

## MINUTES OF THE 905th BOARD OF DIRECTORS MEETING September 4, 2018

The meeting was called to order by Vice President Michael Galliher at 19:10

Pledge of Allegiance

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

**Others Present:** Jean Barton, Maria Brighenti, Nancy Crozier, Aaron Gelber, Matt Gugliotti Tom Kline, Gina Kline, Ramona Mansfield, Diane Theriault, David Theriault, Robert Theriault and Mark Wilson.

Minutes of the August 6<sup>th</sup> minutes were approved.

### Communication from Members:

- Jean Barton asked the Board if any decision was made about naming the Company 1 kitchen after Harvey Reeser. The Board replied that it was discussed at the meeting and then nothing since. Will bring it up to the membership at the September Corporation meeting.

### Communications from Board Members:

- **Company Reports:**
  - Co. 1 – Tad Green No Report
  - Co. 2 – Andy Ozmun brought up the fact that the apron is getting worse and if anyone found out about getting this fixed. Jamie DiPace emailed Bruce Williams while Andy was speaking.
  - Company 3 – Matt Polesel No Report
  - Company 4 – Michael Galliher. There is progress with the basement. The cabinets are in waiting for counter tops.
  - Fire Police – Steve Gottlieb No Report
  - HQ – John Ryan No Report

**Secretary Report – John Ryan No Report**

### Treasurer's Report: Joe Kowalczyk

- There is total cash in the Corporation of \$906k (\$971k prior month). Of this money there is approximately \$184k (180k prior) of funds that are free of restrictions and belong to the Corporation. There is \$28k (29k prior) of restricted funds within the Corporation and the remaining cash relates to Town grant money that we have received and totals about \$694k (\$762k prior). Of this 694k there is \$79k of encumbered 16/17 grant funds. The remaining \$615k relates to the current year 8/19 budget.
- Fundraising from the letter continues to tick along. Although we are clearly lagging behind last year (our best year) this year is filling the coffers. Through June we had received about \$55k, by the end of July we were up over \$63k and now at the end of August we are over \$67k.
- 10 months into the fiscal year for the Corporation and we are showing a nice gain of almost \$7k as compared to a \$3k gain last month. This is amazing considering at the end of May we had a loss of almost \$47k, our largest that I had seen in the 5 years I have been here.
- Like the previous 4 months the largest cash expense for the Corporation remains the 75<sup>th</sup> Anniversary expenses \$39K (\$38k prior). In addition to these expenses we also have the annual dinner for \$10k (\$10k prior) and the Live Burn Building for \$20k (\$20k prior). Like previously pointed out the 75<sup>th</sup> expenses are largely offset by over \$24k of fundraising resulting in a net impact of only \$15k to the Corporation. The same holds true for the Live Burn Building expenses which are offset completely because we had temporary restricted funds to cover this cost. This results in these Live Burn amounts to show as ZERO in the Statement of Activities. To date we still have over \$10k for Live Burn expenses that we HAVE to spend and that will have zero impact on the Corporation's bottom line.

- For August we spent about \$45k of our budgeted funds not including spending our 17/18 encumbered funds of \$23k. As compared to last August we spent \$24k during the same timeframe. Through two months of budget we have spent \$99k of our \$714k. Over the same period last year, we had spent about \$46k of our \$678k.

#### **Town Representative Report: Jamie DiPace**

- There is a lot of construction going on at Avon Old Farms School with the kitchen and hockey rink. Jamie will try to get a walk through for the department of these new renovations.
- The co-owner of the downtown project passed away. Don't know if this will affect anything.

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

- Washing machine for Company 3 is coming along. Working on water heater and electricity which should be done.
- Annual Report to the town needs to be approved. The Chief looked it over so now the President has to approve and then send to Laura Ward.
- Laura Ward has done 3 public relations two with newspapers and one with a Radio interview with the Chief. Andy Ozmun asked the Chief if these could be put out in social media.
- Security will be very tight during all the weekend events. There will be a check in place at Roaring Brook School. All volunteers and members will have to check in before working an event and after.
- SCBA – We have received a grant in the amount of \$277,000. The committee decided to go with MSA. Now it is up to the committee to decide what is needed and how many.
- There is a new member at Company 4 that has grant writing experience.
- Firehouse replacement Alpine Software is not returning calls and there has been no progress with the transfer. Assistant Chief Kline has contacted them numerous times and has not gotten any one to contact him. He sent an email cancelling the contract and requesting our deposit back. Have not heard anything back from the company.
- Chief asked the Board if they would reimbursement members who are going to do the Tower Climb. The Board will discuss under New Business.

#### **Committee Reports:**

- **75<sup>th</sup> Anniversary Committee: Dave Theriault**
  - We still need people to work all the events next weekend. Need five volunteers to work with Maria for the Presidents Reception. There are 45 departments coming for the parade. Would like to see all members march. If you don't have a dress uniform than wear a navy-blue polo shirt with either the 75<sup>th</sup> Anniversary logo or an Avon Volunteer Fire Department logo and a pair of khaki pants and black shoes. Would like to see all members not just active but retired and lifetime members.
  - Will rent light towers. 12 units are needed for the weekend.
  - Parade will need many volunteers.
  - Photographer was hired for the whole year. Another department photo will be taken the morning of the parade. Will have to notify all members.
- **Social Activities Committees**
  - Clambake may have to be postponed this year. Casey McDermott is not able to chair the committee this year. Board will discuss under New Business.
  - Annual Dinner – Maria Brighenti told the Board that this year the dinner will be held on November 17<sup>th</sup> at the Hop Meadow Country Club, which was able to accommodate the number of people and to keep the price comparable. Maria did ask if the Board would like her to check into having a D.J at the dinner. The Board will discuss this under New Business.

- **Recruitment and Retention Committee: John Ryan**
  - The committee is working on the Community Challenge which will be on Avon Day and the Empty Nester program. Not sure when the Empty Nester will take place. Will need help with the Community Challenge.
- **By-Laws Committee**
  - Going to start meeting again. John Ryan will bring Andy Ozmun up to date with what is being investigated.

Andy Ozmun suggested that on the next agenda the Survey Committee should be added.

#### **Unfinished Business:**

- **Ops Manual CM-1, CM2 and CM3 revisions-John Ryan**
  - CM-1 Board reviewed the changes made from the suggestions at the last Board meeting. The Board decided on changing the following wording:
    - Under Board Meeting Quorum the wording was as follows: Five (5) members of the Board of Directors shall constitute a quorum. **This now reads Five (5) members of the Board of Directors elected from the general membership.**
    - Under Board Meeting Special the wording was as follows: The President may call a special meeting of the Board of Directors on twenty-four (24) hours' notice and such a meeting shall be called at the request of three (3) members of the Board. **This now reads The President may call a special meeting of the Board of Directors on twenty-four hours' notice and such a meeting shall be called at the request of any three (3) members of the Board elected from the general membership**
  - CM-2 Board reviewed the changes and decided to table this until they had more time to look it over. Steve Gottlieb made a motion to table this item with Tad Green seconding. Approved
  - CM-3 Board reviewed the changes and decided to table this until they had more time to look it over. Andy Ozmun made a motion to table this item with Tad green seconding. Approved

#### **Motion to Bring Under New Business:**

- Matt Polesel made a motion to bring under New Business the naming of the Company 1 kitchen after Harvey Reeser with Andy Ozmun seconding. Approved.
- John Ryan made a motion to bring under New Business reimbursing members who want to do the Tower Climb with Steve Gottlieb seconding. Approved.
- John Ryan made a motion to bring under New Business getting pricing to have a DJ at the Annual Dinner with Steve Gottlieb seconding. Approved.

#### **New Business:**

- Company 1 Kitchen named for Harvey Reeser. After some discussion the Board decided to bring this to the membership to get their feedback.
- Grant Writing – Andy Ozmun made a motion to spend up to \$2,500 and go with the same company with Ray Crozier seconding. Approved.
- Open Board Seats – There will be 2 open seats for the Board. Ray Crozier and Rob Shillington seats will be open. Will present this to the membership at the Corporation meeting.
- Company 1 kitchen professionally cleaned before hosting all events next weekend. Will use operation budget money for this. No vote taken.
- Tower Climb Reimbursement – Andy Ozmun made a motion to reimburse members who would like to participate in this event with John Ryan seconding. Approved.
- Pricing for DJ at Annual Dinner – Andy Ozmun made a motion to get pricing for a DJ with John Ryan seconding. Approved.

- Clambake Issue – The Board will bring to the membership the suggestion of forgoing the Clambake this year due to Casey McDermott cannot chair the committee and all the work and events for the 75<sup>th</sup> Anniversary this year. The Board thought instead of the clambake they could put more money into the Annual Dinner. Will present this to the membership at September Corporate meeting.
- Thank you letters to the outside members of the Chief Selection panel. After some discussion Andy Ozmun made a motion to purchase 3 \$25 gas gift cards to send with the letters with Steve Gottlieb seconding. Approved.

Motion to go into Executive Session made by Steve Gottlieb and seconded by Andy Ozmun. Approved. Went into Executive Session at 8:35

Motion to come out of Executive Session made by Matt Polesel and seconded by Tad Green. Approved. Came out of Executive Session at 10:50

Matt Polesel made a motion to have a private ballot vote to select the Chief with John Ryan seconding. Approved.

Results of the Vote was 5 for Bruce Appell and 3 for Mike Trick.

Meeting was adjourned at 22:55 (GB)