

# Avon Volunteer Fire Department – Committee Report

## Meeting Minutes

<b>Finance Committee</b>	<b>Chief Officer:</b>	Ken Sedlak, Assistant Chief	<b>Meeting Date</b>	April 23, 2024
	<b>Board Representative(s):</b>	Mark Wilson		
	<b>Other Committee Members:</b>	Lynn Sedlak		
	<b>Others Present:</b>			

## Items Discussed and Key Takeaways

1. The meeting began at 19:00 hours.
2. Motion to recommend that the Board adopts Corp-1. Approved.
3. The Committee identified the following goals for 2024 based on AVFD strategic plan priorities:  
 GOAL #6: Review and enhance Department policies, procedures and systems to improve overall efficiency and effectiveness of Department operational and financial activities.  
  
 Objectives:
  - a) Perform a comprehensive review of the Department’s policy portfolio (By-laws, AOGs, SOGs, etc) to correct for any deficiencies or inconsistencies found and establish mechanisms to assist members with policy compliance.  
**2024 Committee Goals**  
**Add Explorers to the SOGs**  
**Comprehensive review of By-laws, AOGs, SOGs/**
  - b) Implement an annual performance review process for members at all levels to evaluate the effectiveness in meeting expectations and achieving identified goals that support the Department mission.  
**Completion mid 2025**
4. Objectives 3 and 4 in the Strategic Priorities have been deferred to the Finance Committee.
5. The meeting concluded at 19:56 hours.

## Next Steps

Description of Activities	Responsible	Due Date
Organize working group to review EXP 1-3	AC Ken Sedlak	4/30/2024
Add Explorers to the SOGs	Working Group	6/30/2024
Organize working group to review AOGs, SOGs and Bylaws	AC Ken Sedlak	4/30/2024
Working Group reviews AOGs, SOGs and Bylaws	Working Group	6/30/2025
Working Group reports to Committee quarterly		9/30/2025
Objective #2 of Goal 6 in Strategic Plan		Deferred until 7/2025

### **Next Meetings**

No Meeting for Committee.

Working Groups will  
schedule meetings and will  
report dates to the Board

– Approved by Assistant Chief Ken Sedlak 4/24/2024.