

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING August 25, 2022

The meeting was called to order by President Nancy Crozier at 19:05

Pledge of Allegiance

Board Members Present: B. Appell, J. Borges, N. Crozier, J. DiPace, J. Farzinzad, G. Kline, and K. Shaw, d.
Excused: B. Baldwin, R. Deming T. Post, and James Speich .

With a motion made by Gina Kline and seconded by Joe Farzinzad the board went into Executive Session to discuss Performance Review at 19:06.

With a motion made by Jeff Borges and seconded by Kristen Shaw the board came out of Executive Session at 2107.

Minimum Board of Directors Qualifications: Gina Kline

) Board members went over the preferred qualifications and then discussed ideas for minimum qualifications. **(See Attachment A for results of discussion).**

Next board meeting will be September 6, 2022

Meeting adjourned at 22:21 (GB)

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SECTION: Job Descriptions	TOPIC: Board of Directors	
AUTHORITY: Corporation President	Effective Date: 07/07/2009	Revision Date: 08/31/2021 <u>09/06/2022</u>

Board of Director Minimum Qualifications:

- Associates Degree or equivalent life experience (as judged by Board of Directors)
- Possesses management skills through experience or academia
- Can communicate effectively both verbal, ~~and~~ written and presentation
- Member in good standing with ~~three~~ four years' experience in the Avon Volunteer Fire department as a ~~Regular m~~ Member or equivalent Fire Service experience.
- Attendance at Corporation meetings of 67% over the most recent 12-month period
- For non-member appointees, successfully passed a background check

Board of Directors Preferred Qualifications:

- Has served on other Boards or Committees
- ~~High School degree or higher~~
- ~~Possesses management skills through experience or academia~~
- Has business experience or business background through academia or non-profit organizations
- ~~Can communicate effectively both verbal, written and presentation~~
- ~~Has demonstrated leadership skills~~
- ~~Has served as a firefighter, fire police or administrative member and has a working knowledge of the fire service~~
- ~~Has demonstrated working well with others and as a team~~
- ~~Member in good standing with three years' experience in the Avon Volunteer Fire department as a regular member or equivalent Fire Service experience.~~
- Non-officers ~~s~~ preferred
- ~~Should have a~~ Attendance at ~~Corporation and~~ Board meetings of greater than ~~85~~ 50% over the most recent 12-month period
- ~~Successfully passed a background check~~

Job Descriptions:

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President

- Voting Member in the case of a tie
- Presides over Board of Directors, Executive Committee and Corporation Meetings
- Ensures the smooth operation of the Corporation and Fire Department as a whole
- Responsible for communications between the Board of Directors and Line through the Chief of the Department
- Sets goals and objectives for the Board of Directors annually and for the Department in conjunction with the Chief.
- Approves the annual budget along with the Board of Directors.
- Shall prepare and present to the membership an Annual Report
- Represents the department, in conjunction with the Chief, to the Town Council and the public
- Ex-officio member of Officers meetings
- Communicates with Vice President on all matters necessary to ensure a smooth transition and assumption of duties when necessary
- Mentor the other Executive Committee members on duties of the President for succession purposes
- Qualifications:
 - ~~Firefighter, Fire Police or Administrative~~Regular mMember of Avon Volunteer Fire Department for five years or greater
 - Shall not be a Line Officer
 - Must serve two years as vice president
- Must have attendance at Corporation and Board meetings of greater than 80%

Vice President

- Voting Member
- Reports to the President and member of the Executive Committee
- Will succeed the President
- Act as President in the absence of the President
- Communicates with President on all matters necessary to ensure a smooth transition and assumption of duties when necessary
- Mentor the other Executive Committee members on duties of Vice President for succession purposes
- Represents the department as directed by the President
- Member of the Membership Committee representing the Board
- Responsible for the Operating and Capital Improvement Budget preparation in conjunction with the Chief and Treasurer.
- Coordinates the insurance needs of the Department along with the Treasurer.
- Responsible for Planning Committee and Grants
- Monitors the budgets during the fiscal year.
- Qualifications:
 - Served as a member of the Executive Committee for one year
 - ~~Firefighter, Fire Police or Administrative~~Regular memberMember for five years or greater

- ~~— Non-officers preferred~~
- ~~— Basic Board of Directors Qualifications~~

- Must have attendance at Corporation and BOD meetings of greater than 80%

Secretary

- Voting Member
- Reports to the President and is a member of the Executive Committee
- Act as President in the absence of the President and Vice President
- Represents the department as directed by the President
- Mentor Board members on duties of Secretary for succession purposes
- Overall administration of Department website and chairs the Social Media Committee.
- Responsible for the minutes and attendance records at the Board of Directors meetings, Corporation meetings or any Special meetings as directed by the President.
- Ensures timely distribution of minutes as required to the Board, membership and the public as necessary.
- Posts minutes on the website once approved.
- Responsible for update, approval process and official copy of the By-Laws and AOG's.
- Makes sure necessary preparations are in place for the BOD, Corporation and Special meetings
- Coordinates the processing of all Freedom of Information (FOI) requests received by the Department.
- ~~Qualifications:~~
 - ~~— Non-officer preferred~~
 - ~~— Basic Board of Directors Qualifications~~
- Must have attendance at Corporation and Board meetings of greater than 80%

Treasurer

- Voting Member
- Reports to the President and member of the Executive Committee
- Mentor Committee members on duties of Treasurer for succession purposes
- Represents the department as directed by the President
- Manages the Finance of the Corporation and Fire Department including development of an annual Corporation Budget.
- Oversees the annual operating budget in conjunction with the Chief and the Vice President
- Provides members and the Board with monthly financial statements, to be distributed prior to Board and Corporation meetings
- Responsible for the yearly audit with the Town of Avon.
- Responsible for ensuring appropriate insurance coverage is in place
- Responsible for tax matters and abatement
- Chairperson of the LOSAP Committee
- Can appoint an Assistant Treasurer with Board approval
- ~~Qualifications:~~
 - ~~— Non-officer preferred~~
 - ~~— Basic Board of Directors Qualifications~~

- Background in finance through business, non-profit or academic experience
- Must have attendance at Corporation and BOD meetings of greater than 80%
- Background check required
- Working knowledge of financial software
- The Board of Directors reserves the right to appoint or hire a qualified individual / organization to assist the Treasurer with the finances of the Department.

Committee Executive

- Voting Member
- Reports to the President and member of the Executive Committee
- Mentor Committee members on duties of Committee Executive for succession purposes
- Represents the department as directed by the President
- Coordinates activities to serve as Executive Council liaison with Board Committees.
- Creates, forms and disbands Committees as necessary to accomplish Board goals and objectives
 - Assigns committee work, clearly defines deliverables and timelines
 - Provides necessary budget input
 - Assures committee work is complete
- Responds to request for information from the Board and Executive Board
- ~~Qualifications:~~
 - ~~Non-officer preferred~~
 - ~~Basic Board of Directors Qualifications~~
- Must have attendance at Corporation and BOD meetings of greater than 80%

Elected Board Member

- Voting member
- Reports to the President
- Responsibilities will be defined by the Board as outlined in the By-Laws and may include Human Resources, Public Relations, Communications, Facilities or Strategic Planning.

Appointed Board Member

- Appointed annually
 - Re-appointment determined based on needs of the BOD
 - Appointed by the Board of Directors from outside or inside the Department based upon needs of the Board of Directors.
- Voting Member
- Reports to President
- Responsibilities could include, but not limited to Human Resources, Public Relations, Communications, Facilities or Strategic Planning