

## **MINUTES OF THE 826<sup>th</sup> BOARD OF DIRECTORS MEETING, January 5, 2012**

President Sedlak called the meeting to order at 1900 hours.

Present were: J. Barton, D. Bourgard, J. DiPace, S. Jansen, S. Johnson, K. Sedlak, L. Sedlak, R. Shillington and M. Trick. Excused: D. Bianchi.

Other Members Present: C. Kunzelmann.

Oaths of office were given to the two new members present: James DiPace and Stephen Johnson.

Minutes of the 825th Board Meeting were approved, on a motion from J. Barton and seconded by S. Jansen. J. DiPace abstained.

### **Expectations of Board Members: President Sedlak**

President Sedlak shared his expectations and upcoming activities with the Board:

- Board Meetings will be conducted to be in compliance with Freedom of Information (FOI).
- The FOI Commission, if requested, will come out and train us on FOI matters.
- In March, a joint Board and Officers meeting will be scheduled.
- J. Barton was asked to schedule a weekend planning session for the Board this month.
- Board meetings will be punctual and board member attendance requirement is 75%. This includes excused absences.
- Board member should use AVFD computers for AVFD business. If not, non AVFD computers (home/work) could be subject to discovery. AVFD email accounts should be checked daily.
- Assignments will be done on time.

### **Company Representatives Assignments: President Sedlak**

The Board member company assignments are:

- Company 1 – Rob Shillington
- Company 2 – Dennis Bianchi
- Company 3 – Jean Barton
- Company 4 – Stephen Johnson
- Fire Police – Dave Bourgard
- Headquarters – Lynn Sedlak

### **Communications: J. DiPace**

Don Tessier, owner of the new Colony Grill would like pictures of old Fire Chiefs, old fire equipment, or anything that he can hang on the wall for his new restaurant. President Sedlak asked J. DiPace to take lead on this and work with Don Tessier.

### **Correspondence: J. Barton**

- Thank you correspondence from:
  - Town Manager thanking the department for our help during and after storm Alfred. This included responding to the extreme high volume of calls, resourcing the emergency operations center, the shelter at Co. 1, filling the roll of monitors for the debris clean up and hosting a Thanksgiving Dinner for the out of state contractors.
  - The Salvation Army for our memorial donation in memory of Albert DeFranzo.
  - Sacred Heart Church for our memorial donation in memory of Helen Raczek.
  - Avon Police for the use of our fire apparatus at the recent Cop on the Top Event.
  - Farmington Valley Visiting Nurse Assn. for our donation in memory of Janet DeFranzo.

- Monetary donations received from:
  - Agnes Gagnon for our hosting of a Thanksgiving Dinner for the out of state debris removal contractors.
  - Richard and Angela Maine
  - Heinz and Marion Brennwald
  - Avon Old Farms School for fire extinguisher training given by D. Bianchi & T. Post.
  - Mr. and Mrs. Thomas Lofredo
  - Michael and Joan Monts
  - Catherine Knaus Indomenico
  - James and Evelyn Pasternack
  - The United Way Community Campaign
  - Michael and Lisa Alessio

**Personnel Services: S. Jansen**

Revised job descriptions for Jane Raczek & Grace Bianchi have been submitted to Bill Vernile, Human Resource Director.

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

- Budget Account:
  - Checking account has been changed to a non interest bearing account because the fees charged on the original checking account exceeded the interest earned. We will continue to keep most of our money in the interest bearing saving account.
  - The new 2012/2013 Operating Budget was submitted to the town at approx. 4% higher than this year's budget.
  - The format of the Encumbered List will be improved and easier to understand.
- Corporate Account:
  - The Corporation Tax Return is filed and accepted by the IRS.

**Secretary's Report:**

- AA-3 Resignations, etc. - has been revised.
- IT2 - IT Social Media Policy is a new AOG.
- Operational Manual – President Sedlak asked Jean Barton to work with the Director of Headquarters to ensure the AOGs that need to migrate to the Operational Manual have been done and migrated properly. The Chief expressed his concern that he still does not have an updated Operational Manual.

**Committees:**

- Committee Executive: None. President Sedlak stated there is no longer a need for this position.
- Explorer Representative: President Sedlak asked J. DiPace, who will give it a try, to be the Explorer Representative.
- Fundraising: No new status - still a work in progress.

**Town Representative:**

- Company 1:
  - Ceiling project is just about finished.
  - CL& P Lighting project is done.
  - Truck lines for lines E9, R8, and T16 will be done in the spring by the town. D. Bourgard will also arrange to have the parking lots at all stations restriped.
  - Kitchen – The ice maker has been repaired and the water filter replaced. Issues continue with cleanliness, odor, disposing of grease, etc.
- Company 2: will replace the lighting and some windows on both floors with grant money.

- Company 3:
  - CL&P contractor has not finished the lighting.
  - Painting done and carpet in Captain's office will be done soon by the town.
  - Will replace the south meeting room windows and install light sensors in the bay area from grant money.
- Company 4:
  - Will replace the lighting with grant money.
  - Removal of oil tank, extra parking, and drainage issue is put off until the spring.

#### **Chief's Report: Chief Mike Trick**

- Officers meeting - scheduled for this Saturday (1/7/12) at 8:30 a.m. All members are invited.
- Regional Training Facility - Brandon Robertson notified the Chief that the town will not be supporting this project and no money will go into the Capital Improvement Budget for this item.
- Cell Phones – all department cell phones have moved to Verizon.
- Hartford Medical Group (HMG44) – is the new facility for department physicals. Some requirements have been updated such as expanding the drug testing panel.
- Lieutenant position – there are three applicants. Interviews are scheduled for next week.
- Regional Dispatch Meetings - now down to Canton and Avon only. Simsbury and Farmington will no longer participate. One obstacle is no one wants a 'dark station'- no one there at night.

#### **Old Business:**

- Wireless access – working with ICS. One concern is the bandwidth at stations with Comcast.
- Website – is moving from the current hosting company to Laura Ward's hosting company. She will also redesign the website.
- Fixed Asset Report – no change in status. Chief will have an update next month.
- Avon Junior Women's Club - a meeting is scheduled this Friday at Company 1.

#### **New Business:**

- Open Board Position – President Sedlak requested board members to think of individuals who would be a good fit for this position, with an emphasis on someone who can help the department with the new northwest fire station project.
- Honorary Member – On a motion from J. DiPace seconded by S. Jansen, the Board approved to recommend Bill Shea for Honorary Membership to the department.
- Company 3 Request for \$2,000 for new lounge furniture and to clean the carpet. Rodent droppings have been found on the furniture and carpet. This request will not be approved at this time; however D. Bourgard will work with the town to clean and sanitize the carpet and furniture.
- Welfare and Cheer – a member raised an issue that after a recent injury, they were expecting a visit from Cheer and Welfare and did not. President Sedlak will discuss this concern with the individual.

The Board went into Executive Session 9:20 p.m.

The Board voted to come out of Executive Session and the meeting adjourned at 9:45 p.m.

(JR)