

975th Board of Directors Meeting, June 27, 2024

The meeting was called to order by President Gina Kline at 19:06

Pledge of Allegiance

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

Other Members Present In Person: Tom Kline

Other Members on Zoom: Sharon Levine-Shein

The May 30, 2024, board meeting minutes were approved with a motion from Jeff Borges and seconded by Tom Post.

Communications from Members: None

Board Member Reports:

- President Gina Kline
 - President Kline still has not heard back from the attorney in regard to our application for 501c3 tax status. We will need to let this application expire.
 - A requirement for any meetings that are 100% virtual must be posted on our website for 45 days. This does not include hybrid meetings. Something will have to be added to the AOG regarding meetings stating this requirement.
 - A member approached President Kline about not getting points for activities they have done. President Kline stated the chief should talk to Grace Bianchi and Susan Guimaraes to not give those types of reports to members without any explanation. Also, the members should use the chain of command for any questions.
- Brain Baldwin
 - Will be sending out an email with regards to the 9/11 ceremony so we can start planning.
- Tom Post
 - The Explorers are encouraged to train with their companies on Monday nights for the summer and they were given the forms necessary to do so.
 - Will be consolidating the new state guidelines into the Explorer guidelines.
No additional communications from Board members.
- Jamie DiPace
 - Talked to some of the committee members and committee reps and they are having a demanding time getting meetings going.

Treasurer's Report – Steve Gwizdak

- Steve Gwizdak provided an overview of department income and expense through June 17, 2024.
- Will be working on the end of fiscal year 2023/2024 report for the board.

Old Business:

- Building Committee – Jim Speich
 - The next meeting will be July 10, 2024.
 - Hoping to get drawings of Company 1 and Company 4. Company 3 is pretty well done and then the next step will be the cost of the projects. Hoping to go to the Town Council in September or October. Jim told the board that Chief Appell and he are willing to meet with each company individually to show them the plans for their stations.

- **Steering Committees**

- Planning – Jamie DiPace has not met.
- Finances – Steve Gwizdak
 - Grace Bianchi received quotes from Minuteman Press to print the fundraising letter with return envelopes like they have done in the past and also a quote to do the printing of the postage permit and the labels. The difference is \$600.
 - The Finance Committee will double check with the printer on pricing and see what is needed for the nonprofit postage permit.
- Policy – Mark Wilson
 - Need to get together with A/C Ken Sedlak and Captain Lynn Sedlak when we can get together too because there is a deadline of when we have to move the Explorer AOGs to the SOGs.
 - Need more members to this committee to help out with all the policies
- Member Services – Jeff Borges
 - We will be working on a comprehensive list of member benefits to start with and from this baseline we can either add or subtract items.
 - We would like to be able to go to the steering committee and have a timeline of what we would like to have.
 - From the History Committee we would like to get a list of everything we have in place as far as pictures, articles, and other historical items.
- Training – Tom Post
 - Have not had a chance to meet yet.
- Safety – Tom Post sent out an email to all members to contact him if they are interested in joining the Safety Committee. Did get some feedback hoping to get more members involved.
- Communications and Outreach – Brian Baldwin
 - Will try to have a meeting before the end of July.

New Business:

- Bank Accounts – Recommendations from Finance Steering Committee.
 - Steve Gwizdak explained to the board that the finance steering committee looked into moving the accounts to Northwest bank and putting most of the money in CDs to generate more interest money for the corporation. Looking at what Liberty is giving us in interest and what Northwest bank with CDs it would generate around \$14,000 more a year in interest. Tom Post made a motion with Brian Baldwin seconding to move all accounts from Liberty Bank to Northwest Bank. Motion passed unanimously. A second motion was made by Tom Post and seconded by Brian Baldwin to let the Finance Steering Committee put money into high yield CDs which is in the best interest of the Corporation.
- 24/25 Appropriation to Operations Budget
 - After some discussion, a motion was made by Tom Post and seconded by Brian Baldwin to appropriate \$65,000 toward the operating budget for the 24/25 fiscal year. Motion passed
- Annual Performance Evaluations
 - After some discussion it was decided to have the chief and board members do self-evaluations on the performance sheets and give them to the President to look over and then the President would look them over and meet with the board members and chief to go over them. Jamie DiPace asked if these evaluations could be a part of an FOI request. President Kline said she would check with Brandon first and if she has to, she will reach out to the town attorney and get back to the board members.
- Meeting Schedule
 - After some discussion about the July 8th and August 12th Corporation meetings and the July 25th Board meeting Jeff Borges made a motion to cancel these meetings with Brian Baldwin seconding. Motion passed.

Chief's Report: Bruce Appell

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

Meeting Schedule:

- Corporation Meeting
 - July 8, 2024, Cancelled
 - August 12, 2024, Cancelled
 - September 9, 2024, at 7 pm
- Building Committee Meeting – July 10, 2024, at 7 pm (Company 1 meeting room)
- Board of Directors meeting
 - July 25, 2024, Cancelled
 - August 29, 2024, at 7 pm

The meeting was adjourned at 20:09 with a motion by Tom Post and seconded by Kristen Shaw.

Respectfully submitted by
Grace Bianchi
Board of Directors Clerk

Attachment A

Chief's Report for the Month of May 2024
Board Meeting June 27, 2024

News:

- Events in May included: the AVFD Family Picnic on Memorial Day; Dept. Trivia Night; RBS Baxter Backyard Party; and W. Avon Congregational Church Community Pride.
- The radio system is moving along.

Apparatus / Equipment:

- T-20 is back.
- L-12 waiting for the service technician to repair cylinders and some sensors.
- A large order was placed for new pagers, to be able to use with the new radio system.

Buildings:

- The left Garland oven at Co. 1 is not in service. A-Tech Commercial Parts & Service, Inc. provided an estimate for parts, repair, labor at \$1,051.75; that is additional to the initial diagnostic service call at an amount of \$423.00. The repair was not authorized at this time.
- I have plans for existing company 3 to may four rooms for sleeping / study.

Incidents:

- There were 48 incidents in May 2024 compared to 45 incidents in May 2023.

Training:

- VCOS still has not come out. Expecting registration to open up any day.
- We have 5 members attending a fall FF1 class.

Membership:

- See Charts below on our membership requirements and where our members stand.

Personnel:

- May 2024: 0 probationary members added; 1 applicant in process- Redman; 1 Explorer added- Theriault; 5 resignations- 2 Regular- Doukas & Reller and 3 Exp- Gerard, Schuntermann, Shaw.
- Current Overall Active Membership:
106 Grand Total Members: 33 Entry Firefighters, 22 Support Firefighters, 10 Fire Police, 16 Explorers, and 25 Headquarters Administrative Members.
- Current Membership Excluding 8 LOA (five medical, one educational, one personal, and one military).
98 Grand Total Members: 30 Entry Firefighters, 20 Support Firefighters, 7 Fire Police, 16 Explorers, and 25 Headquarters Administration Members.

Technology:

- FT Staff is continuously requesting system updates and enhancements for improved functionality and reporting capabilities according to Department information needs.
- We continue to work with First Due experts on FD specific reports our Department needs for tracking particularly monthly and yearly incidents and trainings.

Budget:

- We continue to make necessary purchases prior to the fiscal year-end. Some items that are on order or waiting invoices:
 - Ladder 12 repairs \$35,000
 - Lights for red Tahoe \$3,573
 - Flash hoods \$4,758
 - Radio console for Car 1 \$1,763.90
 - Chain loop \$980
 - Tanker 20 service approximately \$8,000 (haven't gotten bill from GK)
 - Truck 19 camera approximately \$700 (haven't gotten bill from GK)
- The list of items to encumber has been drafted.