

# *Friends Of Kauai Fire Department*

## *Meeting Minutes*

01 /25/2017

### **I. Call to order**

### **II.**

A. President Robert Westerman called to order the quarterly meeting of the Friends Of Kauai Fire Department at 0800 on January 25, 2017 in Fire Chief's Office.

B.

### **III. Roll call**

### **IV.**

A. President Westerman conducted a roll call.

B. The following persons were present: President Robert Westerman, Vice President Kilipaki Vaughan, Secretary Ray C. Keahi, Milo Spindt (Member/Fall Prevention), Andrew Oda (Member), and Sarah Blaine (County Public Information Officer).

C. Review of Last Meeting Minutes

D. Approval of Last Meeting Minutes

E.

### **V. New Items**

A. FOKFD Username

1. All Social media accounts for FOKFD should have the same username
2. Search Engine search name. Need to streamline the name to be all one header
  - a. FriendsofKFD
  - b. FriendsofKauaiFD
  - c. KFDFriends
  - d. KauaiFDFriends
  - e. FriendsofKauaiFireDepartment

B. FOKFD PayPal Account

1. No activity in last year
2. No Money in account

C.

### **I. Open Items**

### **II.**

A. Fall Prevention Grant

1. \$43,000 grant over a 2 years period. Grant will be allocated to \$21,500 per year.
  - a. Milo S. purchased equipment, tools, and material for Kekaha Fall Prevention project.
  - b. Justin S. to keep a rolling tally of: expenses, inspections, installations, encounters. (man hours are being tracked on the

- RMS).
  - c. Justin S. to check with Nalani Brun (Economic Development) about reallocating some of the computer budget to marketing and advertising budget. (Approved, 11/28)
    - It was suggested to check out Kauai Community Development for advertising.
  - d. It was brought up at the meeting on 11/23 that FF's have the option to donate time for Fall Prevention home encounters.
  - 2. FOKFD to send an invoice.
  - 3. RK will prepare template invoice then send to President RW for review.
  - 4. Other Donor(s): Department of Health – Injury Prevention Branch
    - a. They want to donate \$3,700 to FOKFD for next Fiscal Year
    - b. Milo S. is coordinating with Stan Michaels
  - 5. January 17, 2017, Fall Prevention Presentation
    - a. President Robert Westerman will assist Fall Prevention Program Personnel with information and presentation
  - 6. Ford Dealership Partnership
    - a. Milo S. spoke with owners about possible partnership
    - b. Fall Prevention, with the help of Ford Dealership would help fund a Fall Prevention vehicle for transportation and advertising.
      - In order for partnership to work:
        - How much FOKFD willing to pay vs Kuhio Motors Donation (60/40?, 50/50?)
        - How long of a lease (2 years?)
        - Insurance and Maintenance (Who takes care of this?)
        - Commercial van vs Full size truck (Cost vs convenience)
- B. CERT Program Partnership
- 1. CERT Director John Cornell wants to form a partnership with FOKFD (11/23/16)
  - 2. J. Cornell is looking to use FOKFD as a pass-through for CERT
    - a. FOKFD to receive funds and earmark it for various CERT divisions
    - b. J. Cornell will be responsible for reporting how donation(s) will be tracked, spent, and allocated to/from Donor(s)/Donee(s).
- C. Funding From Private Donors/Grants
- 1. Rapid Response Disaster Relief Grant
    - a. Devin Medeiros applying for grant (11/23/16)
    - b. D. Medeiros needs FOKFD information (IRS Tax Clearance, Contact information,...) in order to submit application
    - c. R. Keahi will assist D. Medeiros with gathering information
  - 2. HMSA Grant
    - a. Devin and Dodd Apao assigned (11/23/16)
    - b. Community Paramedicine
    - c. Hands only CPR

- d. \$28,000 request: mannequins, AED's, hands only CPR Training
- 3. HFFF – Hawaii Fire Fighters Foundation
  - a. Kilipaki Vaughan assigned (11/23/16)
  - b. They want to donate
  - c. History Project?
- 4. Red Cross
  - a. Justin Shinn assigned. He will follow up (11/23/16)
  - b. American Red Cross wants to donate smoke alarms to FOKFD
  - c. American Red Cross needs to be part of FOKFD in order for KFD to assist
- 5. Amazon Smile
  - a. Andrew Oda assigned (11/23/16)
  - b. FOKFD is registered with Amazon
  - c. Need to collaborate with FOKFD website
  - d. Amazon Smile needs FOKFD to submit Organization Admin Account, & accept their terms (01/25/17)
- D. FOKFD Accountant
  - a. President Westerman proposed bringing onboard an accountant (Steve ?, of Lihue Business Solutions) (11/23/16)
  - b. Accountant would handle the technical side of book keeping and IRS filing
  - c. President Westerman was to approach Steve about the opening (01/25/17)
- E. FOKFD Business Insurance
  - 1. FOKFD will need Business Insurance at some point to protect itself from E&O (Errors & Omissions). (11/23/16)
  - 2. President Westerman proposed that we contact All State Insurance (Bradly Maruyama)
  - 3. Bradley Maruyama was bought out by Blair Naumu (4491 Rice st., #101, 246-2665).
- F. FOKFD Logo Design
  - 1. Jeremy Cole mocked up some designs (11/23/16)
  - 2. The Board reviewed and gave remarks on a design draft (11/23/16)
  - 3. J. Cole was to redesign first draft and resubmit by next meeting for vote of approval
  - 4. R. Keahi will follow up (01/25/17)
  - 5. Board made a decision on a Logo (02/01). J. Cole will put a color-scheme together for Board Approval (02/02/17).
- G. FOKFD Business Account (American Savings Bank)
  - 1. Balance as of 12/31/2016: \$30,466.69
- H. FOKFD Webpage & Social Media
  - 1. Andrew Oda has made some changes to FOKFD Webpage
    - a. Webpage is going to be repurposed from blog style to more of a standard webpage
  - 2. Webpage to include:
    - a. 990's

- b. Meeting Minutes
    - c. Photo gallery
    - d. Donors & Projects funded
    - e. Equipment Needs
  - 3. Social Media Accounts (01/25/17, Hold off for now). (FOKFD needs to decide on a username that is the same for all platforms)
    - a. Instagram
    - b. Facebook
    - c. twitter
- I. FOKFD Concert
  - 1. FOKFD Board & Member to start planning a fundraiser
  - 2. Poipu Athletic Club is Out
- J. Advertising FOKFD
  - 1. Sarah Blane attended Meeting on 01/25/17. She suggested the follow:
    - a. Kauai Family Magazine
    - b. Coco Zicos – Kauai Weekly?
    - c. Emily Manuel (For Kauai Magazine). She could help spread the word. (President Westerman to contact her)
    - d. Sue Kanoho- Executive Director for Kauai Visitor Bureau
  - 2.

### **III. Motions**

- A. Motion by President Westerman:
  - 1. Amazon Smile account: Andrew Oda to be in charge of starting and maintaining the Amazon Smile account.
  - 2. Secretary R. Keahi seconds the motion
  - 3.

### **IV. Adjournment**

- A. Meeting adjourned at 1000hrs
- B. Next Meeting
  - 1. April 5, 2017, 0800 hrs at BBQ Inn on Kress street
- C.

**V. Minutes submitted by:** Raymond Keahi (Secretary)

VI.

**VII. Minutes approved by:** Robert Westerman (President)