

973rd Board of Directors Meeting, April 25, 2024

The meeting was called to order by President Gina Kline at 19:03

Pledge of Allegiance

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

Other Members Present In Person: None. **Members Present on Zoom:** None.

The March 28, 2024, board meeting minutes were approved with a motion from Jeff Bernetich and seconded by Jamie DiPace.

Communications from Members: None

Treasurer's Report – Kristen Shaw

Assistant Treasurer Gwizdak provided an overview of department income and expense through April 15, 2024. **See Attachment A.**

Board Member Reports:

- Tom Post – Explorers
 - Two Explorers will be attending the week-long summer camp program at the CT Fire Academy.
 - There are two new 14-year-old applicants that will be starting after the last day of school in June.
- Jamie DiPace
 - Commended the Department on their performance at Sunday's fire.
- Mark Wilson
 - Has not yet met with Fire Police but will schedule that for a drill night.

No additional communications from Board members.

Old Business:

- **Building Committee**

President Kline and Chief Appell shared information on the discussion held at the last Building Committee meeting. Additional drawings will be shared at the next Building Committee meeting on May 8th that will include potential floor plan layouts based on the proposed site drawings for each station. Company 1 and Company 4 layouts will reflect the site plans that received positive feedback from the AVFD membership. The architect will be providing additional drawings for Company 3 depicting a one-story and two-story option for Building Committee consideration.

- **Steering Committees**

- **Planning** – The Planning Committee met last month to hold their kick-off meeting and identified goals and objectives for 2024. Their follow up meeting scheduled for April 25th is being rescheduled due to a scheduling conflict. The recruitment workgroup has been meeting to prepare for a May 19th open house at Company 3.
- **Finance** – The Finance Committee held their kick-off meeting on April 15th and identified goals and objectives for 2024. Treasurer Shaw reviewed the goals and discussed the transition from desktop QuickBooks to QuickBooks online. She also noted that the Committee plans to meet monthly to review the financials and other updates prior to the Board meeting.

- **Policy** – The Policy Committee met on April 23rd and identified goals and objectives for 2024. Their immediate focus will be to finalize the Explorer rules for inclusion in the SOGs. Efforts to establish a policy workgroup to review the Bylaws, AOGs and SOGs for accuracy and consistency is underway with work to begin in the near future. Review is expected to take some time and will be completed in mid-2025 with a goal of performing similar reviews annually. The committee will be meeting quarterly to monitor progress related to policy review.
- **Training and Safety** – Tom Post will reach out to Deputy Chief Gelber to schedule the kick-off meeting for this committee before the May Board meeting. He will also connect with Chief Appell prior to scheduling to discuss the Safety Committee.
- **Communications and Outreach** – Jeff Bernetich will work with Secretary Baldwin, Chief Kline and Chief Sedlak to schedule the kick off meeting for this committee before the May Board meeting. President Kline informed the Board that priority will be for the committee to appoint the Communications Coordinator as Erin McCall, who had been serving in this role despite her move to South Carolina in August, did recently resign. President Kline had been providing Erin with information to keep Facebook current, but is unable to maintain this without support going forward.
- **Member Services** – President Kline will reach out to Jeff Borges regarding the scheduling of this meeting to ensure that the kick-off meeting is held prior to the May Board meeting.
- **Blood Drive** – The March 29th Blood Drive was discussed. We did not meet the Red Cross's target of 80 donors for the drive, having only 44 donors. President Kline explained several challenges related to the blood drive, including the expectation that we call to schedule donors, the occurrence of several other blood drives in the area due to the inconsistent timing of the Good Friday drive, and the unavailability of town employees to donate since Good Friday is a Town holiday. She also shared that due to a staffing issue, the Red Cross was over an hour and a half late starting blood draws. Donors were called to inform them of the delay (by Fire Department members) but several people arrived for their appointments as scheduled and were not pleased with the delay.

After some discussion, the Board made a decision to stop holding the annual blood drive with a motion from Tom Post and seconded by Kristen Shaw.

- **VCOS Leadership Training** – President Kline requested Board member feedback on the number of Board members to send to VCOS. Discussion was held regarding the applicability of training at the VCOS symposium to the responsibilities of Board members. The Chief will proceed with reserving rooms when the reservation window opens but the Board will wait to determine who will attend until the class schedule for the symposium has been released.
- **Neighborhood Assistance Grant** – President Kline had spoken with Building Rep Bob Theriault who indicated that Company 2 does have air conditioning and the AC unit is not that old. Instead, he recommended replacement of the refrigerator and dishwasher with energy efficient units. The grant application was drafted with the proposed appliance replacement, with a total request of \$2,000. The Board approved the application with a motion by Tom Post and seconded by Jamie DiPace.
- **Policy Update – JD-1 Board of Directors Job Description** – An overview of changes made to JD-1 were discussed, but Board members requested additional time to digest the proposed changes. The Board will vote on the changes at the May Board meeting.

New Business:

- **Proposed Policy – AOG TBD Limitations of the Corporation** – Assistant Treasurer Gwizdak presented a proposed new policy for inclusion in the AOGs that contains specific language required by the IRS for 501(c)3 organizations. He noted that we currently operate in the manner outlined by the policy, but the written policy is required to formally document that we adhere to the IRS non-profit requirements. The Board voted to add this policy to the AOGs as AOG AA-8 Limitations of the Corporation with a motion made by Jeff Bernetich and seconded by Mark Wilson.

Chief's Report:

The Chief's report was submitted to the Board for review. **See Attachment B.**

Meeting Schedule:

- Planning Steering Committee – To be rescheduled
- Building Committee Meeting – May 8, 2024 at 7pm (Company 1 Meeting Room)
- Corporation Meeting – May 13, 2024 at 7pm (Drill to follow)
- Board of Directors meeting – May 30, 2024 at 7pm

The meeting was adjourned at 21:10 with a motion by Jamie DiPace and seconded by Mark Wilson.

Respectfully submitted by
Grace Bianchi Board of Directors Clerk

Attachment A

Avon Volunteer Fire Department

Memo

To: Board of Directors
From: Kristen Shaw, Treasurer
Date: April 15, 2024
Re: Treasurer's Report for FY 23/24 through 04/15/2024

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 April 15, 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 (**\$14,959**) 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 (**\$1,084**), and
 - Other miscellaneous income (**\$13,875**) 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 April 15th is **\$61,401**.
 - **\$2,047** 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	\$857	
Equipment	\$5,029	<ul style="list-style-type: none"> • SCBA testing (\$4,128)
Facilities	\$4,200	<ul style="list-style-type: none"> • CO1 (\$2,404)-SBCA Cylinder storage
Fire Prevention	\$689	
Technology	\$15,229	<ul style="list-style-type: none"> • First due software (\$6,339)-bi-annually • Comcast (\$2,279) • Quickbooks (\$4,594)-Annual
Personnel	\$10,019	<ul style="list-style-type: none"> • Insurance (\$7680)-annual-double paid • Recruitment and Retention (\$739)
Vehicles	\$1,788	<ul style="list-style-type: none"> • Mack repair (\$1,308)
Training	\$3,888	<ul style="list-style-type: none"> • Firefighter 1&2 (\$1,250) • CPR (\$2,198)

Balance

- Net income remaining is **\$533,656.73** which includes encumbered monies of \$109,801.87 for the points reimbursement and \$42,951.00 for the LOSAP. The total after those items is **\$380,903.86**.

Attachment B

Chief's Report for the Month of March 2024 Board Meeting April 25, 2024

News:

- Fire at Avon Place apartments, 44 Avonwood Road. Great stop. We had three injuries. One member was treated and was sent to rehab. He will be out for 3 to 6 weeks.
- A new Flagpole was installed today at Co 4. This was donated by a resident of Deer Run Road.
- We will be preparing for road closures on Scoville and Old Farms Road this summer and fall.
- Park and Recreation will be using Co 4. Kitchen for 3 weeks to hold a cooking class.
- Attended FDIC with Chief Speich. Looked at equipment for new stations and tanker manufacturer. The exercise equipment that we looked at will be able to set baseline standard for each member to base the PPQ after.
- Working with First Due to get reports on membership out. See below Member Call Percentage July 1, 2023 through February 29, 2024.

Apparatus / Equipment:

- Truck servicing is ongoing, ladder and hose testing is complete. We lost two lengths of hose.
- A large order for new pagers will be placed in the coming weeks (\$60K).

Incidents:

- There were 45 incidents in March 2024 compared to 44 in March 2023. Letter to Police Chief Paul Melanson regarding incident response time data entry missed by police dispatchers.

Training:

- The President and I are working on a training program with Litchfield County Fire School.
- Working on training at 104 West Avon Road. Also, will be able to get building next to Home Goods
- Paratech in service is on 4-29.

Membership:

- The volunteer expo was held Tuesday night at the library. It was a great success. We had one person interested in Fire Police and a couple for Explorer.

Personnel:

- March 2024: 2 motivated applicants in process; 1 resignation- Graydon Salonia moved to New Hampshire.
- **Current Overall Active Membership:**
109 Grand Total Members: 34 Entry Firefighters, 22 Support Firefighters, 10 Fire Police, 18 Explorers, and 25 Headquarters Administrative Members.
- **Current Membership Excluding 13 LOA** (six medical, four educational, three personal, and one military):
95 Grand Total Members: 32 Entry Firefighters, 16 Support Firefighters, 7 Fire Police, 18 Explorers, and 23 Headquarters Administration Members.

Technology:

- HQ Admin receive continued training on First Due data entry.
- We are working with First Due tech support to procure the specific types of reports needed on incident response by position type, e.g. entry ff and support ff, etc.; and find percentage and average of incident responses. These reports also will be used to determine Good Standing.