

KENT VOLUNTEER FIRE DEPARTMENT

# FEBRUARY EC MEETING APPROVED MINUTES

02.25.2019 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**MEMBERS:** B. Donzella, E. Matson, C. Rochovansky, J. Russell, W. Soule, J. Speck, E. Tuz, MA VanValkenburg.

**GUESTS:** Tracy Fillow

**Call to order @ 1930**

**MOTION:** B. Donzella/2nd MA Van Valkenburg **To add ImageTrend to new business.**

Discussion:

*Voting yes:* B. Donzella, E. Matson, C. Rochovansky, J. Russell, W. Soule, J. Speck, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

**MOTION:** J. Speck/2nd MA Van Valkenburg **To move the financial 990 to the top of old business.**

Discussion:

*Voting yes:* B. Donzella, E. Matson, C. Rochovansky, J. Russell, W. Soule, J. Speck, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

**MOTION:** B. Donzella/2nd MA Van Valkenburg **To add exercise equipment to new business.**

Discussion:

*Voting yes:* B. Donzella, E. Matson, C. Rochovansky, J. Russell, W. Soule, J. Speck, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

## Minutes of January special meeting

**MOTION:** C. Rochovansky/2nd B. Donzella **Accept the minutes as distributed.**

Discussion:

*Voting yes:* B. Donzella, E. Matson, C. Rochovansky, J. Russell, W. Soule, J. Speck, E. Tuz, MA VanValkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

## Old Busniess

### **Final Financial Statement and 990 Available To Members and the Public**

Tracy Fillow was in attendance to answer questions about the 990 and financial statement and the availability to members and the public. She reported that they are required by law to be made available to the public,

including the membership. Concern was raised about a schedule in the 990 that requires a list, by name, of any donor who donated more than \$5,000 and it being made public. She suggested redaction of that schedule for the public copies. There was suggestion about having copies available at the firehouse when members/the public requested them; Tracey asked if they were posted on the department's website and suggested they be posted there. She also reviewed with the EC the governance and management letters (attached) that were provided to the treasurer in the final audit:

- In regards to the Governance letter - She voiced concerns over the possibility of the stipend program causing us to become, under the Department of Labor, seen as an employer, bringing into play potential ACA ramifications, and other labor-related challenges. Tracey did reach out to the CT Dept. of Labor and was told 'not to worry about it', but her concerns remain.
- In regards to the management letter: this letter communicates internal compliance controls and suggests ways to be more compliant.

There was discussion on the chart of accounts in Quickbooks and if she had recommendations or best practices.

**Department Capital Plan** - no update

**Appointed Positions** - no update

**Active/Non Active Emergency Members/Membership Review** - Bonnie submitted the list to the president.

**Warning of expenditures: Flashlights, Grease Trap & Ambulance Charger** - Mary Ann followed up regarding a charger for the Lucas devices. Upon the advice of the vendor, she will do battery checks as part of the monthly ambulance meetings. Grease trap project is in process. G. Hock will follow up on flashlights.

**Joining National Volunteer Fire Council: \$59 per year**

**MOTION:** B. Donzella/2nd W. Soule **To recommend to the membership the department to join the National Volunteer Fire Council for \$59 annually.**

Discussion: J. Speck gave a brief description of the NVFC and the benefits to the department.

Voting yes: B. Donzella, E. Matson, C. Rochovansky, J. Russell, W. Soule, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

**Guidestar Profile** - J. Speck provided a description and background of Guidestar and its benefits to the department, and offered to work with the president to update the department's profile and apply for bronze status. President will add to monthly meeting agenda.

**Ice Water Equipment - Ed tuz**

**MOTION:** E. Tuz/2nd B. Donzella **To recommend to the department purchase a Cold Water Rescue Sling.**

Discussion: E. Tuz gave a description of The Rescue Sling, which would be used during cold water rescues.

Voting yes: B. Donzella, E. Matson, C. Rochovansky, J. Russell, W. Soule, E. Tuz, MA VanValkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

**Fit Testing Dates** - E. Matson read dates submitted by T. Limbos. B. Donzella reported only 11 members have had their physical.

**Exercise equipment** - a member approached Mary Ann and offered a set of weights to donate to the department for use. Questions arose about insurance liability and members being trained on proper, safe use.

**ImageTrend** - Bonnie provided an update on work that she and Jean have been doing to improve the user experience and value of our ImageTrend software. She reviewed the improvements that have been completed and tasks they'll be working on.

**Fire chief report** - no report

**Ambulance chief report** - Mary Ann reported on overlap call data Gary Hock requested, she will follow up with him. She reported on upcoming CPR & bleeding Control classes and discussed plans to create a program to promote KVFD as the go-to organization for community CPR and bleeding control.

**Meeting adjourned @ 2232**

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RESPECTFULLY SUBMITTED,  
JEAN C. SPECK

**NEXT MEETING: 25 MARCH @ 1930hrs**