

## MINUTES OF THE 834<sup>th</sup> BOARD OF DIRECTORS MEETING, September 4, 2012

President Ken Sedlak called the meeting to order at 1900 hours.

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

Other Members Present: Matt Caron, Ramona Mansfield and Gina Kline.

Minutes of the 833<sup>rd</sup> Board Meeting were approved on a motion by R. Shillington and seconded by S. Jansen.

### Communications:

- James DiPace announced that both he and Dennis Bianchi have received Volunteer Recognition Awards, through the Thompson Brook School, for their work with school children.

### Correspondence: Jean Barton

- The department has received three donations totaling \$100 in memory of Jack Wyman.

### Personnel Services:

- Lynn Sedlak reported on August activity:
  - 2 Probationary Members and 1 Reinstated Member joined the department.
  - One application is pending.
  - Two new applications were received today.
- Ken Sedlak reported that nothing credible has been found with the two charges brought to the Board last month by firefighter Mike Farrell. These charges referred to violations of AOG AA-2 Progressive Discipline Policy and AOG AA-11 Violence Free Workplace.
- Jamie DiPace reported that 5 town employees have applied for the Administrative Secretary position. Interviews are scheduled for September 17<sup>th</sup>.

### Treasurer's Report: Sue Jansen

- Budget:
  - An updated Encumbered List was reviewed.
  - The Expense Reimbursement total for FY 2011/2012 is running about \$86,500. Approx. \$1,300 of it will be from corporate funds.
- Corporate – waiting for the budget for the Annual Dinner, then the bulk of the money will be moved into a Money Market Account that will earn more interest.
- 2012 Tax Abatement is now taxable. It is uncertain at this time, how the town will handle the tax forms to be produced for 2013 Tax filings.

### Secretary's Report: J. Barton

- AOG COM-6 Disciplinary Review – the changes made at the August Board meeting did not go out to the membership. Jean Barton will send it out to the membership this week. This AOG will be voted on at the October Board Meeting.
- AOG COM- 3 Membership – the review and update of this AOG is deferred to the new Membership Committee.
- AOG conversion to OPS Manual – due to the intricacies and cross references embedded in these documents, this is quite a complex project. Gina Kline, Jean Barton, Lynn Sedlak, and Ramona Mansfield will work on this effort.

### Committees Report:

- Fund Raising – to date, the campaign has netted \$61,000.
- Publicity – Laura Ward has many items in the queue for publication.

- Recruitment and Retention:
  - Avon Day – Lauren Papa is taking the lead. Three large banners are available and will be displayed. The next meeting, for Avon Day activities, is scheduled for 9/12/12.
  - Facebook – Ramona Mansfield is working with Laura Ward on our Facebook page.
  - 2013 Calendar – will be produced.
  - Next Committee Meeting – scheduled for 9/26/12.
- Explorers – the process to track and record training attendance is broken. Explorers and members, who help with the program, are not credited with hours, training, activities, and points (for members that earn points). Jamie DiPace will arrange a meeting with the appropriate people to resolve this problem.

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

- Company 1 – Lighting project is underway; light sensors are being installed in the restrooms this week.
- Company 2:
  - The Town will take down the tree, in the parking lot, before the winter.
  - A neighbor whose property abuts Co. 2 will replace his portion of the fence.
  - Repair and painting of bay ceiling and walls are scheduled to start 9/24/12.
- Company 4 – Painting of the bay walls and ceiling, dispatch area, Captain's office and work area is scheduled to start 10/01/12.

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

- Truck 18 - The Town requested to use it to send a mechanic out of town for Rosenbauer training. This request was denied because the truck is owned by the corporation. Additionally if needed, it's used to pull our trailers and is another form of transportation for training by our members.
- Memorial donation for Jack Wyman - the department made a donation to the Immaculate Conception Church of New Hartford in Jack's memory.
- Probationary Member Key Access - Captains now determine if a probationary member can obtain a key fob sooner than the 12 month probationary period.
- A \$3,500 Budget Adjustment - was needed to correct the previous accounting for Out of Town Tax Abatements. This adjustment will be absorbed in the current fiscal year 2012/2013 budget.
- Membership Intention Letters - have been sent, at the request of the Captains, to members for lack of attendance.
- Lock system – will be a budget impact. Our locks are no longer being manufactured. The Town is going to a new system. The most commonly worn out parts are the hardest to obtain. At an estimate of \$900 per lock, a plan is underway to phase in the replacement of the approximate 30 locks we have throughout the stations. The new system eliminates the physical requirement to go to each lock and allows for remote updating and generation of reports.
- Avon Day – The Chief has a family commitment but will attempt to attend part of the day.
- Officers Meeting – the next meeting is scheduled for 9/13/12.
- New Apparatus – the Chief shared the latest sketch of a side mounted pump from Rosenbauer.

#### **Old Business:**

- Training Facility – a letter to the Town Council, urging their support and funding, will be written, signed by the Board, and delivered to the Town Council meeting this Thursday, 9/6/12.
- Feasibility Study – Pete Buonome continues to meet with people both inside and outside of the department. The report will be streamlined and will focus on bigger issues such as Recruitment/Retention and Borderless Borders.

#### **New Business: None**

The Board went into Executive session to discuss pending claims.

Meeting was adjourned at 2125 with a motion from Rob Shillington and seconded by Lynn Sedlak

(JR)