

## MINUTES OF THE 902<sup>nd</sup> BOARD OF DIRECTORS MEETING June 26, 2018

The meeting was called to order by President Rob Shillington at 19:07

Pledge of Allegiance

**Board Members Present:** Michael Galliher, Andrew Ozmun, Matthew Polesel, John Ryan, Rob Shillington and Michael Trick. Excused Jamie DiPace, Tad Green and Joe Kowalczyk.

**Others Present:** Maria Brighenti, Aaron Gelber, Steve Gottlieb, Christian Gregoire, Ramona Mansfield, David Theriault and Robert Theriault.

Minutes of the May 1<sup>st</sup> minutes were approved with one correction. John Ryan was listed twice as a yes vote regarding AOG COM-1 vote. The minutes from Special Board meeting that took place on March 14, 2018 were approved. Due to the recording being done on a Board member's phone the quality was not the best, so it took time to get these minutes done.

### Communication from Members:

- Bob Theriault addressed the Board with prices he has gotten to replace the lighting in all station bays. The cost for all the bays is \$\$2,275. The headquarters' office lights will cost a little more due to having the option to dim the lights. The cost of the headquarter lights is \$1,496.00. The total for all lights is \$3,771.00. The Board told Bob to go ahead with this project due to money from the Neighborhood Assistance Grant the department received for energy efficient projects.
- Bob Theriault asked the Board about the Bonus Points that keep on getting postponed. He is asking for Bonus Points for the Building Coordinator's position. The Board voted to bring it under New Business with Michael Galliher making the motion to do so and John Ryan seconding. Motion was passed.

### Communications from Board Members:

- **Company Reports:**
  - Matt Polesel talked to Company 3 members for any comments or concerns. The two he received were to do with having a quite space and fix up the bunk bed room and general update i.e. painting the room.
  - Matt was told by a member that the police gym was going to be closed and the member wanted to know if the department was going to do anything for the members that do use the gym. Matt has contacted Officer Vess who is in charge of the gym but has not heard anything back yet.

### Treasurer's Report: Joe Kowalczyk

- There is total cash in the Corporation of \$415k, down from \$473k. Of this money there is approximately \$127k (139k prior) of funds that are free of restrictions and belong to the Corporation. There is \$29k (29k prior) of restricted funds within the Corporation and the remaining cash relates to Town grant money that we have received and totals about \$259k (305k prior). Of this 259k there is \$79k of encumbered 16/17 grant funds and \$180k of current year grant funds.
- Fundraising season has begun and is starting to result in some money. Timing is a little behind this year, but donations have started to come in during the last few days to the tune of about 3K over 3 days. More to come on this for the July meeting.
- Seven months into the fiscal year for the Corporation we are showing a loss of almost \$47k, our largest that I have seen in the almost 5 years I have been here. While this is large (see next paragraph) this is typical and will continue into the summer months probably. Like I have pointed out in past notes as a frame of reference we ended prior year with \$34k of **INCOME BY** October 31<sup>st</sup>. Not sure if we can achieve this again this year with all the expenses, but I fully expect a positive bottom line.

- The largest cash expenses for the Corporation for the year thus far are the 75<sup>th</sup> Anniversary expenses (\$36k), the annual dinner (10k) and the Live Burn Building (19k). It is important to point out that the 75<sup>th</sup> expenses are offset by over \$21k of fundraising resulting in a net impact of only 14k. The Live Burn Building expenses are offset completely because we had temporary restricted funds to cover this cost, so they will show ZERO in the statement activities. We still have over 11k for the Live Burn Expense that we HAVE to spend.
- Last month of budget. We have just about \$180k to spend. That is almost 28% of our total budget. Remember, if it is not spent we will need a PO/invoice to encumber.

**Town Representative Report: Jamie DiPace- No Report (Not present)**

**Chief's Report: Chief Trick**

- Will meet with Grace to go over the rest of the budget on Thursday June 28<sup>th</sup> at 4:30. Company 1 if any Board members would like to attend.
- Have a quote and purchase order for a gear washer and dryer for Company 3. This is something the Chief had on the 2018/2019 budget that had to be cut, so with remaining funds he will purchase them. He wants every station to have one. Bob Theriault is working on the electrical and plumbing bids.
- Tanker 5 was sent to GK to do re-coating which has to be done every few years. Tanker 5 also had to have extensive repairs done to it which took a big chunk of money out of the repairs budget. There were funds for this in this year's budget. Engine 14 had to have extensive repairs done also to the tune of \$17,000 to \$18,000.00. Engine 10 also had some repairs done.
- Purchasing some items that the ARGO and trailer needed.
- Company 4 purchased kitchen items, bedding and other items that are needed. Since it took the town so long to get the problems at Company 4 done correctly the Chief felt that the money to purchase these items should not come out of the Corporation, so these items were taken out of the budget. Company 4 would like a PlayStation, but the Chief felt the budget money could not be used for this. **(The Board had approved to purchase the items needed at Company 4 so they said the Corporation would pay for the PlayStation).**
- Once the Chief gets the final amount left in the budget he will be purchasing PPE for 9 members. If all 9 sets can't come out of this year's budget, he will take the remainder of the PPE out of next year's budget.
- Assistant Chief Appell is having a hard time getting members to move apparatus during the hose and ladder testing next week.
- Hosted the Glastonbury Fire Department. They were interested in our PPQ so that they could do something like ours.
- Truck 6 is online.

**Committee Reports:**

- **75<sup>th</sup> Anniversary:**
  - Need members to step up to help at the different events that will be going on. Will have signup sheets at the July Corporation meeting,
- **Health & Safety Committee**
  - Working with HealthTrax and the Zoo to see about getting classes for our members. Working with the Zoo with regards to memberships for our members.
- **Recruitment & Recruitment Committee**
  - Started the Empty Nesters program.
- **Scholarship Committee – Matt Polesel**
  - Have not met.
- **SCBA Committee**
  - The committee had both Scott and MSA testing to see the benefit of one over the other.
- **Building Committee** – The Board feels that there is no need currently since the Town has a committee

looking into a new fire house.

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- **Planning Committee**

- Evaluated a bunk in program at all stations. Right now, the stations aren't fit to do this program.
- The committee will be checking to see if all activities this year with the 75<sup>th</sup> Anniversary and the usual events that the department does might be a reason for not getting people to volunteer to be on any committees.

**Unfinished Business:**

- Feedback on setting up a committee to look at the results of the recent Membership Survey. There was no one who contacted the Board to work on this.
- Chief Selection Process – Mike Galliher and John Ryan worked on a process and presented it to the Board. Mike saw one item that should be changed The Board suggested a few changes and Mike Galliher will redo (See Attachment A). The solicitation for Chief applicants will be sent out July 3<sup>rd</sup> and the cutoff date will be July 31<sup>st</sup>.
- AVFD Explorer/Dept. Transportation Vehicle. Further discussion tabled until August.

**New Business:**

- Vice President and Committee Executive to start informal discussion with each Company and the Company Rep from the Board was discussed and Andy Ozmun thought that the officers should not be at these discussions. Mike Galliher and John Ryan will work out something to make these happen maybe in September.
- Three members are interested in the two Board seats that are available. They are Steve Gottlieb, Jake O'Malley and Ray Crozier. All three were given an assignment. Steve Gottlieb has returned his. John Ryan saw Ray Crozier today and Ray has been busy, but he will work on it this week. Captain Gelber is going to reach out to Jake O'Malley who has been on two weeks military training. Once those are in then the Board can look over everything. The candidates will be introduced to the membership and each candidate will have 2-3 minutes to talk to the membership if they so choose.
- Michael Galliher and Andy Ozmun were talking and thought that whoever the new Board members are there should be some type of training for them. There is some online training. At the next Board meeting this should be discussed and come up with a plan. Chief Trick suggested that maybe once the new Board members are on board that the Board run an FOI seminar and he would like to have his officers in this seminar also.
- Bonus Points for Building Coordinator. Mike Galliher made a motion to have bonus points for the Building Coordinator added to AOG EX-3 in the amount of 100 points. This is also covered in the Ops Manual Section 3.9.6 Points Awarded by Rank. This motion was seconded by Matt Polesel. Motion passed.

**Executive Session:**

- Andy Ozmun made a motion to go into Executive Session with John Ryan seconding. Motion passed. Board went into Executive Session at 21:01
- John Ryan made a motion to come out of Executive Session with Andy Ozmun seconding. Board came out of Executive Session at 21:39

Meeting was adjourned at 21:40 (GB)

To: File

From: Michael Galliher, Vice President

Subject: Plan for 2018 appointment of Chief of the Avon Volunteer Fire Department

Date: June 1, 2018

#### **Applications**

- Solicitation for applications for the Chief of the Department issued July 3, 2018 issued by President of the Board of Directors. Will be sent out by department-wide email and included in the July Running Card newsletter.
- Applications accepted until midnight July 31, 2018.
  - May be submitted electronically or hand-delivered to a Department secretary.
  - Only standard letter of intent required upon initial submission. Additional documentation required on demand of the Appointment Committee.

#### **Appointment Committee**

- Formation of an Appointment Committee during Board of Directors July meeting.
  - Appointment Committee will consist of three Directors. This committee will review any written applications received. It will verify that professional requirements have been met.
  - It will solicit for and appoint members of an oral examination panel which shall consist of five members. Three chief officers from outside agencies, one regular member from the AVFD and a member of the Board of Directors will comprise the oral examination panel.
  - Appointment Committee will schedule oral examinations for applicants who meet the professional requirements in late August 2018. It will draft uniform exam questions together with the oral examination panel.

#### **Board of Directors Vote**

- Oral examination panel will report it's recommended top two candidates to the Board of Directors prior to the September BOD meeting.
- Board of Directors will select between the top two candidates identified by the Oral Examination Panel at a Special Board Meeting in September by a majority vote of voting members.
- Board of Directors will announce selected candidate at the September corporation meeting.

## **Relevant Bylaw**

### **Article VI, Section 4: Appointment of the Chief:**

The Chief shall serve at the will of the Board. In the event that the Fire Chief fails to satisfy his/her job requirements as stated in AOG JD-2, the Board of Directors may, with cause, remove him/her from office

Recommended qualifications for the Chief of the Department shall be maintained in the AOG's. Starting in July 2010 and every four years thereafter, the Board shall solicit for applications for the Chief of the Department to be appointed to a four-year term starting in January 2011 and subject to annual review. The Board shall approve the appointment of the Chief at its September meeting.

The Chief will appoint Assist Chiefs to submit to the Board for ratification.