

963rd Board of Directors Meeting, June 29, 2023

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

Pledge of Allegiance

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

Other Members Present: Jean Barton, Dave Costill, Sharon Levine-Shein, Robert Theriault, and Mark Wilson.

The June 8th Board Meeting Minutes were approved.

Communications from Members:

-) Robert Theriault informed the board that he contacted Tower Generator about the Company 2 generator and he is hoping to meet with them next week.

Communications from Board Members:

-) Tom Post – Explorers
 - o There is one member that is resigning due to going to college. There are 2 new candidates.
 - o All Explorers will be drilling with the companies during the summer.
 - o Since the trucks could not go to the graduation ceremony in Hartford. There was a truck with the banner at the high school and the kids could see this from the busses as they were leaving.
-) Nancy Crozier – Fire Police
 - o Captain Bloom has retired from the department and Peter Tedone will be Lieutenant effective July 1, 2023.
-) Jamie DiPace – Company 1
 - o Captain Devanney is now assigned to the training division and Captain Bourgoyn will be Captain of Company 1 effective July 1, 2023
-) Chip Carpenter – Read correspondence.
 - o From the Avon High School PTO for the department's participation in the senior parade.
 - o Exeter Rhode Island Fire Department thanking the department for their support during their wildfire.
 - o Letter and donation from Lindsey Foundation
 - o Letter and donation from Valley Community Baptist Church.
-) Chip Carpenter – By-Law Article V and AOG MEM 2e are not in agreement. These deal with retired status membership. The By-Law Article V was voted to change the verbiage back to the original wording which changed the qualifications for retired status, but the AOG was never changed. The policy committee will make the changes and bring it back to the board for approval.
-) Brian Baldwin – Company 3 No Report
-) Jeff Borges – Company 4 No Report
-) Steve Gwizdak – Treasurer's Report
 - o Total restricted cash position in May 2023 is \$35,383 higher as compared to May 2022.
 - o Total unrestricted cash position in May 2023 is \$8,918 lower as compared to May 2022.
 - o Donations and Fundraising are \$3,108 higher from 11/1/22-5/31/23 as compared to the same period in 2022.
 - o Corporate Expenses (Non-grant expenses) are \$19,454 less in 2023 from 11/1/22-5/31/23 as compared to the same period in 2022.
 - o Avon Grant (budget) Expenses are \$106,503 less from 11/1/22-5/31/23 as compared to the same period in 2022.

Communications from Board Members cont.

-) Gina Kline
 - Engine 9 is going to be listed for auction and the money received will go to the town's general funds. In the future will ask the town to put the money into the apparatus account.
 - Fundraising letter – Jim Bayne and Erin McCall are working on this and hopefully they will have something for the board to review by the August board meeting.
-) Gina Kline for Jim Speich
 - The building committee had its first meeting. This meeting was basically an introductory meeting to go over the charge for the committee. Reviewed the request for qualifications document which is basically a request for architects. This was approved by the committee.

Old Business:

-) **22-02 Lifetime Tax Abatement – Qualification Criteria**
 - When a member reaches 25 years of service and is in good standing, they will be eligible for this benefit. Before the member is eligible a report will be done for their last 5 years to see if they were in good standing and what their tax abatement was. From this report the average amount of those 5 years will be what the member is eligible for their lifetime benefit.
-) **23-20 Safety Committee – Establishment.**
 - Chief Appell will finalize this and will put it in AOG form which will then go to the Policy Committee to look over and if this committee approves then the AOG will be presented to the board to approve.
-) **23-22 AVFD Tax Status Change Exploration**
 - Steve Gwizdak felt that this would not be a problem. He feels that we would get approval for the change from 501c4 to 501c3.
 - Steve thinks there will not be a problem moving the fiscal year of the Corporation from November 1 through October 31 to July 1 through June 30. Steve will check with the person who is doing our taxes now to see if he could do another 990 for November 1, 2022, through June 30, 2023, this year. Chip Carpenter made a motion with Nancy Crozier seconding to have Steve Gwizdak move forward with changing the fiscal year of the Corporation from November 1 through October 31 to July 1 through June 30. Motion passed with Jamie DiPace opposing.
 - Steve feels that the fiscal year change should be the first item to do and then once this is finalized to proceed with the tax status change from 501c4 to 501c3.
-) **23-27 Member Satisfaction)CGR Study)**
 - After some discussion the board decided to have a special board meeting to just focus on this. The board decided to hold a special meeting on July 11, 2023, at Company 1 7:00 pm
-) **23-29 Fire Chief Performance Appraisal – Form Development**
 - Chip Carpenter, Jamie DiPace and Brian Baldwin are working on this. Should have a draft form for the August board meeting.
-) **AOG Review**
 - **23-28 AOG Revision: CM-1 Board Meeting**
 - Board members will look this over and be able to discuss and vote on changes at the July board meeting.
 - **23-18 AOG Revision: EX-3 Miscellaneous Expenditures**
 - Add verbiage for Good and Welfare and Sponsorship Criteria. The policy committee will look into the verbiage for sponsorships and add that to this AOG and bring it back to the board.
 - **22-03 Member in Good Standing Requirements (AOG MEM-3 changes)**
 - After a lengthy discussion about the proposed changes Chip Carpenter made a motion with Brian Baldwin seconding to accept the AOG with the recommended changes (**See Attachment A**). Motion passed with Nancy Crozier and Jamie DiPace opposing.
 - **23-31 AOG Revision: AA-6 Social Media Policy – Tabled for now.**

New Business:

) **23-32 Disposition of Membership – Unresponsive Members**

- President Kline showed a list of members that have not been attending anything to board members. Some still show on educational leave and two are still on military leave. After some discussion and with President Kline stating that the military leave members have been on this type of leave for over 5 years with no contact from them that they can be dropped from roll. President Kline wants to talk to a few members that are on the list before recommending them being dropped from rolls. Tom Post made a motion with Brian Baldwin seconding to drop from rolls the two members that are still on military leave. Motion passed. There is one member from Company 4 that the captain suggested the Board drop from rolls. President Kline showed the letter of recommendation from the captain to the board members. President Kline has left a message for this member to call her. President Kline will talk to him about his decision on what he is planning to do as a member.

) **23-33 Fundraising Appropriations FY 23/24**

- President Kline passed out information on what has been spent as far as Recruitment and Retention for the last two years and how much of a threshold the board wants to keep. Looking to see how much the board would like to subsidize the budget side of the department. President Kline asked the board members to look it over and be ready with suggestions for discuss at the next board meeting.

) **23-34 Annual Dinner – Guest Invitations**

- The final contract has been signed.
- List of invitees. Jean Barton is suggesting that the list be trimmed down this year. Brian Baldwin suggested President Kline, Vice President Crozier meet with Jean Barton to go over the list.

) **23-35 Station 2 – Replacement Generator**

- There are two quotes from Tri State Generator Company, LLC. One is for \$18,778.40 which is for installing a new generator that uses propane fuel and the other is for \$29,302.90 which is a new generator that uses diesel fuel. Robert Theriault is meeting with someone from Tower Generator to get quotes. Will check with Chief Appell on his recommendation for a new generator. Jamie DiPace asked why the town wasn't paying for the new generator and he suggested that the town be asked to pay for the generator.

Meetings Schedule:

-) The Corporation Meeting will be held on July 10, 2023
-) A Special Board Meeting to discuss Member Satisfaction (CGR Report) will be held on July 11, 2023
-) The next Board Meeting will be held on July 27, 2023.

Meeting adjourned at 21:10

AVON VOLUNTEER FIRE DEPARTMENT <i>Administrative Operating Guidelines</i>		MEM-3 <i>Page 1 of 2</i>
SECTION: Membership	TOPIC: Member in Good Standing	
AUTHORITY: Board of Directors	Effective Date: 08/02/2022	Revision Date: 06/29/2023

Scope: This guideline outlines the criteria for each membership type to be in good standing.

A Member in Good Standing is any Regular or Explorer member who is in compliance with training, attendance, discipline and general standards set forth in the By-Laws and AOGs.

The following outlines the compliance criteria for each membership type to be in good standing:

) **Firefighter Member**

Firefighter Members shall meet the following criteria over the most recent twelve-month period to be considered a Member in Good Standing:

1. Respond to 15% of incidents.
2. Participate in 70 hours of approved Department training (including all annual mandatory training)
3. Have not received a disciplinary suspension during the period.

) **Fire Police Member**

Fire Police Members shall meet the following criteria over the most recent twelve-month period to be considered a Member in Good Standing:

1. Respond to 15% of incidents.
2. Participate in 70 hours of approved Department training (including all annual mandatory training)
3. Have not received a disciplinary suspension during the period.

) **Administrative Member**

Administrative Members shall meet the following criteria over the most recent twelve-month period to be considered a Member in Good Standing:

1. Perform 70 hours of assigned tasks for their position or as part of a committee;
2. Complete all annual mandatory training.
3. Actively participate on at least one (1) committee annually, and
4. Have not received a disciplinary suspension during the period.

) **Explorer Member**

Explorer Members shall meet the following criteria over the most recent twelve-month period to be considered a Member in Good Standing:

1. Regularly attends Explorer drill from September to June and does not miss more than three (3) drills in a row.
2. March in at least one (1) parade annually.
3. Must maintain a 70% or better in all High School courses during the school year as certified by the Explorer's parent or guardian.
4. Have not received any school suspensions, been expelled from school as certified by the Explorer's parent or guardian or received a disciplinary suspension from the Department during the period.

) **Honorary Member**

Per Article V of the By-Laws, an Honorary Member is not presently and has never been a member of the Department thus criteria determining Good Standing is not applicable for this membership type.