

# *Friends Of Kauai Fire Department*

## *Meeting Minutes*

11/23/2016

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

### **II.**

A. Secretary Ray C Keahi called to order the quarterly meeting of the Friends Of Kauai Fire Department at 0800 on November 23, 2016 in Kauai Fire Department Training/Meeting Room.

B.

### **III. Roll call**

### **IV.**

A. Vice President Kilipaki Vaughan conducted a roll call.

B. The following persons were present: President Robert Westerman, Vice President Kilipaki Vaughan, Secretary Raymond Keahi, Treasurer Sal Hernandez, John Cornell (CERT/Member), Kalani Abreu (Member), Jeremy Cole (Member), Milo Spindt (Fall Prevention/Member), Justin Shinn (Fall Prevention/Member), Devin Medeiros (Member), and Andrew Oda (Member).

C. Approval of Last Meeting Minutes

D.

### **V. New Items**

A. CERT Program Partnership

1. CERT Director John Cornell wants to form a partnership with FOKFD
2. Looking to use FOKFD as a pass-through for CERT
  - a. FOKFD to receive funds and earmark it for various CERT divisions.
  - b. John C. will be responsible for reporting how donation(s) will be tracked, spent, and allocated to/from Donor(s)/Donee(s).

B. Funding from Private Donors/Grants

1. Rapid Response Disaster Relief Grant
  - a. Devin M. applying for grant
  - b. He needs FOKFD information (IRS tax clearance, EIN,...) in order to submit application.
  - c. Ray K. will assist Devin M. in gathering information
2. HMSA Grant
  - a. Community Paramedicine
  - b. Hands only CPR
  - c. \$28,000 request: mannequins, AED's, hands only CPR Training
3. HFFF- Hawaii Fire Fighters Foundation
  - a. They want to donate
  - b. History Project?
4. Red Cross
  - a. American Red Cross wants to donate smoke alarms to FOKFD
  - b. American Red Cross needs to be part of FOKFD in order for

KFD to assist

5. Amazon Smile
- C. Accounting
  1. President Westerman proposes to bring aboard an accountant (Steve ?)
  2. Accountant will handle the technical side of book keeping
- D. Business Insurance for FOKFD
  1. FOKFD at this point needs some form of Business Insurance to protect themselves from E & O (Errors & Omissions).
  2. President Westerman proposed that we contact All State Insurance (Bradley Maruyama?).
- E. Logo Design
  1. Jeremy Cole mocked up some designs for FOKFD.
  2. The Board and its members suggested some changes to Logo
  3. Jeremy C. will resubmit revised Logo Design by next meeting for vote
- F. FOKFD American Savings Business Account
  1. Balance as of 11/23/2016: \$32,369
- G. FOKFD Web page
  1. Andrew O. has made some changes to FOKFD web page.
  2. It was determined that the web page needs to be repurposed from blog style to more of a standard web page
  3. To be included on web page: official documents, annual 990's, most recent meeting minutes, photo gallery, projects funded, donors
  4. Link KFD sharepoint to FOKFD web page
  5. Social Media Accounts (start and maintain accounts)
    - a. Instagram
    - b. Facebook
- H. FOKFD Concert
  1. FOKFD Board and its member to start planning a fundraising concert
  2. Jeremy C. knows someone at the Poipu Athletic Club. He was going to approach them about the idea.
  3. He will update the Board at the next meeting
- I. Advertising FOKFD
  1. Sarah Blaine (County Information Officer/Spokesperson)- contact her to set up a meeting for a write up
  2. Amanda Gregg (reporter/writer for Kauai Magazine)- Contact her to set up a meeting for a write up.

J.

## **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. (right now, manhours are being

- tracked on the RMS).
- 2. Nalani Brun (Elderly Affairs) is Donor
  - a. Justin S. to check with her 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.
  - b. It was brought up at the meeting on 11/23 that FF's donate work time to install grab bars, smoke alarms, grip tape
- 3. FOKFD to send an invoice.
- 4. RK will prepare template invoice then send to President RW for review.
- 5. 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
- 6. January 17, 2017, Fall Prevention Presentation
  - a. President Robert Westerman will assist Fall Prevention Program Personnel with information and presentation
- 7. 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.
- 8.

### **III. Closed Items**

- A.
- B. American Savings Bank account
  - 1. RK will verify who has debit cards for FOKFD account.
  - 2. Milo Spindt, Sal Hernandez, and Ray Keahi supposed to have debit cards.
- C. P.O. Box Dues paid for by President Robert Westerman
- D. FOKFD State Tax ID # changed
  - 1. new State Tax ID #GE-168-067-4816-01
- E. Continue Funding Opportunities from Private Donors
- F. Business Cards
  - 1. Begin process to get cards made
  - 2. Imai Karrati to assist with design
  - 3. Deadline: 09/30.
  - 4.

### **IV. Motions**

- A. Motion by President Westerman:
  - 1. Grant Pass-Through fee: For amounts \$50,000+, will be charged a 10% administration fee to Donee for Pass-Through usage
  - 2. Vice President Vaughan seconds the motion
- B. Motion by President Westerman:
  - 1. Treasurer Sal H. to purchase Quick Books Software for FOKFD purposes.
  - 2. Secretary Ray K. seconds the motion.

3.

**V. Adjournment**

A. Meeting adjourned at 0933

B. Next Meeting

1. January 25, 2017, 0800 hrs at KFD Training/Meeting Room

C.

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

VII.

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