

# OCTOBER EC MEETING DRAFT MINUTES

09232019 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** S. Dingee (*left@2045*), A. Gawel, G. Hock, T. Limbos, E. Matson, W. Soule, J. Speck (*arr@1948*), E. Tuz (*left@2104*), MA VanValkenburg.

**OTHER MEMBERS & GUESTS:** E. Epstein, M. Starr.

(note: minutes taken by T. Limbos from beginning of meeting through records clerk quarterly points update))

**Call to order @ 1935**

## Minutes of September EC meeting -

**MOTION:** A. Gawel/MA VanValkenburg **Approve the minutes of the August EC meeting with Tim's changes.**

Discussion:

Voting yes: S. Dingee, A. Gawel, G. Hock, T. Limbos, E. Matson, W. Soule, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

## Public Comment -

**MOTION:** MA VanValkenburg/2nd W. Soule **To add morale and members to the agenda under Old Business.**

Discussion:

Voting yes: S. Dingee, A. Gawel, G. Hock, T. Limbos, E. Matson, W. Soule, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**Correspondence - none**

## Junior Program -

**MOTION:** A. Gawel/2nd S. Dingee **To appoint Matt Starr as Senior Junior Advisor**

Discussion:

Voting yes: S. Dingee, A. Gawel, G. Hock, T. Limbos, E. Matson, W. Soule, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**Membership -** MA Van Valkenburg asked about meeting times and dates issue about a quorum.

## Old Business

- **Profit & Loss vs. actual** - no report from treasurer. Discussion about the 2018 audit.
- **Quickbooks new version** - the technology officer was asked about installing the updated software; no admin password has been provided in order to perform install. She recommended the department move to QB online. President to follow up with bookkeeper and treasurer on password, and accountant on QB online.

- **Bookkeeper position** - the president appointed a committee to include himself, E. Epstein, J. Canning, J. Speck
- **Records clerk points update** - no update
- **Membership and morale** - Ambulance Chief Van Valkenburg voiced concern regarding low morale among the membership, difficulties getting members to respond for lift assist requests, low or no quorums for meetings, and how these are all related to low membership meeting turnout as well as difficulties with recruitment of new members and retention of current ones.

### **New Business**

- **Missing equipment** - chief Gawel voiced concern regarding some missing fire equipment of late. 2 facemasks, multiple department portables (2 apparatus/2 ambulance, over the course of a few years), a member's portable and flashlight have been missing. 1 mask was turned back in and the member radio. Discussion to consider when it's appropriate to file a report with CSP.
- **Airpack inspections** - continues to be a few people doing all the inspections. Discussion.
- **Sprinkler smoke test inspection** - was completed.
- **IRS circular 230 disclosure** - was sent out by president for review by EC members. Ongoing.
- **Amazon business account** - Jean and Tim presented the idea of opening an Amazon business account.

**MOTION:** *T. Limbos/A. Gawel* **Recommend to the membership the department open an Amazon Business Account.**

Discussion: A. Gawel suggested E. Matson contact the department accountant for a recommendation for a policy.

Voting yes: S. Dingee, A. Gawel, G. Hock, T. Limbos, E. Matson, W. Soule, J. Speck, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

**Treasurer's report** - none

### **Fire Chief's Report** -

- **KVFD Capital plan** - need to pull it back out and update and finalize.
- **Town Capital Plan** - deadline to town is November 15th. E. Matson will schedule workshop for membership.
- **Carter Road P&Z application to convert to a convalescent home** -Spoke with Donna in Land Use office - nothing new
- **New driveway going in on 81 Kent Hollow Road** - received a call from an engineer. Discussion. P&Z minutes note in the approval that the KVFD would have the opportunity to comment on the cut.
- P&Z would like to have another joint meeting with the department.
- South Kent School reached out to possibly move their Thriller performance to the firehouse due to the impending storm. Consensus was to allow use.
- Depositions for lawsuit are scheduled for November 13/14th. Will take place in the afternoon at the firehouse.
- Kent School is working with KVFD to improve communications during an emergency including a way for security to get notified when we are dispatched. discussion.

### **Ambulance Chief's report** -

- Alex and Jeremy have been appointed supply officers.

**Line Officer Reports** - none

**Appointed positions:**

- Facilities: Had a request for someone to park their camper to park in the gravel driveway for 2 days over Thanksgiving weekend while they're visiting family in town; consensus to consider it in the future. E. Matson will bring the idea up for consideration to the membership.

**Committee reports -**

- **Ball** - E. Matson received a letter from the auditor
- **Boat Committee** - they have two proposals and will be meeting tuesday October 29th.

**Meeting adjourned @ 2155**

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RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: Monday November 25 @ 1930**