

## MINUTES OF THE 817<sup>th</sup> BOARD OF DIRECTORS MEETING, April 7, 2011

President called the meeting to order at 1905 hours.

Present were: J. Barton, D. Bourgard, G. Garger, M. Gugliotti, C. Kunzelmann, S. Jansen, H. Reeser, K. Sedlak, L. Sedlak, R. Shillington. Excused: J. Boullie, M. Trick

Minutes of the 816<sup>th</sup> Board Meeting were approved, on a motion from J. Barton and second by K. Sedlak.

### **Communications: (none)**

### **Correspondence: Secretary Jean Barton**

- United Way donations received.
- Parade invitation received for the Tunxis Hose parade.
- Received parade invitation from Beacon Hose-J. Barton declined. Doing enough parades.

### **Personnel Services:**

- New Member oaths will be administered to all new members at the time they are voted in until the new process is put in place.
- It was decided that before any Recruitment Bonuses are paid they should be brought before the Board.

### **Treasurer's Report: Treasurer Sue Jansen**

- Budget-monthly report will be taken out of QuickBooks next month. There will be detailed reports and non-detail reports so that the Board will decide which ones they like better.
- Mileage Reimbursement Points-Report is running ahead right now. Sue will check with Bud to see if this is normal or if there has been a spike.

### **Secretary's Report: Jean Barton**

- AOG AA-9 K. Sedlak made a motion to change SOG's to Operations Manual with a second from L. Sedlak. Motion approved.
- AOG JD-2 K. Sedlak made a motion to delete Section 5 a 5 from the Minimum Qualifications with a second from G. Garger. Motion was approved.
- AOG JD-4 J. Barton made a motion to delete this AOG since there is no Associate Memberships with a second by K. Sedlak. Motion approved.

### **Committee Executive: Rob Shillington**

- John Boullie called the President to let the Board know that he has been in contact with Tom Post and everything is going well. Jesseca Wernikoff has been helping.

### **Town Representative: Dave Bourgard**

- Company 1:
  - Number of work orders in the system to be completed.
  - Work order is in for a drain in the kitchen area, because of the work to be done this will not be done for a while.
  - Cleaning crew is not doing a good job at all the stations.
  - The venting system for the trucks should be installed before summer
- Company 2:
  - No outstanding work orders at this time.

- Company 3:
  - Received a bid for painting the kitchen and meeting room ceilings. The painting is on hold until a decision has been made about having CL&P install new Green lighting in all stations.
  - The town will be moving the walkway from the north parking lot toward the road to get it out from under the roof.
- Company 4:
  - The lighting in the bay area has been fixed so it will come on when you walk into the area from outside or the basement area. The lights will also come on when you open the bay doors.
  - The walk outside the south entry to the bays will be replaced.
  - The town will dig around the founding wall to locate the leak into the kitchen area.
- Mack Garage:
  - The LP gas heater has used a lot of gas from Jan. 1<sup>st</sup> till now. I turned it off on 4-6-11 the tank was down under 40% at that time. If we are going to keep the gas on next winter we must seal up some of the windows and do something with the bay door. Insulation should be put on the hatch door into the attic area.
  - Bruce Williams and I went over the CL&P reports on the 4 Stations and we both feel that the payback on Co. #2 & 4 is so long the town will do the relighting on the 2 stations. Bruce is going to get CL&P to redo the Co. 1 report because they have the office & HQ area in the bid. That was done by the town last year. CL&P will be looking at the outside lights on both stations. These were not in the original bid. The Chief is going along with our recommendation to do Co 1 and 3 at this time.

#### **Chief's Report: Captain Kunzelmann**

- Promotion Process-The department is low in Jr. Officers. By May the Chief is hoping to fill vacancies from the bottom up which means he will do the Lieutenants first and possibly one Assistant Chief and a Captain after that. The Command Staff has put a plan together to aggressively recruit 10 people that have been identified as officer material.
- Initiated a new process where our new or any officer can reach out to Simsbury and Farmington in case of a major emergency to request a Chief if they are needed.
- Citizen Fire Academy-Made calls to Town Council members, Town Manager and Assistant to the Town Manager to ask if they wanted to attend. No results.
- The Chief has sent out letters to all federal level representatives on several bills impacting the Volunteer Fire Dept. service and Retired Chief DiPace is in Washington DC right now representing the department at the National Fire Caucus.
- Apparatus-Engine 11 is still out of service, parts needed. L-12 insurance claims are in for damages and the 2 members were counseled about water crossings.

#### **Old Business:**

- Mike Farrell update-Answer was sent to the CHRO Commission on Monday. We have several lines of defensives we are trying. The Town's attorney believes this will be successful.

#### **New Business:**

- Chris Kunzelmann brought before the board an opportunity for the department to have Tyler English, who has a health and fitness business in Canton, come in and do a month free one or two sessions a week in the evenings with members here at Company 1. Once he works with those members who are interested and the members would be interested in having this program provided then Tyler will put a package together for the department.

- Cost of basement pump outs-After some discussion it was decided to check what the cost is to the department to do pump outs.
- Press Releases-Any information released to the papers has to go through Laura Ward, the only other people to do press releases would be either the President of the Corporation or the Chief of the department.
- Neighborhood Assistant Grant-Is due to the Town Manager by May 6<sup>th</sup>. After some discussion it was decided to put in for a fire truck so that if we do get the grant we could show the town that we are trying to get funding to help. It is the department's responsibility to solicit donations from companies.
- Ken will update our listing on the Secretary of State's website. There are just some corrections needed.
- Strategic Goals
  - Greg Garger will be working to keep the town engaged in AVFD issues.
  - Ken Sedlak and Melissa Gugliotti will be developing and administering the Chief's annual performance evaluation.
  - Ken Sedlak will be the BOD liaison with the AOG's being incorporated into the Operations Manual transition process.
  - Lynn Sedlak is the new lead on updating the Board of Directors Job Description.
  - Greg Garger and Ken Sedlak will review and update the Chief's selection process.
  - Jim Speich will be the lead on the Planning Committee, determining the long term facility needs and plans of the department.
  - Rob Shillington will review and update the policies for the Explorer Program.

Motion to adjourn was made by K. Sedlak and second J. Barton.

Meeting was adjourned at 2105.

(GB)