

962nd Board of Directors Meeting, June 8, 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, Jamie DiPace, Gina Kline, Tom Post, Kristen Shaw, and Jim Speich. Excused: Jeff Borges, Nancy Crozier, Steve Gwizdak

Other Members Present: Dave Costill, Tom Kline, Sharon Levine-Shein, Jim Reber, Diane Theriault, Dave Theriault, Robert Theriault.

A motion was made by Jamie DiPace and seconded by Chip Carpenter to accept the minutes from the April 27, 2023, Board meeting with the changes to Old Business as noted below. Motion passed.

- Proposed AOG Change AOG EX-3 added verbiage with regards to Good and Welfare was reviewed by the Board but not approved. The item was referred to the Policy Committee to add language regarding eligibility for Good and Welfare and to add language outlining sponsorship requirements.

Communications from Members: None

Communications from Board Members:

- Chip Carpenter
 - Still working on the Member In Good Standing but we have hit a roadblock. Instead of having a meeting with the Recruitment and Retention Committee Chip feels that there should be a separate meeting with just the Member In Good Standing taskforce to just concentrate on the Member in Good Standing. The issue is whether we are going to be doing points or hours. Chip will be collaborating with Assistant Chief Tom Kline, but at this point Assistant Chief Kline has had a lot on his plate, so Chip has not had a chance to go over the survey the members did for the CGR report.
- Kristen Shaw
 - Met with Grace Bianchi and Steve Gwizdak last week to go over QuickBooks.
 - Provided a summary of the year-to-date actual vs budget performance.
 - President Kline provided additional information on the cash flow report and explained the need for the Board to determine an appropriate reserve threshold for savings. An article discussing the importance of having a reserve for non-profit organizations was added to Dropbox and Board members were asked to review the article for further discussion at the 6/29 Board meeting.
 - Steve is still exploring the feasibility of converting from a 501(c)4 to a 501(c)3. He is also looking at the possibility of changing our fiscal year start to align with the Town fiscal year (changing from Nov 1 to July 1).
 - Jamie DiPace asked if we could resume dinners prior to the monthly corporation meetings since we have approximately \$143,000 in savings for the Corporation. President Kline indicated that the Board needs to first determine the minimum threshold amount to be kept in savings and determine how much to restrict to subsidize operational activities that may not be fully funded by the Town grant.
- Jamie DiPace
 - 70 Yard Goats tickets have been purchased for the July 20th game. First Responders Night. It is a fund raiser for the Fallen Firefighters' Memorial at the fire academy.
 - Shared concerns from Company 1 regarding several members who signed an incident form during the time of a scheduled committee meeting even though the individuals did not actually leave the meeting at the time the call came in. The matter was relayed to the Chief for him to address.
- Tom Post
 - Explorers had their last drill this past Wednesday. There are five Explorers that are graduating.

Communications from Board Members cont.

- Brian Baldwin (No Report)
- Jim Speich
 - Jim shared that the Town Council has approved the charge to proceed with the fire station renovation and construction effort and has appointed a Building Committee to move this effort forward. Three members of the AVFD will participate on the seven-person committee. Jim will serve as the committee chair. Jamie DiPace and President Gina Kline will also represent the Department on the committee.
- Gina Kline
 - Received an email from Ben Shapiro regarding grant opportunities through Firefighter Charitable Funds. President Kline will reach out to AC Speich to see if we have applied to this grant in the past and/or if he would be interested in connecting with Ben's grant writer associate.
 - The 23/24 Town Budget was approved and the total budget number for the Town has been posted to the Town's website. The fire department received a 3% increase compared to the 22/23 budget period.
 - Information on the Dream Ride and Firefighter Chili Cookoff on August 26 was shared and referred to the Recruitment Committee to appoint a Department contact to communicate with the event coordinator.
 - The IAFC's Symposium in the Sun conference will be held Nov 9th to Nov 12th. President Kline is planning to attend this year and suggested that other Board members review the agenda to see if others were interested in attending. A decision will be made on attendees at the June 29th Board meeting.
 - Two items were shared and voted on to be added to New Business
 - Appropriation of \$250 of funds restricted for Truck 16 to the operating budget to put towards Truck 16 expenses. The motion was made by Kristen Shaw and seconded by Chip Carpenter. The motion to add New Business was approved.
 - A motion to approve funding of \$1,500 to renew the Department's SAM.gov registration was made by Chip Carpenter and seconded by Jamie DiPace. The motion to add this to New Business was approved.
 - Also discussed \$847 of funds restricted for the Woman's Auxiliary. Need to determine if this money was donated for the Women's Auxiliary or by the Women's Auxiliary. Grace Bianchi will research to find out if this needs to be in restricted funds. If the funds are from the Women's Auxiliary, the Board may vote to move this donation to the general (not restricted) fund.

Old Business:

- **23-04 Station Design Conference**
 - Last month, Jim Speich, Jamie DiPace and Chief Appell attended a Station Design Conference in St. Louis. Jim provided an overview of some of the key takeaways gathered from one-on-one meetings with architects, various breakout sessions, and large-group presentations. The information gathered at the conference, along with the findings of the CGR study completed last year, will be shared with the Town appointed Building Committee.
- **23-11 Fundraising Letter**
 - The Communications committee is still working on a draft of the letter/flyer for the 2023 fundraising campaign. A draft will be shared with the Board at the June 29th or the July 27th Board meeting.
- **23-18 Proposed AOG Change – EX-3 Miscellaneous Expenditures**
 - This was discussed when the minutes were approved. The Policy committee will review the changes proposed at the April 27th Board meeting and will have a revised draft for the Board to approve by the July 27th Board meeting.

Old Business cont.

- **23-20 Safety Committee – Establishment**
 - Chie Appell provided a draft charter outlining the membership and structure of the proposed Health and Safety committee.
 - The charter document is an addendum to the policy presented previously.
 - The Board was asked to review and provide feedback to the Chief prior to the next Board meeting.
- **AVFD Tax Status Change Exploration** – this was discussed under the Treasurer's report.

New Business:

- **23-24 Onboarding Process and Dashboard**
 - President Kline met with Chief Appell, Susan Guimaraes, AC Sedlak and Captain Sedlak to review the Onboarding process.
 - Based on the discussion, a dashboard will be developed to show where candidates are in the process.
- **23-27 Member Satisfaction (CGR Study)**
 - Discussion of this item was deferred to the June 29th meeting to give Board members more time to prepare and to allow more time for the discussion to take place.
- **23-28 AOG CM-1 Board Meetings**
 - Revised policy was available in the Board Packet on Dropbox but had not been reviewed prior to the meeting.
 - Board members will review the revised policy with additional language to ensure compliance with the FOI regulations.
 - The policy will be voted on at the June 29th Board meeting.
- **23-29 Fire Chief Performance Appraisal**
 - The Board will be developing an appraisal form to be used to provide timely, clear, and focused feedback to the Chief on how well he is performing in key areas identified as most critical by the Board.
 - Chip Carpenter, Jamie DiPace and Brian Baldwin were tasked with developing the appraisal form.
- **23-30 2 Pine Trail – Planning and Zoning Hearing**
 - The notice from Planning and Zoning regarding the requested variance to build an addition and rooftop deck at 2 Pine Trail located across the street from Company 2.
 - The Board had no concerns with the proposed variance.
- **23-31 AOG Revision – AA-6 Social Media**
 - This item was referred to the Policy Committee to review with the Communications Committee.
 - The updated policy will be shared with the Town's legal counsel prior to the Board voting to approve the new policy.
- **23-32 Appropriation of Restricted Funds to Cover T16 Operating Expenses**
 - Appropriation of \$250 of funds restricted for Truck 16 to the operating budget to put towards Truck 16 expenses. Motion made by Jamie DiPace and seconded by Tom Post. Motion passed.
- **23-33 Approve funding to renew SAM.gov registration.**
 - A motion to approve funding of \$1,500 to renew the Department's SAM.gov registration was made by Brian Baldwin and seconded by Jamie DiPace. Motion passed.

Chief's Report: Bruce Appell

- Call volume for the month of May was 45, which is down a little bit from last year when we had 51 calls.
- Membership – There are 4 new applicants, 1 reinstated, 1 retired member and 1 resigned member. There are a total of 108 members. The breakdown is as follows: 32 entry firefighters and 53 support members which include exterior firefighters, explorers, and fire police. There are 23 headquarter members.
- We are still having problems with entry firefighter members coming out for calls. This is not just daytime or nighttime it is any time. The chief feels that something must be done and he must find out why members are not showing up to calls. Chief Appell will be meeting with all entry firefighter members to see what their schedules are and put something together whether it is a spreadsheet or some type of document showing availability of the entry firefighters so we have an idea of how many could respond at any given day or time. Chief Appell would like to meet with the entry firefighters to find out their availability so he will have some idea who is available when. Chief Appell will report every month where the department is with this information.
- Buildings:
 - Company 3 had water damage due to a problem with the ice machine. The water leaked upstairs and downstairs into the gym and the fire police area. It is dried out now, but the carpeting had to be removed. There are items that must be moved before all the carpet can be ripped out. The building damage will be covered by the town's insurance but the contents are covered by VFIS.
 - Company 2 we are waiting for the transfer switch for the generator. Long lead time to receive the part.
 - Company 4 no word on the paving.
 - Did receive quotes for the new boilers for Company 2 and Company 4. Chief Appell will be working on how to finance these items.
- Training – The department will have a chance to train at the old Dakota's building.
- 60 Security Drive the old printing place has been sold to a storage company.
- End of Fiscal Year Report – The Chief went over the preliminary list of items to be encumbered. Some of the big, ticketed items are as follows:
 - LOSAP \$40,000 will get a definite total needed from Sue Jansen
 - Points \$95,000 not sure if this amount will have to be added to or not.
 - Engine 11 needs to be painted. Quote received for \$82,000. Not sure if we can do the whole truck or not.
 - Turn out gear – there is an order placed for \$17,000/18,000.
 - Communications equipment \$14,000.
 - Building maintenance – Company 3 carpet Co. 4 boiler \$24,000.
- Chief Appell got the final write up on the official complaints. He got the final write up on the last one but has not read it yet. He got a verbal on it and he is working on that. Hopefully, everything will be wrapped up by next month.

Meetings Schedule:

- The Board discussed the upcoming meeting schedule and will communicate changes to the members as necessary.

Meeting adjourned at 21:01