



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

### KVFD Monthly Meeting Agenda

Monday December 02, 2019 7:00PM  
Kent Firehouse  
28 Maple Street  
Kent, CT 06757

1. Call to Order and Pledge of Allegiance
2. Minutes of Previous Meeting
3. Public Comment
4. Correspondence
5. Membership (possible executive session & end of probation review)
6. Juniors Report
7. Old Business
  - a. Profit & Loss Budget vs Actual
  - b. Bookkeeper Position
  - c. Quarterly Points
  - d. Amazon Business Account
  - e. Capital Plan
  - f. Town capital requests
  - g. Parade of lights
8. New Business
  - a. Boy Scouts Troop charter renewal \$480
  - b. 2020 meeting schedule
9. Treasurer's Report
10. Fire Chief's Report
11. Ambulance Chief's Report
12. Line Officers Report
13. Appointed Positions Report
14. Committee Reports
15. Warning of Expenditures
16. Adjournment

# SPECIAL DEPARTMENT MEETING DRAFT MINUTES

12112019 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos (arr@2020), A. Petrone, M. Petrone, C. Rochovansky (left@2020), W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

**GUESTS:**

**Call to order @ 1935**

## Minutes of previous meeting

**MOTION:** made by R. Trautman/2nd by MA VanValkenburg **Table the minutes of the November meeting.**

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: **Motion passed**

**Public Comment - none**

## Correspondence -

- A. Gawel reported on an oak tree that the State of CT is donating and will plant on KVFD property. Positive consensus - question of who will care for it - A. Gawel reported Dan Greenbaum will care and water for first year till it's established.
- M. Petrone reported that the LED lighting upgrade work will begin on Dec. 18th

**Membership -** The records clerk reported that Brian D'Orio and Tom Farrell were due for the six month probationary extension review.

**MOTION:** made by W. Soule/2nd by J. Christen **Accept Brian D'Orio as a full member.**

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: **Motion passed**

**MOTION:** made by J. Christen/2nd by A. Petrone **Dismiss probationary member Tom Farrell.**

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: **Motion passed**

**MOTION:** made by MA VanValkenburg/2nd by M. Petrone **Accept Erik Nordskog as a probationary member.**

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: **Motion passed**

**Juniors** - no report

**Treasurer's Report** (moved by Chief to accommodate Treasurer not feeling well)

**MOTION:** made by M. Petrone /2nd by J. Christen **To pay the bills as read.**

Discussion:

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

The Treasurer reported that the contract with the collections company that handles EMS billing that goes to collections has expired. In a letter to the department, they outlined that their rate will increase from 26% to 29% as of January 1, 2020.

### **Old Business**

- Profit & Loss budget vs actual - no report
- Bookkeeper position - E. Epstein reported on progress of committee

**MOTION:** made by E. Epstein/2nd by M. Petrone **Accept the bookkeeper job description, with edits.**

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, A. Petrone, M. Petrone, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: T. Limbos

**Motion passed**

**MOTION:** made by E. Epstein/2nd by B. Donzella **To amend the Bookkeeper Policy as presented.**

*(current language to be replaced with: This policy authorizes the Executive Committee to hire and enter into an agreement with a third party subcontractor for the position of KVFD Bookkeeper for accounting services as approved by the membership. The President and Treasurer shall oversee the bookkeeper/subcontractor and ensure KVFD by-laws and policies are followed. The President and Treasurer shall at least annually report on the work of the Bookkeeper/subcontractor and advise the EC and membership if work is satisfactory, and recommend as to extending the agreement or not. The Bookkeeper/subcontractor will be paid hourly for services at a rate agreed upon and budgeted for by the membership. The Bookkeeper/subcontractor shall sign a Conflict of Interest agreement.)*

Discussion:

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by E. Epstein/2nd by B. Donzella **To adopt the Bookkeeper Hiring Process as presented.**

Discussion: Discussion.

Voting yes: J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

- **Quarterly points** - Bonnie reported on progress.
- **Amazon business account** - no report
- **KVFD Capital Plan** - draft is attached to minutes and on the member area of the website

- **Town Capital Requests** - EC recommended an additional \$100,000 for the Rescue truck and \$100,000 for PPE.

**MOTION:** made by E. Epstein/2nd by B. Donzella **To accept the recommendation of the EC to submit requests for \$100,000 for the replacement of Rescue 8, and \$100,000 for PPE to the BoS.**

Discussion: Discussion.

Voting yes: J. Christen, B. Donzella, E. Epstein, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

- Parade of Lights - discussion

### **New Business**

- Boy Scouts Troop charter renewal \$480 - on recurring bill list
- 2020 meeting schedule

**MOTION:** made by J. Speck/2nd by B. Donzella **To adopt the EC meeting schedule of the 4th Monday of each month for 2020.**

Discussion: Discussion.

Voting yes: J. Christen, B. Donzella, E. Epstein, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, J. Speck, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: **Motion passed**

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

- Calls for the month: 12
- Reminder about upcoming town informational hearing this Friday. Discussion.

**MOTION:** made by T. limbos/2nd by R. Trautman **To send a letter from the Fire Chief to the Kent Board of Selectman on the importance of improving cellular, public safety and emergency telecommunications in Kent.**

Discussion: Discussion.

Voting yes: J. Christen, B. Donzella, E. Epstein, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

- Upcoming P&Z meeting regarding an application for the addition of an administration building at Kent School
- Thanked the membership for three years as chief.

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

- Calls for the month: 27
- A2 is back in service from Sherman and reported it ran very well and Sherman Ambulance chief
- 2 upcoming EMT initial courses coming up Washington and Cornwall -
- KVFD was chosen to collect ambulance cost data and submit to Medicare for 2020. The ambulance chief has attended webinars to understand what will be expected, and is in contact with QuickMeds
- Depositions took place this past Monday.



- Cleaning and supply replacement after calls is critical.

### Line Officer Reports -

- Replacement SCBA masks have been put on trucks

### Appointed Officer Reports -

*Training Officer:* Audra reported that John Russell has registered to take a Tactical Emergency Casualty Care course.

**MOTION:** made by A. Petrone/2nd by To reimburse John Russell for the cost of the course, once completed. Discussion: Discussion about department development of an ASHER (Active Shooter Hybrid Event Response) plan.

Voting yes: J. Christen, B. Donzella, E. Epstein, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

#### **Motion passed**

*Engineer:* primer pump for E6 has been ordered.

*Communications Officer:* Continuing to demo a new push-to-talk app called Zello. Will bring more info, coverage maps next month. AC Hock mentioned hearing about a 2nd tower at Richards Road, possibly an alternate site to Bald Hill Road. Crossover repeater has been installed @ Kent School.

*Technology Officer:* Reported tablet replacement for A1 & A2.

**MOTION:** made by B. Donzella/2nd by M. Petrone **To spend up to \$2500.00 to purchase two new 11" iPad Pros, ruggedized cases, bluetooth keyboard and relevant accessories, utilizing recent donation of \$2500.00 from Mrs. DeLaRenta.**

Discussion:

Voting yes: J. Christen, B. Donzella, E. Epstein, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

#### **Motion passed**

**MOTION:** made by B. Donzella/2nd by M. Petrone **To spend up to \$200.00 to purchase one Microsoft 365 subscription license.**

Discussion: For use by Assistant Ambulance chief.

Voting yes: J. Christen, B. Donzella, E. Epstein, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

#### **Motion passed**

### Committee reports -

*Ball:* Ball budget expenses submitted:

- |                       |            |
|-----------------------|------------|
| • Invitation printing | \$900.00   |
| • Postage             | \$500.00   |
| • Signage             | \$500.00   |
| • Tables and chairs   | \$1,600.00 |
| • Food                | \$3,500.00 |
| • Set-ups             | \$300.00   |
| • Decorations         | \$800.00   |
| • Band                | \$1,700.00 |
| • Clean up            | \$200.00   |

• Raffles	\$1,000.00
• Service misc.	<u>\$1,000.00</u>
TOTAL:	\$12,800.00

**MOTION:** made by M. Petrone/2nd by J. Christen **To approve the Ball expenses budget**

Discussion:

Voting yes: J. Christen, E. Epstein, G. Hock, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, W. Soule, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: B. Donzella, J. Speck

***Motion passed***

***Nominating Committee:*** Rebecca reported on the work of the committee. Slate is as follows:

Fire Chief - Ed Matson

Assistant Chiefs - Tim Limbos, Gary Hock

Captains - Ed Tuz, Audra Petrone

Lieutenants - Sean Dingee, John Russell

Ambulance Chief - Mary Ann Van Valkenburg

Assistant Ambulance Chief - Bonnie Donzella

President - vacant

Secretary - vacant

Treasurer - vacant

**Warnings for expenditures -**

Recruitment & Retention

Ambulance Supplies

Communications equipment

Mohawk Ski Race

Boat

Technology equipment

**Quorum lost and meeting adjourned @ 2219**

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RESPECTFULLY SUBMITTED, JEAN C. SPECK

**NEXT MEETING: January 6th@1900**



## Kent Volunteer Fire Department, Inc. Bookkeeper Job Description

<b>Job title:</b>	<i>Bookkeeper</i>
<b>Reports to:</b>	<i>Treasurer and President</i>

### Job purpose

To assist the KVFD with the financial duties and tasks of the Department.

### Duties and responsibilities

- Pay bills in a timely manner, approved by membership
- Record, prepare and deposit all monies received
- Track all receipts and expenses using QuickBooks
- Provide monthly and ad hoc reports from QuickBooks as requested by Treasurer or President
- Prepare bills to be presented at monthly meetings for approval
- Reconcile and balance all accounts monthly
- Prepare documents for annual audit
- Assist with budget process
- Maintain complete filing system to support financial records

### Minimum Qualifications

- Previous bookkeeping experience
- Strong computer skills
- Proficient in QuickBooks, MS Office
- Professional verbal and written communications

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<b>Approved by:</b>	<i>KVFD Membership</i>
<b>Date approved:</b>	<i>December 11, 2019</i>
<b>Reviewed:</b>	



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

### KVFD Regular Monthly Department Meeting Agenda

Monday November 4, 2019 7:00PM  
Kent Firehouse  
28 Maple Street  
Kent, CT 06757

1. Call to Order and Pledge of Allegiance
2. Minutes of Previous KVFD Monthly Meeting
3. Public Comment
4. Correspondence
5. Membership: (Possible Executive Session) & (End of Probation Review)
6. Juniors Report (Senior Advisor Matt Starr)
7. Old Business
  - a. Pumpkin Run, Craft Fair, Well Done Thanks
  - b. Bookkeeper Position Committee
  - c. Read Names
  - d. Boat
8. New Business
  - a. Amazon Business Account
  - b. Capital Plan, Budget
  - c. Aerial Training Class Nov 16/17
  - d. Nomination Committee
  - e. Santa Express
  - f. Parade of Lights
9. Treasurer's Report
10. Fire Chiefs Report
11. Ambulance Chiefs Report
12. Line Officers Report
13. Appointed Position Report
14. Committee Reports
15. Warning of Expenditures
16. Adjournment

KENT VOLUNTEER FIRE DEPARTMENT

# NOVEMBER MEMBERSHIP MEETING DRAFT MINUTES

11042019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** J. Christen, E. Epstein, G. Hock (arr.@1926), R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

**GUESTS:** Tracy Fillow

## Call to order @ 1905

**MOTION:** made by M. Starr /2nd by M. Petrone **Add donation of equipment to agenda under old business.**

Discussion:

Voting yes: J. Christen, E. Epstein, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by J. Speck/2nd by R. Trautman **Add "Time's Up" Public Act to agenda under new business.**

Discussion:

Voting yes: J. Christen, E. Epstein, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by M. Starr /2nd by M. Petrone **Add report from Tracy Fillow on 990 to Public Comment.**

Discussion:

Voting yes: J. Christen, E. Epstein, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**Public Comment** - Tracy Fillow was present to answer any questions about the audit report (due at the end of the month), 990 filing, auditor report.

**MOTION:** made by E. Epstein/2nd by M. Starr **Accept the audit prepared by Tracy Fillow**

Discussion:

Voting yes: J. Christen, E. Epstein, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, W. Soule, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

## Minutes of previous meeting

**MOTION:** made by M. Petrone/2nd by W. Soule **Table the minutes of the October meeting.**

Discussion: not all members received the minutes.

Voting yes: J. Christen, E. Epstein, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: C. Rochovansky

**Motion passed**

#### **Correspondence -**

- Invitation to Marvelwood holiday party - passed along to president
- Invitation to Amenia Parade of Lights - posted in responder area

#### **Membership - none**

**Juniors -** Matt was presented as the new Senior Advisor.

#### **Old Business**

- **Pumpkin Run, Craft Fair, Halloween** - well done Thanks
- **Bookkeeper position committee** - was appointed at last months' EC meeting - the president appointed Eric Epstein as chair (members: E. Matson, J. Speck, D. Soule, R. Limbos)
- **Read Names** - none (error)
- **Boat** - received 2 bids and in discussion to decide which bid to bring to the membership.
- **Donation of equipment:** follow up on inventory of used PPE for possible donation to Stamford FD.

#### **New Business**

- **Amazon business account** - the president will check with Union Savings regarding KVFD credit cards. The treasurer has opened multiple accounts for the various fundraisers so each chair is given a credit card with the budgeted amount as a limit.
- **Capital Plan, Budget** - no report, concern raised about projects in the 2019 and 2020 capital plan that will need to be in the 2020 operational budget. The president appointed a Town Capital Plan Committee (members: E. Matson, M. Petrone, M. Starr). Concern was raised regarding the Clean Gear initiative that calls for a backup set of PPE for each interior firefighter. Discussion.
- **Aerial Training Class Nov 16/17** - no report
- **Nomination Committee** - R. Trautman and T. Limbos volunteered. Concern was raised about current officers not informing nominating committee of their intentions for the following years so that proper planning could be accomplished. The treasurer informed the president she will not be running for any positions.
- **Santa Express** - Mary Ann sought volunteers but could find no one. Caralee and Bonnie may offer to take it on. Will follow up when Bonnie returns.
- **Parade of Lights** - Mary Ann confirmed the date will be up to the incoming First Selectman, not the Chamber.

**MOTION:** made by MAV/2nd by C. Rochovansky **Set the Parade of Lights for Saturday December 7th.**

Discussion: Line up will be at 1700; step off at 1800.

Voting yes: J. Christen, E. Epstein, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

- **Time's Up Act** - J. Speck shared information with members regarding recently passed [Public Act 19-16](#), which requires all employers with three or more employees to post information about sexual harassment, and train current and new employees within a specified amount of time. Recommendation was to develop a policy to support the new act.

## Treasurer's Report

**MOTION:** made by T. Limbos /2nd by R. Trautman To pay the bills as read.

*Discussion:*

*Voting yes:* J. Christen, E. Epstein, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck, M. Starr

**Motion passed**

## Fire Chief's Report -

- Calls for the month: 15

## Ambulance Chief's report -

- Call for the month: 39
- Cleaning and supply replacement after calls is still not being kept up with.

## Line Officer Reports -

- Replacement SCBA masks have been put on trucks.
- Camps road dry hydrant is in service - AC Hock will talk to homeowner about stabilization of pipe.

## Appointed Officer Reports

*Communications Officer:* He is demoing a new push-to-talk app called Zello. Will bring more info, coverage maps next month. AC Hock mentioned hearing about a 2nd tower at Richards Road, possibly an alternate site to Bald Hill Road.

## Committee reports

**Ball:** reported updated P&L to income

**Golf:** reported updated P&L revenue

## Warnings for expenditures:

Boat

Technology equipment

## Meeting adjourned @ 2035

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RESPECTFULLY SUBMITTED,

**NEXT MEETING: December 2nd@1900**

## REFRESHMENT COMMITTEE:

Chair: Mary Ann Van Valkenburg

Members: Ed Tuz, Walter Viera, Adam Woodruff



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

### KVFD Regular Monthly Department Meeting Agenda

Monday October 7, 2019 7:00PM  
Kent Firehouse  
28 Maple Street  
Kent, CT 06757

1. Call to Order and Pledge of Allegiance
2. Minutes of Previous Meeting
3. Public Comment
4. Correspondence
5. Membership: (Possible Executive Session) & (End of Probation Review)
6. Juniors Report
7. Old Business
  - a. Audit
  - b. Profit & Loss Budget vs Actual
  - c. Summary of Coverage Insurance
  - d. NIFRS Reports
  - e. Fire Prevention Open House
  - f. Quick Books
8. New Business
  - a. ISO Flow Test Report
  - b. Drug & Alcohol Policy
  - c. Annual Appeal Letter
  - d. Complaints (Noise at Firehouse)
  - e. Bookkeeper
  - f. Retain Attorney
9. Treasurer's Report
10. Fire Chiefs Report
11. Ambulance Chiefs Report
12. Line Officers Report
13. Appointed Position Report
14. Committee Reports
15. Warning of Expenditures
16. Adjournment



# OCTOBER MEMBERSHIP MEETING DRAFT MINUTES

10072019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** K. Cullip, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, J. Shaw, W. Soule, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

**GUESTS:** none

**Call to order @ 1900**

## Minutes of previous meeting

**MOTION:** made by M.Petrone/2nd by G. Hock **Approve Minutes of September Meeting**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, J. Shaw, W. Soule, A. Swagemaker, E. Tuz

Voting no: C. Rochovansky, MA VanValkenburg

Abstaining: M. Starr

**Motion passed**

**MOTION:** made by M. Starr/2nd by T. Limbos **Add approval of August minutes to Agenda**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, J. Shaw, W. Soule, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

*It was brought to the membership attention that there was an illegal motion made previously, regarding the parking issue at the firehouse, as it was not on the agenda that night. It will be added to next months agenda and revisited.*

*T. Limbos wanted noted in the minutes that the amount approved for mounting RIT pack was not included in previous minutes under warnings.*

**MOTION:** made by M.Starr/2nd by M. Petrone **Approve Minutes of August Meeting**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, R. Kennedy, E. Matson, M. Petrone, J. Shaw

Voting no: T. Limbos, G. Hock, A. Gawel, C. Rochovansky, E. Tuz

Abstaining: W. Soule, A. Swagemaker

**Motion passed**

## Public Comment -

- T. Limbos commented that the secretary is in violation of section 1-225 of FOI policy
- E. Epstein questioned what has happened with the investigation of alleged thefts at firehouse

- M. Starr voiced some questions in regards to engine 2. Requested a DOT inspector look at it. Discussion on the trolley brake on engine 2.
- T. Limbos stated there were missing SCBA masks from engine 1

**Correspondence** - none

**Membership** - none

**Juniors** - discussion on leadership of the program Will be discussed at next EC meeting

### **Old Business**

**Audit** - Ed has reached out to Tracy Fillow to see if audit is complete. Has not heard back. Will reach out again. There was discussion between W4 vs W9

**P and L budget vs actual** - nothing

**Summary of Coverage insurance** - Jeff from VFIS came out to EC and went over coverages.

**NFIRs reports** - should EMS calls be reported to the state? Wendell has reached out to the state and was told it is NOT required.

**Fire Prevention Open House** - was held October 6th. Small Attendance, bad weather. State canine was here

**MOTION:** made by T. Limbos/2nd by S. Dingee **To spend up to \$44.46 for a prop from fire prevention**  
*Voting yes:* S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, J. Shaw, W. Soule, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.  
*Voting no:*  
*Abstaining:*  
**Motion passed**

**Quickbooks** - *nothing*

### **New Business**

**ISO flow test Report**- test completed

**Drug and Alcohol Policy** - draft almost ready

**Annual Appeal Letter** -nothing

**Complaint (noise at firehouse)** - Ed is dealing with this

**Bookkeeper** - Ed met with Tracy Fillow and will be meeting with Jack Kinney in regards to job description

**Retain Attorney** -Alan and MaryAnn have spoken to atty and we have a letter from the Atty

### **Treasurer's Report**

Caralee read list of bills

**MOTION:** made by T. Limbos/2nd by A. Swagemaker **To pay the bills as read.**

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, J. Shaw, W. Soule, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

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

- Fire Prevention at KCS Thursday morning and afternoon with Pre-K
- KenMont donated snacks and food. Possibly use some at Halloween
- Smoke House in New Milford is looking for metal furniture
- NW Zone getting training schedule together. Audra is working with Tom Bartram on some trainings
- Gator will be used by Warren FD for their fall festival
- Noted our roster is getting smaller

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

- Asst Chief Soule reported 10 calls for the month

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

- Total calls - 29
- A2 is having work done (EGR valve) throttle body bad
- Cornwall is holding an EMT course Jan-May cost of \$850/person
- Discussion about new recert process for EMS personnel

#### **Line Officer Reports -**

- Lt Dingee reported there will be quarterly training 7pm Thursday evening
- Asst Chief Hock (representing engineer) read a letter from NE Fire in regards to engine 1
- Asst Ambulance Chief Donzella read a letter from Heather Hastings requesting a leave of absence

**MOTION:** made by M. Petrone/2nd by T. Limbos **To to accept Heather Hastings leave of absence request**

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, J. Shaw, W. Soule, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

#### **Appointed Officer Reports**

*Training Officer- aerial class from fire academy has been cancelled*

#### **Committee reports**

**Golf:** C. Rochovansky reported they had 90 dinners at the Fife after the tourney. \$23,241.16 profit (as of now). May be a fee to be paid to Bulls Bridge that still has to come out.

**Ball:** C. Rochovansky reported \$31,551.47 income

\$9043.45 in expenses

\$21,618.02 profit

**Boat:** **MOTION:** made by T. Limbos/2nd by M. Starr **To to accept RFP as amended discussion**

*Voting yes:* S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, M. Petrone, C. Rochovansky, J. Shaw, W. Soule, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

***Motion passed***

**Parade of Lights:** Will be Saturday Dec 7th MA Van Valkenburg, Alan and Ed will take lead on this

**Pancake Breakfast:** 61 people attended last one. Next one will be October 27th. Going forward it will be the 4th Sunday of the month

**Warnings for expenditures:**

- Parade of Lights
- Pancake Breakfast
- Santa Express
- New boat Expenses

**Meeting adjourned @ 2112**

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RESPECTFULLY SUBMITTED,  
Bonnie Donzella

**NEXT MEETING: November 4@1900**

**REFRESHMENT COMMITTEE:**

Chair: Alexis Swagemaker

Members: Jean Speck, Matt Starr, Rebecca Trautman



## **KENT VOLUNTEER FIRE DEPARTMENT, INC.**

28 Maple Street  
P.O. Box 355

### **KVFD SPECIAL Department Meeting Agenda**

Friday September 6, 2019 6:30PM  
Kent Firehouse  
28 Maple Street  
Kent, CT 06757

- Call to Order
- Business
  - Retain Attorney (Possible Executive Session)
  - Bills & Accounting
  - Back Building Rental Agreement
  - Firehouse & Rear Building Lighting Contracts
  - Fundraising Committee Report
  - Officer Reports
  - 
  -
- Adjournment

## KENT VOLUNTEER FIRE DEPARTMENT

# SEPT SPECIAL MEMBERSHIP MEETING MINUTES

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09062019 | 1830HRS | KVFD FIREHOUSE MEETING ROOM

### ATTENDEES

**MEMBERS:** S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

**GUESTS:** none

**Call to order @ 1832**

**MOTION:** *made by C. Rochovansky/2nd by T. Limbos* **Enter into Executive Session to discuss retaining an attorney**

Discussion:

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed**

**MOTION:** *made by T.Limbos/2nd by A. Gawel* **Come out of Executive Session at 1840**

Discussion:

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed**

**MOTION:** *made by T. Limbos/2nd by A. Gawel* **to suspend the spending policy for issue of retaining attorney**

Discussion:

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by T. Limbos/2nd by A. Gawel to spend up to \$5000.00 for legal services from Jennifer Groves Fusco law firm.

Discussion: law firm out of Hartford specializing in EMS issues.

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed.**

**Treasurer-** C. Rochovansky read the list of bills

**MOTION:** made by T. Limbos/2nd by R. Trautmann Pay the bills as read

Discussion:

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed**

**Back Building Rental Agreement -** E. Matson presented a copy of the new rental agreement for the back building drafted by Atty Andrea Asman. It is a 2 year lease. 1st years rent will be \$32,400 and 2nd year will be \$34,025. Tenant will be responsible for: oil, insurance, electric, water, phone, snow/ice removal, rubbish removal, floor cleaning, window cleaning, all repairs, pest control, and a/c units. Fire dept will handle lighting upgrade. Copy of the rental agreement is available for members to look at.

**MOTION:** made by M. Petrone/2nd T. Limbos. Enter into rental agreement with Billy Morrison.

Discussion:

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed**

**Firehouse Lighting Contracts -** E. Matson and M. Petrone reported on the new contracts drafted by John Johnson of Greenleaf for the firehouse. Old figure was \$19,471.68. With the additional lighting we asked them to include the new total is \$20,871.68

**MOTION:** made by T. Limbos/2nd by R. Trautmann to spend up to \$21,00.00 financed through Eversource at 0% as presented by John Johnson for the firehouse

*Voting yes:* S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

*Voting no:*

*Abstaining:*

***Motion passed***

E. Matson and M. Petrone reported on the new contract drafted by John Johnson of Greenleaf for the back building. It will cost \$11,332.80 payable over 48 months at \$236.10 per month

***MOTION:*** made by T. Limbos/2nd by M. Petrone **To spend up to \$12,000.00 financed through Eversource at 0% as presented by John Johnson of Greenleaf for the rear building**

*Voting yes:* S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

*Voting no:*

*Abstaining:*

***Motion passed***

***Golf Tournament Budget-*** budget submitted by C. Rochovansky as follows:

- Expected income \$26,600.00
- Expected Expenses \$14,895.00
- Expected Profit \$11,705.00

***MOTION:*** made by T. Limbos/2nd by R. Trautmann **To approve Golf Tournament Budget**

*Voting yes:* S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

*Voting no:*

*Abstaining:*

***Motion passed***

***Annual Appeals Letter Budget -*** C. Rochovansky presented the Appeals letter budget. This years' national theme is Plan and Practice Your Escape. Fire Prevention week is Oct 6-12th

- Expected Revenue \$25,000
- Expected Expenses \$875.00
- Expected Profit \$24,125.00

***MOTION:*** made by T. Limbos/2nd by A. Gawel **to approve Annual Appeals Letter budget**

*Voting yes:* S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

*Voting no:*

*Abstaining:*



***Motion passed***

**Comedy Show Budget** - C. Rochovansky presented the Comedy Show budget. This years show would be Sat Feb 8th (snow date Sat Feb 15th)

Expected Revenue \$5,800.00

Expected Expenses \$1,200.00

Ticket Sales (200 tickets sold @\$25 a piece) \$5,000

Raffle \$800.00

Expected Profit \$4,600.00

**MOTION:** made by T. Limbos/2nd by S. Dingee to approve Comedy Show budget

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, E. Tuz

Voting no: R. Trautmann

Abstaining:

***Motion passed***

**Auxiliary Pancake Breakfast** - A. Gawel presented the Pancake Breakfast budget.

Expected Expenses \$600.00

**MOTION:** made by M. Petrone/2nd by T. Limbos to approve Septembers Pancake Breakfast budget with expenses up to \$600 with revenue TBD

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

***Motion passed***

**MOTION:** made by A. Gawel/2nd by T. Limbos to spend up to \$200 on Craft Fair with revenue TBD upon approval of the Executive Committee

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

***Motion passed***

**Officer Reports -**

- A. Gawel reminded department this is a very busy month! Lots of trainings and events going on. Also reported that KenMont Camp donated a large supply of food to the department. Many thanks to them.

- T. Limbos reported there will be another boat demo on Sept 18th in the evening. Exact time TBD Also Fire prevention demo will be on Oct 6th in the early afternoon. Northeast Building Supply is donating the lumber this year.

**MOTION:** made by A. Petrone/2nd by T. Limbos to spend \$150.00 for J. Russell to attend Man vs Machine class in October

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by A. Petrone/2nd by M. Petrone to fund up to 3 people @ \$200 per person for Scott Air Pack Field Maintenance class

Voting yes: S. Dingee , B. Donzella, J. Donzella, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, R. Trautmann, E. Tuz

Voting no:

Abstaining:

**Motion passed**

**Meeting adjourned @ 1715**

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RESPECTFULLY SUBMITTED,  
Bonnie Donzella

**NEXT MEETING: October 7@1900**

**REFRESHMENT COMMITTEE:**

**Chair - Jill Scholsohn**  
**Committee: Jim Shaw,**  
**Tim Sneller, Wendell**  
**Soule**



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

### KVFD Regular Monthly Department Meeting Agenda

Monday August 5, 2019 7:00PM

Kent Firehouse  
28 Maple Street  
Kent, CT 06757

- Call to Order and Pledge of Allegiance
- Minutes of Previous Meeting
- Public Comment
- Ice Jam August 7th Firehouse Workshop
- Correspondence
- Membership: (Possible Executive Session) & (End of Probation Review)
  
- Old Business
  - Back Building Rental
  - Interior Fighter List Members - Training
  -
  
- New Business
  - HIPAA Compliance (Executive Session Possible)
  - Fire Gear Donation
  - P&Z Add 175 Carter Road
  - Drug & Alcohol Policy
  - Compliance with Bylaws & Finance Policies
  - Rental Parking Lot - Corporate Construction
  - Nationwide Insurance Settlement
  - Annual Appeal Letter
  -
  
- Treasurer's Report
- Fire Chiefs Report
- Juniors Report
- Ambulance Chiefs Report
- Line Officers Report
- Appointed Position Report
- Committee Reports
- Juniors Report
- Warning of Expenditures
  
- Adjournment

# AUGUST MEMBERSHIP MEETING DRAFT MINUTES

07012019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** B. Donzella, E. Epstein, R. Kennedy (arr@1928), T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, W. Soule (arr.@1925), J. Speck, M. Starr, R. Trautman, E. Tuz (arr. @1935), MA VanValkenburg.

**GUESTS:** 1st selectman Bruce Adams

**Call to order @ 1903**

**Minutes of previous meeting** - the secretary reported they were not finished yet.

**Public Comment** - DEMHS sponsored two presentations on the historic Kent Ice Jams, and were held at the firehouse.

**Correspondence** - NVFC welcome packet was received.

**Bruce Adams arrived to report to the department that the town was awarded the second grant for the purchase of a boat**

**Membership - a letter from** Jim Canning to be moved to veteran status.

**MOTION:** made by T. Limbos/2nd by R. Trautman **Accept his letter to move to veteran status.**

Discussion:

Voting yes: B. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, M. Starr, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by MA VanValkenburg/2nd by R. Trautman Eliminate the parking south of the lamppost**The department follow the parking lines in the approved parking plan filed with the town clerk's office.**

Discussion:

Voting yes: B. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, M. Starr, R. Trautman, MA VanValkenburg.

Voting no: C. Rochovansky

Abstaining:

**Motion passed**

## Old Business

**Back building rental** - Ed is continuing to work on the contract with the tenant for the next meeting.

**Interior firefighter list - training** - Concern was discussed regarding the lack of required quarterly training by interior firefighters, and that the list may be as low as a few firefighters who are qualified to be interior. The training officer reported that she can only hold training once a month plus airpack inspections. T. Limbos added that the Hazmat refresher will qualify for quarterly training. Discussion about response limitations due to the lack of qualified interior firefighters, and keeping up with active duty rosters. Request was made to update and share the most current list.

## New Business

**HIPAA Compliance** - no report

**Fire Gear Donation** - discussion about the possibility of donating out-of-service PPE and firehose to Stamford FD's sister department in Lima, Peru.

**MOTION:** made by M. Starr/2nd by M. Petrone **Have the Quartermaster make a full and complete inventory of our turnout gear and report back at next month's meeting.**

Discussion:

Voting yes: B. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Discussion:

Voting no:

Abstaining:

**Motion passed**

**P&Z add 175 Carter road** - no report

**Rental parking lot - Corporate Construction** - At a member's request, Ed is getting a map drawn up to detail location of where CC will be parking.

**Nationwide Insurance settlement** - Ed reviewed final paperwork for flood/water damage insurance settlement.

**MOTION:** made by E. Epstein/2nd by R. Trautman **To process the insurance settlement of \$84,364.00**

Voting yes: B. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

*T. Limbos entered the meeting and announced to the membership that there are completed training forms missing from the Records Clerks mailbox, and that it appears that they have been removed by someone. Point of Order by M. Starr that T. Limbos was out of order of the agenda.*

**Drug & Alcohol Policy** - M. Starr is still working on a draft.

**Compliance with ByLaws & Finance Policies** - general discussion regarding inconsistent member compliance with KVFD foundation documents. Ed will send out another invite to the membership to join a committee to review and update department documents.

**Annual Appeal letter** - J. Speck reported drafting the letter this year to include an annual report. Consensus supported the addition, and the Treasurer will forward last year's budget to J. Speck & R. Trautman (from the bookkeeper).

**Eversource lighting upgrade** - John Johnston gave updated information and updated proposal (attached) to upgrade outdoor lighting, officer's room, garage high bays, and radio room. Discussion. Members asked about adding the flagpole and main sign lighting. John remarked that those would be easily added.

**Fire Extinguishers for boat & gator** -

**MOTION:** made by T. Limbos/2nd by M. Starr **Spend up to \$65.00 on a fire extinguisher for the boat.**

Discussion:

Voting yes: B. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

**MOTION:** made by T. Limbos/2nd by M. Starr **Spend up to \$65.00 on a fire extinguisher for the gator.**

Discussion:

Voting yes: Voting yes: B. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

*Abstaining: J. Speck*

***Motion passed***

**Treasurer's Report** - Unpaid bills read; recurring bills read; bills paid in between meetings (attached).

***MOTION:*** *made by T. Limbos/2nd by B. Donzella* **To pay the bills as read, except for the New England fire apparatus bill for Engine 1 until the work is signed off on.**

*Discussion:* Members asked a few questions about the bills, inquired about the Ball numbers (no report of revenue because bills are still coming in).

*Voting yes:* B. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, R. Trautman, E. Tuz, MA VanValkenburg.

*Voting no:* E. Matson, M. Starr

*Abstaining:* J. Speck

***Motion passed***

**Fire Chief's Report** - AC Soule reported:

- July calls - 22
- Fire calls read.

**Ambulance Chief's report** - Amb. Chief VanValkenburg reported:

- July calls - 46
- Sherman FD had a mechanical issue with their is borrowing A2 while theirs is getting repaired.

**Line Officer Reports** - none

**Appointed Officer Reports** -

- *E. Epstein made a recommendation that the president appoint a boat committee to make a recommendation to the membership on type and model. President Matson appointed committee members E. Epstein, M. Starr, T. Limbos, E. Tuz and himself.*
- **Juniors** - Member's inquired about various Junior topics including the application; the Records Clerk will scan and send paper forms documents to the technology officer to post on the website. B. Donzella offered to reach out to C. Munson (Juniors senior advisor) to follow up and find out his level of interest/availability to run the program.

**Committee reports** -

- *R&R* - The Kent Library Carnival is August 31st. She is looking for help.

**Warnings for expenditures:**

- T. Limbos warned for a security camera system.
- B. Donzella warned for replacement tablets.
- J. Speck warned for technology purchases.
- M. Petrone warned for lighting upgrades.

**Meeting adjourned @ 2128**

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RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: TUESDAY Sept 3rd @1900**

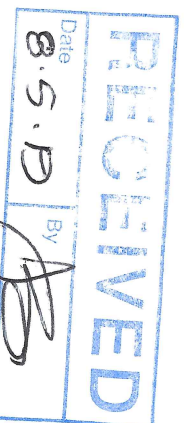
**REFRESHMENT COMMITTEE:**

Chair: John Russell

Members: Caralee Rochovansky, Dan Ruman, Gwen Price

*Approved Treasurer*  
*Qualee Robertson*  
*8.5.19*

Kent Volunteer Fire Department, Inc.  
 Recurring Bills/ Bills Paid after Last Meeting



Date	Num	Memo	Amount
Airgas USA, LLC			
07/30/2019	Inv 9091176730	Oxygen cylinders	-580.15
07/31/2019	2909	WM247	-580.15
Aquation Water Co. / 2558			
07/05/2019	5/30/19 - 6/27/19	For service 5/30/19 to 6/27/19	-129.51
07/10/2019	2892	200102558	-129.51
08/05/2019			-144.97
08/05/2019	2911	200102558	-144.97
Aquation Water Co. / 2566			
07/30/2019	6/21/19 - 7/22/19	Rear building service for 6/21/19 - 7/22/19	-37.14
07/31/2019	1134	200101566	-37.14
Aquation water Co. / 3543			
07/30/2019	6/21/19 - 7/22/19	Water service 6/21/19 - 7/22/19	-181.36
07/31/2019	2910	200103543	-181.36
Charter Communications			
07/23/2019	Inv 37055071319	For service 7/13/19 - 8/12/19	-114.98
07/23/2019	2901	8350-16-008-0037055	-114.98
Eversource / 3023			
07/23/2019	6/14/19 - 7/16/19	For service to Rear Bldg 6/14/2019 - 7/16/2019	-256.37
07/25/2019	1133	51921453023	-256.37
Eversource / 3031			
07/23/2019	6/14/19-7/16/19	For service at Swift Lane from 6/14/19 to 7/16/19	-14.35
07/23/2019	2902	51230743031	-14.35
Eversource / 4083			
07/23/2019	6/14/19 - 7/16/19	For service from 6/14/19 - 7/16/19	-1,637.99
07/23/2019	2903	51596934083	-1,637.99
Frontier Communications			
07/26/2019	7/21/19 - 8/20/19	For phone, internet, and dish service 7/21/19 - 8/20/19	-233.11
07/30/2019	2908	For phone, internet, and dish service 7/21/19 - 8/20/19	-233.11
<del>Hedden-Lawn Care-</del>	<del>2898</del>	<del>2010 Lawn care-12 payment due</del>	<del>-1,562.50</del>
Ingenieri Cleaning Services, Inc.			
07/23/2019	Inv 1673	VOID: Cleaning on 6/4 & 6/18/2019	0.00
07/23/2019	2904	VOID: Cleaning on 6/4 & 6/18/2019	0.00
07/23/2019	Inv 1673	Cleaning on 6/4 & 6/18/2019	-600.00
07/23/2019	2906	Cleaning on 6/4 & 6/18/2019	-600.00
Kent Sewer Commission			
08/05/2019	2912	Sewer Tax 08/01/19 installment for sewer usage	-147.30
08/05/2019	2912	Sewer Tax 08/01/19 installment for sewer usage	-147.30
Quick Med Claims LLC			
07/10/2019	Inv 12787	June 2019 billing services	-1,401.48
07/12/2019	2896	June 2019 billing services	-1,401.48
Stryker Flex Financial			
07/17/2019	Inv 145602	Monthly payment for monitor for August	-428.86
07/19/2019	2899	Monthly payment for monitor for August	-428.86
Superior Plus Energy Services			
07/19/2019	Inv 128685	122.4 gal of propane at \$1.31 per gallon	-160.37
07/19/2019	2900	122.4 gal of propane at \$1.31 per gallon	-160.37

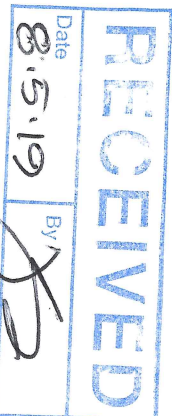
Kent Volunteer Fire Department, Inc.  
Recurring Bills/ Bills Paid after Last Meeting

Date	Num	Memo	Amount
TechSoup Global 07/10/2019	2893	For 3 Desktop computers	-1,136.00
The Honey Bee Florist 07/25/2019	2907	VOID: Flowers for Peter Bernard's daughter's birth	0.00
<del>US Foodservice, Inc.</del> <del>07/22/2019</del>	<del>2895</del>		<del>-2,206.97</del>
Verizon 07/13/2019	Inv 9833437112	For service 6/5/19 - 7/4/19	-128.27
07/16/2019	2897	For service 6/5/19 - 7/4/19	-128.27
VFS 07/10/2019	2894	C01096	-2,640.00
Webster Bank 08/05/2019	Loan Payment		-987.99
08/05/2019	1135		-987.99
Welsh Sanitation Service 07/05/2019	June Service	June 6/1/19-6/30/19 and extra Ball service	-73.80
07/10/2019	2895	728849-000	-73.80





Kent Volunteer Fire Department, Inc.  
Unpaid Bills Detail  
As of August 5, 2019



*Approved Treasurer*  
*Charles Robertson*  
*8/5/19*

Date	Num	Memo	Open Balance
A-1 Communications, Inc.			
07/12/2019	Inv 95847 / 95848	Monitor V Batteries, Charger, and shipping	162.13
Total A-1 Communications, Inc.			162.13
Ace Hardware of Kent			
07/30/2019	Inv 012063	1 car charger	7.99
08/02/2019		Wrist coil key ring	11.96
Total Ace Hardware of Kent			19.95
Air Compressor Engineering, Co. Inc.			
07/03/2019	Inv 000029481	Service on compressor	1,674.55
Total Air Compressor Engineering, Co. Inc.			1,674.55
Common Cents EMS Supply LLC			
07/17/2019	Inv 4968	EpiRite Kit vial and syringes	140.95
Total Common Cents EMS Supply LLC			140.95
Davis IGA, Inc			
08/01/2019	July Charges	Pallet of water, monthly meeting, & candy	371.68
Total Davis IGA, Inc			371.68
Firematic Supply Co., Inc			
07/26/2019	Inv 371727	Gas meter calibration station	315.42
Total Firematic Supply Co., Inc			315.42
Hills Signs			
08/05/2019	Inv29360	SCBA decals	196.00
Total Hills Signs			196.00
Jean Speck			
07/01/2019	Reimbursement	American Heart Association training	100.00
08/02/2019	Reimbursement	Flowers for P. Bernard's new born	70.00
Total Jean Speck			170.00
Kent Pizza Garden			
08/05/2019		Pizza on July 25, 2019	95.25
Total Kent Pizza Garden			95.25
Levine Paint & Auto Supply			
08/05/2019	08-156085	DEF Fluid	22.28
Total Levine Paint & Auto Supply			22.28

Kent Volunteer Fire Department, Inc.  
Unpaid Bills Detail  
As of August 5, 2019

Date	Num	Memo	Open Balance
Limbos, Tim. 07/22/2019	Reimbursement	Replacement boat items	59.55
Total Limbos, Tim.			59.55
Medical Warehouse, Inc. 07/23/2019	Inv 197059	Paper roll	21.12
Total Medical Warehouse, Inc.			21.12
<del>New England Fire Equipment &amp; Apparatus Co</del> <del>08/05/2019</del>	<del>Inv 24474</del>	<del>Maintenance &amp; Inspection T-1</del>	<del>8,239.02</del>
Total New England Fire Equipment & Apparatus Co			<del>8,239.02</del>
Northeastern Fire Assoc., Inc 07/23/2019	Inv 31480	Repair R8 SCBA fill station	153.40
Total Northeastern Fire Assoc., Inc			153.40
Soule, Wendell. 07/21/2019	Reimbursement	Double AA batteries for air packs	53.70
Total Soule, Wendell.			53.70
Stryker Sales Corp. 07/23/2019	Inv 2720919	2 Lucas stabilization straps	191.08
Total Stryker Sales Corp.			191.08
TEC Control Systems, Inc 07/04/2019	INV 73186	Service call comm failure cleared and replaced emergency light	231.50
Total TEC Control Systems, Inc			231.50
Town of Kent. 07/09/2019	Inv 14-287	Diesel fuel 384.478 gal. from 4/27/19 through 6/27/19	825.63
Total Town of Kent.			825.63
Tracy Fillow, CPA 07/30/2019	7/15/19 LTER	Second retainer payment	5,500.00
Total Tracy Fillow, CPA			5,500.00
Utility Communications, Inc. 06/24/2019	Inv 77680	Repairs to cell tower	4,870.80
Total Utility Communications, Inc.			4,870.80
TOTAL			<u>23,314.01</u>

NOT APPROVED

OK



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

### KVFD Regular Monthly Department Meeting Agenda

Monday July 1, 2019 7:00PM

Kent Firehouse  
28 Maple Street  
Kent, CT 06757

- Call to Order
- Pledge of Allegiance
- Minutes of Previous Meeting
  
- Public Comment
- Correspondence
- Membership: (Possible Executive Session)
  
- Old Business
  - Back Building Rental
  - Antenna Work Completed \$2,073.00
  - Quick Book, UPDATE Budget
  - 
  -
  
- New Business
  - Tax Abatement HB5125 Public Act
  - Rental Parking Lot - Corporate Construction
  - 
  -
  
- Treasurer's Report
- Fire Chiefs Report
- Ambulance Chiefs Report
- Line Officers Report
- Appointed Position Report
- Committee Reports
- Juniors Report
  
- Warning of Expenditures
  
- Adjournment

# JULY MEMBERSHIP MEETING DRAFT MINUTES

07012019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** S. Dingee(left @ 2010), B. Donzella, E. Epstein, A. Gawel, R. Kennedy (arr@1912), T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, S. Rundall(left@1915), W. Soule, J. Speck, M. Starr(left@2115), A. Swagemaker, R. Trautman, MA VanValkenburg.

**GUESTS:** none

**Call to order @ 1903,** Chief Gawel held a moment of silence for the one-year anniversary of the passing of past Chief Bill Tobin.

**MOTION:** made by A. Swagemaker/2nd by MA VanValkenburg **Add auxiliary to the agenda.**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by W. Soule/2nd S. Dingee **Add stokes basket to the agenda under new business.**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by W. Soule/2nd S. Dingee **Add mount for stokes basket to the agenda under new business.**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by W. Soule/2nd S. Dingee **Add mount for RIT case to the agenda under new business.**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

## Minutes of previous meeting

**MOTION:** made by M. Petrone/2nd by B. Donzella **Accept the minutes as corrected.**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: M. Starr

**Motion passed**

**Public Comment** - none

**Correspondence** - none

## **Membership**

**MOTION:** made by A. Swagemaker/2nd by C. Rochovansky **Accept the recommendation of the EC to admit Kerri Cullip as an Associate member.**

Discussion:

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: **Motion passed**

A. Swagemaker & K. Cullip left meeting @ 1945

- Ambulance Chief VanValkenburg was approached by Melissa Makris, who informed her a gravemarker and flag were left on her doorstep with no note. President will follow up.
- Captain Limbos remarked the potable water supply in the apparatus bay is getting low (only three cases left). Discussion ensued and some members voiced preference for spring water and not filtered water - Susie Rundall said she will place an order with the IGA.
- E. Epstein reported that he could not find KVFD's NFIRS data on the reports on the CFPC website. Alan will follow up with Stan MacMillan.

## **Old Business**

**Back building rental** - tabled

**Antenna work-** completed for a cost of \$2073.00

**Quickbooks, UPDATE budget** -

- Ambulance Chief VanValkenburg requested that the treasurer email the membership a current YTD budget.
- The technology officer asked the treasurer if she could perform the install of the updated version of QuickBooks - the treasurer has been very busy with the ball and did not know.

## **New Business**

**Tax Abatement HB5125 Public Act** - discussion about Public Act 19-36 regarding increase in amount of potential tax abatement for first responders - who should be reaching out to the Town. President to follow up.

**Rental parking lot - Corporate Construction** - tabled

**Stokes Basket** -

**MOTION:** made by W. Soule/2nd by S. Dingee **To spend up to \$750.00 on a new stokes basket.**

**Discussion** - To add a stokes basket to Engine 2 as a back-up and for the RIT. A member inquired of possibly having it housed on the utility vehicle instead. A member asked about the second stokes basket on apparatus.

**MOTION:** made by W. Soule/2nd by S. Dingee **Amend motion to include stokes basket mount to motion and increase funding request to \$950.**

Voting yes: S. Dingee, B. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no: M. Petrone

Abstaining:

**Motion passed**

**(motion including amendment voting results)**

**Voting yes:** S. Dingee, B. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

**Voting no:** M. Petrone

Abstaining:

**Motion passed**

**MOTION:** made by M. Petrone/2nd by B. Donzella **Spend up to \$200 on RIT case mount.**

*Discussion:* Mount location will be in the cab of Engine 2. A member wanted to make sure KME supported the location of the mount from a safety standpoint. Discussion about locating all RIT equipment and supplies together for more rapid response. Capt. Limbos remarked that KME will be installing the mount.

Voting yes:

Voting no: M. Petrone

Abstaining: R. Trautman, A. Swagemaker, J. Speck, M. Starr

**Motion passed**

### **Treasurer's Report**

Unpaid bills read; recurring bills read; bills paid in between meetings (attached).

**MOTION:** made by T. Limbos/2nd by R. Trautman **To pay the bills as read.**

*Discussion:* Members asked a few questions about the bills.

**Voting yes:** S. Dingee, B. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautman, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

**Fire Chief's Report** - Chief Gawel reported:

- June calls - 16
- Announcement that Audra Petrone has been appointed Training Officer.
- Swiftwater class - 7 members took the class - total of 14 from Gaylordsville/Sherman/Kent. Warren took their class this weekend and damaged some equipment they borrowed and will replace. Planning a one-day course for on-shore training. Kent EMD had some funding left over and purchased pediatric PFDs and helmets.
- Has not heard back from the Town on the 2nd half of the grant for the boat. More to come.
- Bill Tobin's interment is this Saturday July 6th at 1000 and the family has requested department presence. Anyone wishing to attend should assemble at the firehouse at 0915; we will leave the firehouse at 0930.
- Meeting request of P&Z to come to the firehouse for a tour and informal discussion on July 11 @ 1800.

**Ambulance Chief's report** - Amb. Chief VanValkenburg reported:

- June calls - 45
- Signed the purchase paperwork for the Stryker PowerLoad - it is due to ship to the AEV factory in mid-august.
- New Epi Check & Inject program went live on July 1st. The chief will put together the training supplies for members to practice on.
- The ambulance chief and asst ambulance chief met with QMC; the chief will send out dates for a meeting with the president, bookkeeper, treasurer and E. Epstein.

**Line Officer Reports** -

- Captain Limbos:
  - Gave update on dry hydrant flushing



- Added some info cards for the Gas meters on the apparatus - a member asked about gas meters for the ambulances; he reported that asst. chief Hock has them and EMS members just need to be trained.
- Discussed a new road closure form he designed in Google Forms that can be used by all members to enter information on road closures in the case of a town-wide emergency
- Mentioned he's planning a training on the Rover app over the summer

### **Appointed Officer Reports**

#### *Communications Officer:*

- He will be doing a training on the Rover app July 10th @ 2000

#### *Technology Officer:*

- The tech officer would like to dispose of 2 old non-operational printers. Alexis offered to dispose of them properly.

*A member asked if the Line Officers produce and share any meeting minutes; the fire chief said they do not.*

**Juniors report:** *A member asked what the status was of the Juniors program; there was discussion about what is going on with the leadership that is supposed to be running the program; discussion about the Jr. Advisory board. A member requested C. Munson, E. Tuz, and B. Donzella be requested to attend the next EC meeting. Ed will contact C. Munson and follow up with M. Starr.*

### **Committee reports**

**Ball:** the chair thanked the membership for everyone's help. She received a nice email from the band. No total of tickets sold yet. There was discussion about changing the date. A member suggested sending out a survey widely to the community to see if there is interest in any other times of year. A member asked for a cost analysis of how much it costs, with detail of invitation donations and how many actual attendees there were. Discussion about changing the type of event to something that is less labor-intensive.

### **Rear building**

The president updated the membership on conversations about the rear building rental.

### **Parking Lot use**

Corporate Construction is interested in using the gravel parking lot intermittently through September in exchange for a donation of \$300 each month.

### **Warnings for expenditures:**

- Technology Officer warned for tech-related purchases.
- AC W. Soule warned for water rescue equipment.
- AC MA Van Valkenburg warned for R&R equipment.

### **Meeting adjourned @ 2150**

---

RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: August 5 @1900**

### **REFRESHMENT COMMITTEE:**

**Chair:** Jeremy Matson

**Members:** Ed Matson, Kathy McCann



Approved  
Treasurer  
Charlie Rochovansky

RECEIVED  
BY Bill

7.1.19		Bills Paid between Monthly Meetings		
DATE		VENDOR	PURCHASE	AMOUNT
6/13/2019		Jean Speck	Technology, Recruitment & Membership	\$ 377.82
6/20/2019		Caralee Rochovansky	Ball	\$ 52.50
			TOTAL	\$ 430.32

10 PM  
7/01/19

*Approved*  
*Charles Reznarsky*  
*7.1.19*

Kent Volunteer Fire Department, Inc.  
Unpaid Bills Detail  
As of July 1, 2019

<b>RECEIVED</b>	
Date <i>7/2</i>	By <i>7.1</i>

Date	Num	Memo	Open Balance
<b>A-1 Communications, Inc.</b>			
06/10/2019	Inv 95848	5 Minitor V batteries	99.75
06/10/2019	Inv 95847	G 1 Charger and shipping	62.38
06/27/2019	Inv 95901	5 Minitor V Batteries	99.75
Total A-1 Communications, Inc.			261.88
<b>Ackerman Plumbing &amp; Heating</b>			
06/13/2019	Inv 2571	Installation of faucet and parts	276.17
Total Ackerman Plumbing & Heating			276.17
<b>Bonnie Donzella.</b>			
06/03/2019	Reimburse...	EMS week supplies and ambulance supplies	<del>29.64</del> <b>27.87</b>
Total Bonnie Donzella.			<del>29.64</del> <b>27.87</b>
<b>Davis IGA, Inc</b>			
07/01/2019	June Purch...	June Purchases for the Ball	1,292.13
Total Davis IGA, Inc			1,292.13
<del><b>Donzella, Bonnie.</b></del>			
<del>06/28/2019</del>	<del>Reimburse</del>	<del>Reimbursement for EMS week supplies</del>	<del>29.39</del> <b>Remove</b>
Total Donzella, Bonnie.			<del>29.39</del>
<b>Fail Safe Testing Inc</b>			
06/27/2019	Inv 010340	Hose testing, Hard Suction testing	3,448.95
Total Fail Safe Testing Inc			3,448.95
<b>Fire Equipment Headquarters, Inc</b>			
06/08/2019	Inv 83923	Air Quality Test	139.00
Total Fire Equipment Headquarters, Inc			139.00
<b>Firematic Supply Co., Inc</b>			
06/10/2019	Inv 370472	Quic Grip Smoke Ejector Holder	191.97
Total Firematic Supply Co., Inc			191.97
<b>ImageTrend Inc.</b>			
06/24/2019	Inv 117100	Annual fees rescue saas, rescue scheduler, and rescue CAD	4,829.87
Total ImageTrend Inc.			4,829.87
<b>John Russell.</b>			
06/13/2019	Reimburse...	Insect repellant replacement, in all apparatus and physical	85.97
Total John Russell.			85.97

# Kent Volunteer Fire Department, Inc. Unpaid Bills Detail As of July 1, 2019

Date	Num	Memo	Open Balance
06/18/2019	Inv 196637	Medical Supplies	526.06
		Total Medical Warehouse, Inc.	526.06
06/21/2019	Reimburse...	Misc. items for Ball--food, plastic goods, decorations	385.63
		Total Rochovansky, Caralee.	385.63
06/05/2019	Inv 312894	Shipman's Fire equipment Co. Inc	1,340.75
		Airp-packs repaired and functional tested	1,340.75
06/27/2019	Inv 230776...	Staples, Inc	56.17
		Epson printer ink	56.17
		Total Staples, Inc	56.17
06/10/2019	Inv 37936	The Generator Connection Inc	736.24
		Major PM	736.24
		Total The Generator Connection Inc	736.24
06/24/2019	Inv 6/3/19	Western Connecticut Window Cleaning	300.00
		Window washing for Ball	300.00
		Total Western Connecticut Window Cleaning	300.00
		TOTAL	13,929.82

Medical Warehouse

Firematic

Getty'sburg Slog Works

~~Ac Hardware~~

Mary Ann VV

Tim Limbo

183.76

615.90

995.54

930.00

270.64

89.86

~~17,615.52~~

16,984.36

*Approved*  
*Treasurer*  
*Charles Robertson*  
*7.1.19*

Kent Volunteer Fire Department, Inc.  
 Recurring Bills - Bills Paid After Last Meeting  
 June 5 through July 2, 2019

RECEIVED  
 7.1.19

39 PM  
 7/01/19

Date	Name	Memo	Account	Paid Amount
7/02/2019	Aquarion Water Co. / 2558	200102558	1020 • Operating Account / 6117	
5/06/2019		For 6" line from street for period 4/30/19 - 5/29/19	6010-02 • Water	(133.98)
TOTAL				(133.98)
5/27/2019	Aquarion Water Co. / 2566	200101566	1014 • Rental Account / 8423	
5/27/2019		Service for Rear Bldg 05/22/19 - 06/20/19	6010-02 • Water	(34.80)
TOTAL				(34.80)
5/25/2019	Charter Communications	8350-16-008-0037055	1020 • Operating Account / 6117	
5/21/2019		Service for 6/13/19 - 7/12/19	6010-10 • Internet service	(114.98)
TOTAL				(114.98)
5/05/2019	DMV	Flashing Light Permit Renewal for G. Hock	1020 • Operating Account / 6117	
5/03/2019		Gary Hock Flashing Light Permit Renewal	6017-1b • DMV Licensing	(20.00)
TOTAL				(20.00)
5/08/2019	DMV	Flashing Light Permit Renewal for W. Soule	1020 • Operating Account / 6117	
5/07/2019		Flashing Light Permit Renewal for W. Soule	6017-1b • DMV Licensing	(20.00)
TOTAL				(20.00)

Kent Volunteer Fire Department, Inc.  
Recurring Bills - Bills Paid After Last Meeting  
June 5 through July 2, 2019

39 PM  
7/01/19

Date	Name	Memo	Account	Paid Amount
5/21/2019	Eversource / 3023	51921453023	1014 • Rental Account / 8423	
5/20/2019		Rear Bldg service for 5/15/19 - 6/14/19	6010-03 • Electric	(319.32)
TOTAL				(319.32)
5/21/2019	Eversource / 3031	51230743031	1020 • Operating Account / 6117	
5/20/2019		Swift Lane service 5/16/19 - 6/14/19	6010-03 • Electric	(13.91)
TOTAL				(13.91)
5/21/2019	Eversource / 4083	51596934083	1020 • Operating Account / 6117	
5/20/2019		FH service for 5/15/19 - 6/14/19	6010-03 • Electric	(1,500.40)
TOTAL				(1,500.40)
5/27/2019	Frontier Communications	For phone, internet, and dish service 6/21/19 - 7/20/19	1020 • Operating Account / 6117	
5/27/2019		Phone	6010-07 • Telephone	(121.64)
		Internet	6010-10 • Internet service	(38.00)
		Dish	6010-07 • Telephone	(62.12)
		Tolls/other	6010-07 • Telephone	(3.09)
TOTAL				(224.98)
5/12/2019	Ingegneri Cleaning Services, Inc.	Cleaning on 5/7 & 5/21/2019	1020 • Operating Account / 6117	
5/10/2019		Cleaning on 4/9 & 4/23/19	6009-07 • Cleaning service	(600.00)
TOTAL				(600.00)

Kent Volunteer Fire Department, Inc.  
Recurring Bills - Bills Paid After Last Meeting  
June 5 through July 2, 2019

39 PM  
7/01/19

Date	Name	Memo	Account	Paid Amount
5/12/2019	Quick Med Claims LLC	May 2019 billing services	1020 • Operating Account / 6117	
5/11/2019		May 2019 billing services	6014-02 • EMMS Billing Comp.	(1,890.60)
TOTAL				(1,890.60)
5/21/2019	Stryker Flex Financial	Monthly payment for monitor for July	1020 • Operating Account / 6117	
5/20/2019		Monthly payment for monitor	8007-02 • Medical Equipment Ca...	(428.86)
TOTAL				(428.86)
5/18/2019	Superior Plus Energy Services	321.9 gal of propane at \$1.21 per gallon	1020 • Operating Account / 6117	
5/13/2019		321.9 gal of propane at \$1.21 per gallon	6010-01 • Heat	(393.61)
TOTAL				(393.61)
5/18/2019	Verizon	For service 6/5/19 - 7/4/19	1020 • Operating Account / 6117	
5/13/2019		Mobile Broadband for ambulance 1	6010-10 • Internet service	(40.35)
		Mobile Broadband for Rescue 8	6010-10 • Internet service	(10.02)
		Mobile Broadband for ambulance 2	6010-10 • Internet service	(57.77)
		Mobile Broadband for Engine 2	6010-10 • Internet service	(10.02)
		Mobile Broadband for T-1	6010-10 • Internet service	(10.02)
TOTAL				(128.18)

39 PM  
7/01/19

Kent Volunteer Fire Department, Inc.  
Recurring Bills - Bills Paid After Last Meeting  
June 5 through July 2, 2019

Date	Name	Memo	Account	Paid Amount
5/12/2019	Welsh Sanitation Service	728849-000	1020 • Operating Account / 6117	
5/07/2019		For service 5/01/2019 - 5/31/2019	6010-09 • Garbage removal	(43.80)
TOTAL				(43.80)



## **KENT VOLUNTEER FIRE DEPARTMENT, INC.**

28 Maple Street  
P.O. Box 355

### **KVFD Regular Monthly Department Meeting Agenda**

Monday June 3, 2019 7:00PM

Kent Firehouse  
28 Maple Street  
Kent, CT 06757

- Call to Order
- Pledge of Allegiance (1 minute)
- Minutes of Previous Meeting (2 minutes)
- Public Comment
- Correspondence (3 minutes)
- Membership: (Possible Executive Session) (5 minutes)

Ambulance Committee - Purchase Vote (3 minutes)

- Old Business (10 minutes)
  - Department Capital Plan (3 minutes)
  - Back Building rental Proposal (3 minute)
  - Technology Equipment (3 minutes)
- New Business (15 minutes)
  - By-Law Change Proposals (3 minutes)
  - FD Antenna Town (3 minutes)
  - Walmart (Grant) \$760 (3 minutes)
- Treasurer's Report (5 minutes) Q&A (5 minutes)
- Fire Chiefs Report (5 minutes) Q&A (5 minutes)
- Ambulance Chiefs Report (5 minutes) Q&A (5 minutes)
- Line Officers Report (5 minutes) Q&A (5 minutes)
- Appointed Position Report (5 minutes) Q&A (5 minutes)
- Committee Reports (5 minutes) Q&A (5 minutes)
- Juniors Report (5 minutes) Q&A (5 minutes)
- Warning of Expenditures (3 minutes)
- Adjournment



# JUNE MEMBERSHIP MEETING **APPROVED** MINUTES

06032019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** J. Christen (arr@1910), J. Cirino, S. Dingee (arr@1912), B. Donzella, J. Donzella, E. Epstein, A. Gawel (arr@1910; left on a call @1950), G. Hock (arr@1910; left @2000)), R. Kennedy (arr@1922), T. Limbos (arr@1910), E. Matson, A. McAndrew, A. Petrone, M. Petrone, C. Rochovansky, A. Romano, J. Scholsohn, J. Shaw(left on a call @1950), W. Soule (arr@1910), J. Speck, A. Swagemaker, E. Tuz (arr@1910), MA VanValkenburg.

**GUESTS:** none

**Call to order @ 1901**

**MOTION:** made by A. Swagemaker/2nd by MA VanValkenburg **Add auxiliary to the agenda.**

Discussion:

Voting yes: J. Cirino, B. Donzella, J. Donzella, E. Epstein, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, J. Speck, A. Swagemaker, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

## Minutes of previous meeting

**MOTION:** made by M. Petrone/2nd by B. Donzella **Accept the minutes as corrected.**

Discussion:

Voting yes: J. Cirino, B. Donzella, J. Donzella, E. Epstein, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, J. Speck, A. Swagemaker, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

(J. Christen, S. Dingee, A. Gawel, G. Hock, T. Limbos, W. Soule, E. Tuz arr @1910)

## Public Comment -

- M. Petrone reported a rep from Green Leaf Energy Solutions stopped by to discuss upgrading our lighting to improve our energy efficiency (they are currently doing the town garage and town hall upgrades). He will follow up and report back to the membership.
- E. Epstein expressed concern over future staffing issues now that Birch Hill is moving forward with opening a substance treatment facility at the old site of The Kent. He believes the department should start discussions with the Board of Selectman regarding potential funding needs for paid staffing and requested the ambulance chief schedule such meeting.
- E. Epstein voiced concern over the hydrant at the end of Cobble Road being non- operational as use for fire suppression. He requested a letter be sent to the Town.

**MOTION:** made by E. Epstein/2nd by Mary Ann VanValkenburg **The EMS staffing Committee set a meeting in the next two months with the Board of Selectmen to discuss staffing.**

Discussion: Clarification was made of who is on the committee, and a number of members present joined. Committee members are (chair) MA VanValkenburg, J. Speck, G. Price, M. Petrone, A. Romano, A. Gawel.

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, J. Speck, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

*(R. Kennedy arr@1922)*

**Correspondence** - read a thank you card from a group of graduating Marvelwood students involved in the juniors program, passed on the Bridgewater Fair parade notice to J. Christen, read a letter from D. DeVita requesting moving to veteran status.

**Membership** - New member John Cirino was presented with his membership badge.

**MOTION:** *made by MA VanValkenburg/2nd by B. Donzella* **Accept the letter from Don DeVita requesting moving to veteran status, and have the secretary send a letter of thanks for his service.**

*Discussion:*

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, J. Speck, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

President read a letter of resignation from member Austin Pronovost.

**MOTION:** *made by MA VanValkenburg/2nd by A. Swagemaker* **Accept the resignation letter from Austin Pronovost, and have the secretary send a letter of thanks for his service.**

*Discussion:*

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, J. Speck, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

**Auxiliary** - A. McAndrew would like to begin planning a monthly pancake breakfast fundraisers at the firehouse. She will follow up next month with a budget.

**Ambulance Committee - purchase vote -**

Chair A. Romano updated the membership on the final report for recommendation to the department.

**MOTION:** *made by MA Van Valkenburg/2nd C. Rochovansky.* **To purchase a new Type II Sprinter AEV ambulance to replace A2 from Eastford Fire & Rescue for \$170,802.30.**

*Discussion:* question was raised about how we will staff two ambulances; discussion points were made regarding the decrease in the number of times mutual aid had to be requested from other towns because of the 2nd ambulance, as well as using this as a backup unit for times our primary unit is out for mechanical repairs; discussion about being able to rotate the two units.

*Voting yes:* R. Kennedy, Mary Ann VanValkenburg, J. Cirino, J. Scholsohn, B. Donzella, J. Donzella, C. Rochovansky, W. Harvey, A. Swagemaker, E. Epstein, M. Petrone, A. Petrone, W. Soule, J. Shaw,

*Voting no:* J. Christen, S. Dingee, G. Hock, T. Limbos, E. Tuz.

*Abstaining:* J. Speck

## ***Motion passed***

**MOTION:** made by MA Van Valkenburg/2nd C. Rochovansky. **Appoint Art Romano to execute the ambulance purchase agreement.**

Discussion:

Voting yes: J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, G. Hock, R. Kennedy, T. Limbos, C. Rochovansky, W. Harvey, A. Swagemaker, E. Epstein, M. Petrone, A. Petrone, J. Scholsohn, W. Soule, J. Shaw, E. Tuz, Mary Ann VanValkenburg.

Voting no:

Abstaining: J. Speck

***Motion passed***

## **Old Business**

**Department Capital Plan** - no report

**Back building rental proposal** - E. Matson reported he is still working to rent the 'center' space to Billy Morrison. Consensus showed the membership are in favor of Ed continuing to make progress.

**Technology equipment** - J. Speck reported on 3 computers that need replacement and the purchase of 3 scanners.

**MOTION:** made by B. Donzella/2nd by C. Rochovansky **To purchase three desktop computers and three scanners for \$2605.00.**

Voting yes: J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, W. Harvey, G. Hock, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

***Motion passed***

## **New Business**

**MOTION:** made by A. Gawel/2nd by T. Limbos **To add SCBA Masks to the agenda.**

Voting yes: J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, W. Harvey, G. Hock, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, J. Speck, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

***Motion passed***

(J. Shaw & A. Gawel left on a call @1950)

(G. Hock left @1950)

## ***By-law proposals*** -

**MOTION:** made by M. Petrone/2nd by B. Donzella **Amend Article III Section 1 of the constitution to remove "Personnel Committee".**

Voting yes: J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, W. Harvey, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, J. Scholsohn, J. Shaw, W. Soule, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: C. Rochovansky, A. Swagemaker

***Motion passed***

**MOTION:** made by B. Donzella/2nd by A. Petrone **Amend Article IV Section 3 of the constitution to change EMT-B to EMT.**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, W. Harvey, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* A. Swagemaker

**Motion passed**

**MOTION:** made by B. Donzella/2nd by M. Petrone **Amend Article V Section 2 of the constitution to read 'standing' subcommittees.**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, W. Harvey, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* A. Swagemaker

**Motion passed**

**MOTION:** made by T. Limbos/2nd by A. Swagemaker **Amend Article III Section 1 of the constitution removing underline "Fire Chief".**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, W. Harvey, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* A. Swagemaker

**Motion passed**

**MOTION:** made by T. Limbos/2nd by E. Tuz **Amend Article III Section 10 of the by-laws to omit "running" and "in accordance with Department written policy."**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, W. Harvey, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, J. Scholsohn, J. Shaw, W. Soule, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* C. Rochovansky, A. Swagemaker

**Motion passed**

**MOTION:** made by M. Petrone/2nd by B. Donzella **Amend Article III Section 11 of the by-laws to add "the secretary shall be responsible for maintaining office supplies and order items as needed."**

*Voting yes:* J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, E. Matson, M. Petrone, J. Scholsohn, J. Shaw, W. Soule, MA VanValkenburg.

*Voting no:* C. Rochovansky, T. Limbos, E. Tuz, R. Kennedy,

*Abstaining:* A. Swagemaker, A. Petrone, J. Christen,

**Motion failed**

- E. Epstein expressed concern about checks and balances regarding ordering of office supplies and requested that the president assign the task of maintaining and purchasing office supplies ASAP

**MOTION:** made by M. Petrone/2nd by A. Petrone **Amend Article V of the by-laws to remove "committee membership and work shall be assigned and performed pursuant to the Department work policy and directive."**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, R. Kennedy, T. Limbos, E. Matson, A. Petrone, M. Petrone, J. Scholsohn, J. Shaw, W. Soule, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* A. Swagemaker, C. Rochovansky.

***Motion passed***

***MOTION:*** made by B. Donzella /2nd by MA VanValkenburg **Amend Article VI Section 1 of the by-laws to remove “the” on the first line before the word “each”.**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, R. Kennedy T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, J. Shaw, W. Soule, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

***Motion passed***

***FD/Town antenna replacement*** - T. Limbos reported that the antennas on the tower at 38 Maple street have failed and need replacing. The cost will be \$4600 and the Town will cover ½ the cost.

***MOTION:*** made by T. Limbos/2nd by J. Christen **To replace two antennas on the cell Tower at 38 Maple Street.**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, W. Soule, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

### ***Walmart Grant -***

***MOTION:*** made by T. Limbos/2nd J. Christen. **Motion to spend up to \$800 to purchase a MSA hydrogen cyanide meter and True North L3 Lite Speed RIT bag from Firematic. Funding for this shall be from the Walmart Grant of \$750 and a donation from Timothy Limbos of \$50.**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, B. Donzella, J. Donzella, E. Epstein, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, W. Soule, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

***MOTION:*** made by T. Limbos/2nd J. Christen. **To spend up to \$2200 purchase seven new compliant SCBA masks**

Discussion: to make all masks compatible with the new tanks that were purchased through the grant.

*Voting yes:* J. Christen, J. Cirino, S. Dingee, J. Donzella, E. Epstein, R. Kennedy, T. Limbos, M. Petrone, A. Petrone, C. Rochovansky, J. Scholsohn, W. Soule, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* B. Donzella, J. Speck

***Motion passed***

(MA VanValkenburg, M. Petrone, left on a call @2040)

(J. Scholsohn left @2040)

### **Treasurer's Report**

Unpaid bills read. Recurring bills read (attached).

***MOTION:*** made by B. Donzella/2nd by T. Limbos **To pay the bills as read.**

*Voting yes:* J. Christen, J. Cirino, S. Dingee, J. Donzella, E. Epstein, R. Kennedy, T. Limbos, A. Petrone, C. Rochovansky, W. Soule, A. Swagemaker, E. Tuz.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

**Fire Chief's Report** - AC W. Soule reported on behalf of the chief.

- April - 20 calls
- May - 13 calls
- AC Soule will be attending the regional ropes team training this Wednesday in Goshen.

**Ambulance Chief's report** - AAC B. Donzella reported on behalf of Amb. Chief M. VanValkenburg

- Total calls - 34
- Reminder about monthly Case Review at Sharon Hospital is available for all to attend
- EMS week review of activities
- New Epi "Check & Inject" program where EMTs will administer Epi via syringe. Training will be at the June EMS meeting.

**Line Officer Reports -**

- Captain Limbos:
  - Gave update on dry hydrant flushing
  - Discussed a new road closure form he designed in Google Forms that can be used by all members to enter information on road closures in the case of a town-wide emergency
  - Mentioned he's planning a training on the Rover app over the summer

**Appointed Officer Reports**

*Communications Officer:* no report

*Technology Officer:* reported above

**Committee reports**

**Ball:** C. Rochovansky has tickets if members want them tonight.

**Juniors report:** no report

**Warnings for expenditures:**

- AC W. Soule warned for expenditures of a RIT case mount and stokes basket.
- Technology officer warned for tech purchases.

**Meeting adjourned @ 2120**

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RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: JULY 2@1900**

**REFRESHMENT COMMITTEE:**

Chair: Jeremy Matson

Members: Ed Matson, Kathy McCann

approved  
Carolee Rochovansky  
6/3/19

received 63.19  


Bills Paid between Monthly Meetings			
DATE	VENDOR	PURCHASE	AMOUNRT
5/14/2019	Postmaster	Ball EDDM postage	\$ 324.64
5/14/2019	Mahaiwe Tent	Deposit for Ball Tables & Chairs	\$ 720.00
5/21/2019	Rochovansky	Reimbursement for Ball return cards	\$ 18.60
5/21/2019	Comm. On Fire Prevention & Control	Rescue Tech Class tuition	\$ 465.00
5/29/2019	Rochovansky	Ball Raffle--tickets for Patriots/Giants game	\$ 573.12
		TOTAL	\$ 2,101.36

5:54 PM  
6/03/19

*Approved*  
*Treasurer*  
*Charles Rozensky*  
*6-3-19*

Kent Volunteer Fire Department, Inc.  
Recurring Bills  
May 7 through June 3, 2019

RECEIVED  
6319 By *[Signature]*

Date	Name	Memo	Account	Paid Amount
5/07/2019	Amtech	Monthly pest control check and maintenance service date 4/30/2019	<del>1020 - Operating Account / 6117</del> <b>1014 - Rental Acct. 8423</b>	
5/02/2019		Monthly pest control check and maintenance service date 4/30/2019	8900-05 • Pest Control Service	(85.00)
TOTAL				(85.00)
5/29/2019	Amtech	Monthly pest control check and maintenance service date 5/20/2019	1014 • Rental Account / 8423	
5/22/2019		Monthly pest control check and maintenance service date 4/30/2019	8900-05 • Pest Control Service	(85.00)
TOTAL				(85.00)
5/29/2019	Aquarion Water Co. / 2566	200101566	1014 • Rental Account / 8423	
5/28/2019		Rear Bldg service 4/23/19 - 5/21/19	6010-02 • Water	(33.65)
TOTAL				(33.65)
5/21/2019	Aquarion Water Co. / 4954	300014954	1020 • Operating Account / 6117	
5/13/2019		Service call to turn water off to rear building on twice	6010-08 • Annual H2O backflow test	(174.00)
TOTAL				(174.00)
5/21/2019	Charter Communications	8350-16-008-0037055	1020 • Operating Account / 6117	
5/20/2019		For service 5/13/19 - 6/12/19	6010-10 • Internet service	(114.98)
TOTAL				(114.98)
5/21/2019	Eversource / 3023	51921453023	1014 • Rental Account / 8423	
5/19/2019		For Rear Bldg service 04/12/20129 - 05/15/2019	6010-03 • Electric	(306.88)
TOTAL				(306.88)



Date	Name	Memo	Account	Paid Amount
5/21/2019	Eversource / 3031	51230743031	1020 • Operating Account / 6117	
5/19/2019		Ambulance Barn service 4/12/19 - 5/15/19	6010-03 • Electric	(14.61)
TOTAL				(14.61)
5/21/2019	Eversource / 4083	51596934083	1020 • Operating Account / 6117	
5/19/2019		Service 4/12/19 - 5/15/19	6010-03 • Electric	(1,279.17)
TOTAL				(1,279.17)
5/29/2019	Frontier Communications	For phone, internet, and dish service 5/21/19 - 6/20/19	1020 • Operating Account / 6117	
5/26/2019		Phone	6010-07 • Telephone	(121.64)
		Internet	6010-10 • Internet service	(38.06)
		Dish	6010-07 • Telephone	(62.19)
		Tolls/other	6010-07 • Telephone	(2.89)
TOTAL				(224.78)
5/15/2019	Ingegneri Cleaning Services, Inc.	Cleaning on 4/9 & 4/23/19	1020 • Operating Account / 6117	
5/14/2019		Cleaning on 4/9 & 4/23/19	6009-07 • Cleaning service	(600.00)
TOTAL				(600.00)
5/10/2019	Northern Dutchess Paramedics	Inv period 4/7/19 - 4/13/19	1020 • Operating Account / 6117	
5/03/2019		Run 19-003795	6014-01 • (NDP) Northern Dutchess Par.	(300.00)
TOTAL				(300.00)

:54 PM  
6/03/19

Kent Volunteer Fire Department, Inc.  
Recurring Bills  
May 7 through June 3, 2019

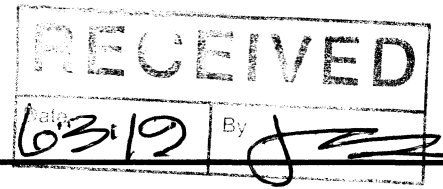
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5/13/2019		Run 19-003795	6014-01 • (NDP) Northern Dutchess Par.	(300.00
5/13/2019		190404203:1	6014-01 • (NDP) Northern Dutchess Par.	(300.00
TOTAL				(600.00
5/09/2019	Quick Med Claims LLC	April 2019 billing services	1020 • Operating Account / 6117	
5/08/2019		April 2019 billing services	6014-02 • EMMS Billing Comp.	(1,049.00
TOTAL				(1,049.00
5/21/2019	Stryker Flex Financial	Monthly payment for monitor for June	1020 • Operating Account / 6117	
5/19/2019		Monthly payment for monitor	8007-02 • Medical Equipment Capital	(428.86
TOTAL				(428.86
5/15/2019	Verizon	For service 5/5/19 - 6/4/19	1020 • Operating Account / 6117	
5/13/2019		Mobile Broadband for ambulance 1	6010-10 • Internet service	(40.37
		Mobile Broadband for Rescue 8	6010-10 • Internet service	(10.02
		Mobile Broadband for ambulance 2	6010-10 • Internet service	(57.77
		Mobile Broadband for Engine 2	6010-10 • Internet service	(10.02
		Mobile Broadband for T-1	6010-10 • Internet service	(10.02
TOTAL				(128.20

5,424.13

5:54 PM  
6/03/19

*Approved*  
*Treasurer*  
*Carolee Robertson*  
*6/3/19*

Kent Volunteer Fire Department, Inc.  
Recurring Bills  
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5:54 PM  
6/03/19

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TOTAL				(600.00
5/09/2019	Quick Med Claims LLC	April 2019 billing services	1020 • Operating Account / 6117	
5/08/2019		April 2019 billing services	6014-02 • EMMS Billing Comp.	(1,049.00
TOTAL				(1,049.00
5/21/2019	Stryker Flex Financial	Monthly payment for monitor for June	1020 • Operating Account / 6117	
5/19/2019		Monthly payment for monitor	8007-02 • Medical Equipment Capital	(428.86
TOTAL				(428.86
5/15/2019	Verizon	For service 5/5/19 - 6/4/19	1020 • Operating Account / 6117	
5/13/2019		Mobile Broadband for ambulance 1	6010-10 • Internet service	(40.37
		Mobile Broadband for Rescue 8	6010-10 • Internet service	(10.02
		Mobile Broadband for ambulance 2	6010-10 • Internet service	(57.77
		Mobile Broadband for Engine 2	6010-10 • Internet service	(10.02
		Mobile Broadband for T-1	6010-10 • Internet service	(10.02
TOTAL				(128.20

5,424.13

:13 PM  
6/03/19

*Approved*  
*Treasurer*  
*Charles Rabinovitch*  
*6/3/19*

Kent Volunteer Fire Department, Inc.  
**Unpaid Bills Detail**  
As of June 3, 2019

<b>RECEIVED</b>	
Date <i>6/3/19</i>	By <i>[Signature]</i>

Date	Num	Memo	Open Balance
<b>A-1 Communications, Inc.</b>			
05/13/2019	Inv 95095	Pager repair	125.00
Total A-1 Communications, Inc.			125.00
<b>Ace Hardware of Kent</b>			
05/11/2019	slinv 010801	Paint and paint brushes	54.66
06/03/2019	011092	Vehicle cleaning equipment for Memorial Day	91.90
Total Ace Hardware of Kent			146.56
<b>Brookfield Volunteer Fire Company, Inc.</b>			
05/31/2019	Inv MVM 003	Training class: Man vs. Maching 3/30/19	175.00
Total Brookfield Volunteer Fire Company, Inc.			175.00
<b>Common Cents EMS Supply LLC</b>			
06/03/2019	Inv 3407	Various medical supplies	454.53
Total Common Cents EMS Supply LLC			454.53
<b>D &amp; S Auto Repair &amp; Sales</b>			
05/03/2019	Inv 5/5/19	Install summer tires on A-1 and A-2	124.00
Total D & S Auto Repair & Sales			124.00
<b>DMV</b>			
06/03/2019		Flashing Light Permit Renewal for G. Hock	20.00
Total DMV			20.00
<b>EMSI LLC</b>			
05/24/2019	Invoice Date 5/5/19	EMT refresher for Jill Scholsohn, May 2 - May 6, 2019	175.00
Total EMSI LLC			175.00
<b>Fire Equipment Headquarters, Inc</b>			
05/11/2019	Inv 83153	44 Extinguishers inspected, tagged, and some required servicing	460.20
05/13/2019	Inv 83243	Semi-annual inspection of reange hood	203.25
05/24/2019	Inv 83813	J. Russell fire extinguisher serviced and J. reimbursed the dept.	30.75
Total Fire Equipment Headquarters, Inc			694.20
<b>Kent Auto Parts, LLC</b>			
05/30/2019	Inv 106376	Grease and Battery maint. charger for Antique	30.69
Total Kent Auto Parts, LLC			30.69

**Kent Volunteer Fire Department, Inc.**  
**Unpaid Bills Detail**  
As of June 3, 2019

Date	Num	Memo	Open Balance
<b>Medical Warehouse, Inc.</b>			
05/20/2019	iNV 196228	Medical Supplies	401.63
Total Medical Warehouse, Inc.			401.63
<b>New England Fire Equipment &amp; Apparatus Co</b>			
04/16/2019	Inv 23697	Foam for E-2	1,555.50
Total New England Fire Equipment & Apparatus Co			1,555.50
<b>Northern Dutchess Paramedics</b>			
05/28/2019	5/12/19-5/18/19	Inv period 5/12/19-5/18/19	600.00
Total Northern Dutchess Paramedics			600.00
<b>Rochovansky, Caralee.</b>			
05/28/2019	Reimbursement	Ball decorations	49.27
Total Rochovansky, Caralee.			49.27
<b>Staples, Inc</b>			
05/28/2019	4/30,5/7&5/9/2019	Ball printing and misc, EDDM stamps	750.94
Total Staples, Inc			750.94
<b>Town of Kent.</b>			
05/28/2019	Inv 14-281	Fuel Bill Jan. 22, 2019 to 4/26/2019	439.70
Total Town of Kent.			439.70
<b>Van Valkenburg, Mary Ann.</b>			
06/03/2019	Reimbursement	EMS Conference registration, food, and lodging	465.95
Total Van Valkenburg, Mary Ann.			465.95
<b>TOTAL</b>			<b>6,207.97</b>



## **KENT VOLUNTEER FIRE DEPARTMENT, INC.**

28 Maple Street  
P.O. Box 355

### **KVFD SPECIAL Department Meeting Agenda**

Thursday May 16, 2019 7:30PM  
Kent Firehouse  
28 Maple Street  
Kent, CT 06757

- Call to Order
- Business
  - Membership: (Possible Executive Session)
  - Recruitment & Retention
  - Bills & Accounting
  - Mowing Contract Approval
  - Training
- Adjournment



## KENT VOLUNTEER FIRE DEPARTMENT

# MAY SPECIAL MEMBERSHIP MEETING **APPROVED** MINUTES

05162019 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

### ATTENDEES

**MEMBERS:** J. Christen, S. Dingee (arr. 1935), B. DiOrio (arr. 1935), B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn (arr. @1937, left 1940) J. Speck (arr. @1940), M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

**GUESTS:** none

**Call to order @ 1931**

### Membership

**MOTION:** made by J. Christen/2nd C. Rochovansky - **To accept John Cirino as a probationary member.**

Discussion:

Voting yes: J. Christen, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

### **Motion passed**

**MOTION:** made by MAVan Valkenburg/2nd by C. Rochovansky - **To accept Anne McAndrew as an auxiliary member.**

Discussion:

Voting yes: J. Christen, S. Dingee, B. DiOrio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

### **Motion passed**

**MOTION:** made by J. Christen/2nd by S. Dingee - **To extend Brian D'Iorio's probationary period for six months.**

Discussion:

Voting yes: J. Christen, S. Dingee, B. DiOrio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

### **Motion passed**

J. Scholsohn arr. @1937, J. Scholsohn left @ 1940

**MOTION:** made by J. Christen/2nd C. Rochovansky - **To extend Tom farrell's probationary period for six months**

Discussion: there was discussion among the membership if Tom's sponsor, J. Christen, had been in contact with him. John reported he has reached out a number of times with no success. Members

Voting yes: J. Christen, S. Dingee, B. D'Orio, B. Donzella, J. Donzella, R. Kennedy, E. Matson, C. Rochovansky, E. Tuz, MA VanValkenburg.

Voting no: D. Kabasakalian, A. Petrone, M. Petrone, M. Starr, A. Swagemaker.

Abstaining:

### **Motion passed**

Matt Starr asked about his son Will's junior application. Ed Tuz reported that the only members right now are Kent School, and that he was not sure if Chris Munson had checked his mailbox. There was discussion about how the Juniors program is going and what might be needed to re-energize the program. MA Van Valkenburg mentioned engaging Kent Center School more to reach 7th and 8th graders; E Tuz reported he has emailed the school principal multiple times with no response.

### **Recruitment & Retention**

MA Van Valkenburg reported on various purchases she would like to make in support of EMS Week and the Awards Dinner, which is scheduled for June 9th at 5pm.

**MOTION:** made by MA Van Valkenburg/M. Starr - To spend up to \$600 for the awards dinner.

Discussion:

Voting yes: J. Christen, S. Dingee, B. DiOrio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: C. Rochovansky, J. Speck

**Motion passed**

**MOTION:** made by MA Van Valkenburg/M. Petrone - To spend up to \$400 in support of EMS Week.

Discussion:

Voting yes: J. Christen, S. Dingee, B. DiOrio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

### **Bills & Accounting**

Unpaid bills read. Recurring bills read (attached).

**MOTION:** made by C. Rochovansky/2nd J. Christen To pay the bills as read.

Voting yes: J. Christen, S. Dingee, B. DiOrio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

Voting no: Abstaining: J. Speck

**Motion passed**

### **Mowing Contract Approval**

The president read the two proposals submitted for the RFP sent out.

1. Haymore Services for \$3,290.00 but did not include the required liability insurance with bid
2. Hedden Landcare for \$3,120.00

**MOTION:** made by M. Petrone/2nd A. Swagemaker the department accept Hedden Landcare

Discussion:

Voting yes: J. Christen, S. Dingee, B. Di'Orio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, A. Swagemaker, MA VanValkenburg.

Voting no:

Abstaining: C. Rochovansky, J. Speck, M. Starr, E. Tuz

**Motion passed**

### **Training**

**MOTION:** made by A. Swagemaker /2nd M. Starr - To spend \$465 for one person to attend the CFA Rescue Technician Core Class.

Discussion: A. Swagemaker provided details about the course.

Voting yes: J. Christen, S. Dingee, B. Di'Orio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

***MOTION:*** made by E. Tuz/2nd A. Swagemaker **To spend training money at \$400 per student for up to six members to attend the joint Kent, Sherman, Gaylordsville Swiftwater Rescue Class in June.**

*Discussion:*

*Voting yes:* J. Christen, S. Dingee, B. Di'Orio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* A. Petrone, J. Speck

***Motion passed***

***MOTION:*** made by MA Van Valkenburg/2nd M. Petrone **To spend up to \$500 to attend EMS Pro.**

*Discussion:* members inquired about what EMS Pro was; MA Van Valkenburg reported it is a large EMS & fire conference and trade show, that includes classes on various EMS and fire - related topics.

*Voting yes:* J. Christen, S. Dingee, B. Di'Orio, B. Donzella, J. Donzella, D. Kabasakalian, R. Kennedy, E. Matson, A. Petrone, M. Petrone, M. Starr, A. Swagemaker, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck, C. Rochovansky

***Motion passed***

**Meeting adjourned @ 2020**

---

RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: JUNE 3 @ 1900**

**REFRESHMENT COMMITTEE:**

Chair: Tim Limbos

Members: Rob Kennedy, Josh Kragh, Alex Limbos



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

### KVFD Regular Monthly Department Meeting Agenda

Monday April 1, 2019 7:00PM

Kent Firehouse  
28 Maple Street  
Kent, CT 06757

- Call to Order
- Pledge of Allegiance (1 minute)
- Minutes of Previous Meeting (5 minutes)
- Public Comment
- Correspondence (5 minutes)
- Membership: (Possible Executive Session) (10 minutes)
  
- Old Business (15 minutes)
  - Flashlights (3 minutes)
  - Grease Trap Update (3 minutes)
  - Doctor Office Department Physicals (3 minutes)
  - Comedy Night (3 minutes)
  
- New Business (20 minutes)
  - Mowing Contract (3 minutes)
  - New Ambulance Committee (3 minutes)
  - SOP Ladder Truck (3 minutes)
  - Technology Equipment (5 minutes)
  - By-Law Change Proposals (5 minutes)
  
- Treasurer's Report (5 minutes) Q&A (5 minutes)
- Fire Chiefs Report (10 minutes) Q&A (5 minutes)
- Ambulance Chiefs Report (10 minutes) Q&A (5 minutes)
- Line Officers Reports (5 minutes) Q&A (5 minutes)
- Appointed Position Reports (5 minutes) Q&A (5 minutes)
- Committee Reports (15 minutes) Q&A (5 minutes)
- Warning of Expenditures (3 minutes)
- Adjournment

# APRIL MEMBERSHIP MEETING APPROVED MINUTES

04012019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** J. Canning, J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel (arr@1925), G. Hock (arr@1929), R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, A. Romano, J. Scholsohn, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautmann, E. Tuz, MA VanValkenburg.

**GUESTS:** none

**Call to order @ 1910**

## Minutes of previous meeting

**MOTION:** made by B. Donzella/2nd by S. Dingee **Accept the minutes as distributed.**

Discussion:

Voting yes: J. Canning, J. Christen, S. Dingee, B. Donzella, E. Epstein, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautmann, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: M. Starr, J. Scholsohn

**Motion passed**

**Public Comment - none**

**Correspondence - read**

**Membership -** The president read letter of resignation from member Nick Paproski.

**MOTION:** made by R. Trautmann/2nd by A. Swagemaker **Accept Nick Paprosiki's letter, and have the secretary send a letter of thanks for his service.**

Discussion:

Voting yes: J. Canning, J. Christen, S. Dingee, B. Donzella, E. Epstein, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautmann, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

G. Hock arr@1925

A. Gawel arr@1929

## Old Business

### Flashlights

**MOTION:** made by G. Hock/2nd by A. Swagemaker **To purchase five traffic flashlights with donation from Kent Quilters not to exceed \$225.00.**

Discussion:

Voting yes: J. Canning, J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Scholsohn, W. Soule, M. Starr, A. Swagemaker, R. Trautmann, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

**Grease Trap** - in process

**Doctor office department physicals** - chief gave an update to the membership - he got a quote from Concentra with pricing for various different tests required.

### **New Business**

*Mowing Contract* - none

*New Ambulance Committee* - Art Romano gave a brief update on the committee's work. They are down to their final choice which will likely be a Type II Sprinter style unit made by AEV. There was a question about whether the committee should go through the RFP/bid project like the fire apparatus.

*SOP Ladder Truck* - no report.

*Technology Equipment* - no report.

*By-law change proposals* - member submitted to the secretary.

### **Treasurer's Report**

Unpaid bills read. Recurring bills read (attached).

***MOTION:*** made by B. Donzella/2nd by R. Trautmann **To pay the bills as read.**

Discussion. Members asked various questions including concern about items on the recurring bills report not on the approved list. Treasurer noted there are also items on the 'recurring bills' list that are reimbursements to members for items that are part of an approved budget; question about why heating oil deliveries for back building are on auto-delivery and why the Department continues to pay. Jim Canning said originally the split was 80/20 KVFD/tenants; then in new lease it was 30/30/30 KVFD/tenant/tenant, but he reported that never kicked in. Because of the eviction process that had been taking place with prior tenant, the department chose to not draft a new lease. Matt Starr reported that he had spoken to the tenant back last summer about the oil and the tenant said the department keeps filling the tank. The president is meeting with the tenant tomorrow and will discuss with him and update membership. A member questioned whether the items on the letters from the auditor were going to be discussed at the EC meeting. President will be adding it.

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, A. Romano, J. Scholsohn, W. Soule, J. Speck, M. Starr, A. Swagemaker, R. Trautmann, E. Tuz, MA VanValkenburg.

*Voting no:* M. Starr

*Abstaining:* J. Speck

***Motion passed***

*M. Staff, J. Canning left @2022*

*J. Scholsohn, C. Rochovansky left on ambulance call@2022*

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

- Thanked members for their efforts at yesterday's structure fire on Tamshell Drive;
- Updated membership on Town of Kent capital plan and requested increase in annual grant;
- Reported the Line Officers meetings have changed to the 4th Wednesday of each month;
- Looking at forming a joint water rescue team with Sherman and Gaylordsville. Training officer is organizing swift water rescue training in the coming months, more to come;
- Reported on upcoming regional training at the Litchfield Fire School;

- Town of Kent submitted 2nd half of a grant for a flat-bottom boat;
- EM submitted a grant to purchase a drone;
- AC Soule reported calls for the month: 14

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

- MA Van Valkenburg reported calls for the month: 37 responses/25 transports
- Medic 4 contract was awarded to Campion; contract is with 1st selectman for review and signature;
- National EMS Week is coming up in May, more to come;
- RTFacts is hosting an upcoming fundraising event "Work. Play. Flow." It is a weeklong wellness event; proceeds will be split donated to Cornwall FD and KVFD. We will be providing hands-only CPR during event on Saturday.

#### **Line Officer Reports -**

- Brush Fire training is planned for April 11 @ 1900
- RIT gear has been moved to Engine 2
- Hose Testing is April 26th - looking for drivers to help move trucks
- Bonnie gave an update on A2 call volume.

#### **Appointed Officer Reports**

*Training Officer: no report*

*Communications Officer: no report*

*Technology Officer: reminder to all officers or committee chairs that have any @kentfire.org email address to be mindful of keeping your email inboxes organized. It is expected that each user take responsibility to maintain their inboxes, and their Google environment.*

#### **Committee reports**

*Ice Watch: J. Christen reported on the Ice Watch and picked raffle. Rob Kennedy picked the winning ticket.*

*Winner picked: Trevor Soule*

#### **Warnings:**

- M. Petrone warned to spend money on a new ambulance.
- Technology officer warned for tech equipment.
- Ambulance chief warned for recruitment and retention.
- AC Hock warned for a stokes basket.

#### **Meeting adjourned @ 2238**

---

RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: MAY 6 @ 1900**

#### **REFRESHMENT COMMITTEE:**

Chair: Heather Hastings

Members: Gary Hock, Seth Houck, Dan Kabasikalian



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Regular Monthly Department Meeting Agenda  
Monday March 4, 2019 7:00PM  
28 Maple Street  
Kent, CT 06757

Call to order

Pledge of Allegiance

Minutes of

- February 4, 2018 KVFD Regular Monthly Department Meeting

Public Comment

Correspondence

Membership: (Possible Executive Session)

Old Business

- Department Capital Plan
- Flashlights & Grease Trap
- Joining National Volunteer Fire Council: \$59 per year
- Guidestar Profile
- Doctor Office Department Physicals

New Business

- Water Rescue Equipment
- Fit Testing Dates

Treasurer's Report

Fire Chiefs Report

Ambulance Chiefs Report

Line Officers Report

Committee Reports

- Ball

Adjournment



## KENT VOLUNTEER FIRE DEPARTMENT

# MARCH MEMBERSHIP MEETING **APPROVED** MINUTES

03.04.2018 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

### ATTENDEES

**MEMBERS:** J. Christen, B. Donzella, G. Hock, R. Kennedy, T. Limbos (arr. @ 2025), E. Matson, C. Munson, C. Rochovansky, J. Russell, J. Shaw(left @2025), W. Soule, J. Speck, A. Swagemaker (arr@ 2030), MA VanValkenburg.

**GUESTS:** none

**Call to order @ 1955**

**MOTION:** E. Matson /2nd J. Christen **To add SCBA tags to the agenda under old business.**

Discussion:

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, E. Matson, C. Munson, C. Rochovansky, J. Russell, J. Shaw, W. Soule, J. Speck, A. Swagemaker, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

### Minutes of previous meeting

**MOTION:** made byB. Donzella/2nd by W. Soule **Accept the minutes as distributed.**

Discussion:

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, E. Matson, C. Munson, C. Rochovansky, J. Russell, J. Shaw, W. Soule, J. Speck, MA VanValkenburg.

*Voting no:*

*Abstaining:* **Motion passed**

**Public Comment - none**

**Correspondence - cards read**

**Membership - none**

### Old Business

#### Join National Volunteer Fire Council

**MOTION:** made byW. Soule / 2nd by MAV **To join the National Volunteer Fire Council**

Discussion.

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

**MOTION:** J. Speck/2nd Mary Ann Van Valkenburg **To update our Guidestar profile and apply for Bronze status.**

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, E. Matson, C. Munson, W. Soule, J. Speck, MA VanValkenburg.

*Voting no:* C. Rochovansky

*Abstaining:* J. Russell

***Motion passed***

Doctor office department physicals - no update. Alan will update next month.

SCBA tags -

***MOTION:*** J. Christen/2nd G. Hock **To spend up to \$259 SCBA labels.**

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

### **New Business**

***MOTION:*** G. Hock/2nd S. Dingee **To purchase Rescue Sling not to exceed \$100..**

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

Upcoming Fit testing dates:

- Tuesday March 12 @ 1900
- Thursday March 21 @ 1900
- Saturday March 22 @ 1330

### **Treasurer's Report**

Unpaid bills read. Recurring bills read (attached).

***MOTION:*** made by C. Rochovansky/ 2nd by B. Donzella **To pay the bills as read.**

Discussion.

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

***Motion passed***

**Fire Chief's Report** - W. Soule reported calls for the month: 14

*J. Shaw left meeting @ 2025*

*T. Limbos arrived @ 2025*

**Ambulance Chief's report** - MA Van Valkenburg reported calls for the month: 26

*A. Swagemaker arr. @ 2030*

**Line Officer Reports** - no reports

### **Appointed Officer Reports**

*Training Officer: reported on various upcoming training classes*

***MOTION:*** made by C. Rochovansky/ 2nd by B. Donzella **To pay up \$120 for an Elevator Rescue course.**

Discussion.

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, T. Limbos, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

*Communications Officer: iPads are here and installed on the apparatus. T. Limbos will be scheduling a public thank you to Walmart staff. Press will be invited.*

## **Committee reports**

*Ball:*

**MOTION:** made by C. Rochovansky/ 2nd by B. Donzella **To pass a budget for the 2019 Firemen's Ball totalling \$11,547.**

Discussion.

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, T. Limbos, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

**MOTION:** made by C. Rochovansky/ 2nd by B. Donzella **To add the Ski Race to the agenda.**

Discussion.

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, T. Limbos, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, J. Speck, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

**MOTION:** made by G. Hock/ 2nd by B. Donzella **To send one team to the Mohawk Ski Race and pay the registration fee \$285.**

Discussion.

*Voting yes:* J. Christen, B. Donzella, G. Hock, R. Kennedy, T. Limbos, E. Matson, C. Munson, C. Rochovansky, J. Russell, W. Soule, MA VanValkenburg.

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

**Meeting adjourned @ 2043**

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RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: APRIL 1 @ 1900**

**REFRESHMENT COMMITTEE:**

Chair: Sherm Green

Members: Alan Gawel, Joe Gawel, Scott Harvey, Wendy Harrvey



## **KENT VOLUNTEER FIRE DEPARTMENT, INC.**

28 Maple Street  
P.O. Box 355

KVFD Regular Monthly Department Meeting Agenda  
Monday February 4, 2019 7:00PM  
28 Maple Street

Call to Order

Pledge of Allegiance

Minutes of: January 7, 2019

Public Comment

Correspondence

Membership (possible executive session)

Old Business

Comedy Event

Ipads

Budget 2019

Capital Plan

New Business

Ski Race

Treasurer's Report (10 minutes)

Q&A (5 minutes)

Fire Chiefs Report (15 minutes)

Q&A (5 minutes)

Ambulance Chiefs Report (15 minutes)

Q&A (5 minutes)

Line Officer Reports (10 minutes)

Q&A (5 minutes)

Appointed Position Reports (10 minutes)

Q&A (5 minutes)

Committee Reports (15 minutes)

Q&A (5 minutes)

Warning of Expenditures

Adjournment

# FEBRUARY MEMBERSHIP MEETING **APPROVED** MINUTES

02.04.2019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, J. Russell (arr@1950), W. Soule, J. Speck, R. Trautman, E. Tuz, MA VanValkenburg.

**GUESTS:** Darren Owen from Udderly Funny Comedy Event.

**Call to order @ 1908**

**MOTION:** B. Donzella/2nd T. Limbos **To add DEEP reimbursement to the agenda under old business.**

Discussion:

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

## Minutes of December meeting

**MOTION:** T. Limbos/2nd G. Hock **Accept the minutes as corrected.**

Discussion:

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

**Public Comment** - Gwen remarked that no thank you note has been sent to the Kent Quilters for their donation at the beginning of December, and that they earmarked the money to be spent on flashlights that Alan presented at one of their meetings and the balance to go towards the veteran grave markers.

**Correspondence** - read.

**Membership** - E. Matson read a letter from Kelly Limbos to move from emergency to auxiliary.

**MOTION:** T. Limbos /2nd J. Christen **To accept the letter from Kelly Limbos to move from emergency to auxiliary status with her thanks for her service.**

Discussion:

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

## Old Business

### **-Comedy event: "Udderly Funny" comedy event**

Darren Owen updated the membership on the event planned for this Saturday.

### **-iPad donation**

**MOTION:** A. Gawel/2nd J. Christen The department use the Walmart grant award of \$500 to purchase two iPad Air 1st Gen 64GB and two Otterbox Defender cases from Fifth Generation Communications.

Discussion:

Voting yes: J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

### **Motion passed**

**MOTION:** A. Gawel/2nd J. Christen To spend \$100 on two Ram mounts for iPads.

Discussion:

Voting yes: J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

### **Motion passed**

**MOTION:** A. Gawel/2nd J. Christen To add 3 iPads to the Verizon data plan (attached).

Discussion:

Voting yes: J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

### **Motion passed**

### **-Budget 2019**

A.Gawel updated membership on the work at the special EC meeting yesterday to make some revisions to the 2019 operating budget.

**MOTION:** T. Limbos /2nd G. Price To recommend to the department that the surplus from the 2018 actual be used to pay off the portable radio loan (estimated @\$22,060.00), fire helmets received in 2018 (\$3,407.43), recruitment/retention tent (estimated @ \$1,500.00), and fiber link (estimated @ \$5,000.00).

Discussion: about the grease trap that TAHD has warned us that we would need to go back to the Kent Sewer Commission for another waiver in order to use the kitchen.

Voting yes: J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, J. Russell, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

### **Motion passed**

**MOTION:** A. Gawel/2nd MAV to add the spending policy to the agenda.

Discussion:

Voting yes: J. Canning, S. Dingee, B. Donzella, J. Donzella, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, J. Russell, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** A. Gawel/2nd CRochovansky **to suspend the policy and spend up to \$5,000 from the surplus from the 2018 budget actual to install the required grease trap.**

Voting yes: J. Canning, S. Dingee, B. Donzella, J. Donzella, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, J. Russell, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

**MOTION:** A. Gawel/2nd CRochovansky **to approve the revised 2019 Budget (as attached) with a total revenue of \$330,000 and total expenses of \$330,000, with Capital Plan \$ amount added at a later date.**

**Discussion:**

Voting yes: J. Canning, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, J. Russell, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

**-Capital Plan:**

**-DEEP brush fire reimbursement:**

**MOTION:** W. Soule/2nd R. Trautmann **Have all monies received from the State of CT. DEEP Forestry Fire reimbursement checks for personnel hours go to the department and not to individuals.**

Discussion: there was discussion of how much the hourly reimbursement is and how the check is cut; discussion about whether or not to earmark the funds.

Voting yes: J. Canning, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, J. Russell, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

**New Business**

**-Ski Race:**

Fire On the Mountain Ski Race at Mohawk Ski Area is scheduled for March. G. Hock is organizing the team - contact him if interested in joining the team.

**Treasurer's Report**

**MOTION:** T. Limbos/2nd R. Trautman **To pay the recurring bills and upcoming bills as read (attached).**

Discussion:

Voting yes: J. Canning, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, G. Hock, R. Kennedy, T. Limbos, E. Matson, G. Price, C. Rochovansky, J. Russell, W. Soule, R. Trautman, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

C. Rochovansky read the bank accounts on hand:

Account	Balance
Operating account:	\$34,327.35
Ambulance billing:	\$10,804.24



Donation account:	\$72,058.32
BoA:	\$20,946.82
Webster	\$12,811.26
Roof Loan:	\$232.36
<b>total:</b>	<b>\$151,180.29</b>
Outstanding (bills paid prior to meeting):	\$31,047.18
Rear bldg:	\$51,967
Today's total balance:	\$128,190.54

*(J. Canning left @2050)*

#### **Fire Chief's Report:**

- Alan and MA VanValkenburg met with Kent School in regards to access to the campus. Various apparatus have been assigned key cards. The school has a very large "EMS Club" ~60 members, that are active and focused on EMS.
- Spoke about First Net
- Sherman & Gaylordsville have approached the dept about forming a regional cold water rescue team. The chiefs will be meeting to discuss.
- Rick Osborne brought a possible grant opportunity to the chief to pay for the other half of the boat. More to come.
- Thanked the membership for those responding to calls.
- Reminder to all those who intend to continue interior firefighting must have their physicals turned in, as well SCBA and N95 fit-testing. The Chief will follow up with some fit-testing dates.
- The policy on physicals needs to be updated and the Chief plans to bring a revised policy to the March meeting.
- He thanked John Russell for his work over the past year as Training Officer, and has re-appointed him for 2019.
- Wendell reported on fire responses - 23 calls for the month.

#### **Ambulance Chief's report:**

- 29 calls in January.
- Next ambulance meeting is next Monday February 11th.
- Reminder to everyone about restocking supplies after every call, no matter what.
- John Christen asked the ambulance chief to remind responders to wash off the ambulance after each call.
- The Paramedic Oversight Committee met a couple of weeks ago. The contract expires in June. An RFP will be sent out soon.

#### **Line Officer Reports:**

- T. Limbos reported on the new format hazmat refresher he is using.
- W. Soule reminds fire responders to check for fuel every time you return from a call.

#### **Appointed Officer Reports:**

**Quartermaster:** E. Tuz read the list of members who went on the minimum 12 calls for 2018 and will receive t-shirts as a thank you.

**MOTION:** T. Limbos/2nd R. Trautmann To purchase 3 pagers.

Voting yes:

Voting no:

Abstaining: J. Speck

**Motion passed**

**Technology Officer:** starting next month, refreshment committee assignments will start getting sent out as a calendar invite. Members will get a reminder two weeks prior to the monthly meeting then a second reminder the week prior to the meeting. Please acknowledge by 'accepting' the invite. If anyone has technical issues, please email techoff@kentfire.org.

**Training Officer:**

- This Thursday will be airpack checks
- March 7th: At HVRHS brush fire refresher training 6-9p
- Feb 16 & 17: Cold Water Rescue class in Sherman - contact J. Russell
- Coming up: elevator emergencies and standpipe operations
- March/April: Tower strategies and tactics

**Committee reports: none**

**Warning of expenditures:**

- G. Hock warned for money for Ski Race event entry fee.
- J. Speck warned for money for technology items.
- MA Van Valkenburg warned for ambulance equipment.
- T. Limbos warned for pack and bottle labels.
- G. Hock warned for flashlights and grave markers.

**Meeting adjourned @ 2232**

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RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: 04 MARCH @ 1900hrs**

**REFRESHMENT COMMITTEE:**

**CHAIR:** J. Donzella

**MEMBERS:** B. Donzella, E. Epstein, T. Farrell



## **KENT VOLUNTEER FIRE DEPARTMENT, INC.**

28 Maple Street  
P.O. Box 355

KVFD Regular Monthly Department Meeting Agenda  
Monday January 7, 2019 7:00PM  
28 Maple Street

Call to Order

Pledge of Allegiance (1 minute )

Minutes of: December 3, 2018 (5 minutes)

Public Comment

Correspondence (5 minutes)

Membership (possible executive session) (10 minutes)

Old Business

Comedy Event

New Business

I Pad donation

Budget 2019

Capital Plan

Elections of Officers for 2019

Treasurer's Report (10 minutes)

Q&A (5 minutes)

Fire Chiefs Report (15 minutes)

Q&A (5 minutes)

Ambulance Chiefs Report (15 minutes)

Q&A (5 minutes)

Line Officer Reports (10 minutes)

Q&A (5 minutes)

Appointed Position Reports (10 minutes)

Q&A (5 minutes)

KENT VOLUNTEER FIRE DEPARTMENT

# JANUARY MEMBERSHIP MEETING **APPROVED** MINUTES

01.07.2019 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** J. Canning, J. Christen (arr@1915), S. Dingee, B. Donzella, J. Donzella, E. Epstein, L. Erskine (arr@1945), A. Gawel, G. Hock (arr@1945), R. Kennedy (arr@1920), T. Limbos, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz, MA VanValkenburg (arr@2000).

**GUESTS:** none

### Call to order @ 1900

#### Minutes of December meeting

**MOTION:** R. Trautman/2nd G. Price **Accept the minutes as corrected.**

Discussion:

*Voting yes:* J. Canning, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, T. Limbos, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz.

*Voting no:*

*Abstaining:*

**Motion passed**

**Public Comment** - G. Price reported that the Kent Quilters did not get a thank you note, and a couple of donors also mentioned to her that either it took a very long time before they received a thank you note or did not received a thank you note, asking whomever sends these out to be aware.

### Correspondence read.

**Membership** - The chief officially welcomed Austin Pronovost as a member.

### Old Business

-Comedy event: **“Udderly Funny Comedy Event” is set for February 9th at 7pm.** Darren had 300 tickets printed up; he has 100 and feels he can confidently sell all 100. Caralee has the balance of tickets for members to sell. The permit application for the raffle has been submitted.

-High Watch Farm expansion: Eric reported that HWF reapplied to P&Z. Eric recommended that the department take the same stance and send a letter outlining the department’s concerns regarding EMS call volume increase and fire apparatus accessibility.

**MOTION:** E. Epstein/2nd R. Trautman **The department send a letter to P&Z outlining our concerns with the new permit application made by HWF.**

Discussion:

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, T. Limbos, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz.

*Voting no:*

*Abstaining:*

**Motion passed**

## **New Business**

-iPad donation

**MOTION:** *A. Gawel/2nd J. Christen* **The president enter into a donation agreement between KVFD and Tim Limbos.**

Discussion: Alan read the agreement.

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz.

*Voting no:*

*Abstaining:*

**Motion passed**

**MOTION:** *A. Gawel/2nd J. Christen* **To have the donated iPad mounted in the cab of Engine 2.**

Discussion:

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, W. Soule, J. Speck, R. Trautman, E. Tuz.

*Voting no:*

*Abstaining:*

**Motion passed**

-Budget 2019

**MOTION:** *T. Limbos /2nd C. Rochovansky* **To approve the 2019 budget as presented for \$338,800.**

Discussion:

*Voting yes:* J. Canning, J. Christen, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, T. Limbos, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, W. Soule, R. Trautman, E. Tuz.

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

-Capital Plan: A draft capital plan was presented to the membership for discussion.

*T. Limbos, E. Tuz, J. Christen, W. Soule left on a call.*

-Physio-control cardiac monitor - Mike received quotes for 1-year and 4-year service contracts.

**MOTION:** *M. Petrone/2nd R. Trautmann* **To purchase the basic maintenance service contract for the two Lucas devices and Lifepack 15 cardiac monitor for \$4113.60.**

Discussion:

*Voting yes:* J. Canning, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, R. Trautman, .

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

-Fiber Optic cable run over to the Town Garage: Alan spoke with Dan Soule from LCD about moving the LCD antenna over to the tower at the Town garage. the fiber line in the firehouse run over to the town garage.

**MOTION:** *A. Gawel/2nd R. Trautmann* **To spend up to \$5,000 to link the fiber optic line in the firehouse over to the Town Garage for use by LCD.**

Discussion:

*Voting yes:* J. Canning, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, R. Trautman, .

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

-Recruitment items -

**MOTION:** A. Gawel/2nd C. Rochovansky **To spend up to \$1,250 on a 10'x10' custom popup tent and table cover for recruitment events.**

Discussion:

*Voting yes:* J. Canning, S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, R. Trautman, .

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

**Treasurer's Report:** Caralee has envelopes of 5 or 10 tickets for the Comedy event in February. Please see her for an envelope. Please return envelopes to Caralee by the February monthly membership meeting (Feb 4th). Recurring and unpaid bills were read.

(J. Canning left the room @ 2055)

**MOTION:** C. Rochovansky/2nd MA VanValkenburg **To pay the bills as read.**

Discussion:

*Voting yes:* S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, R. Trautman.

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

**MOTION:** C. Rochovansky/2nd M. Petrone **To change the recurring bills list as presented from, and outlined in, the list of the Finance Policy.**

Discussion:

*Voting yes:* S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, R. Trautman, .

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

**MOTION:** C. Rochovansky/2nd M. Petrone **To authorize the treasurer to pay any and all recurring bills as established by the Finance Policy per Article XII, Section 1 of our by-laws.**

Discussion:

*Voting yes:* S. Dingee, B. Donzella, J. Donzella, E. Epstein, A. Gawel, R. Kennedy, A. Petrone, M. Petrone, G. Price, A. Pronovost, C. Rochovansky, R. Trautman, .

*Voting no:*

*Abstaining:* J. Speck

**Motion passed**

(J. Canning returned @2108)

**Fire Chief's Report:**

- He thanked the members for their work over 2018

- Reported on a minor incident involving a member of the VFW where one of their ceremonial firearms accidentally discharged in the officers room.

*(J. Donzella, MA VanValkenburg, A. Pronovost, S. Dingee left on a call)*

**Ambulance Chief's report:** 29 calls in December 2018 total was 405. Lifepack 15 is in service.

**Line Officer Reports:** none

**Appointed Officer Reports:** Jean updated members on the new wifi and new donated printer in radio room.

**Committee reports:**

-Santa Express - Santa made 9 stops and delivered gifts to 21 children this year.

**Elections of 2019 officers:** The Nominating Committee presented their list of nominees to the membership:

- Ed Matson presented by Nominating Committee, no other nominations presented. Elected as President (9 votes in favor, 1 for Art Romano, 2 for Matt Starr);
- Alan Gawel presented by Nominating Committee, no other nominations presented. Elected as Fire Chief (12 votes in favor);
- Gary Hock presented by Nominating Committee, no other nominations presented. Elected as Assistant Fire Chief (11 votes in favor, 1 null ballot);
- Wendell Soule presented by Nominating Committee, no other nominations presented. Elected as Assistant Fire Chief (12 votes in favor);
- John Russell presented by Nominating Committee, no other nominations presented. Elected as Captain (12 votes in favor);
- Tim Limbos presented by Nominating Committee, no other nominations presented. Elected as Captain (11 in favor, 1 null ballot);
- Audra Petrone presented by Nominating Committee, Sean Dingee nominated from the floor. Audra Petrone withdrew her name. Sean Dingee elected as Lieutenant (9 votes in favor, 1 for Audra Petrone, 2 null ballots);
- *(ET & SD returned from call)*
- Eddie Tuz presented by Nominating Committee, no other nominations presented. Elected as Lieutenant (13 votes in favor, 1 for Audra Petrone);
- *(WS, TL, JC returned from call)*
- Mary Ann Van Valkenburg presented by Nominating Committee, no other nominations presented. Elected as Ambulance Chief (16 in favor; 1 null ballot);
- *(JD returned from call)*
- Bonnie Donzella presented by Nominating Committee, no other nominations presented. Elected as Assistant Ambulance Chief (18 in favor);
- Jean Speck presented by Nominating Committee, no other nominations presented. Elected as Secretary (16 in favor, 1 vote for Rebecca Trautmann, 1 abstain);
- Caralee Rochovansky presented by Nominating Committee, no other nominations presented. Elected as Treasurer (15 votes in favor, 1 vote for Matt Starr, 1 vote for Jean Speck, 1 null ballot) ;
- John Christen presented by Nominating Committee, no other nominations presented. Elected as Engineer (16 votes in favor, 1 vote for Eric Epstein, 1 null vote).
- *(J. Canning left meeting @ 2200)*

**Warning of expenditures:**

- A. Gawel warned (on behalf of MA Van Valkenburg) for recruitment items.
- T. Limbos warned for pagers & radios.

- J. Speck warned for technology equipment.

**Meeting adjourned @ 2212**

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RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: 04 FEBRUARY @ 1900hrs**

**REFRESHMENT COMMITTEE:**

**CHAIR:** Don DeVita

**MEMBERS:** John Christen, Lou Dingee, Sean Dingee



:29 PM  
1/07/19

*Approved*  
*Treasurer*  
*Charles Reakowsky*  
*1/7/19*

**Kent Volunteer Fire Department, Inc.**  
**Recurring Bills/ Bills Paid after Last Meeting**

<b>RECEIVED</b>	
Date 1.7.19	By <i>[Signature]</i>

Date	Num	Memo	Amount
<b>Aquarion Water Co. / 2566</b>			
12/24/2018	11/20/18 - 12/18/18	1" line Rear Building	-32.86
12/30/2018	1106	200101566	-32.86
<b>Aquarion water Co. / 3543</b>			
12/24/2018	11/20/18 - 12/18/18	1" FH line	-37.36
12/30/2018	2662	200103543	-37.36
<b>Bonnie Donzella.</b>			
12/12/2018			-700.00
12/12/2018	2651		-700.00
<b>BSA Connecticut Rivers Council</b>			
12/12/2018		2019	-440.00
12/12/2018	2652	2019	-440.00
<b>Charter Communications</b>			
12/10/2018	0037055120318	Service for 11/13/18 - 12/12/18 & 12/13/18 - 01/12/19	-181.30
12/18/2018	2657	8350-16-008-0037055	-181.30
<b>Eversource / 3023</b>			
12/18/2018	11/13/18 - 12/13/18	For service 11/13/2018 - 12/13/2018 at the Rear Building	-309.15
12/20/2018	1105	51921453023	-309.15
<b>Eversource / 3031</b>			
12/18/2018	11/13/18 - 12/13/18	Service at Swift Ln. 11/13/18 - 12/13/18	-14.68
12/21/2018	2660	51230743031	-14.68
<b>Eversource / 4083</b>			
12/18/2018	11/13/18 - 12/13/18	Service for 11/13/18 - 12/13/18	-1,506.86
12/21/2018	2661	51596934083	-1,506.86
<b>Frontier Communications</b>			
12/31/2018	12/21/18 - 01/20/19	For phone, internet, and dish service 12/210/18 - 01/20/19	-219.83
<b>Gwen Price.</b>			
12/14/2018		Reimbursement for plastic box to store Santa's suit	-9.74
12/14/2018	2653	Reimbursement for plastic box to store Santa's suit	-9.74
<b>Ingegneri Cleaning Services, Inc.</b>			
12/10/2018	Inv 1589	Cleaning on 11/6 & 11/20/18	-600.00
12/18/2018	2654	Cleaning on 11/6 & 11/20/18	-600.00
<b>Northern Dutchess Paramedics</b>			
12/12/2018	Run 18-13085	Run 18-13085, 39 N. Main St	-300.00
12/19/2018	2658	Run 18-13085, 39 N. Main St	-300.00
12/31/2018	18-12607/13576	Service for the period 11/11 to 11/17/18 & 12/9 to 12/15/18	-600.00
<b>Quick Med Claims LLC</b>			
12/17/2018	Inv 10048	Billing for the month of November	-643.54
12/18/2018	2655	Billing for the month of November	-643.54
<b>Superior Plus Energy Services</b>			
12/24/2018	Inv 752634	#2 Heating fuel for rear building, 330 gal @ \$3.099 per gal	-1,022.67
12/24/2018	Inv 752635	#2 Heating fuel for rear building, 330 gal @ \$3.099 per gal	-1,022.67
12/24/2018	Inv 752636	#2 Heating fuel for rear building, 78.7gal @ \$3.099	-243.89
12/26/2018	707419 & 707420	Propane total 956.6 gallons at \$1.57 per gal.	-1,501.87
12/30/2018	1107		-2,289.23
<b>Verizon</b>			
12/14/2018	Inv 9819674677	For ambulance internet device	-67.07
12/18/2018	2656	For ambulance internet device	-67.07

Kent Volunteer Fire Department, Inc.  
Recurring Bills/ Bills Paid after Last Meeting

Date	Num	Memo	Amount
VFIS			
12/17/2018	Installment 2	Accident & Sickness, Portfolio, and Commercial Auto Policies	-21,346.00
12/28/2018	2659	C01096	-21,346.00

-21,346.00  
30,799.49

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1/07/19

*Approved*  
*Treasurer*  
*Caralee Rochovansky*  
*1/7/19*

**Kent Volunteer Fire Department, Inc.**  
**Unpaid Bills Detail**  
**As of January 7, 2019**

<b>RECEIVED</b>	
Date 1.7.19	By <i>Joe</i>

Date	Num	Memo	Open Balance
<b>A-1 Communications, Inc.</b>			
12/06/2018	Inv 95096	Unication Repair	125.00
12/31/2018	Inv. 95369	Unication GI charger	49.00
Total A-1 Communications, Inc.			174.00
<b>Amtech</b>			
12/20/2018	Inv 256674	Initial service and Rodent bait stations	300.00
Total Amtech			300.00
<b>Aquarion Water Co. / 2558</b>			
12/31/2018	11/28/18 - 12/28/...	6" Line to FH	135.19
Total Aquarion Water Co. / 2558			135.19
<b>Caralee Rochovansky.</b>			
10/14/2018	Reimbursement	Halloween Candy	47.76
12/31/2018	Reimbursement	Halloween Donut holes	37.16
12/31/2018	Reimbursement	Cash request for Christmas Awards Dinner kitchen help	400.00
Total Caralee Rochovansky.			484.92
<b>D &amp; S Auto Repair &amp; Sales</b>			
12/31/2018	12/15/18	Installed snow tires on A-1 and A-2	100.00
Total D & S Auto Repair & Sales			100.00
<b>Davis IGA, Inc</b>			
12/31/2018	December Charg...	December charges, kitchen supplies	344.55
Total Davis IGA, Inc			344.55
<b>DRF Locksmith Specialties</b>			
12/20/2018	Inv 2432	Survey existing key pad access & temp fix	195.00
Total DRF Locksmith Specialties			195.00
<b>Firematic Supply Co., Inc</b>			
12/31/2018	Inv 365422	Hurst tool annual service	670.36
Total Firematic Supply Co., Inc			670.36
<b>Jean Speck</b>			
12/31/2018	Reimbursements	Reimbursements for Oct, Nov, and Dec 2018	154.98
Total Jean Speck			154.98

Kent Volunteer Fire Department, Inc.  
**Unpaid Bills Detail**  
As of January 7, 2019

Date	Num	Memo	Open Balance
<b>JLN Associates</b>			
12/31/2018	Inv 4974	Annual Aerial Inspection	1,161.05
Total JLN Associates			1,161.05
<b>Kent Auto Parts, LLC</b>			
12/31/2018	103074/103076	A-1 headlights and fuel filters	160.86
Total Kent Auto Parts, LLC			160.86
<b>MaryAnn VanValkenburg</b>			
12/14/2018	Reimbursements	Reimbursements for recruitment, Santa's Express, and Awards Dinner/Christmas party	534.02
Total MaryAnn VanValkenburg			534.02
<b>Medical Warehouse, Inc.</b>			
12/05/2018	Inv 194286	Medical supplies	13.64
12/10/2018	Inv 194387	2 BRASS REGULATORS	241.96
12/17/2018	194474	EMS splints, Triangular bandages, and Foil Blanket	45.86
12/21/2018	Inv 194538	General Medical supplies	50.73
Total Medical Warehouse, Inc.			352.19
<b>Modzelewski's Towing &amp; Storage</b>			
12/29/2018	Inv 23517	Winch out A-1 at a call	480.00
Total Modzelewski's Towing & Storage			480.00
<b>The Generator Connection Inc</b>			
12/26/2018	Inv 34030	Minor PM	260.00
Total The Generator Connection Inc			260.00
<b>Tracy Fillow, CPA</b>			
12/18/2018	Professional Ser...	For Professional Service	1,000.00
Total Tracy Fillow, CPA			1,000.00
<b>Union Savings Bank</b> 2			
12/31/2018	12/20/18	Radio Loan payment for December	759.72
Total Union Savings Bank 2			759.72
<b>Welsh Sanitation Service</b>			
12/10/2018	November Service	Service 11/01/2018 - 11/30/2018	42.00
Total Welsh Sanitation Service			42.00
<b>TOTAL</b>			<b>7,308.84</b>