

## 977<sup>th</sup> Board of Directors Meeting, September 26, 2024

The meeting was called to order by President Gina Kline at 19:01

Pledge of Allegiance

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

**Other Members Present In Person:** Dave Costill, Peter Delap, Victoria Haskins, Tom Kline, Joe Speich, and David Theriault. **Other Members on Zoom:** Jim Bayne.

The August 29, 2024, board meeting minutes were approved with a motion from Jeff Bernetich and seconded by Jim Speich. The September 9, 2024, special board meeting could not be voted on due to one member in attendance was not in attendance at that meeting. These minutes will be voted on at the October 24, 2024, board meeting.

**Communications from Members: None**

### Board Member Reports:

- Jim Speich – The Building Committee meeting will be held on October 17, 2024. This meeting will discuss cost estimates and ways to cut costs.
- Brian Baldwin – Communications Steering Committee meeting will be held on October 8, 2024. Since Brian Baldwin will not be able to make that meeting President Gina Kline will attend.
- Steve Gwizdak told the board that the Corporate taxes form 990 was completed and filed 2 weeks ago by the outside CPA.
- President Gina Kline
  - Received an email in regard to our Neighborhood Assistant Program from Eversource stating they will contribute \$1,000 towards new appliances at Company 2. The amount of \$1,000 is half of what we asked for in the application.
  - Received a letter from the Connecticut State Firefighters' Memorial Fund for their Fallen Firefighters' Memorial Honors Dinner. In the past the corporation has purchased a table and let members attend and will do the same this year.

### Financial Report – President Kline/Steve Gwizdak

- The Financial Steering Committee approved the final draft of the Fundraising Letter. The letter is set to go to the printer.
- Annual Points Review – The chief officers and President Kline along with Kristen Shaw, the treasurer reviewed the report before the checks are done.
- Steve went over the report for the month of August. **(See Attachment A)**
- Steve went over the information regarding what is left at Liberty Bank and what is in Northwest Community Bank. He also touched on what is left in the encumbered funds which the highest amount for expense reimbursement which will be used in November when the checks are done. Steve also explained the yearend balance for the Corporation.

### Old Business:

- Member in Good Standing
  - After some discussion from board members, President Kline opened the discussion from members in the audience for their views. Those members felt that there was no communication on how this was supposed to work. The officers are now able to run reports on their members to show them what they need to do to stay a member in good standing. The takeaway from all the feedback was to have Chief Appell and/or President Kline talk to the officers to explain how the member in good standing works so the offices can explain this to their members. Also, explain to the officers how members can get training points by doing other types of training and

**Old Business cont.**

not strictly Monday nights. After listening to all opinions from members present and board members President Kline told the board she would look over the requirements to be a Member In Good Standing and bring any suggestions to change or keep back to the board.

- November Board Elections
  - Only 1 candidate has applied for the board as of today. The three members whose terms are up will not be reapplying for the board. The deadline for applications is October 9, 2024. President Kline will announce the open seats at the October 7, 2024, corporation meeting. She suggested that current board members talk to their companies about becoming board members.
- Meeting Schedule through yearend.
  - Board Meetings:
    - October 24, 2024
    - November 21, 2024, (Will vote to elect new board officers at this meeting).
    - December 19, 2024, Starts at 6:00 pm (This will be a working meeting with the board and officers to look at setting new goals for 2025).
- 25/26 CIP Budget – Assistant Chief Joe Speich
  - The following items were put into the 25/26 CPI budget for a total of \$680,000
    - \$250,000 to continue to fund background work on fire stations construction and renovations.
    - \$400,000 This is the second half of the replacement project for a new tanker. Had to bump up the amount due to cost increase \$375,000 was funded in FY24/25.
    - \$30,000 Engine 11 body paint. \$15,000 was encumbered from the 23/24 fiscal year budget.
  - Jim Speich made a motion with Brian Baldwin seconding to approve the CIP budget as presented to them. Motion passed.
- Retired Member Access
  - Chief Appell took what the town recreation department uses if the public wants to use a town building and adapted it to the department for retired members to fill out to be able to get into a fire station. He gave copies to all board members a copy of Retiree Access Agreement along with Hold Harmless Agreement paperwork to look over. Chief Appell gave a copy to President Kline and Assistant Chief Ken Sedlak. Jeff Bernetich made a motion for the chief to go forward with these forms along as the town approves seconded by Brian Baldwin. Motion passed.
- 501c3 Conversion – President Kline
  - President Kline talked to a Mr. Mark Connolly about his department moving from a 501c4 to a 501c3. His department has an accountant and a lawyer that worked on their conversion. President Kline told the board that she has spoken with Mr. Connolly and he is willing to share their policies and procedures with us if we are willing to share ours with him. President Kline asked the board if they would be ok with this and the board had no objection. President Kline, Chief Appell and Mark Wilson will spearhead this process and report back to the board any progress made.

**New Business:**

- Proposed Sale of Truck 15 and Truck 18 – Joe Speich
  - Assistant Chief Speich explained to the board that there was \$85,000 for a new chassis for truck 15 in the 24/25 CIP budget and originally, he and Chef Appell looked at purchasing a used truck to use as a fire police vehicle. When this was brought to the Town Manager who didn't want the money to be used on a used truck. Assistant Chief Speich then purchased a new chassis for around \$50,000 so the balance of the \$85,000 will go towards outfitting the truck with lights and other items needed. He then found a company that was changing their business from aluminum bodies to plastic bodies and they had one new aluminum body left for \$20,000 they will paint it and put the doors on the body. The company that the department was going to originally buy the used truck from still wants Truck 15 and Truck 18 and is willing to pay \$30,000 for both and will transport them to his location at no cost to the department. Assistant Chief Speich is asking the board to approve the selling of the two trucks and that money will be used to purchase the new body and any items that need to be purchased to complete the build.
  - After the presentation Brian Baldwin made a motion with Steve Gwizdak seconding to approve the sale of the two trucks. Motion passed.
- **Chief's Report – Bruce Appell (See Attachment B)**
  - Dispatch Issues:
    - The police department is short dispatchers so the overnight shift from 12 am to 7 am will be dispatched by Farmington PD on a trial basis until more police dispatchers are hired. This will not be right away because a dispatch console has to be installed at Farmington PD. This console may stay there as a backup unit.

A motion was made by Brian Baldwin and seconded by Jeff Bernetich to adjourn the meeting. The motion passed unanimously. Adjourned at 21:11

Respectfully submitted by

Grace Bianchi,  
Board of Directors Clerk

**Avon Volunteer  
Fire Department**

# Memo

**To:** Board of Directors  
**From:** Kristen Shaw, Treasurer  
**Date:** August 31, 2024  
**Re:** Treasurer's Report for 08/31/2024

---

## Income

- Total income to the Corporation for the current fiscal year through August 31, 2024 is **\$860,374**.
- The grant from the Town of Avon was received in August and accounts for **\$858,320** of the income received year-to-date.
- Other revenue (**\$2,054**) received originated from:
  - Donations, other than from the annual Fundraising campaign, received by the Department (**\$296**), and
  - Other miscellaneous income (**\$1,758**) including interest income, income from the EB Trust, Dividend income and the sale of AVFD clothing.

## Expenses

- Total expense to the Corporation for August 1, 2024, through August 31st is **\$32,587**.
- 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	\$2,329	<ul style="list-style-type: none"> <li>• <b>Carnival - \$2,287</b></li> </ul>
Communication	\$0	
Explorers	\$0	
Equipment	\$11,003	<ul style="list-style-type: none"> <li>• Facepieces-\$4,815</li> <li>• Thermal Imager-\$1,308</li> <li>• Firefighter gloves-\$1,896</li> </ul>
Extinguishing agents	\$0	
Facilities	\$995	
Fire Prevention	\$1,088	<ul style="list-style-type: none"> <li>• CO and natural gas alarms - \$1,088</li> </ul>
Information Technology	\$4,009	<ul style="list-style-type: none"> <li>• AT&amp;T - \$926</li> <li>• Comcast-\$1,763</li> </ul>
Medical	\$1,626	<ul style="list-style-type: none"> <li>• Member physicals - \$954</li> <li>• Member eye exams - \$672</li> </ul>
Personnel	\$2,672	<ul style="list-style-type: none"> <li>• Food for meetings, water for scenes - \$875</li> <li>• Group life insurance premiums - \$733</li> <li>• <b>Traffic control for Dream Ride - \$931*</b></li> </ul>
Training	\$8,292	<ul style="list-style-type: none"> <li>• VCOS Registration (4) - \$2,772</li> <li>• VCOS hotel 4 nights-\$1,036</li> <li>• First Due Conference (2) - \$1,072</li> <li>• IAFC group membership - \$1,865</li> <li>• National Fire Protection Assoc. dues - \$1,553</li> </ul>
Vehicles	\$574	

\* Traffic control cost to be reimbursed

**Balance**

- Net income balance remaining as of August 31<sup>st</sup> is **\$804,569**.

Chief's Report for the Month of August 2024  
Board Meeting September 26, 2024

News:

- Working on a draft Hold Harmless agreement for retirees to have access to building.
- The TOA Recreation and Parks held a couple of weekly cooking sessions for children at Station 4.
- The radio system. Testing was done. Waiting for the report. Radio equipment to be installed over the next couple of months.
- Duty crews began their shifts (Friday night 6 pm to 12, and Saturdays from 11am-7pm).
- Working on "run cards" for dispatching resource.
- CIP budget presentation Thursday November 7 at 7pm.
- Working on operating budget.
- Dispatch issues.

Apparatus / Equipment:

- Ladder 12 is out of service for a couple weeks. Ladder testing and service, power steering box needs to be sent out and rebuilt.
- T-18 / T-15 sale and deposit on new body.
- Looking at Carports for Co 4 and maybe Co 1.

Buildings:

- Working on specifications for generator at Co 2.
- Co 2 rear stairs. Getting quotes to replace landing by rear door. See quote.
- The generator at Co 3 is non repairable. Working on specifications for replacement.
- Co 4 exterior lighting is being addressed.

Incidents:

- There were 58 incidents in August 2024 compared to 62 incidents in August 2023.

Training:

- FDIC registration is coming up for officers or other members that want to attend.
- Live burns are coming up.
- PPQ course was set.

Membership:

- See charts below on membership requirements and where our members stand.
- Discussion on creating a new category of membership called "Shift Membership."

Personnel Summary:

- August 2024: 4 applicants
- Current Overall Active Membership:  
106 Grand Total Members: 32 Entry Firefighters, 22 Support Firefighters, 11 Fire Police, 16 Explorers, and 25 Headquarters Administrative Members.
- Current Membership Excluding 8 LOA (four medical, two educational, one personal, and one military);  
98 Grand Total Members: 28 Entry Firefighters, 21 Support Firefighters, 8 Fire Police, 16 Explorers, and 25 Headquarters Administration Members.

Membership Applications - Adults (excluding Explorers) 7/1/2022-YTD:

- 67 total applications received
- 8 (out of 67) applications are currently in progress
- 16 members have successfully joined: 7 Members in FY22-23; 7 Members in FY23-24; 2 Members in FY 24-25

Technology:

- FT Staff is continuously requesting system updates and enhancements for improved functionality and reporting capabilities according to Department needs.

Expense Reimbursement Points Total:

- The total for Board and Officers' review is \$101,601.

AVFD & TOA Budget Process:

Statistics:

AUGUST 2024 - CHIEF'S MONTHLY REPORT Board Meeting September 26, 2024

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 2024-2025												
TOTAL MONTHLY INCIDENTS	58	58										
FY 2023-2024												
TOTAL MONTHLY INCIDENTS	102	62	77	54	43	48	62	61	45	54	48	70