

965th Board of Directors Meeting, August 31, 2023

The meeting was called to order by President Gina Kline at 19:00.

Pledge of Allegiance

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

Other Members Present: Tom Kline, Sharon Levine-Shein, Dave Theriault, Robert Theriault, and Mark Wilson.

Minutes from July 27th, 2023 were approved with the following changes: Nancy Crozier change to Vice President not President. Correct Gina's name from Gin to Gina and remove Jamie DiPace's name as going to the Symposium.

The August 9th Board Meeting Minutes were approved. Jamie DiPace abstained from vote he was not at the meeting)

Communications from Members: None

Communications from Board Members:

- **Explorers – Tom Post**
 - Explorers are back to school. Will not be drilling the first 2 weeks of school. There will be an orientation for the 9th graders.
 - We have new applicants that have been interviewed and are going through the process.
 - Lt. Wilson would like to be an advisor. He has helped out in the past and Tom thinks it is good to have a line officer as an advisor.
- **Treasurer's Report – Steve Gwizdak**
 - Cash:
 - Our cash balance is at \$408,053 as of July 2023 as compared to \$443,084 in July 2022, both prior to receiving the grant from Avon. The unrestricted cash is \$131,638 as of July 2023 as compared to \$137,084 in July 2022.
 - Income Statement:
 - Steve is presenting the Grant Income as a straight-line 1/12th of the grant to be received from the Town of Avon. We are showing Revenue of \$80,801 in July 2023 as compared to \$68,020 in July 2022 driven by an increase in size of the grant for 2023/24 and a release of restricted funds (shows as income) for the purchase of the new vehicle for the Chief. Expenses are down \$8,496 in July 2023 as compared to July 2022.
 - The Corporate 990 form for the period November 1, 2022, to June 30, 2023, has been done and Steve looked it over and there was some information needed. Vice President was Nancy Crozier and Secretary was Chip Carpenter for that time frame. Steve will let the CPA know this,
- 9/11 Ceremony Committee - Brian Baldwin:
 - The 9/11 ceremony committee is on task.
- Fire Police – Nancy Crozier
 - Erin McCall resigned due to moving to South Carolina.
 - Fire Police helped out at the Dream Ride and were at the Carr Hardware Eggfest.

Communication from the Board cont.

- **President's Report – Gina Kline**
 - With Erin McCall leaving she will stay on until the end of the year to help with some of the social media pieces.
 - FOI Complaint that the department had at the beginning of year has been completely resolved. A settlement agreement has been signed based on the idea that we are following the FOI rules.
 - FOI training received this year will be repeated every year.
 - FOI Rules in CM-1 must be followed, anyone not following these rules will be subject to a disciplinary review.
 - There was a letter received with a \$50 donation, The letter, which praised one of our members, was read and will be read at the Corporation meeting.

Town Reps Report – Jim Speich

- The town received 9 responses to their Request for Qualifications. The Committee has reviewed and individually scored each submission. At the next meeting in September, they will be selecting 3-5 candidates to move on to the next phase which will include a presentation to the committee. Jim feels the committee is still on track to decide by the end of the year or early next year.

Old Business:

- **23-03 AOG Review Job Descriptions: JD-1 Board of Directors**
 - Tom Post made a motion to approve AOG JD-1 with changes with Brian Baldwin seconding. Motion passed. **(See Attachment B and Attachment C)**
- **23-11 Fundraising Letter**
 - Reviewed draft of fundraising letter. No changes were proposed. Steve Gwizdak stated he is comfortable with how the tax exemption was explained. Letter can be sent to the printer once the letter is proofread by Grace Bianchi and Susan Guimaraes.
- **23-20 Safety Committee: Chief Appell**
 - Chief Appell is waiting for company nominations for participants.
- **23-22 AVFD Tax Status Change Exploration – Status Update**
 - Steve Gwizdak is still working on the paperwork,
- **23-28 AOG Revision: CM-1 Board Meetings**
 - Tom Post made a motion to change business days to calendar days with Nancy Crozier seconding. Motion passed.
- **23-29 Fire Chief Performance Appraisal – Status Update**
 - No update.
- **23-32 Disposition of Membership – Unresponsive Members**
 - Nancy Crozier made a motion to drop from roles the following members with Kristen Shaw seconding. Motion passed. Members being dropped from roles are TC Becker and Matt Bagley.
 - Nancy Crozier made a motion to move to HQ the following members with Kristen Shaw seconding. Motion passed. The members being moved to HQ are Peter Bounome and James Speich.
- **23-35 Station 2-Replacement of Generator – Status Update**
 - The head gasket has a leak and should be replaced.
- **23-40 2023 Symposium in the Sun – Select Attendees**
 - It was decided to have Kristen Shaw and Nancy Crozier go and if Kristen can't get the time off Gina Kline will go in her spot,
- **23-41 Board Vacancy – Secretary**
 - The board decided to keep the position open until a new secretary is elected at the November meeting.

New Business:

- **23-42 Honorary Member Nomination – Alex Trujillo**
 - The board members thought that this could be brought to the membership for a vote. This will be done at the September 11, 2023, Corporation meeting.

Chief's Report: Chief Appell

- The big refrigerator is broken and it would cost a lot to repair it. Chief Appell feels that a new one should be purchased. To replace the fridge will cost around \$5,000. The one that the chief is looking at is American made. It is the same size as what we have now.
- The leak at Company 3 the town tried to get an insurance claim, but the town has a \$10,000 deductible which means we have to pay for the cleanup. The downstairs still needs to be cleaned out.
- Company 4 boiler – the person from tradesmen didn't realize that there were some issues with it. The chief doesn't want to put in a new boiler because he still doesn't know what the town is thinking for that station.
- The chief is also working on a pilot program for officer leadership.
- We have a training department which consists of Deputy Chief Gelber, Captain Devanney and Mike Transue. The chief is thinking of moving all the chiefs to Company 2 since they are entry firefighters along with the training division.
- We have to start on the CIP budget that is coming up soon. Do we want to put money in for the building committee and new generators. Chief Speich might want to put some money in for a new tanker.

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

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SECTION: Job Descriptions	TOPIC: Board of Directors	
AUTHORITY: Corporation President	Effective Date: 07/07/2009	Revision Date: 12/06/2022 08/31/2023

Board of Director Minimum Qualifications:

- Possesses management skills through experience or academia.
- Can communicate effectively both ~~verbal~~verbally and written.
- Member in ~~good-standing~~Good Standing with four years' experience in the Avon Volunteer Fire ~~department~~Department as a Regular Member or equivalent fire service experience.
- For non-member appointees, successfully passed a background check.

Board of Director Preferred Qualifications:

- Has served on other Boards or Committees.
- Has business experience or business background through academia or non-profit organizations.
- Non-officer.
- Attendance at Board meetings of greater than 50% over the most recent 12-month period

Job Descriptions:

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President

- Voting ~~Member~~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~~Mentors other ~~Executive Committee~~Board of Director members on duties of the President for succession purposes.

Qualifications:

- Regular Member of Avon Volunteer Fire Department for ~~five~~six years or greater.
- Shall not be a Line Officer.
- Must ~~serve~~have served two years ~~as vice-president on~~ the AVFD Board of Directors.
- ~~Must have attendance at Corporation and Board meetings of greater than 80%~~
- Meets Member in Good Standing requirements for individual member type at time of election or appointment.

Vice President

- Voting ~~Member~~member.
- ~~Reports to the President and member of~~ acts as the ~~Executive Committee~~
- ~~Will succeed the President~~
- ~~Act as President~~president in the absence of the President.
- Represents the Department as directed by 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 Planning and Membership Committee~~Committees~~ 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.
- Responsible for Grant management.

- Mentors other Board of Director members on duties of the Vice President for succession purposes.

Qualifications:

Qualifications:

- ~~Served as a member of the Executive Committee for one year~~
- Regular Member of Avon Volunteer Fire Department for five years or greater.
- Must have ~~attendanceserved one year on the AVFD Board of Directors.~~
- Meets Member in Good Standing requirements for individual member type at Corporation and BOD meetings of greater than 80% time of election or appointment.

Secretary

- Voting ~~Member-member.~~
- ~~Reports to the President and is a member of the Executive Committee~~
- ~~Acts~~ as President in the absence of the President and Vice President.
- Represents the department as directed by the President.
- ~~Mentor~~Mentors other Board of Director members on the duties of ~~Secretary~~the Vice President for succession purposes.
- Overall administration of Department website and ~~chair~~member of the ~~Social~~Media Communication 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~~Ensures minutes ~~on~~are posted to the website ~~once approved as outlined in AOG CM-1 and in compliance with State of Connecticut Freedom of Information requirements.~~
- Responsible for ~~update, approval process~~updating and maintaining an official copy of the By-Laws and ~~AOG's~~AOGs.
- ~~Makes sure~~Ensures necessary preparations are in place for the ~~BOD~~Board of Directors, Corporation and Special meetings—.
- Coordinates the processing of all Freedom of Information (~~FOI~~) requests received by the Department.
- Must have attendance at Corporation and Board meetings

Qualifications:

- Regular Member of Avon Volunteer Fire Department for four years or greater ~~than 80%.~~
- Meets Member in Good Standing requirements for individual member type at time of election or appointment.

Treasurer

- Voting Member—.
- Reports to the President ~~and member.~~
- Represents the Department as directed by the President.
- ~~Mentors other Board~~ of ~~the Executive Committee~~

- ~~Mentor Committee~~Director members on the duties of Treasurer for succession purposes.
- ~~Represents the department as directed by the President~~
- Manages the ~~Finance~~financials 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~~Member of the LOSAP Committee.
- ~~Can~~May appoint an Assistant Treasurer with Board approval. **

Qualifications:

- Regular Member of Avon Volunteer Fire Department for four years or greater.
- Meets Member in Good Standing requirements for individual member type at time of election or appointment.
- Background in finance through business, other non-profit involvement or academic experience
- ~~Must have attendance at Corporation and BOD meetings of greater than 80%~~
 - ~~Background check~~ required.
 - Working knowledge of financial software preferred.

**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. All non-member appointees will have successfully passed a background check.

Committee Executive

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- Voting Member.
- ~~Reports to the President and member.~~
- ~~Represents the department as directed by the President.~~
- ~~Mentors other Board~~ of ~~the Executive Committee~~
- ~~Mentor Committee~~ Director members on ~~the~~ duties of Committee Executive for succession purposes.
- ~~Represents the department as directed by the President~~
- ~~Coordinates activities to serve~~ Serves as ~~Executive Council~~ the liaison ~~with~~ to 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~~

Qualifications:

- ~~Regular Member of Avon Volunteer Fire Department~~ for ~~information from the Board and Executive Board~~
 - ~~Must have attendance at Corporation and BOD meetings of four years or greater than 80%.~~
 - Meets Member in Good Standing requirements for individual member type at time of election or appointment.

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~~ Board of Directors.
 - Appointed by the Board of Directors from outside or inside the Department based upon needs of the Board of Directors.
- Voting ~~Member~~ member.
- Reports to President.
- ~~Responsibilities could~~ may include, but not limited to Finances, Human Resources, Public Relations, Communications, Facilities or Strategic Planning

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Board of Director Preferred Qualifications:

- Has served on other Boards or Committees.
- Has business experience or business background through academia or non-profit organizations.
- Non-officer.
- Attendance at Board meetings of greater than 50% over the most recent 12-month period.

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President

- Voting member in the case of a tie.
- Presides over Board of Directors 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.
- Mentors other Board of Director members on duties of the President for succession purposes.

Qualifications:

- Regular Member of Avon Volunteer Fire Department for six years or greater.
- Shall not be a Line Officer.
- Must have served two years on the AVFD Board of Directors.
- Meets Member in Good Standing requirements for individual member type at time of election or appointment.

Vice President

- Voting member.
- Reports to the President and acts as the president in the absence of the President.
- Represents the Department as directed by the President.
- Communicates with President on all matters necessary to ensure a smooth transition and assumption of duties when necessary.
- Member of the Planning and Membership Committees 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.
- Monitors the budgets during the fiscal year.
- Responsible for Grant management.
- Mentors other Board of Director members on duties of the Vice President for succession purposes.

Qualifications:

- Regular Member of Avon Volunteer Fire Department for five years or greater.
- Must have served one year on the AVFD Board of Directors.
- Meets Member in Good Standing requirements for individual member type at time of election or appointment.

Secretary

- Voting member.
- Reports to the President and acts as president in the absence of the President and Vice President.
- Represents the department as directed by the President.
- Mentors other Board of Director members on the duties of the Vice President for succession purposes.
- Overall administration of Department website and member of the Communication 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.
- Ensures minutes are posted to the website as outlined in AOG CM-1 and in compliance with State of Connecticut Freedom of Information requirements.
- Responsible for updating and maintaining an official copy of the By-Laws and AOGs.
- Ensures necessary preparations are in place for the Board of Directors, Corporation and Special meetings.
- Coordinates the processing of all Freedom of Information requests received by the Department.

Qualifications:

- Regular Member of Avon Volunteer Fire Department for four years or greater.
- Meets Member in Good Standing requirements for individual member type at time of election or appointment.

Treasurer

- Voting Member.
- Reports to the President.
- Represents the Department as directed by the President.
- Mentors other Board of Director members on the duties of Treasurer for succession purposes.
- Manages the financials of the Corporation and Fire Department.
- 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.
- Member of the LOSAP Committee.
- May appoint an Assistant Treasurer with Board approval.**

Qualifications:

- Regular Member of Avon Volunteer Fire Department for four years or greater.
- Meets Member in Good Standing requirements for individual member type at time of election or appointment.
- Background in finance through business, other non-profit involvement or academic experience required.
- Working knowledge of financial software preferred.

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Committee Executive

- Voting Member.
- Reports to the President.
- Represents the department as directed by the President.
- Mentors other Board of Director members on the duties of Committee Executive for succession purposes.
- Serves as the liaison to 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

Qualifications:

- Regular Member of Avon Volunteer Fire Department for four years or greater.
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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 Board of Directors.
 - 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 may include, but not limited to Finances, Human Resources, Public Relations, Communications, Facilities or Strategic Planning.