

## MINUTES OF THE 874<sup>th</sup> BOARD OF DIRECTORS MEETING, January 5, 2016

The meeting was called to order by President Robert Shillington at 19:00.

**Board Members Present:** J. Barton, M. Caron, J. DiPace, M. Galliher, W. Green, R. Mansfield, R. Shillington, R. Solari. Excused: J. Kowalczyk, and M. Trick.

**Other Members Present:** A. Gelber, S. Jansen and Matt Polesel

Minutes were approved with a motion from Ramon Mansfield and seconded by Matt Caron.

### **Communication from Department Members:**

- Company 1- no report.
- The Explorers' Charter needs to be renewed. Mike Galliher will contact Tom Post about this.
- Company 2 – No Report
- Company 3 – No Report
- Company 4 – No Report.
- Fire Police – No Report

### **Secretary Comments: Jean Barton**

- Thank you note from the Senior Citizens for the Halloween bags Dennis brought them.

### **Treasurer's Report: Joe Kowalczyk**

- Today was the first day of our new month close process. Today Katie and I closed the month of December so that she could begin to learn the process and we could continue towards our cross training and dividing of duties. I will be doing this with Katie over next few months until she feels comfortable with this. This is just the beginning and we will continue to refine our approach over time. In addition, next month we will also be creating a reconciliation process to continue to improve the financial reporting of the Department. As these changes continue, we will keep you all updated.
- In keeping with our idea for improvement; over the month of December I met with 3 separate local banks. All these meetings were productive and Simsbury Bank and Trust was the clear winner. A local bank just off route 44, they offer a host of services and a personal touch that is excellent. Some of the items they offer for us are 1.) a lock box deposit for our fundraising 2.) improved credit card limits by individual 3.) remote deposit that can be done at the department or anywhere with internet (think golf tournament). I will keep you all updated as we continue to automat more processes.
- And finally our usual highlights are as follows:
- 1. There is total cash in the Corp of \$690k. This includes the following 1.) Encumbered Funds of \$19k 2.) Town of Avon Grant Money of 504k 3.) Live Burn Funds of \$69k (about \$9k is related to outside sources) and 4.) Corporation Funds of \$98k that are free of restrictions. Just as a reminder, there are donated funds of about \$9k that we hold that can only be used for the Live Burn. All remaining Live Burn Funds are Board restricted which means we can un-restrict at any point in time or restrict more.
- 2. Being it is only the second month of reporting for the Corporation it is still very quiet with the loss being primarily related to the annual dinner expenses.
- 3. For Budget, we spent \$46k (\$54K in prior year). Overall we have spent \$159k of our \$663k. Prior year at this point we had spent \$168k of \$642. Tracking a little behind without figuring in our increase.

**Town Representative's Report: Jamie DiPace**

- The town got the final letter from the Engineer about Company 4's floor. Bruce Williams will be working with the Chief and Jamie about what will be done. Jamie will keep the Board informed.

**Committee Reports:**

- The Planning Committee still waiting for the Board to give them some direction priority wise.
- The Membership Committee did meet, but only 4 people showed up. Will schedule another meeting.
- Ops Manual – Ramona, Jean and Gina will meet at the end of the month.

**Mentor Program – Matt Polese**

- This program will help with the new members.
- Will ask members to be mentors instead of putting out an email asking.
- Every company should have two members that are mentors. No officers should be mentors.
- Matt will report to the Board periodically on the progress of the program
- This program will be a work in progress. It will probably be tweaked as it goes along.

**Chief's Report:**

- New Member program doing well, but will be expanded slightly with more content to help new members.
- New on scene size up program will be initiated shortly, modeled after information from several departments. This will come into being by summer.
- New progressive action plan in the works from suggestions received from a few members' employee programs. I will vet this through the membership committee after I have completed my draft. I don't want to crowd the committee too soon until they have completed some important tasks they are working on currently.
- I also feel that the Health and Wellness programs should be another important program that needs to move forward this year.
- Our new training Chief has approached me to develop an officer development and performance review initiative. I have given my ok and that is in the works. He has solicited help from others inside the officer corps.
- We have had discussions on the staff level about the vetting of outside fire department photographers for coming onto our fire grounds. Chief Speich is reaching out to the two from the Hartford region and we are going to develop a simple process and guidelines. This access will be limited to only a select few who possess credentialing from the region. More details to following as this program matures.
- The ceremonial ground breaking shovel is ready to present to the Town Council. Let's choose a time and date. I have another shovel for the AVFD. How do we want to proceed?
- We will be having new officer promotions and swearing in at the January monthly meeting next week. Those officers have been asked to bring guest. I have asked Laura Ward to come and Jean will take pictures as a backup The uniform will be class A. I asks we move that part to the front of the meeting to allow the guest to leave if they so desire.

**Chief's Report continued**

- The final drawings for Truck 17 art work has been submitted to sign pro and material requested to initiate the design. Chief Appell will have an update.
- We have started some exterior design drawings for Engine 11. It will be similar in concept to Truck 17. We will keep you posted. Still on target for March delivery. I don't have any update on Engine 7.

**New Business:**

- It was noted that the vacant position will be discussed and resolved at a February meeting not scheduled as of yet.
- Mike Galliher made a motion to bring into New Business doing an application for the Neighborhood Assistance Act with Ramona seconding. It was discussed and Board agreed to have Mike Galliher do the application. The Board will come up with some suggestions that are needed in way of energy efficient savings..

Meeting adjourned at 21:00 (GB)