in-house training hours.

Director Tyrrell-Ead asked Hanako Wyles to keep track of all members’ quarter credits from now on. Hanako Wyles responded she has already created a spreadsheet listing each member with the quarters they have earned so far and will update this spreadsheet regularly.

Hanako Wyles shared that the percentage of members fulfilling all their membership/LOSAP requirements is steadily declining. In 2022, 39.5% of the participants met 100% of their service requirements. That is down from 45% in 2021, 64% in 2020 and 84% in 2019. Hanako Wyles added that a handful of members repeatedly do not make their service requirements year to year. Lt Ryder mentioned members have voiced to her they struggle finding time to complete the in-house training requirement especially now that the training requirement is 2hrs a quarter instead of 5hrs in a half year. The reason these members have given Lt Ryder is they have seasonal time constraints (e.g., winter sports fans, travel, work) or have long travel times from home to the station. Chief Fager pointed out that Steve Drago (Highland’s training coordinator) is flexible, willing, and available to work with members to ensure they get their training requirement in each quarter.

The rest of the meeting was spent discussing Hanako Wyles’s time as Highland’s administrator and volunteer member. Hanako Wyles started by explaining to the Board that she completes most of her volunteer hours overnight, weekends or holidays. She added that every now and then, during her admin hours, she will fill a hole in BLS coverage or help cover part of a shift if a volunteer is running late or cannot do a full 12hr shift. For these hours, she is signed on as a volunteer and working. She added she completes all volunteer duties off the (admin) clock. Only time worked as an admin go on the admin timesheet.

Director Tyrrell-Ead, Lt Ryder and Lt Davis voiced their strong opposition to Hanako Wyles completing administrator tasks while on volunteer shift. They argued that even though other members work while on volunteer shift, this practice should not extend to Hanako Wyles since Highland pays her. They added that transparency with her work hours and volunteer hours is a concern to them as is “double dipping” (meaning she works and volunteers concurrently). Director Tyrrell-Ead added that he is also concerned with Hanako Wyles tracking her own LOSAP credit. Hanako Wyles interjected that she adds all her volunteer efforts into the NetDuty calendar, and that Director Tyrrell-Ead can have a report pulled out of NetDuty at any time to track her volunteer contributions. She also offered Director Tyrrell-Ead to oversee calculating her (and other members’) LOSAP contributions to eliminate any conflict of interest. Director Tyrrell-Ead declined the offer. Next, Director Tyrrell-Ead requested more oversight over her admin timesheet. He wants to see the exact hours worked as admin and as a volunteer and he wants to have a 3rd party signing off on her timesheets. Director Tyrrell-Ead suggested a Board member sign off on her timesheets moving forward. To this, Chief Fager stated that he is her supervisor, and a supervisor signs on their employee’s timesheet. He added that the previous administrator, Barb DeBoer, volunteered and worked at Highland. Highland’s legal team was consulted at the time, and they wrote up a contract that initially Barb DeBoer signed and now Hanako Wyles has signed. He added that other members work while volunteering and that this topic was discussed in a past officer meeting and no opposition was voiced at the time. Hanako Wyles has helped fill coverage holes last minute. Cpt Damon Brown agreed that Hanako Wyles has helped many times in the past when the District had no BLS/EMT coverage. He closed the discussion by stating having Hanako Wyles available to fill holes is a great benefit to Highland and the District.

**Meeting was adjourned at 4:32pm**