

Avon Volunteer Fire Department – Committee Report

Meeting Minutes

Planning Committee	Chief Officer:	Joe Speich	Meeting Date	03/19/2024
	Board Representative(s):	Jamie Dipace		
	Other Committee Members:	Jim Speich, Dave Theriault		
	Other Members Present:	Bruce Appell, Brian Baldwin, Dennis Bianchi, Gina Kline, Mark Wilson		

Items Discussed and Key Takeaways

- The meeting began at 1932 hours.
- Steering Committee members (as noted above) were introduced.
- Committee member roles, responsibilities and expectations were outlined by President Kline.
- President Kline also provided an overview of the Strategic Goals and Objectives approved by the Board of Directors and explained that the committee's responsibility to establish specific goals for 2024 that support the Board's Strategic Goals and Objectives.
- Goals for Buildings and Apparatus have previously been established and are in process.
- AC Speich facilitated discussion of Personnel goals for 2024.
- **The Committee identified 3 goals for 2024:**
 1. We will have a minimum of 9 recruitment events by the end of the year and successfully accept 10 new firefighter members by 12/31/2024.
 2. Design and implement a comprehensive orientation program by 06/30/2024 that supports new members from their start date through the end of their probationary period or 1 year of service.
 3. Develop a comprehensive staffing plan that addresses response personnel, infrastructure and associated costs for inclusion in the 25/26 budget submission.
- **Measures of Success:**
 1. 9 or more recruitment events held in 2024.
 2. Application process for 10 firefighter candidates completed with a start date of 12/31/2024 or before.
 3. Comprehensive orientation program to support new member onboarding for their first year of service designed by 5/30/2024 and implemented by 6/30/2024.
 4. One-year retention rate of candidates at 80% or better.
 5. Preliminary staffing plan presented to the Board of directors for approval by 06/27/24.
 6. Staffing plan finalized by 09/26/2024 and included in the 25/26 operating budget submission.
- The meeting concluded at 2029 hours.

Next Steps		
Description of Activities	Responsible	Due Date
Recruitment Team will meet to document the event calendar for the remainder of the year and discuss staffing for events.	D. Theriault	4/25/2024
Kick-off task force to develop comprehensive orientation program to support new members from start date through one-year of service.	Jo. Speich	4/25/2024
Begin to formulate staffing plan for further discussion at next Committee meeting.	Jo. Speich	4/25/2024
Publication of Recruitment Events in Department calendar following Steering Committee review.	TBD	05/10/2024

Parking Lot Items / Items for Team(s) to Address
<ul style="list-style-type: none">Frequency, timing and type of recruitment events (Recruitment team)Develop mechanism (i.e. dashboard) to track recruits from application submission through onboarding, one-year out, and subsequent year retention rates.

Summary of Key Issues/Risks for Board Attention	Overall Progress
<ul style="list-style-type: none">Recruitment event calendar and orientation program to be shared with the Board of Directors for awareness.Staffing Plan requires Board approval if the proposed plan deviates from current staffing model, impacts Member in Good Standing requirements and/or results in increased capital or operating costs.	<input type="checkbox"/> Delayed
	<input checked="" type="checkbox"/> On Track
	<input type="checkbox"/> Complete

Next Meeting
Thursday, April 25 th at 6pm Company 1 Board Room

3/25/2024 – Draft pending Chief Officer review.