

972nd Board of Directors Meeting, March 28, 2024

The meeting was called to order by President Gina Kline at 19:04

Pledge of Allegiance

Board Members Present: Bruce Appell, Brian Baldwin, Jeff Bernetich, Jamie DiPace, Steve Gwizdak, Gina Kline, Tom Post, Kristen Shaw, and Mark Wilson **Absent:** Jeff Borges, Jim Speich

Other Members Present In Person: Tom Kline. **Members Present on Zoom:** Peter Delap, Nick Mathein.

The February 29, 2024, board meeting minutes were approved with a motion from Jeff Bernetich and seconded by Brian Baldwin. Jamie DiPace abstained due to not attending the February Board Meeting,

Communications from Members: None

Board Member Reports:

- Tom Post – Explorers
 - Explorers did extrication training at the town garage.
 - There are 2 applicants that are waiting to make the appointments for physicals.
 - The Explorers have a team to participate in the Relay for Life. There will be a fundraiser at Panera's for the team on Friday, March 29th.
 - There will be a college fair held in April at the Fire Academy for any student interested in fire science. An email will be going out with more information.
- Jamie DiPace
 - There have been some members that would like the Department to explore a physical fitness program for members. Jamie will discuss with Jeff Borges to get the Member Benefits committee explore this further. They will need to provide logistics and cost information to the Board before the 25/26 operating budget can be finalized if there is any additional costs to the organization planned.
- Kristen Shaw
 - Retired Headquarters member has passed away. A communication to the membership will be sent out once more information becomes available.
- Gina Kline
 - Talked with the Town Finance Director about the out-of-town members' reimbursement checks for the taxes withheld from their tax abatement and was told that the checks went out this week. If any out-of-town member does not receive a check in the next few days, please contact Gina and she will reach out to the Town to assist with resolution.
- Steve Gwizdak
 - Original paperwork to the IRS is still pending. Hopefully, we will hear about the approval by summer for the 501c3. If approval is received after June 30th, Steve will check to see what status we use for the July 1, 2023 through June 30th 2024 fiscal year when we file our taxes for that fiscal period.

Treasurer's Report – Kristen Shaw

Treasurer Shaw provided an overview of department income and expense through March 18, 2024.

See Attachment A.

Old Business:

- **Building Committee – Report Emailed in by Jim Speich** – President Kline reviewed an email from Jim Speich outlining the estimated timeline for fire station plan development and the proposed debt financing of upcoming Town projects, including the construction and renovation of the AVFD facilities. Based on his estimates, the facilities proposal would go to referendum sometime next year and construction would begin in 2026 assuming the referendum is approved by the Town residents.

- **Steering Committee kick-off meeting** – The Planning Steering Committee met and minutes were posted to the AVFD website. A copy of the minutes was included in the meeting packet for Board member review. The draft goals of the committee were discussed and are expected to be finalized by the committee at their April 25th meeting.

Due to scheduling conflicts, President Kline has been unable to schedule the remaining Steering Committee meetings. **Board members have been assigned to each committee and were asked to schedule the kick-off meeting for their committee prior to the next Board of Directors meeting on April 25th.** Meetings will need to be noticed with an agenda and minutes. President Kline will make every effort to attend the kick-off meetings. If she is unable to attend, she will meet with the Board representative prior to the meeting to outline expectations.

- **Open House** - The Open House held at Company 2 on March 16th was deemed a success. 21 adults and 15 children came to the open house. 7 people took applications and 1 person had the application filled out and brought it to the open house. One person handed in an application at Company 3 later that weekend because they heard about the open house.
- **Blood Drive** – As of March 28th there were 40 people signed up to donate at the blood drive. The Red Cross target was about 80 donors. The Board discuss future blood drives after the drive on the 29th has been completed.
- **Member in Good Standing** – President Kline provided clarification regarding the Member in Good Standing requirements as it pertains to qualifying for expense reimbursement and the tax abatement. We are unable to enforce the attendance requirements outlined in the AOG until data entry into First Due is caught up and regular reporting of member compliance with the policy can be provided. Once members can be provided with information on how they are performing against the standard, we can then start applying the policy when determining eligibility for benefits.
- **SCBA Compressor** – The compressor should be delivered within the next 2 weeks. Assistant Chief Speich learned that the old compressor is worth between \$15k and \$20k. The Town has given him permission to see if any local departments would like to purchase the old compressor. It is not known at this time if the funding received will be given to the fire department or go to the Town's general fund.

New Business:

- **Annual Dinner** - The Annual Dinner will be held on Friday November 22, 2024. Going forward the dinner will be held on a Saturday in November.
- **Honorary Member Nomination** – Board will address this closer to the Annual Dinner date.
- **Neighborhood Assistance Grant** – After a brief discussion, it was suggested that we look into getting quotes for a split heating/cooling unit for Company 2. President Kline will complete the application for this year, but future applications will be the responsibility of the Finance Steering Committee.
- **Policy Update** – President Kline will be updating the Board member responsibilities to align with the new Steering Committee responsibilities. No specific changes made or reviewed at this time.
- **VCOS Leadership Training November 14-17** – There are three chiefs going to VCOS in November and President Kline would like a Board member to attend if the sessions available would be beneficial from a Board perspective. Jamie DiPace, Tom Post and Kristen Shaw have expressed interest in attending. No decision regarding Board member attendance was made pending the release of more information regarding the sessions planned.

Chief's Report:

The Chief's report was submitted to the Board for review. No specific questions or topics were discussed. Positive feedback was shared on the completeness of the report provided. **See Attachment B.**

Meeting Schedule:

- The Architect Meeting – April 8, 2024, at 7 pm **(All members)**
- Corporation meeting – April 8, 2024, at 8:00 pm
- Planning Steering Committee – April 25, 2024, at 6 pm
- Board of Directors meeting – April 25, 2024, at 7 pm.

The meeting was adjourned at 20:48 with a motion by Brian Baldwin and seconded by Tom Post.

Respectfully submitted by
Grace Bianchi Board of Directors Clerk

DRAFT

Attachment A

Avon Volunteer Fire Department

Memo

To: Board of Directors
From: Kristen Shaw, Treasurer
Date: March 18, 2024
Re: Treasurer's Report for FY 23/24 through 03/18/2024

A summary of Department spending appears below, with additional detail for activity that has occurred in July and August. Going forward, this information will be provided for the most recently completed month.

Income

- Total income to the Corporation for the current fiscal year through March 18, 2024 is **\$944,265**
- The grant from the Town of Avon was received in August and accounts for **\$833,864** of the income received year-to-date.
- Other revenue (**\$995**) received originated from:
 - Fundraising dollars received from the annual Fundraising letter which was mailed on October 11th (**\$71,036**),
 - Donations, other than from the annual Fundraising campaign, received by the Department (**\$900**), and
 - Other miscellaneous income (**\$95**) including interest income, income from the EB Trust, Dividend income and the sale of AVFD clothing.

Expenses

- Total expense to the Corporation for February 16, 2024, through March 18th is **\$30,670**.
 - **\$2,754** of that expense was not funded by the Town Grant.
- Spending by category is outlined on the following page.

Expenses not funded through the Town Grant are noted in **blue** below.

Expense Type	YTD Amount	Notable Items
Administrative	\$554	<ul style="list-style-type: none"> • Copier Lease (\$185) • Office supplies (\$60) • Shredding (\$50) • Postage and Shipping (\$408) • Business expenses (-\$150)
Equipment	\$6,270	<ul style="list-style-type: none"> • 4-SCBA masks (\$2413) • Turnout coat (\$1231) • High power flashlight (\$627) • Metering-quarterly calibration (\$500) • Air compressor preventative maintenance (\$1499)
Facilities	\$583	<ul style="list-style-type: none"> • CO1 (\$83)-Ace Hardware • Storage building (\$410) • All Gas-Annual tank rental for Mack garage (\$90)
Fire Prevention	\$235	<ul style="list-style-type: none"> • Give aways
Technology	\$10,285	<ul style="list-style-type: none"> • Comcast stations (\$834) • Cell phones for approved department members (\$1040) • Email service & Archiving (\$508)-Monthly • Sonic wall (\$6125)-annual • Outer box cover for ipad (\$48) • Data back up (\$115)-monthly • Website admin (\$200)-every 3 years • Malwarebytes (\$1414)-Annual
Personnel	\$2,812	<ul style="list-style-type: none"> • Gym Subsidy (\$180) • Group Life insurance (\$364) • Food standby (\$93) • Food for officer and board meeting (\$169) • Recruitment (\$572), signs and give aways • Awards (\$206)-credit not taken from last bill (-\$220), 5 job shirts (\$426) • Annual dinner (\$15) • Clam bake (\$-98) • Parades (\$35)-dues-CT fire marshal • Member welfare gift cards (\$206) • Member events (\$566) • Holiday Party-fire police (\$286)

Expense Type	YTD Amount	Notable Items
Vehicles	\$8,448	<ul style="list-style-type: none"> • Repair: • Marine 1 (\$650) • Mack-engine 3 (89) • Engine 7 (\$405)-reprogram foam controllers • Resuce 8 (\$390)-parts • Engine 11 (\$430)-gauge and reprogram foam controllers • Engine 18 (\$832)-drive shaft • Duty officer vehicle (\$58)- car wash
Training	\$1483	<ul style="list-style-type: none"> • Online subscription (\$103)-NFPA • Supplies for training drill (\$217) • Airfare for FDIC (\$1298) • Credit from hotel at VCOS (-\$561) • Rental car reimbursement for VECOS (\$425)

Balance

- Net income remaining is **\$580,098.68** which includes encumbered monies of \$109,801.87 for the points reimbursement and \$42,951.00 for the LOSAP.

Attachment B

Chief's Report for the Month of February 2024
Board Meeting March 28, 2024

News:

- Tecton Architects will be presenting test fits for stations 1, 3, and 4 on Monday night, April 8th. We will discuss any programming items that might come up or haven't been presented.
- The Salvation Army will be parking the canteen truck at Co. 1 temporarily until a secure home location can be found for it.
- Request from Playhouse 44 to use a space to rehearse for upcoming show. It would be a couple nights a week for about 2 hours each and maybe a few weekends.
- A couple is donating a new flagpole to Co. 4. They saw the old one bent and called Flagman and got a price to replace it along with installation. We are waiting for zoning approval to move forward with project.

Apparatus:

- Trucks are going out for service.
- Hose and ladder testing is scheduled.
- Will need to encumber 35K for the ladder truck.

Buildings:

- Co. 3 generator – still offline. The wire harness was cut and has shorts in the wiring. Need new control board. (Waiting on parts)
- Addition of Garage/Car port to Co. 4. (On hold as we look into company 3 items.)
- Continuing: Working on a plan for gear room and sleeping quarter for existing Co. 3. We should discuss the cost associated with this. I'm still working out pricing but could run \$50K more.

Incidents:

- There were 61 incidents in February 2024 compared to 58 in February 2023. Working on a solution for incident response time date, as the time are not accurate.

Training:

- The President and myself are working on a training program with Litchfield County Fire School.

Membership:

- Open House at Co. 2 was a great success. Thanks to all who helped clean the station that day and prior.

Personnel:

- February 2024:
- Current Overall Active Membership:
108 Grand Total Members: 32 Entry Firefighters, 23 Support Firefighters, 10 Fire Police, 17 Explorers, and 26 Headquarters Administrative Members.
- Current Membership Excluding 13 LOA (six medical, four educational, three personal, and one military):
95 Grand Total Members: 30 Entry Firefighters, 17 Support Firefighters, 7 Fire Police, 17 Explorers, and 24 Headquarters Administration Members.

Budget:

- We are working on wrapping up our existing budget, identifying some shortfalls and areas where we may need to encumber funds.

MEMBERSHIP - CHIEF'S MONTHLY REPORT Board Meeting March 28, 2024												
2023-2024 Membership Changes FEBRUARY 2024 :	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
New Applicants/Reinstatements: 1- Application withdrawn due to housing change & need to move from Avon.	1	5	4	1	3	1	1	1				
Probationary Members Added: 0 (note: from prior month 1 appl near status)	1	1	1	0	0	0	2	0				
Regular Members Added: 0	1	0	0	0	0	1	0	0				
Explorers Applied: 0 (note: from prior month two still in progress)	1	1	1	0	0	1	2	0				
Explorers Added: 0	?	?	?	?	?	0	0	0				
Transfers - NEW CATEGORY: 2	?	?	?	?	?	0	2	2				
Changes in Rank: 0	?	?	?	?	?	0	1	0				
Retirements: 0	1	0	1	0	0	0	0	0				
Resignations/Drops/Suspensions: 0	3	4	2	0	0	1	1	0				
CURRENT ACTIVE MEMBERSHIP												
	GT	Entry	Supp	FP	Exp	HQ	Co. 1	Co. 2	Co. 3	Co. 4	Sta	
COMPANY 1 at Darling Dr - Line D. Bourgoin, R. Crozier		8	5									39
COMPANY 2 at Secret Lake Rd - Chiefs Line B. Appell, T. Kline, J. Speich, K. Sedlak, A. Gelber; Training Non-Line M. Transue		6										6
COMPANY 3 at West Avon Rd - Line D. Theriault, M. Polesel		9	6									15
COMPANY 4 at Huckleberry Hill Rd - Line B. Sanderson, A. Wright		9	12									21
FIRE POLICE - Line P. Tedone				10								10
EXPLORERS - (Excluded Line T. Kline, K. Sedlak, D. Theriault, M. Polesel; Advisors T. Post, M. Galliher, M. Wilson, V. Haskins)					17		6		4	7		17
HQ ADMINISTRATION at Darling Dr - Non-line L. Sedlak, A. Corrado						26						at Co1
GRAND TOTALS	108	32	23	10	17	26						
GRAND TOTALS - EXCLUDING LOA BELOW	95	30	17	7	17	24						
<i>These numbers may include personnel who recently retired or inactivated but remain temporarily active in the database for record keeping purposes or awaiting approval signatures.</i>												
Current Membership Summary:												
•There are currently 108 members in total. 32 Entry Firefighters, 23 Support Firefighters, 10 Fire Police, 17 Explorers, and 26 HQ Administrative Members.												
•13 LOA: six medical- 3 support, 2 fire police, 1 admin; four educational- 3 support & 1 admin; two personal- 1 entry & 1 fire police; and one military- 1 entry.												