

976th Board of Directors Meeting, August 29, 2024

The meeting was called to order by President Gina Kline at 19:02

Pledge of Allegiance

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

Other Members Present In Person: Steve Gottlieb, Sharon Levine-Shein. David Theriault, Jacob Theriault and Bob Theriault.

Other Members on Zoom: Peter Delap

The June 27, 2024, board meeting minutes were approved with a correction under the President's Report to correct the second bullet which is. A requirement for any meetings **that are 100% virtual** must be posted on our website for 45 days. Motion from Jeff Borges and seconded by Kristen Shaw. Motion passed unanimously.

Communications from Members: None

Board Member Reports:

- Jeff Bernetich had a retiree ask why they don't have access to all the stations, Jeff would like to have something in writing stating this either from the town or insurance company. He has also asked but as of this meeting has not received a full accounting of what has been spent for the past 12 months. Grace Bianchi will get this to him.
- Jamie DiPace
 - The Italian Club's Festival is coming up. The department will have a recruitment table set up.
- Brian Baldwin
 - Plans for the 9/11 ceremony are all set. The run/walk will take place from St. Ann's church to Company 1 before the ceremony. The ceremony will start at 8:00 a.m. at Company 1.

Treasurer's Report – Kristen Shaw

- Kristen went over the report for the month of July. **(See Attachment A)**
- Kristen is still working on the year end report and will have it ready for the September Board meeting.

Building Committee Report – Jim Speich

- The building committee and architect will present the plans and estimate for the new Company 3, renovations of Companies 1 and 4 to the town council on September 5th Town Council meeting.

Old Business:

- **Bank Accounts Migration**
 - The accounts have been set up at Northwest Community Bank. There are two checking accounts, 2 sweep accounts and the rest of the money has been put into CD's. This set up will give us better interest than at Liberty Bank.
- **QuickBooks**
 - As of July 1st, the conversion to a cloud base platform which is easier to work with was done.
- **Annual Performance Updates:**
 - President Kline updated the Board on her conversation with Attorney Harrington regarding performance appraisals and shared his recommendations. The Board discussed and agreed to a process for this year and will proceed with completing the Chief's assessment in September with the evaluation period based on performance during the prior fiscal year.

- **Steering Committees**

- Finances – Kristen
 - The Finance Committee discussed all the new accounts that will be set up. We did get the grant money from the town.
 - Need to look over the fundraising letter. President Kline will make sure the committee has this.
 - Need to get a final quote to get the letters printed and mailed out. Still trying to get the nonprofit mailing permit. This might be done for this year's letters but will be ready for next year.
- Planning – Jamie DiPace was just added to this committee.
- Member Benefits – Jeff Borges – Haven't met recently.
- Policy – President Kline
 - There is no interest from the membership to join this committee. Assistant Chief Ken Sedlak is looking into having someone from the outside that is familiar with this process to contract with them to look at AOG's and By-Laws for inconsistencies. President Kline will ask Attorney Harrington if this is something his practice does or if he could recommend a firm to do this and she will also check on pricing to have this done.
- **Recruitment Videos**
 - The videos are done. There are 30 second, 1 minute and a 10 minute videos. President Kline will look for someone to get these onto our social media platforms.
- **Member in Good Standing Requirements**
 - The reports needed to learn if a member is in good standing can now be generated. Starting as of July 1, 2024, the forms can be generated and the captains should be talking to their members to let them know how they are doing in regard to their membership standing.

New Business:

- **25/26 Budget Process**
 - AC Speich is responsible for the CIP budget and will share with the Planning Steering Committee for feedback before submitting it to the Board for their approval at the September Board meeting.
 - AC Kline is responsible for assembling the Operating Budget and will share with the Finance Steering Committee for feedback before submitting it to the Board for their approval at the October Board meeting.
- **Annual Points Review Process**
 - The President and Chief will look at the bonus points to decide who is in good standing and award these points. This report will be given to Susan Guimaraes
 - Kristen Shaw along with Assistant Chief Sedlak will look over the report. When this is done Kristen will bring the report to the Finance Steering Committee so they can present it to the board.
- **October Board Meeting**
 - The board members decided to hold the October meeting on October 24th instead of the 31st.
- **November Board Elections**
 - There will be 3 open board seats. President Kline has talked to the 3 board members to see if they are willing to stay on. President Kline encouraged the board members to talk to their companies about serving on the board.
- **Fire Police Vehicle**
 - Chief Appell showed the board a fire police vehicle that he is looking at. It is a 2014 model. (**See Attachment B**) There is \$85,000 in the CIP budget for this type of vehicle. The company that has this vehicle is willing to take truck 18 and 15 and sell the fire police vehicle for \$50,000 instead of \$80,000. The chief said that if he could save \$35,000 then he would get a new pickup truck with the \$35,000. There was some discussion, but the board didn't vote on this due to the money being in the CIP budget.

Chief's Report: Bruce Appell

- **News:**
 - Annual Food Drive was at Stop and Shop in June
 - July parades: Tunxis Hose and East Hartland, were well attended. We won some trophies in East Hartland.
 - The radio system – The new sites are powered up and testing is being done.
 - Duty crew to start Friday night August 30, 2024, 6 pm to 12 and Saturday 11 am-7pm.
- **Apparatus/Equipment:**
 - Continue with minor accidents to trucks
 - CIP fund for new chassis T-18/T-15 discussion. Fire Police Vehicle was discussed under New Business.
- **Buildings:**
 - Town of Avon-AVFD Reno & Building Committee presentation to Town Council on September 5, 2024.
 - Working on specifications for generator at Company 2.
 - Company 2 rear stairs. Getting quotes to replace landing and repair door.
 - The generator at Company 3 is non repairable. Working on specifications for replacement.
- **Incidents:**
 - There were 70 incidents in June 2024, compared to 61 incidents in June 2023
 - There were 58 incidents in July 2024, compared to 102 incidents in July 2023.
- **Training:**
 - We have 5 members taking FF1 and 1 member in FF2.

The Board deferred discussion on the Membership Committee recommendation. A special meeting will be held on September 9th before the Corporation meeting to discuss the matter and make a decision on the committee's recommendation.

Meeting Schedule:

- Town Council Meeting – September 5, 2024, at 7 pm (Selectmen's Chamber)
- Corporation Meeting – September 9, 2024, at 7 pm
- Building Committee Meeting – September 11, 2024, at 7 pm (Company 1 meeting room)
- Board of Directors Meeting – September 26, 2024, at 7 pm.

The meeting was adjourned at 21:21 with a motion by Jamie DiPace and seconded by Brian Baldwin.

Respectfully submitted by
Grace Bianchi
Board of Directors Clerk



Memo

To: Board of Directors
From: Kristen Shaw, Treasurer
Date: July 31, 2024
Re: Treasurer's Report for 07/31/2024

Income

- Total income to the Corporation for the current fiscal year through July 31, 2024 is **\$155**.
- The grant from the Town of Avon will be received in August and accounts for \$ of the income received year-to-date.
- Other revenue (256) received originated from:
 - Donations, other than from the annual Fundraising campaign, received by the Department (**\$101**), and
 - Other miscellaneous income (**\$40**) including interest income, income from the EB Trust, Dividend income and the sale of AVFD clothing.

Expenses

- Total expense to the Corporation for July 1, 2024, through July 31st is **\$23,143.04**.
 - \$ 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 | Amount | Notable Items |
|----------------------|---------|--|
| Administrative | \$1,078 | |
| Communication | | |
| Explorers | \$254 | |
| Equipment | \$1,197 | Firefighter PPE |
| Extinguishing agents | | |
| Facilities | \$944 | |
| Fire Prevention | | |
| Medical | \$140 | |
| Technology | \$9,104 | Protraxx inventory Management-\$6,752 Comcast-\$1,445 |
| Personnel | \$6,707 | Video-\$3,800 LoSAP insurance-\$2,136 |
| Training | \$1,416 | |

| | | |
|----------|---------|---------------------------------------|
| Vehicles | \$2,854 | Ladder 12- encumbered repairs-\$2,802 |
|----------|---------|---------------------------------------|

Balance

- Net income remaining is \$-23,143





