

MINUTES OF THE 906th BOARD OF DIRECTORS MEETING October 2, 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, Steve Gottlieb, Matthew Polesel, John Ryan and Michael Trick. Excused William Green, Joe Kowalczyk, Andrew Ozmun and Rob Shillington

Others Present: Dennis Bianchi, Maria Brighenti, Nancy Crozier, Aaron Gelber, Susan Jansen, Tom Kline, Gina Kline, Sharon Levine-Shein and Mark Wilson.

Minutes of the September 4th minutes were approved.

Communication from Members:

- Dennis Bianchi reported to the Board that he has 88 members and family that have responded to the Bingo Day.
- Captain Corrado addressed the Board regarding his evaluation of his membership and duties by reading a letter address to them. (See Attachment A). After reading the letter he requested to address this letter with the Board in Executive Session.

Communications from Board Members:

- **Company Reports:**
 - Co. 1 – Ray Crozier No Report
 - Co. 2 – No Report
 - Company 3 – When Matt Polesel presented the reasons for not having the clambake he had some concerns from members that the Board didn't reach out to the membership before making that decision.
 - Company 4 – Michael Galliher. Basement is moving forward.
 - Fire Police – Steve Gottlieb told the Board that if anyone uses the Fire Police vehicles they should be returned in good condition which means everything should be put back in place.
 - HQ – John Ryan No Report
 - Explorers – Mike Galliher told the Board that they are doing fine. There is a total of about 15

Secretary Report – John Ryan No Report

Treasurer's Report: Joe Kowalczyk

- There is total cash in the Corporation of \$837k (\$906k prior month). Of this money there is approximately \$169k (\$184k prior) of funds that are free of restrictions and belong to the Corporation. There is \$24k (\$28k prior) of restricted funds within the Corporation and the remaining cash relates to Town grant money that we have received and totals about \$644k (\$694k prior). Of this \$644k there is \$79k of encumbered 16/17 grant funds. The remaining \$565k relates to the current year 18/19 budget.
- Fundraising from the letter has leveled off for the year. This year we have lagged behind last year (our best year) but it was still a very strong year. Through June we had received about \$55k, by the end of July we were up over \$63k and now here for the end of September we are up over \$67k.
 - 11 months into the fiscal year for the Corporation we are showing a loss of about \$11k (7%k gain prior month). I expect this loss only to increase and (stay) as further bills from the 75th weekend come in.
- Like expected, the largest cash expense for the Corporation remains the 75th Anniversary expenses \$72K (\$39k prior). In addition to these expenses we also have the annual dinner for \$10k (10k prior month) and the Live Burn Building for \$20k (\$20k prior). Like previously pointed out the 75th expenses have been largely offset to the tune of \$46k (\$24k prior month) of income resulting in a net impact of only \$26k to the Corporation thus far as we continue to wait for further bills. This same concept holds true for the Live Burn 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.

- In addition, the golf tournament has resulted in a nice gain thus far bringing in \$15k of income with only \$8k of expenses for a net \$7k.
- Budget – For September we spent about \$50k (\$45k prior month) of our budgeted funds. As compared to last September we spend \$40k during the same timeframe. Through three months of budget we have been very consistent in our spending and have spent \$150 (99k prior month) of our \$714k. Over the same period last year, we had spent about \$86k of our \$678k. That compares as thus far we have spent about 21% of our funds in the current year as compared to 12.5% in the prior year over the same time.

Town Representative Report: Jamie DiPace

- Convention weekend was a very good thing for the community. The town would like to see something like this next year. The 75th Anniversary Committee did an outstanding job under Dave and Steve. We should be very proud of the organization for putting this on,

Chief's Report: Chief Trick

- New stove for Company 1 kitchen. The Chief got three quotes to replace the stove. He went with 60", 6 burners, 24" thermostatically controlled griddle with one convection oven and one regular oven. The lowest price was \$11,200. The other quotes came in anywhere from \$11,500 and \$12,000 but without all the things that we need. The Chief recommended Roy Silverman who owns Warehouse Restaurant Supply Store since we have purchased other items in the kitchen from him and he is an Avon resident. If the Board approves this purchase and the Purchase Order can be given to him as soon as possible he will make sure it gets here by the beginning of November which is great because we need it for the Hartford County Chief's dinner here later in November along with other events. Vice President asked the Chief if we needed more quotes since it is over \$10,000 and the Chief told the Board that the money will have to come out of the Corporation because the Operation Budget doesn't have money for that. Jamie DiPace asked why the Corporation should pay for it since it is a town building. He also asked why it couldn't be paid partially by the Corporation and the Operation Budget.
- Dishwasher – The Chief found out that the dishwasher does do dishes, but you have to rinse them and then put them through the dishwasher. It only sterilizes dishes. So, you have to put everything in there practically clean. The dishwasher just needs to be cleaned.
- The Chief addressed James DiPace's question of paying for the new stove out of operation budget, but the budget doesn't have any money for this big expense. Jamie suggested taking the money out of the operation budget and if as the year goes on if the budget needs the \$10,000 then the Corporation could reimburse the money. This will be added to new business.
- Community Challenge was very successful. We had 10 community participants including a lieutenant from Glastonbury plus 4 additional 9 to 11-year old's in the little challenge. Since the Empty Nesters Recruitment program and the Community Challenge 10 applications have been received and are being processed for firefighters, fire police, administrative members supporting the medical division, including a registered pharmacist, a registered nurse and a nurse practitioner. Hours for Saturday alone
- 95.25-man hours. Preceded by 33.04-man hours the day before for preparation. A total of 17 volunteers were directly involved in this weekend's events. More than \$1,300 in donations were raised in sponsorship of the event, which more than covered the cost of all t-shirts, swag bags and banners produced as well as food for all participants.
- The awards this year will be Firefighter of the Year, Outstanding service, training award will come from Chief Speich. Unsung Heroes award will come from the Chiefs. Explorer of the Year will come from Tom Post. Most drills and most calls are a simple training event.
- The Town Manager has given his preliminary approval to purchase a mini pumper and for the department to get the information and present it to the Town Council at their October 22th meeting.

- A request was submitted for consideration to VFIS, VCOS Illness and Injury Prevention Award on behalf of our department. The department won the award and Captain Corrado will be going down to the conference to receive the award along with Chief Trick. Chief Trick will also be presenting a educational session on the AVFD Physical Performance Qualification course program at VCOS this November

Committee Reports:

- **75th Anniversary Committee: Vice President Galliher**
 - There is a series of fire related films being held at the Avon Library in October and November.
 - October 13th all stations will hold an Open House.
 - Memorial Service will be held on October 4th at Avon Congregational Church with a reception following.
 - Will be sending thank you notes for donors and volunteers.
- **Social Activities Committees**
 - Annual Dinner – Maria Brighenti
 - November 17th Hop Meadow Country Club in Simsbury. She needs to know if the Board wants to hire a DJ and which one. There is Brian Daly and he would charge us \$500. He works at Thompson Brook School. The other is PowerStation DJ and his price is \$699. Maria has worked with PowerStation DJ before and they are very good. This will be added under New Business.
 - Recruitment and Retention Committee: Aaron Gelber
 - We have 10 new applicants that we are processing. Will still try to get out name out there to get more members.
 - Health and Safety – Adam Corrado
 - Ops Manual changes pertaining to health and safety initiatives is in final approval and publication is anticipated shortly.
 - The HSC has drafted a publication titled AVFD Guide to Best Practices: Contamination Control to replace the previous draft of the Contamination Control Plan. New content has been drafted to cover Ops Manual Policy for Contamination Control.
 - Chief Trick will be presenting an educational session on the AVFD Physical Performance Qualification course program at VCOS in Florida in November during two separate sessions.
 - SCBA – Mark Wilson
 - Shipman's met with the committee to go over why we are not going with Scott. Now we have to go over the numbers and what else has to be purchased before we put in the order.

Unfinished Business:

- **Ops Manual CM-1, CM2 and CM3 revisions-John Ryan**
 - CM-1 Was discussed again because of the new wording which is as follows:
 - Under Board Meeting Quorum the wording was as follows: Five (5) members of the Board of Directors elected from the general membership shall constitute a quorum. **This now reads A majority of the Board of Directors elected from the general membership shall constitute a quorum.** Motion was made by Steve Gottlieb to accept this wording with Ray Crozier seconding. Motion passed.
 - CM-2 Board tabled till January.

- CM-3 Board reviewed the changes and a Motion was made by Matt Polesel to accept the changes to COM-3 with Ray Crozier seconding. Motion Passed. The changes are as follows:
 - Under Corporation Meeting – (Annual) The annual meeting of the Corporation for the purpose of electing the Corporation Board of Directors and the transaction of any other appropriate business shall be held the second Monday of November at 7:30 p.m. Should the annual meeting of the Corporation fall on a legal holiday, such meeting of the Corporation shall be held on the following Monday. **This now reads: Written notice of this meeting shall be sent to each member and Veteran at least (3) days prior.**
- Open Board Seats. There are two open Board seats. Ray Crozier put in his letter of intent to stay on the Board, but we still need one more Board member to replace outgoing President Rob Shillington. Next Month we will have to repost and hold the election at the January Corporation meeting,

Motion to Bring Under New Business:

- Steve Gottlieb made a motion to bring under New Business the purchase of a new stove at Company 1 with John Ryan seconding. Motion passed.
- Steve Gottlieb made a motion to bring under New Business having a DJ at the Annual Dinner with Ray Crozier seconding. Motion passed.
- Steve Gottlieb made a motion to bring in Executive Session the concerns that Captain Corrado brought before the Board with John Ryan seconding. Motion passed.

New Business:

- Matt Polesel made a motion to bring into Executive Session a discussion of Captain Corrado's concerns with Ray Crozier seconding. Motion passed. This will be done after all New Business is concluded.
- LOSAP – Sue Jansen brought some concerns that Bud Desmond had about the Bonus Points. When Sue talked to Bud about the points and he is fine with them. He would also like the Board to approve raising the amount given into to each member for LOSAP. Maybe the Board should check around with other departments to see what they have for a LOSAP. Vice President Galliher will check with CCM on what the surrounding towns do for their LOSAP programs. Bud is planning to resign.
- CIP Budget – Chief Appell and Vice President Galliher have been working on the Capital Improvement Budget. It is similar to what we had last year with changes to take off the SCBA request for funding since we will be purchasing that equipment and adding a new mini pumper to the presentation and keeping funding for the Northwest Station. Also kept in the funding of all or our fire stations to be able to do necessary improvements to them.
- Annual Dinner DJ – Steve Gottlieb made a motion to approve a DJ for the Annual Dinner with John Ryan seconding. Motion Passed.
- Steve Gottlieb made a motion after some discussion by the Board and input from Maria Brighenti to hire Brian Daley as the DJ with Ray Crozier seconding. Motion was passed.
- 75th Leftover Merchandise – Tabled until all the bills have been received and paid before addressing this issue.
- Memorial Service is all set for October 14th. The dinner will be held at Avon Congregational Church.

Motion to go into Executive Session made by Matt Polesel and seconded by Ray Crozier. Approved. Went into Executive Session at 20:29. Board didn't come out of Executive Session but called in Captain Corrado to address his concerns.

Motion to come out of Executive Session made by Steve Gottlieb and seconded by Matt Polesel. Approved. Came out of Executive Session at 21:52

Meeting was adjourned at 21:53 (GB)

**Avon Volunteer Fire Department
25 Darling Drive
Avon, Connecticut 06001
860-677-2644**

October 10, 2018

Dear Board Members,

Recent events have prompted me to, using Chief DiPace's words, reflect, re-examine, and re-consider whether or not to re-commit to my service with the AVFD.

When I come right down to basics, though, and recall the reason why I am here and do what I do, the reason is very simple, and still valid. Quite simply, this is my community, where my family, the people I love and care about live, work, and grow. It is my love for them and the knowledge that if they should ever find themselves in a situation beyond their capability to handle, that the members of *this* organization are the people who will respond to their call for aid. It is because of my love for them that I have taken an oath, and will do whatever I can, provide whatever talent I have to offer, to ensure that the people who respond are the best trained, *most prepared* first responders they can be. I consider the rest of the distractions to be just typical organizational noise that I can tolerate while I continue to do my job.

Amazingly, since having been appointed medical officer, the medical division has grown to be the single largest unit within the fire department, larger than any single firefighting company, the fire police corps, HQ staff, or the Explorer corps. As captain, I supervise and coordinate the work of nineteen firefighters, fire police officers, and administrative members, *not including* the health and safety officer, as well as four outside organizations, all of whom have committed their time and efforts toward promoting the health and well-being of our members. As their captain, it is my responsibility to not only shield them from the noise, but to advocate on their behalf in consideration of their dedication and contributions. Anything less would be a dereliction of my duty as medical officer.

My responsibility, my mission, and that of the entire medical division is simple, tangible, and what we stay laser-focused on in everything we do. Our *job* is to help maximize responder turnout, and help ensure fit and ready responders. We strive to maximize longevity, minimize disability, and maintain and support a system of operations in which every responder goes home. This was the charge given to me by the Board of Directors in AA-2, and by the Fire Chief, and by the Training Chief when he made his first official presentation to the officer corps his stance on the **16 Firefighting Life Safety Initiatives**. If you haven't heard of them, I reprinted them in this guide; I wonder how many of you have taken the time to read it.

More than a year ago I asked the Board of Directors what the single most important problem facing this organization was. We were all able to agree at that time that the problem of dwindling responder turnout was the greatest challenge facing the organization and that the

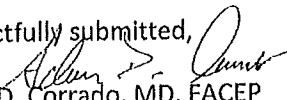
Board's greatest responsibility is to address this threat to our mission to serve this community. Despite several changes in Board composition, this has not changed, and yet, it would seem that the Board simply cannot focus on its most important task, and instead some members want to actively work *against* this goal. Trust me, it did not go unnoticed that the only member of the Board of Directors that attended or supported the recruiting efforts of the last month was the one who partners with me on my staff.

In fact, *several* members of the Board have seen fit to *specifically* undermine the efforts of the current administration and the medical division, to place member health and safety at risk, and renege on a commitment made by the Board just two and a half years ago to make member health and wellness an operational priority. If our personnel are indeed our most valuable resource, then you, my friends, and you know who you are, are on the wrong side of this issue.

There is no advantage for me to have an adversarial relationship with anyone on the Board. Nevertheless, I am 100% in support of Chief Appell and his agenda for maintaining the current course of these programs, and as long as I am the medical officer under his command, and as long as some of you continue to actively work against my personnel and their efforts, I will be the greatest obstacle to your agenda. It is wholly inappropriate for me to enumerate your misdeeds in public; I will not lower myself to the depths of behavior to which we have tolerated in the past, and I respectfully request an invitation to discuss specific circumstances, tonight, in Executive Session.

Over the last two years, this body has responded to threats, actions, and malfeasance from Matthew Gugliotti in ways that have served this organization and its leadership poorly. This is your failure, and you need to make some introspection regarding your own priorities. The Board members who continue to work against your most basic responsibility will find that should you choose to pursue your present course and continue to fight what may be our most important directive, that you have neither the truth, the moral high ground, nor the NFPA standards for fire department operations on your side, and yours is a position that threatens the safety and well-being of our members and this organization, not in a theoretical way but in a very real and tangible way. There is no way that I or my staff can stand idly by and allow that to continue, and still fulfil our appointed responsibility.

I implore you all to reflect, and reconsider your priorities as Board members, and whether the things you say and do **help**, or actually **harm** our organization.

Respectfully submitted,

Adam D. Corrado, MD, FACEP
Captain, Medical Officer
Avon Volunteer Fire Department, Inc.