

960th Board of Directors Meeting, April 6 , 2023

The meeting was called to order by President Gina Kline at 19:01

Pledge of Allegiance

Board Members Present: Bruce Appell, Brian Baldwin, Chip Carpenter, Nancy Crozier, Jamie DiPace, Gina Kline, and Kristen Shaw. Excused: Jeff Borges, Tom Post and James Speich

Other Members Present: David Costill, Sue Jansen, Tom Kline, Erin McCall, Steve McMahon, Dave Theriault, Robert Theriault, and Mark Wilson.

Minutes from the Special Board meeting on March 8, 2023, and Special Board meeting on March 23m 2023 were approved.

Communications from Members: None

Communications from Board Members:

- President Gina Kline
- Town Council meeting was held, and the facilities project was on the agenda. The town council didn't hold any discussion but wanted it on the agenda to keep it front and center. No decision was made. They just wanted to acknowledge that they received the report. The next step would be to form a planning committee which may be a timeframe for August.
- Talked about Policy and Notice of Nondiscrimination. This will be added to the Agenda under New Business. Kristen Shaw made a motion to bring this document under New Business with Chip Carpenter seconding. Motion passed.
- President Kline had a conversation with Attorney Harrington regarding somethings about Freedom of Information. After talking with Attorney Harrington President Kline looked at the AOG's pertaining to meetings, and she sent that information to Attorney Harrington to look over and give the board feedback on what changes should be made.
- The board talked about having another blood drive in October, but President Kline suggested that we wait until after the blood drive on Friday April 7, 2023, to see if it is feasible to do another.
- Brian Baldwin – There was a complaint submitted a couple of months ago. It was investigated and the chief had a meeting with the company. There was an investigative report done with recommendations and the chief is looking at this.
- Jamie DiPace – Commended the organization on the fire the other night. It was a good stop. Jamie went in the next day, and he said that the homeowners should be reminded to close doors from the garage to the house when a garage is on fire. This shows that the training is working.
- Nancy Crosier wanted to commend the department for a great job at the fire. She had a Canton firefighter to up to her and thanked her for the quick knockdown our members did.
- Chip Carpenter – Policy Committee is waiting for Chief Kline to complete the changeover to First Due. Fire Police – There is no report.
- Committee Reports:
 - Recruitment and Retention had a change in Chairperson and Cochair person. Connor Goldie will be stepping down from Chairperson due to time constraints and Dave Theriault will be taking over the Chairperson position with Connor Golder staying as Co-chairperson. David Theriault will be Chairperson of both the Recruitment and Retention Committees with Connor as the Co-chairperson for recruitment and Steve McMahon will be Co-chairperson for the Retention committee.
 - Will be doing a family picnic after the Memorial Day parade. The email went out with all the information. Recruitment is looking to do a video to help with recruitment. The next meeting of these committees will be April 12, 2023

- Committee Reports cont.
 - Communications Committee – Erin McCall will be the chairperson with Carol Baldwin being Co-chairperson. There will be several sub-committees.
 - They are Internal communications, Public Relations, Social Media, Website, and the Photo unit.

Old Business:

- By-Law Change re: Article V Section 6 Retired Status. This was approved by the membership.
- Lifetime Tax Abatement – The retention committee is working on Qualification Criteria and will report back to the board at the May Board meeting.
- Station Design Conference -Chief Bruce Appell, James Speich and Jamie DiPace will be attending.
- Board Representatives Assignment Changes – Chip Carpenter made a motion to accept Kristen Shaw as HQ representative and Nancy Crozier as Fire Police representative with Kristen Shaw seconding. Motion Passed.

New Business:

- Sponsorship Request Monroe Fire Department – After some discussion the board decided not to sponsor this department. Jamie DiPace made a motion to not sponsor this department with Kristen Shaw seconding. Motion Passed.
- Fundraising Letter 2023 – The board would like this letter to go out in May and then to have it put on the website and all social media outlets in the fall to remind people about the letter. Hope to have the letter ready for the April 27th board meeting.
- Sponsorship Request from Avon Little League. This item is budgeted for in the Corporate budget. The board does not need to approve.
- Treasurer Appointment – After some discussion Brian Baldwin made a motion to appoint Kristen Shaw as Treasurer and Stephen Gwizdak as Assistant Treasurer with Chip Carpenter Seconding. Motion Passed.
- Executive Board Positions took their Oath of Office. They are as follows: Gina Kline as President, Nancy Crozier as Vice President, Anthony “Chip” Carpenter as Secretary, Kristen Shaw as Treasurer, Stephen Gwizdak as Assistant Treasurer and Jamie DiPace as Committee Executive.
- LOSAP Committee Appointments – Nancy Crozier made a motion to appoint Kristen Shaw and Stephen Gwizdak with Chip Carpenter to the LOSAP Committee. Motion Passed.
- Update Signing Authority – Nancy Crozier made a motion to remove Ryan Deming and Michael Galliher from all bank accounts and to add Gina Kline, Kristen Shaw and Stephen Gwizdak with Chip Carpenter seconding. Motion Passed.
- Policy and Notice of Nondiscrimination - After the board looked this document over and after some discussion a motion was made by Nancy Crozier and seconded by Chip Carpenter to approve this document and make it AOG AA-7. Motion Passed.
- Proposed By-Law Change Article VI – After a lengthy discussion about what the impact of this change would be to the department the board decided to have the member who requested this change to look into the impact to the department will be and report back to the board.

Chief Report: Bruce Appell

- Had 44 runs in March, 33 entry members, 54 support members, and 20 administrative members.
- The members did a great job knocking down the fire and saving the house. It was very fortunate that Company 3 had members there and could respond rather quickly. Having members at stations is a big help when something like this happens. The response time is very quick.
- Started First Due the new software program. We are working on some bugs to be fixed. Chief Kline is working on getting everyone trained.
- After investigating Company 3 complaints the Chief came up with a draft for a Safety Committee. He gave this to the board to look over and discuss at the next board meeting.
- The board had some questions on how an investigation is done. He gave the board handouts for this.
- Renovations at Company 1 are about 95% complete. 3 big screen TVs were purchased for the meeting room. One on each side of the hall and one on the column. They will be tied into the projector. The TVs will be on swinging arms so that they can be pushed flush with the wall when not in use and pulled out when in use. The sound system was upgraded, and a new computer was purchased. The new computer is sending a better picture to the whiteboard.
- Have not received anything from Company 1 about furniture for the lounge.
- The sign board, Jim Bayne volunteered to put up ½ cork boards that were in the HQ office. He has been working with his people and provided the sign for the Blood Drive. Looking into getting signs to fit in there with different saying to keep it fresh.
- All the Ops Manual has been converted over to SOG manual. They are in the process of being reviewed by all the chiefs right now.

Executive Session: Legal Matter Related to FOI

- Gina Kline made a motion with Kristen Shaw seconding to go into Executive Session. Went into Executive Session at 20:36
- Nancy Crozier made a motion with Chip Carpenter seconding to come out of Executive Session. Came out of Executive Session at 20:56

President's Comments: Gina Kline

- The Policy Committee will have to look at the AOGs to see if any changes have to be made in regard to FOI compliance.
- There are 5 set reasons for Executive Session. They are as follows:
 1. Discussion concerning the appointment, employment, performance, evaluation health or dismissal of public officer or employee.
 2. Strategy, Litigation
 3. Matter of Security
 4. Selection of a site or lease, sale or purchase of real estate.
 5. Discussion of records not allowable in open session
- Looking at policy about FOI.
- President Kline will check with Attorney Harrington doing some training on FOI for the board, but any member may come to this training.

Next board meeting will be April 27, 2023

Meeting adjourned at 21:20 (GB)