



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Special Executive Committee Meeting Agenda  
Tuesday, December 29, 2020 7:30PM  
Hybrid Video Conference Meeting

Join our Zoom Meeting at:  
<https://us02web.zoom.us/j/86345985229?pwd=RnNUSk9hR3V3bHNscEptVzdYWVY2QT09>  
Meeting ID: 863 4598 5229  
Passcode: 362395  
One tap mobile  
+16465588656,,86345985229#,,,,\*362395# US (New York)  
Dial by your location  
+1 646 558 8656 US (New York)

Meeting "room" will open at 19150 hours so members can join early and chat with each other if they'd like

Call to order

Pledge of Allegiance

Minutes of November 23, 2020 EC Meeting  
Minutes of December 04, 2020 Special EC Meeting

Public Comment

Correspondence

Membership: New Member Application (Possible Executive Session) - Probation Reviews (Possible Executive Session)

Old Business

- Fund Letter
- FF Physicals Policy
- Nominating Committee
- Covid Testing
- Camera system
- Rear Building Management Company
- Year End Points
- Foundation Committee
- 2021 Budget

New Business

- Investment Policy
- Technology Committee
- Covid First Responder Vaccinations

Treasurer's Report

Chief's Report

Line Officers

Ambulance Chief

Appointed Positions / Committee Reports

Juniors

Adjournment

## Kent Volunteer Fire Department, Inc.

Executive Committee Meeting Minutes  
Monday, December 28, 19.30 hours  
Hybrid Video Conference Meeting

Chair: Caralee Rochovansky, President

Secretary: John Russell

In Attendance:

**Executive Committee Members:** Sean Dingee, Bonnie Donzella, Tim Limbos, Audra Petrone, Mike Petrone, Ed Matson, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

**Department Members:** John Cirino, Kerri Cullip, Jean Speck.

Auxiliary: None.

General Public: None.

Meeting called to order with quorum at 19.32 hours.

### Minutes

**Bonnie/2nd Mike motioned to approve the November 23, 2020 EC meeting minutes as distributed.**

Discussion: None.

Voting yays: Sean Dingee, Bonnie Donzella, Audra Petrone, Mike Petrone, Ed Matson, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Nays: None.

Abstentions: None.

**Motion Carried** Unanimously

**Bonnie/2nd Mike motioned to approve the December 14, 2020 EC Special meeting minutes as distributed.**

Discussion: None.

Voting yays: Sean Dingee, Bonnie Donzella, Audra Petrone, Mike Petrone, Ed Matson, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Nays: None.

Abstentions: None.

**Motion Carried** Unanimously

Public Comment: None.

Correspondence: None.

Membership: **Mike/2nd Bonnie motioned to recommend John Cirino to full membership.**

Discussion: John C. hopes to begin responding when High Watch (employer) feels such work no longer presents a risk to their operations. He will stay current with EMT cert.

Voting yays: Sean Dingee, Bonnie Donzella, Tim Limbos, Audra Petrone, Mike Petrone, Ed Matson, John Russell, MaryAnn VanValkenburg.

Nays: None.

Abstentions: None.

**Motion Carried** Unanimously

### Old Business:

- **2021 Budget; Mike/2nd Sean motioned to recommend acceptance of the Treasurer's 2021 budget.**

Discussion: President and Treasurer budgets were compared. A number of line-item amounts were adjustmented.

Voting yays: Sean Dingee, Bonnie Donzella, Ed Matson, Audra Petrone, John Russell, MaryAnn VanValkenburg.

Nays: Tim Limbos, Caralee Rochovansky.

Abstentions: None.

**Motion Carried**

- **Fund Letter;** sent out yesterday after many unplanned hurdles. Caralee thanked Diane Impastato and her daughter for **lots** of help.



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Special Executive Committee Meeting Agenda  
Monday December 14, 2020 8:30PM  
Hybrid Video Conference Meeting

Join our Zoom Meeting at:

<https://us02web.zoom.us/j/84397661742?pwd=d2NORFFtTlptdU5CWkcwYIRFWHF4QT09>

Meeting ID: 843 9766 1742

Passcode: 359033

Dial by your location

+1 646 558 8656 US (New York)

Meeting "room" will open at 1945 hours so members can join early and chat with each other if they'd like

Call to order

Pledge of Allegiance

Minutes of November 23, 2020 Monthly Meeting

Public Comment

New Business

2020 Fund Drive Letter Approval

2021 Budget

Adjournment

# Kent Volunteer Fire Department, Inc.

## Special Executive Committee Meeting Minutes

Monday, December 14, 2020 20:30 hours

Hybrid Video Conference Meeting

Chair: Caralee Rochovansky, President

Secretary: John Russell

### In Attendance:

**Executive Committee Members:** Sean Dingee, Bonnie Donzella, Gary Hock, Tim Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Department Members:

Auxiliary: None.

General Public: None.

Meeting called to order with quorum at 18:35 hours.

Minutes: Minutes from the November 23, 2020 EC meeting were tabled.

### Pledge of Allegiance:

Public Comment: Consensus that Santa Express was not feasible and therefore cancelled for this year and the Treasurer refunded two individuals who found SE payment page via google search, not by browsing our FD web page.

### New Business:

- 2020 Fund Drive Letter Approval
  - **John/2nd Sean motioned to approve the Fund Drive Letter for 2020.**  
Discussion: John suggested the motion be declined to allow for a motion that identifies a fund source be proposed.  
Voting yays: None. Nays: Sean Dingee, Bonnie Donzella, Audra Petrone, Caralee Rochovansky, John Russell. Abstentions: Gary Hock, MaryAnn VanValkenburg  
**Motion Failed**
  - **John/2nd Bonnie motioned to approve the 2020 Fund Letter using funds from Special Events.**  
Discussion: None.  
Voting yays: Sean Dingee, Bonnie Donzella, Gary Hock, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Abstentions: None. Nays: None.  
**Motion Passed Unanimously**
- 2021 Budget
  - Discussion on the Golf Fundraiser and Fund Drive Letter.
  - Caralee reviewed (and adjusted some) cuts that were made line by line as part of an effort to submit a balanced budget.
  - The Back Building Account, the Donations Account, the Investment Fund and "prior accumulated revenue" were identified as possible sources to balance the 2021 budget and be discussed at the December EC meeting.

Meeting adjourned at 22:15 hours.

Respectfully Submitted,  
John Russell  
Secretary  
Kent Volunteer Fire Department, Inc.

*These are draft minutes and corrections may be made by the Kent Volunteer Fire Department, Inc. membership at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.*



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Monday November 23, 2020 7:30PM  
Hybrid Video Conference Meeting

Join our Zoom Meeting at:  
<https://us02web.zoom.us/j/85641684718?pwd=NlMwMHRLRTF5bWFtVFI3eTZlcm85dz09>  
Meeting ID: 856 4168 4718  
Passcode: 108511  
One tap mobile  
+16465588656,,85641684718#,,,,,0#,,108511# US (New York)  
+13017158592,,85641684718#,,,,,0#,,108511# US (Washington D.C.)  
Dial by your location  
+1 646 558 8656 US (New York)

Meeting "room" will open at 19150 hours so members can join early and chat with each other if they'd like

Call to order

Pledge of Allegiance

Minutes of October 26, 2020 EC Meeting

Public Comment

Correspondence

Membership: New Member Application (Possible Executive Session) - Probation Reviews (Possible Executive Session)

Old Business

- Green Bank's Solar Municipal Assistance Program (MAP)
- Fund Letter
- Boat MOU
- Town of Kent 5 yr. Capital Plan
- By Law Changes
- FF Physicals Policy
- EMS Staffing Committee
- Nominating Committee
- 2021 Budget

New Business

- Covid Testing
- Camera system
- Parade of Lights
- Stuff a Truck
- Ice Watch
- Training Officer
- Recruitment & Retention
- Rear Building Management Company

Treasurer's Report

Chief's Report

Line Officers

- Ambulance Chief
- Appointed Positions / Committee Reports
- Juniors
- Adjournment

# Kent Volunteer Fire Department, Inc.

## Executive Committee Meeting Minutes DRAFT Monday, November 23, 2020 17:30 hours Hybrid Video Conference Meeting

Chair: Caralee Rochovansky, President

Secretary: John Russell

### In Attendance:

Executive Committee Members: Sean Dingee, Bonnie Donzella, Tim Limbos, Ed Matson, Mike Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Department Members: Kerri Cullip and Matt Starr.

Auxiliary: None.

General Public: None.

Meeting called to order with quorum at 19:42 hours.

Minutes: Bonnie/2nd Mike **motioned** to approve the Oct. 26, 2020 EC minutes.

Voting yays: Sean Dingee, Bonnie Donzella, Mike Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Nays: Abstentions: **Motion Carried** Unanimously

Public Comment: None.

Correspondence: None.

Membership: Caralee stated she is working with Kent resident, David Sanchez, to apply for regular membership.

### Old Business:

- Green Bank's Solar Municipal Assistance Program (MAP); Caralee reported the representative determined that the Department does not use enough electricity to qualify for the program.
- Fund (Annual Appeal) Letter: Ready to print in-house.
- Boat MOU; Caralee reported that at the previous First Selectmen's meeting it was determined that a MOU was not necessary and our boat is on delivery.
- Town of Kent 5 yr. Capital Plan; Caralee reported this has been submitted to the town on time.
- By Law Changes; Caralee reminds members to review the two proposed Constitution and By-Law changes (one from Eric Epstein and one from Tim Limbos) that will be voted on at the Dec. 7 meeting.
- FF Physicals Policy; Caralee reported that revisions and improvements have been circulated to the EC for comment.
- EMS Staffing Committee; Mary Ann reported that the committee gave a successful presentation at the previous Board of Finance meeting and will likely take the matter to the Dec. 8 membership meeting for consideration assuming our attorney responds favorably to the contractual matters with ERM.
- Nominating Committee; Caralee reported that no one has asked to join the committee after several announcements. All members are encouraged to consider running for a position.
- 2021 Budget; See Mike's previous distribution.

### New Business:

- Covid Testing; Mary Ann is researching ways Emergency Members can be tested more often.
- Camera system; there was consensus that a security camera system was affordable and necessary due to the recent prank and minor vandalism in the fire house and because non-member staffing will soon be stationed in the firehouse.
- Parade of Lights; Consensus was to cancel/not participate.
- Stuff a Truck; The Town recently informed Matt Starr that they could not accept toy donations this year. A suggestion was made to decorate one or more trucks with lights and music outside and announce a donation drive-through for the Stuff-a-Truck charity. Members interested in organizing this should contact Caralee.
- Ice Watch; Ed announced this has been cancelled this year due to lack of personnel, COVID-related risks and concern for town merchants.
- Training Officer: Audra Petrone has resigned as TO. The position is available and interested persons may contact

Ed.

- Recruitment & Retention; The Kent Chamber of Commerce is sending welcome baskets to new town residents but it was decided that we will not be adding any marketing materials to those baskets.
- Rear Building Management Company; Ed reported a new backbuilding committee is being formed with Matt and Eric.

Treasurer's Report: Discussion on parts replacement/repairs for apparatus.

Chief's Report: Ed reported he was pleased with how everything worked at the recent chimney fire.

Line Officer's Reports:

- John Russell reminded the group that Pediatric Prehospital Care class starting in early December is still on. It is free and mostly online with some in-person.
- Tim reminds members to complete their Sexual Harassment, HazMat and BB/AB training before the end of the year.

Ambulance Chief's Report:

- Mary Ann confirmed that a plan will be made to rotate the ambulances once A2 is inspected by the state and comes on line.
- Bonnie reported that 50% of our fire calls do not have reports completed by officers or members. Soon our NIFIRS reports will go directly to the state, not through the fire marshal.

Appointed Position/Committee Reports

- Investment Committee; John Russell reported that our balance in the investments account recently exceeded \$1 million. In our current policy this triggers a revision of the policy to allow the Department to begin using a portion of the balance to support our annual budget. John is submitting a proposal for this to the Investment Committee, Altfest (investment advisor), the EC, and finally the Membership for approval.
- Foundation Committee; Caralee announced that the committee will have its first meeting with the consultant 8PM tomorrow.

Juniors: No report.

Meeting adjourned at 20:56 hours.

Respectfully Submitted,

John Russell

Secretary

Kent Volunteer Fire Department, Inc.

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## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Monday October 26, 2020 7:30PM  
Hybrid Video Conference Meeting

Join our Zoom Meeting at:  
<https://us02web.zoom.us/j/85087981610?pwd=MlBITXEzUVdxVTZmOE55VWtud2xPZz09>  
Meeting ID: 850 8798 1610  
Passcode: 790309  
One tap mobile  
+16465588656,,85087981610#,,,,,0#,,790309# US (New York)  
+1 646 558 8656 US (New York)

Meeting "room" will open at 1915 hours so members can join early and chat with each other if they'd like

Call to order

Pledge of Allegiance

Minutes of September 28, 2020 EC Meeting

Public Comment

Correspondence

Membership: Probation Reviews (Possible Executive Session)

Old Business

- Halloween
- Department Esprit de corps
- Board of Directors
  - Foundation Committee
  - Foundation Consultant
- 2021 Budget
- Sale of old A-2

New Business

- Memorandum of Understanding - Boat
- Nominating Committee
- Staffing Committee
- Town 5 year Capital Plan
- Town of Kent Grant Request
- Boy Scout Charter

Chief's Report

Line Officers Reports

Ambulance Chief Report

Appointed Positions Reports

Treasurer's Report

Committee Reports - Staffing Committee, New Ambulance Committee, Golf Tournament

Juniors Report

Adjournment

# Kent Volunteer Fire Department, Inc.

## Executive Committee Meeting Minutes

October 26, 2020 1930 hours

Hybrid Video Conference Meeting

Chair: Caralee Rochovansky, President

Secretary: John Russell

In Attendance:

**Executive Committee Members:** Bonnie Donzella, Gary Hock, Tim Limbos (arrived 2030), Ed Matson, Audra Petrone, Mike Petrone (departed before 2045), Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

**Department Members:** Kerri Cullip, Matt Starr, Alan Gawel.

Auxiliary: None.

General Public: None.

Meeting called to order with quorum at 1930 hours.

Minutes: John Russell/2nd Bonnie **motioned** to approve the 9/28/20 minutes.

Voting yays: Bonnie Donzella, Gary Hock, Ed Matson, Caralee Rochovansky, John Russell. Nays:

Abstentions: Mike Petrone, MaryAnn VanValkenburg.

**Motion Carried**

Public Comment: Caralee/2nd Mike Petrone **motioned** to add Staffing Committee to Old Business.

Voting yays: Bonnie Donzella, Gary Hock, Ed Matson, Caralee Rochovansky, John Russell, Mike Petrone, MaryAnn VanValkenburg. Nays: Abstentions:

**Motion Carried**

Correspondence: NFPA solicitation - members interested in researching NFPA standards may create a profile at NFPA.org and explore "Codes and Standards". There is a fee schedule for enhanced access. Technical questions are free.

Membership: Three resignations were read and will be announced at the Membership Meeting.

Old Business:

- Staffing Committee is near completion of a draft policy/contract with ERM for membership and attorney review. After analysing the EMS schedule from the past year, the Staffing Committee recommends budgeting \$8,712/month or \$104,544/year for paid staffing to cover future unfilled EMS shifts. Funding source(s) to be determined
- Halloween; Ed will watch for changes in COVID-related state advisories that may inform protocols regarding Saturday evening Halloween observance. Club Getaway is holding a drive-through event at their facility in cooperation with town merchants Friday evening.
- Esprit de Corps; Caralee has purchased a timer to help better manage the length of Membership meetings.
- Board of Directors
  - The President announced the formation of the 'Foundation Committee'. The committee, consisting of Caralee Rochovansky, Tim Limbos and John Russell will work in a guidance and advisory capacity with preparation of the research, drafting a process and timeline for the restructuring of the fire department's governing body as we prepare to vote on a move from an Executive Committee to a Board of Directors, as was preferred by the majority in the recent survey.
  - Foundation Consultant: the committee will look into a strategic consultant for the membership to consider for hire.
- 2021 Budget; Mike plans to distribute a draft budget in November and would appreciate department heads contacting him to confirm line item amounts for their areas.

- Sale of Old A2; No official interest or bids have been received therefore Caralee will ask Eric if the bid deadline can be extended. Members should feel free to drum up interest. There was discussion on what additional media platforms could be used to advertise the sale of Ole A2.

#### New Business

- Memorandum of Understanding (MOU) - Boat; Caralee indicated the Town will not release funds to purchase the Boat until the matter of an MOU is resolved. Discussion on whether the MOU submitted by the town attorney was acceptable for KVFD.  
Gary Hock/2nd Ed Matson **motioned** to have the KVFD President attend the next Selectmen's meeting and finalize the MOU issue. Discussion.  
Voting yays: Bonnie Donzella, Gary Hock, Tim Limbos, Ed Matson, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Nays: Abstentions: **Motion Carried**
- 2021 Nominating Committee; at the next Membership Meeting Caralee will ask for volunteers to be on this committee.
- Town Five Year Capital Plan; capital requests for gear/apparatus are due to the town by 11/30/20. Discussion on options and priorities.  
Gary **motioned**/2nd Bonnie to add in \$150,000 R8 in year 2026 Five Year Capital Plan and adding a separate line item for KVFD Capital Plan.  
Voting yays: Bonnie Donzella, Gary Hock, Ed Matson, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Nays: Abstentions: **Motion Carried**
- Town of Kent Grant Request; current annual grant is \$86,500. Discussion on increasing our grant request to around \$110k. Deadline is 11/30/20
- Boy Scouts Charter; Caralee said KVFD will continue to pay for Kent BSA charter.

Chief's Report; Ed thanks members for their response to recent calls as well as those who were involved with the Capital Plan. John Russell will work with CSP in case there is any Halloween night traffic--another member is welcome to assist.

Ambulance Chief; We have a good supply of PPE and hand sanitizer. Items have been made available at locations around the firehouse. Walmart has a good supply of flu vaccines for those 13 and older. Members are encouraged to get vaccinated soon.

Treasurer's Report: No report. Ed/2nd Bonnie made a **motion** to recommend to the department to move \$30,000 from the Rear Building Rental account to the operating account to balance the 2020 budget.

Voting yays: Bonnie Donzella, Ed Matson, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.  
Nays: None. Abstentions: Gary Hock, Audra Petrone. **Motion Carried**

Line Officer's Reports: None.

#### Appointed Position Reports:

Investments -- John Russell/2nd Gary **motioned** to allow our investment adviser to increase risk/return in the Amb. Investment Fund through a longer term investment strategy until plans are made to use the remaining amount of funds in this individual account. Discussion; John will relay concerns about timing to investment adviser.

Voting yays: Bonnie Donzella, Gary Hock, Ed Matson, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Nays: Abstentions: **Motion Carried**

#### Committee Reports:

- New Ambulance -- Mary Ann reported that after an initial in-person inspection of New A2, the exterior graphics will be improved before delivery and payment--likely by the end of this week.
- Auxiliary -- Mary Ann plans to schedule a meeting with Auxiliary members to discuss ways they can support the department during a pandemic.

Golf: No report.

Juniors: No report.

Meeting adjourned at 2209 hours.

Respectfully Submitted,

John Russell

Secretary

Kent Volunteer Fire Department, Inc.

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## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Monday September 28, 2020 7:30PM  
Shelter in Place Hybrid Video Conference Meeting

Join our Zoom Meeting at:  
<https://us02web.zoom.us/j/83390436222?pwd=a0MxdVZNUVY3L3ZoVytHbk12ZVBGZz09>  
Meeting ID: 833 9043 6222  
Passcode: 788241  
Dial by your location  
+1 646 558 8656 US (New York)

Meeting "room" will open at 1900 hours so members can join early and chat with each other if they'd like

Call to order

Pledge of Allegiance

Minutes of August 24, 2020 EC Meeting

Public Comment

Correspondence

Membership: Probation Reviews (Possible Executive Session)

Old Business

- Homeland Towers Bald Hill Tower
- Hybrid Meeting Guidelines

New Business

- Bookkeeper Budget Shortfall
- Fund Letter
- HighWatch Change Orders
- Birch Hill Proposals
- Board of Directors Groundwork
- Halloween
- Department Esprit de corps

Treasurer's Report

Chief's Report

Line Officers

Ambulance Chief

Appointed Positions

Committee Reports - Staffing Committee Report, New Ambulance Committee Report, Golf Tournament Report

Juniors

Adjournment

# Kent Volunteer Fire Department, Inc.

## Executive Committee Meeting Minutes DRAFT

September 28, 2020 1930 hours

Shelter-in-Place Zoom Meeting

Chair: Caralee Rochovansky, President

Secretary Pro Tem: Caralee Rochovansky

### In Attendance:

Executive Committee Members: Gary Hock, Tim Limbos, Ed Matson, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell and MaryAnn VanValkenburg

Department Members: Kerri C.

Auxiliary: None

General Public: None

Quorum achieved at 1934 hours

Meeting called to order at 1934 hours.

Minutes: Caralee made a **motion** to accept the August 24th minutes as distributed. Seconded by MaryAnn V.

Voting Yes: Tim L., Ed M., Audra P., Caralee R.

Voting No: none

Abstentions: Gary H., MaryAnn V.

**Motion Carried**

Public Comment: None

Correspondence: None

Membership: none

### Old Business:

Homeland Towers - Discussion, Department remains committed to original position.

Hybrid Meeting Guidelines - Tim L. made a **motion** to recommend to the department the hybrid meeting guidelines.

Seconded by MaryAnn V.

Voting Yes: Gary H., Tim L., Ed M., Caralee R., MaryAnn V.

Voting No: Mike P.

Abstentions: Audra P.

**Motion Carried**

### New Business:

*Bookkeeper Review* - No final determination on where funds would come from to cover the budget shortfall of approximately \$6,000 before the end of the year.. Treasurer will address.

Fund letter - EC determined it would send out a letter. Caralee R. is writing the letter for mailing, hopefully by the end of this month.

High Watch change orders - An email from member Mat Starr about change orders, propane tanks and related documentation was read. Discussion. The Chief reported he was apprised of changes. And information about tank installations will be requested.

Birch Hill Proposals - Brief discussion

Board of Directors - Caralee will draw up a proposal for the EC.

Halloween - John R. made a **motion** to recommend to the membership we observe Halloween outside the firehouse, the same night as the town. Seconded by Caralee R. Lengthy discussion.

Mike P. left the meeting.

Voting Yes: Tim L., Ed M., Caralee R., John R., MaryAnn V.

Voting No: none

Abstentions: Gary H., Audra P.

**Motion Carried**

Department esprit de corps - Discussion focused on extremely long meeting times responsible for low meeting attendance. The President stated she will address the meeting length with procedural changes in an attempt to bring the meeting length to within reasonable limits.

Chief's Report: Chief Ed M. reported on the new resident pamphlet he is putting together with the help of his wife.

Line Officers: nothing to report

*Asst. Chief:* none

*Asst. Chief:* none

*Asst. Ambulance Chief:* none

*Ambulance Chief:* none

Treasurer's Report: none

Appointed Position Reports: none

Committee Reports:

New Ambulance Committee - Mary Ann V. reported the new Ambulance 2 will be delivered following a virtual walk-through tentatively being held this Thursday.

Golf Committee - Caralee R. reported for Scott H. that this year's Golf Tournament was a success with 78 golfers attending and around 50 of those staying for the awards dinner at the Fife. When all invoices are received Scott will be able to present his final report.

Meeting adjourned at 2056 hours.

Respectfully Submitted,  
Caralee Rochovansky,  
Secretary, Pro Tempore,  
President,  
Kent Volunteer Fire Department, Inc.

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## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Monday, August 24, 2020 7:30PM  
Shelter in Place Video Conference Meeting

### Join our Zoom Meeting at:

<https://us02web.zoom.us/j/85496067347?pwd=bzRZY2dyUnZkdmdKMEtSWW5ucFNFdz09>

Meeting ID: 854 9606 7347

Passcode: 027549

One tap mobile

+16465588656,,85496067347#,,,,,0#,,027549# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Attendees may join anytime after 1900 hours to socialize before the meeting

### Call to order

### Pledge of Allegiance

### Minutes of July 27, 2020 Executive Committee Meeting

### Public Comment

### Correspondence

### Membership: Probation Review (Possible Executive Session)

### Old Business

Plant Manager Appointment  
Firehouse Coordinator Appointment  
Kitchen Manager Appointment  
Records Clerk (Possible Executive Session)  
Ambulance 2

### New Business

Survey Review  
Hybrid Meeting Policy  
2021 Budget

### Chief's Report

### Line Officers

### Ambulance Chief

### Treasurer

### Appointed Positions

### Committee Reports

### Juniors

### Adjournment



# Kent Volunteer Fire Department, Inc.

## Executive Committee Meeting Minutes DRAFT

Monday, August 24 2020, 19:30

### Hybrid Meeting

Chair: Caralee Rochovansky, President

Secretary: John Russell

#### In Attendance:

**Executive Committee Members:** Bonnie Donzella, Gary Hock, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Department Members: Kerri Cullip, Jean Speck, Alan Gawel

Auxiliary: None

General Public: Diane Impastato

Quorum achieved 19:38 and meeting called to order at **19:39** hours.

Minutes: Bonnie/2nd Mary Ann **motioned** to accept the July 27 2020 EC meeting (minutes) with corrections noted.

Discussion: Tim Limbos' name should be struck from the list of those voting yea on the motion from last month's meeting to purchase the Whaly 500R boat.

Voting Yea: Bonnie Donzella, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Voting Nay: None. Abstentions: None.

**Motion Carried** Unanimously

Public Comment: Alan (Communications) sought direction in re the letter "Proposal to Fund Communications Facility".

Alan also informed the EC that he received a request from the Citing Council that KVFD document how it was affected by the failure of the fiber communication line during Tropical Storm Isaias. Discussion.

Caralee/2nd Tim **motioned** to lay (the) letter from Todd Powell on the table until Chief Matson arrives.

Voting Yays: Bonnie Donzella, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

Voting Nays: None. Abstentions: None.

**Motion Carried** Unanimously

#### Correspondence:

- CT State Firefighters Association 137th Convention invitation was read. Up to two firefighters may attend to represent KVFD on September 19, 2020 at 10:55am in Waterbury, upon approval of KVFD membership. Contact [secretary@kentfire.org](mailto:secretary@kentfire.org) for details.
- Discussion of an FOI request for "all letters written from the KVFD to the Kent Planning Commission pertaining to High Watch Recovery and the release of EMT on staff requirement."

Membership: Diane Impastato was interviewed as a candidate for Auxiliary Membership. Bonnie/2nd Mary Ann **motioned** to recommend Diane Impastato to the membership for Auxiliary Membership.

Voting Yays: Bonnie Donzella, Gary Hock, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, Mary Ann VanValkenburg. Voting Nays: None. Abstentions: None.

**Motion Carried** Unanimously

#### Old Business:

- Plant Manager Appointment: Caralee/2nd Gary **motioned** to appoint Sherm Green as Plant Manager. Voting Yays: Bonnie Donzella, Gary Hock, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Voting Nays: None. Abstentions: None.  
**Motion Carried** Unanimously
- Firehouse Coordinator Appointment: No report.
- Kitchen Manager Appointment: No report.
- Records Clerk (Possible Executive Session): Bonnie/2nd John **motioned** to enter executive session allowing Jean Speck to attend (2030 hrs).
  - Voting Yays: Bonnie Donzella, Gary Hock, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Voting Nays: None. Abstentions: None.

- John **motioned** to exit executive session (2042 hrs). Voting Yays: Bonnie Donzella, Gary Hock, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Voting Nays: None. Abstentions: None.
- Ambulance 2: Gary/2nd by John **motioned** to recommend to the department to empower the President to handle the sale of Ambulance 2.  
Voting Yays: Bonnie Donzella, Gary Hock, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, Mary Ann VanValkenburg. Voting Nays: None. Abstentions: None.  
**Motion Carried** Unanimously

New Business:

- Survey review: Caralee shared the results of the survey that was recommended by a member.
- Hybrid Meeting Policy: Caralee/2nd by Tim **motioned** to recommend the Hybrid Meeting Policy to the department. Discussion. Voting Yays: Bonnie Donzella, Tim Limbos, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Voting Nays: None. Abstentions: Audra Petrone  
**Motion Carried** Unanimously
- 2021 Budget: Caralee requested that departments/committees get their numbers submitted soon as we are looking at a significant deficit.

Chief's Report: Ed texted that he was delayed at work.

Line Officer's Reports:

- Water Witch tanker shuttle drill Sunday, August 30th at 09:00. They are requesting one or two people with Engine 1. If you are interested, please contact TO.
- An anonymous wheelchair donation is being redirected to the town social worker.
- Gary reported: Members will replace the E2 rear bumper. E1 breaks fixed. U4 AC and muffler being fixed. Mary Ann will coordinate A1 bumper repair.

Ambulance Chief's Report: Update from discussion with P&Z on Birch Hill special permit application requirement #16; to have two employees be Kent firefighter/EMTs.

Treasurer's Report: Mike is away.

Appointed Position Reports: No report.

Committee Reports:

Recruitment and Retention: Mary Ann gave an update on that sign.

Juniors: No report.

Bonnie/2nd Mary Ann made a **motion** to enter executive session to discuss a personnel matter and include Jean Speck (21:41 hours). Voting Yays: Bonnie Donzella, Tim Limbos, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Voting Nays: None. Abstentions: None.

Bonnie/2nd Tim **motioned** to exit executive session (2216 hrs). Voting Yays: Bonnie Donzella, Tim Limbos, Audra Petrone, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg. Voting Nays: None. Abstentions: None.

Meeting adjourned at 22:19 hours.

Respectfully submitted,  
John Russell  
Secretary  
Kent Volunteer Fire Department, Inc.

*These are draft minutes and corrections may be made by the Kent Volunteer Fire Department, Inc. membership at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.*



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Monday, July 27, 2020 7:30PM  
Shelter in Place Video Conference Meeting

### Join our Zoom Meeting at:

<https://us02web.zoom.us/j/87379775088?pwd=TnNlcGxlZHNqS250cTJrdjRmUGRwQT09>

Meeting ID: 873 7977 5088

Passcode: 879105

Dial by your location

+1 646 558 8656 US (New York)

Attendees may join anytime after 1830 hours to socialize before the meeting

**Call to order**

**Pledge of Allegiance**

**Minutes** of June 22, 2020 Executive Committee Meeting

**Public Comment**

**Correspondence**

**Membership:** Probation Review (Possible Executive Session)

### **Old Business**

Facilities Director Job Description

Records Clerk

Resumption of Department Meetings

Public Use of Parking Areas

Firehouse Public Usage

Ambulance 2

Boat

### **New Business**

**Chief's Report**

**Line Officers**

**Ambulance Chief**

**Treasurer**

**Appointed Positions**

**Committee Reports**

**Juniors**

**Adjournment**

**Kent Volunteer Fire Department, Inc.**

Executive Committee Meeting Minutes DRAFT

**July 27, 2020 1930** hours

Shelter-in-Place Zoom Meeting

Chair: Caralee Rochovansky, President

Secretary: John Russell

In Attendance:

**Executive Committee Members:** Sean Dingee, Bonnie Donzella, Tim Limbos, Ed Matson (arrived 2035), Caralee Rochovansky, John Russell, MaryAnn VanValkenburg.

**Department Members:** Kerri Cullip, Matt Starr

**Auxiliary:** None

**General Public:** None

Quorum achieved and meeting called to order at 1951 hours.

Minutes: T. Limbos/2nd by B. Donzella made a **motion** to: Accept the minutes of the June 22, 2020 EC meeting as distributed. Discussion: Voting yes: Sean Dingee, Bonnie Donzella, Tim Limbos, Caralee Rochovansky, John Russell. *Voting no: Abstaining: MaryAnn VanValkenburg. **Motion carried.***

Public Comment: John reported the May 26 EC meeting minutes will be ready for approval by the August EC meeting.

Membership: John reported that Diane Impasato (applicant for Auxillary) plans to be present for the August EC meeting.

Old Business:

*Facilities Director Job Description proposal;* Caralee reiterated her description of dividing the job of facilities into three different jobs/persons due to the increasing complexity/demands of the tasks involved. Discussion. This will go to the membership.

*Records Clerk:* Caralee has been in communication with the Records Clerk.

*Resumption of in-house (hybrid) monthly membership meetings;* Tim proposed a policy to reopen the firehouse for members wishing to attend meetings at the firehouse. The policy will be refined and brought before the membership at the August meeting.

*Public Use of FD Parking Areas:* Due to a near-miss in the parking lot, Bonnie proposed signs prohibiting public access to any KVFD property. Discussion.

*Public Use of the firehouse:* Ed confirmed that the public is not permitted to enter the FH.

*Boat Committee:* Ed/2nd by Bonnie made a **motion** to recommend to the membership that we purchase the Whaly 500R boat with the First Light grant monies. Discussion: Voting yes: Sean Dingee, Bonnie Donzella, Tim Limbos, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg, Ed Matson. *Voting no: Abstaining: T. Limbos. **Motion carried.***

*Ambulance 2:* Discussion on process for selling A2. General agreement that renting a second ambulance would not be practical as the new ambulance is expected in September.

New Business. None

*Chief's Report:*

- Ed thanked MaryAnn for putting together (with Jill) PPE bags for members (if you haven't already, please collect yours at the FH).
- Ed asked the President to represent the Department in a letter to the Board of Selectmen to continue their consideration of increasing the annual tax abatement for KVFD members because the state has allowed municipalities to make this increase.
- Ed also reported he is considering ways private homeowners with automatic alarms in Kent could be more helpful in minimizing time on scene when the homeowner is not present and there is no cell or radio reception.
- Ed would like to order the sign the department voted to put up in support of MaryAnn's efforts with a membership drive as well as producing a lawn sign for membership drives.

*Treasurer's Report:* None

*Line Officer's Reports:* Tim reported;

- a KnoxBox was recently installed at Stuart Farm apartments on Maple Street Extension. See Apt. #3.
- he will soon be looking for a crew to perform dry hydrant maintenance around town since it was delayed by the COVID-19 shutdown.

*Ambulance Chief's Report:* MaryAnn reported that six (6) department AED's have been retired due to old age (no batteries, pads and/or service available). She is seeking grant writers and would appreciate any suggestions from members.

*Appointed Position Reports:* Ed agreed to look into HEPA filters for the firehouse HVAC system.

*Committee Reports:* Refreshment Committees are discontinued until further notice.

*Juniors:* None.

Meeting adjourned at 2132 hours.

Respectfully Submitted, John Russell, Secretary  
Kent Volunteer Fire Department,  
Inc.

*These are draft minutes and corrections may be made by the Kent Volunteer Fire Department, Inc. membership at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.*



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Monday, June 22, 2020 7:30PM  
Shelter in Place Video Conference Meeting

### Join our Zoom Meeting at:

<https://us02web.zoom.us/j/83269107874?pwd=SHlaWTY3ZWl1dCtiSWJweWRRNXdXQT09>

Meeting ID: 832 6910 7874

Password: 526499

One tap mobile

+16465588656,,83269107874#,,,,0#,,526499# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Attendees may join anytime after 1830 hours to socialize before the meeting

### Call to order

### Pledge of Allegiance

### Minutes of May 26, 2020 Executive Committee Meeting

### Public Comment

### Correspondence

### Membership: (Possible Executive Session)

### Old Business

Facilities Director

Birthday Express Update

### New Business

Fundraisers

Resumption of Department Meetings

### Chief's Report

### Line Officers

### Ambulance Chief

### Treasurer

### Appointed Positions

### Committee Reports

### Juniors

### Adjournment

## Kent Volunteer Fire Department, Inc.

### Executive Committee Meeting Minutes DRAFT

June 22, 2020 1930 hours Shelter-in-Place

Zoom Meeting

Chair: Caralee Rochovansky, President

Secretary Pro Tem: Caralee Rochovansky

In Attendance: Executive Committee Members: Sean Dingee, Bonnie Donzella, Tim Limbos, Caralee Rochovansky, John Russell, MaryAnn VanValkenburg Department Members: Kerri Cullip, Jean Speck Auxiliary: None General Public: None Quorum achieved at 1938 hours

Meeting called to order at 1938 hours.

Minutes: Jean S. reported she had forgotten to send out the minutes of the May 26th EC meeting so we had no minutes to vote on.

Public Comment: Bonnie D. made a **motion** to add Records Clerk to the agenda. Seconded by MaryAnn V. Discussion. Voting Yes: Sean D., Bonnie D., Tim L., Caralee R., John R., and MaryAnn V. **Motion Carried** Unanimously

Membership: Bonnie D. made a **motion** to extend the probationary period another 6 months for John Cirino. Seconded by Tim L. Discussion. Voting Yes: Sean D., Bonnie D., Tim L., Caralee R., John R., and MaryAnn V. **Motion Carried** Unanimously

Old Business: *Facilities Director*: The Facilities Director position was discussed and it was decided that the President will write out the 3 proposed positions and the associated job descriptions for the July 6th monthly meeting, sending them out around the same time the agenda goes out so members have advance time to think about changing the current job description.

*Birthday Express Update*: Bonnie D. reported on the social success of the Birthday Express, bringing happiness to children that are house-bound by the Covid-19 pandemic having done 16 birthday drive-bys, with currently one more scheduled for next Saturday. Bonnie D. also reported that the Chief had approved a town parade of department vehicles to be held on June 28th at 1 pm, Rain or Shine. The parade will take about an hour.

New Business: *Fundraisers*: Caralee reported that at the Special Monthly Meeting held June 6, 2020 the members voted to resume fundraisers. Scott H. is working on the Golf Tournament, our benefactor is still working on the Smoked Chicken Drive-by for perhaps Labor Day and Mary Ann suggested we try other methods to continue raising funds.

*Resumption of Department Meetings at the Firehouse*: Bonnie Donzella made a **motion** to come up with a plan to allow the department to move towards holding hybrid meetings. Seconded by Tim L. Lengthy Discussion. Jean S. and Tim L. will work on the technology to put into effect the method for those who do not wish to or can not return to the firehouse in the near future as well as work on the plan for a safe and hygienic environment for

those who want to meet at the firehouse in the near future. Voting Yes: Sean D., Bonnie D., Tim L., Caralee R., John R., and MaryAnn V. **Motion Carried** Unanimously

*Records Clerk:* Bonnie D. reported concern that the records on Image Trend are still not being kept up to date with training and activities not being entered and requests for records from several in the department having gone unheeded. Lengthy Discussion. Two members offered to take on the Records Clerk position if needed. It was decided that the President should talk to the current Records Clerk to determine what might be necessary to complete the required, overdue work.

Treasurer's Report:  
none

Chief's Report: none

Ambulance Chief's Report: Mary Ann reported Ambulance 2 repair costs were prohibitively high and that Ambulance 2 will remain out of service. Mary Ann V. also reported the ambulance schedule has many openings over the holiday weekend with so many on vacation and to remember that when a second call tones out we need to still respond as first responders even though we've currently no transport ambulance.

Line Officer's Reports: Lt. John R. reported there is an upcoming Arborist Rescue Course.

Appointed Position Reports: none

Committee Reports: *Boat Committee:* Caralee R. reported on the boat committee's progress and described the live Whaly Boat Demo held yesterday morning. Tim L. and John R. gave opinions on the worthiness and on demonstrated features of the boat.

Meeting adjourned at 2134  
hours.

Respectfully Submitted, Caralee  
Rochovansky, Secretary, Pro  
Tempore, President, Kent Volunteer  
Fire Department, Inc.

These are draft minutes and corrections may be made by the Kent Volunteer Fire Department, Inc. membership at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.





## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Tuesday May 26, 2020 7:30PM  
Shelter in Place Video Conference Meeting

### Join our Zoom Meeting at:

<https://us02web.zoom.us/j/85640081258?pwd=dTJmbkE3aFN6eWxPZWtIU0JCQk9KUT09>

Meeting ID: 856 4008 1258

Password: 386436

One tap mobile

+16465588656,,85640081258#,,1#,386436# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Attendees may join anytime after 1830 hours to socialize before the meeting

### Call to order

### Pledge of Allegiance

Minutes of April 27, 2020 Executive Committee Meeting

### Public Comment

### Correspondence

**Membership:** (Possible Executive Session), End of Probation Reviews, Prospective Members, Membership Review

### Old Business

Facilities Director Job Description

Town Capital Plan

Rear Building - Possible Roof Repairs

Birthday Express Update

### New Business

Nearby Resident Concerns

### Chief's Report

### Line Officers

### Ambulance Chief

### Treasurer

### Appointed Positions

### Committee Reports

### Juniors

### Adjournment



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Executive Committee Meeting Agenda  
Monday April 27, 2020 7:30PM  
Shelter in Place Video Conference Meeting

**Join our Zoom Meeting at:** <https://zoom.us/j/92411450234?pwd=RkFvdzRtbTZQdk9iSFpOYkhTMUFjUT09>

Meeting ID: 924 1145 0234

Password: 064218

One tap mobile

+16465588656,,92411450234#,,#064218# US (New York)

*Meeting will begin at 7:30 pm but meeting "room" will open at 7:00 PM*

**Call to order**

**Pledge of Allegiance**

**Minutes** of March 30, 2020 Special Executive Committee Meeting

**Public Comment**

**Correspondence**

**Membership:** (Possible Executive Session) & (End of Probation Review)

Prospective Members - Jennifer Zeigler, Shannon Lewis and Diane Impastato

**Old Business**

Facilities Director Job Description

Dues

Boat Committee

Town Capital Plan - Rescue Truck

**New Business**

Rear Building - Possible Roof Repairs

New Disinfectant Spray Unit

N 95 masks

Fit test & Questionnaire

**Chief's Report**

**Line Officers**

**Ambulance Chief**

**Treasurer**

**Appointed Positions**

**Committee Reports**

**Juniors**

**Adjournment**

KENT VOLUNTEER FIRE DEPARTMENT

# APRIL EXECUTIVE COMMITTEE MEETING MINUTES

04.27.2020 | 1930HRS | HELD VIRTUALLY VIA ZOOM DUE TO COVID19

## ATTENDEES

**MEMBERS:** K. Cullip, S. Dingee, B. Donzella, E. Epstein, G. Hock(arr@2005), T. Limbos (left @2159), E. Matson(arr@2019, left@2210), A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck (arr@1957), MA Van Valkenburg.

**GUESTS:** Shannon Lewis, Jennifer Ziegler, Wendy Murphy

Call to order @ 1939

**MOTION:** made by M. Petrone/B. Donzella **Accept the minutes of the March 30th meeting, with change noted:**

Discussion:

Voting yes: S. Dingee, B. Donzella, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by M. Petrone/B. Donzella **Add Finance Committee to the agenda.**

Discussion:

Voting yes: S. Dingee, B. Donzella, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by T. Limbos/S. Dingee **Add Online Training to the agenda.**

Discussion:

Voting yes: S. Dingee, B. Donzella, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by C. Rochovansky/MA Van Valkenburg **To table membership until the secretary arrives.**

Discussion:

Voting yes: S. Dingee, B. Donzella, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

**Public Comment** -none

**Correspondence** - none

## **Membership -**

**MOTION:** made by T. Limbos/A. Petrone **To recommend Shannon Lewis to the department as an Associate Emergency Member.**

Discussion:

Voting yes: S. Dingee, B. Donzella, G. Hock, T. Limbos, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by M. Petrone/B. Donzella **To recommend Jennifer Zeigler to the department as an Associate Emergency Member.**

Discussion:

Voting yes: S. Dingee, B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by C. Rochovansky/M. Petrone **To enter executive session at 2023 hours for a personnel issue.**

Discussion:

Voting yes: S. Dingee, B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by C. Rochovansky/M. Petrone **To exit executive session at 2042 hours.**

Discussion:

Voting yes: S. Dingee, B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

## **Old Business**

- **Facilities Job Description** - Ed and Caralee are still working on updating the job description.
- **Dues** - Discussion of status of members not up to date on dues.
- **Boat Committee** - Caralee read a note from Chair Matt Starr that he had not called a Boat Committee meeting recently because of the COVID19 pandemic.
- **Town Capital Plan - Rescue Truck** - discussion.

## **New Business**

- **Rear Building - possible roof repairs** - Ed reported that during a recent storm, there were three leaks in the new roof. He is trying to find out who the roofing contractor was to contact them.
- **New Disinfectant Spray Unit** - discussion of alternate way to disinfect using simple garden sprayer.
- **N95 masks** -
- **Fit test and Questionnaire** - Ed wanted to make sure the list of those who had been fit-tested was turned in to the Records Clerk so the information can be entered into Elite.
- **Online Training** - Tim and Audra are working on getting the FireRescue1 portal up.

- **Finance Committee** - Mike is interested in creating a finance committee to assist in helping the treasurer and bookkeeper improve the fiscal health of the department.

**MOTION:** made by M. Petrone/ J. Speck **To create a finance committee.**

Discussion: Discussion that committee appointments were the role of the president. Discussion.

Voting yes: M. Petrone

Voting no: S. Dingee, G. Hock, T. Limbos, C. Rochovansky, J. Russell.

Abstaining: B. Donzella, E. Matson, A. Petrone, J. Speck, MA Van Valkenburg.

**Motion failed**

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

- Birthday Express - wanted to make sure trucks being used are known
- Sprayer - adjustments are needed and he will be meeting with Eric & Matt.

#### **Line Officer's reports:**

- AC Hock:
  - Flow testing has been completed and hose testing scheduled for this Friday
- AAC Donzella
  - Follow up on Birthday Express - the firetruck visit to the Rundalls' was not part of the Birthday Express Program and Bonnie was unaware it took place. She is compiling a schedule of residents registered.

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

- Reported on updated dispatch screening questions.
- Reported on Unified Command meetings with the Town.
- Provided update on COVID19 response prep, PPE distributions

#### **Treasurer's Report -**

- Reported there is \$282.78 in the last remaining Webster Bank account and would like permission to close the account.

**MOTION:** made by G. Hock/M. Petrone **To close last Webster Bank account and move balance to operating account at Union Savings**

Voting yes: S. Dingee, B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

- Reported on other account balances:
  - Ambulance: \$52,944.92
  - Operating: \$11,649.48
  - Donations: \$68,212.34
  - Ambulance revenue: \$12,577.55
- Discussion of back building account
- Quickbooks - there is an issue with the current version 2015 data file and Quickbooks needs to repair the file in order to move the data to the 2020 version in order to retain the legacy data. The cost to repair the file is \$1200-\$1400.
- The department received a stimulus check for \$4,407.87 from Health & Human Services (federal government).

**Appointed positions - none**

**Committee reports -**

- **EMS Staffing** - Mary Ann attended the Board of finance meeting to discuss EMS staffing costs; answered the Board's questions.
- **Ball:** The Band is holding our deposit to save it for a future event.
- **Comedy Show** - they are doing the same with our deposit

**Juniors** - discussion of new members and re-appointments

**Meeting adjourned @ 2223**

---

RESPECTFULLY SUBMITTED,

Jean C. Speck, Secretary

*Note: These are draft minutes and corrections may be made at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections.*

**NEXT MEETING: MAY 26 @ 1930**



## KENT VOLUNTEER FIRE DEPARTMENT, INC.

28 Maple Street  
P.O. Box 355

KVFD Special Executive Committee Meeting Agenda  
Monday March 30, 2020 7:30PM  
Shelter in Place Video Conference Meeting

Join our Zoom Meeting at: <https://zoom.us/j/278790597?pwd=YnpjUHJFcWRFb2k2STZtb0hiQ25hZz09>

Meeting ID: 278 790 597  
Password: 817650

Call to order

Pledge of Allegiance

Minutes of  
February 26, 2020 Special Executive Committee Meeting

Public Comment

Correspondence

Membership: (Possible Executive Session) & (End of Probation Review)

Old Business

New Business  
Suspension of Fundraisers  
Facilities Director Job Description  
Thinking & Working Out of the Box  
Lawn Care Contract for 2020

Chief's Report

Line Officers

Ambulance Chief

Treasurer

Appointed Positions

Committee Reports

Juniors

Adjournment

# MARCH 30 SPECIAL EC MEETING DRAFT MINUTES

03302020 | 1930HRS | HELD VIRTUALLY VIA ZOOM DUE TO COVID19

## ATTENDEES

**EC MEMBERS:** B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck, MA Van Valkenburg.

**OTHER MEMBERS & GUESTS:** K. Cullip, A. Gawel

**Call to order @ 1946**

## Minutes of February 26, 2020 Special Executive Committee Meeting

**MOTION:** made by J. Speck/2nd B. Donzella **Accept the minutes of February 26, 2020 Special Executive Committee Meeting.**

Discussion:

Voting yes: B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck.

Voting no:

Abstaining:

**Motion passed**

**Public Comment - none**

**Membership - none**

**Old Business- none**

## New Business

### *Suspension of fundraisers*

- Discussion about postponing comedy event and Firemen's Ball; discussion of contacting the Board of Selectmen to discuss possible use of their "rainy day" fund.

**MOTION:** made by T. Limbos/2nd MA Van Valkenburg **Recommend to the membership to cancel all fundraising events for the year in light of the current COVID pandemic.**

Discussion:

Voting yes: B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

### *Facilities Director job description*

Caralee suggested parsing out the duties spelled out in the current job description for the facilities coordinator. Caralee & Ed will draft two job descriptions.

### *Thinking & working outside of the box*

Caralee reminded the EC that in the current pandemic situation, we should all start thinking outside the box for training and continuing operations.



### *Lawn Care Contract for 2020*

**MOTION:** made by G. Hock/2nd M. Petrone **Lawn care to stay with Heddon.**

Discussion:

Voting yes: B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

### **Fire Chief report -**

- Chief reported no major calls this month;
- he is working on moving some tables into the weight room to put old, expired PPE suits on the tables for members to take;
- he has a document from Torrington Fire Department and will make some copies to leave at the firehouse;
- discussion about email chief sent out with contradicting process for the N95 testing - he clarified that the process is still the same.
- Chief mentioned Torrington FD is using Level 1 PPE for all calls (gloves and eye protection).

### **Line officer reports -**

- Discussion of Fire Rescue/EMS1 training platform

### **Ambulance Chief report -**

- Chief reported on PPE preparations and staffing shortages related to COVID19. Discussion about PPE availability and storage for masks (should be stored in paper bag and not ziplock bags). Mary Ann will get paper bags for members.
- Bonnie has reached out to all member responders and they have reached out to mutual aid about their staffing levels.
- Chief attended a Litchfield County Coordinators meeting where staffing was discussed.
- Voiced frustration over lack of coordinated effort for COVID19 response planning within KVFD.

### **Treasurer's report**

- Mike has been working on cleaning up accounts, updating quickbooks to the new version
- Wants to add limited access for Bookkeeper to Union Savings online banking.

*T. Limbos left meeting*

**MOTION:** made by M. Petrone/2nd M. Petrone **Recommend to the membership for the Bookkeeper to have read only access to Union Savings online banking.**

Discussion:

Voting yes: B. Donzella, G. Hock, T. Limbos, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Russell, MA Van Valkenburg.

Voting no:

Abstaining: J. Speck

**Motion passed**

### **Appointed positions - none**

### **Committee Reports**

#### **EMS Staffing:**

- MA Van Valkenburg reported that the committee heard from BoS that they would like to see a more detailed plan of all costs involved.
- E. Matson reported that selectman Chris Garrity wanted to see a more detailed plan of what makes up the \$216,000 proposal to the BoS. Ed also wanted the committee to consider the possibility of splitting off the ambulance service from the fire department. Discussion of the future of EMS in Kent.

*J. Russell left meeting*

**MOTION:** made by B. Donzella/2nd J. Speck **recommend to the Dept to allow staffing committee to begin preliminary negotiations with staffing companies.**

Discussion:

Voting yes: B. Donzella, E. Matson, A. Petrone, M. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg.

Voting no: G. Hock

Abstaining:

**Motion passed**

**Meeting adjourned @2248**

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RESPECTFULLY SUBMITTED,

Jean C. Speck, Secretary

Note: *These are draft minutes and corrections may be made at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections.*



**Kent Volunteer Fire Department**  
**Special Executive Committee Meeting Agenda**  
Kent Firehouse 28 Maple Street, Kent, Connecticut  
Wednesday, February 26, 2020 | 7:30p Main Meeting Room

**Call to Order**

**Pledge of Allegiance**

**Minutes of previous meeting**

**Public Comment**

**Membership (possible executive session)**

**Old Business**

Department Capital Plan

Boat Update

Town's Capital Plan

Whistle Blower Policy

Conflict of Interest Forms

Appointed PositionsAppointments

**New Business**

**Fire Chief Report**

**Ambulance Chiefs Report**

**Line Officer Reports**

**Adjournment**

# FEBRUARY 26 SPECIAL EC MEETING DRAFT MINUTES

02262020 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**EC MEMBERS:** B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

**OTHER MEMBERS & GUESTS:** Henry Bietz

**Call to order @ 1934**

## Public Comment

### Membership

**MOTION:** made by B. Donzella/2nd T. Limbos **Enter into executive session to discuss emergency and non-emergency status.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by B. Donzella/2nd T. Limbos **Exit executive session.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

Abstaining:

**Motion passed**

-interviewed prospective auxiliary member Henry Bietz

**MOTION:** made by E. Matson/2nd T. Limbos **Recommend to the membership approval of Henry Bietz as an auxiliary member, pending outcome of background check.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by T. Limbos/2nd B. Donzella **Enter into executive session to discuss emergency and non-emergency status.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

Abstaining:

**Motion passed**

**MOTION:** made by T. Limbos/2nd J. Speck **Exit executive session.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

Abstaining:

**Motion passed**

## Old Business

- **Department Capital Plan** - discussion on the Capital Plan that was started in 2018, and focused on how to fund those projects. Discussion led to what current outstanding debt the department has.  
**MOTION:** made by MA VanValkenburg/2nd A. Petrone **Recommend to the membership to pay off the balance due for the roof loan out of the back building account.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, MA Van Valkenburg

Voting no:

Abstaining: J. Speck

**Motion passed**

**MOTION:** made by B. Donzella/2nd T. Limbos **Recommend to the membership to take 50% of the 2019 prior accumulated revenue and put it into a withdrawable CD.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, MA Van Valkenburg

Voting no:

Abstaining: J. Speck

**Motion passed**

- **Boat update** - chair M. Starr could not attend but submitted a written report (attached)
- **Town Capital Plan** - discussion about next steps to restore capital request with the Town - the president and chief will attend the next board of finance meeting to request
- **Whistleblower Policy** - draft policy was reviewed and discussed. Some recommended changes from attorney Andrea Asman were discussed. Members requested more time to digest the document presented.
- **Conflict of Interest Forms** - forms were reviewed.
- **Appointed positions/appointments** -  
**MOTION:** made by C. Rochovansky/2nd J. Speck **Appoint Bonnie Donzella to the position of Financial Secretary.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

Abstaining:

**Motion passed**

The president notified the EC that Mary Gawel stepped down as Records Clerk.

**MOTION:** made by C. Rochovansky/2nd T. Limbos **Appoint Jeremy Matson to the position of Records Clerk.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

*Abstaining:*

**Motion passed**

C. Rochovansky stepped down as Auxiliary Coordinator.

**MOTION:** made by B. Donzella/2nd T. Limbos **Appoint Mary An Van Valkenburg to the position of Auxiliary Coordinator.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

*Abstaining:*

**Motion passed**

**MOTION:** made by C. Rochovansky/2nd J. Speck **Appoint Ed Tuz to the Juniors Advisory Board.**

Discussion:

Voting yes: B. Donzella, T. Limbos, E. Matson, A. Petrone, C. Rochovansky, J. Speck, MA Van Valkenburg

Voting no:

*Abstaining:*

**Motion passed**

**New Business - none**

**Fire Chief report** - Chief reported it's been quiet, has been sending out thank you's to firemen who come on calls.

**Ambulance Chief report** - Ambulance chief thanked members for assisting on various calls. Attended the POC meeting and a new chair was appointed. Updated members on COVID-19; discussion regarding some pre-planning and coordination.

**Line officer reports -**

- AC Limbos reported on a meeting with Sloane Stanley regarding pre-planning and KnoxBox installation.
- AAC Donzella reported Alex Limbos has been appointed EMS Supply officer, and Jeremy Matson will be checking on expiration dates and battery charging, also reminded members that they are still responsible for checking equipment and supplies after every call and to contact Alex at [emssupplies@kentfire.org](mailto:emssupplies@kentfire.org) with supply needs.

**Meeting adjourned @2140**

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RESPECTFULLY SUBMITTED,

Jean C. Speck, Secretary

Note: *These are draft minutes and corrections may be made at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections.*



Kent Secretary &lt;secretary@kentfire.org&gt;

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## Boat Report

1 message

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**MATHEW STARR** <mstarr03@snet.net>

Wed, Feb 26, 2020 at 7:21 PM

To: Secretary &lt;secretary@kentfire.org&gt;

Cc: Kent President &lt;president@kentfire.org&gt;, Kent Fire Chief FD &lt;kent1@kentfire.org&gt;, Eric Epstein &lt;ewepstein@charter.net&gt;, Kent Five &lt;kent5@kentfire.org&gt;

Jean,

Sorry but don't think I can make the meeting tonight but wanted to update the EC on the Boat Committee status.

### BOAT COMMITTEE REPORT

January -

- \* The Committee met and unfortunately did not have the actual bid documents as they were missing but unanimously came up with a proposal for the membership at the Feb membership meeting.

- \* After the Jan committee meeting prior to the Feb membership meeting the Chief found the missing documents and I reviewed and discovered an error in the information on the spreadsheets and bid compliance sheet that the Sonar was not included in the proposal the committee had approved.

Feb -

- \* At the Feb meeting I discussed the proposal the committee had chosen, and the error in the missing cost of the sonar. During the meeting Gary Hock expressed concern over the boat weight rating and matter was tabled.

- \* Committee met in Feb and Gary Hock, Tim Limbos and Wendell Soule also attended. Tim provided some more documents regarding the One boat load rating the rescue one hull patching information. Tim and Gary made it very clear they needed higher load rating that the One Boat does not provide and that the Rescue One boat is very close and may not provide as well. Wendell spoke about dive team rescues and that for the most part all he had attended were shore based. He also stated he liked the "First Boat better" referring to the rescue one boat. The committee then agreed to look at other possible boats to meet the new requirements the two assistant chiefs are looking for.

- \* I met with the Fire Chief and discussed everything that had transpired and I think it went well, he agreed we should keep looking for a boat that meets the requirements and everyone will be happy with.

- \* Since that time Caralee and Eric have forwarded some information on other boat builders, I have also found some used boats, and just today another company that is used in Connecticut and new England for dive support operations.

- \* Hope to schedule a meeting in the near future.

Thank You

Mathew Starr  
Boat Chair

\*



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

28 Maple Street  
P.O. Box 355

### **KVFD Regular Executive Committee Meeting Agenda**

Monday February 24, 2020 | 7:30p

Kent Firehouse

- **Call to Order**
- **Pledge of Allegiance**
- **Minutes of previous meeting**
- **Public Comment**
- **Membership (possible executive session)**
- **Old Business**
  - Department Capital Plan
- **New Business**
- **Fire Chief Report**
- **Ambulance Chiefs Report**
- **Line Officer Reports**
- **Adjournment**





Kent Volunteer Fire Department, Inc.

Thursday

FEBRUARY 06, 2020 KENT FIREHOUSE 1930 HOURS

## DATE CORRECTION

# Special Executive Committee Meeting

## Agenda

## DATE CORRECTION - THURSDAY THE 6TH NOT THE 9TH

KVFD Special Executive Committee Meeting

Thursday , February 06, 2020

7:30 PM

28 Maple Street Firehouse

Officer's Room

Call to Order

Pledge of Allegiance

Minutes of the January 30, 2020 Special EC Meeting

Public Comment on the topic

### Old Business

#### 1. Budget

Department Capital Plan

Adjournment

KENT VOLUNTEER FIRE DEPARTMENT

# FEBRUARY SPECIAL EC MEETING DRAFT MINUTES

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02062020 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**EC MEMBERS:** G. Hock, T. Limbos (arr.@2030, left@2115), A. Petrone, C. Rochovansky, J. Russell (arr.@2100, left@2140), J. Speck, E. Tuz, MA Van Valkenburg

**OTHER MEMBERS & GUESTS:** none

## Call to order @ 2015

**2020 Budget** - Discussion. After analysis and trimming, there was consensus to use 2019 prior accumulated revenue to present a balanced draft budget to the membership for consideration. *(attached to these minutes)*

**MOTION:** made by G. Hock/E. Tuz **Recommend to the membership using the FY2019 prior accumulated revenue to present a balanced draft FY2020 budget for consideration.**

Discussion:

Voting yes: G. Hock, A. Petrone, C. Rochovansky, , E. Tuz, MA Van Valkenburg

Voting no:

Abstaining: J. Speck

**Motion passed**

## Meeting adjourned @2200

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RESPECTFULLY SUBMITTED,

Jean C. Speck, Secretary

Note: *These are draft minutes and corrections may be made at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections.*

5:08 PM

02/09/20

Cash Basis

**Kent Volunteer Fire Department, Inc.**  
**President & Treasurer's 2020 DRAFT Budget/Yearly Comparison**  
 Showing January - December 2019 & 2020 Actuals vs Budget

	Jan - Dec 19	Budget	Jan - Dec 20	Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5000-01 · Contributions				
5001-01 · Willed	3,000.00		0.00	0.00
5001-02 · In memory of	3,511.18		195.00	0.00
5001-03 · General contributions	22,748.93		2,525.00	22,000.00
5001-04 · Contribution for Services				
5001-4a · Regatta Ambulance Stand Bys	2,600.00		0.00	0.00
5001-4b · Horse Show Ambulance Stand Bys	850.00		0.00	0.00
5001-4c · Marathon Stand Bys	525.00		0.00	
5001-4d · Mtn .Bike Race Stand Bys	0.00		0.00	0.00
5001-4e · CPR Classes	1,190.00		0.00	
5001-04 · Contribution for Services - Other	2,253.40		0.00	7,000.00
Total 5001-04 · Contribution for Services	7,418.40		0.00	7,000.00
5000-01 · Contributions - Other	0.00	40,000.00	0.00	
Total 5000-01 · Contributions	36,678.51	40,000.00	2,720.00	29,000.00
5000-02 · Grants (All Grants)				
5002-01 · Grants - Town	128,500.00		0.00	86,500.00
5002-03 · Grant reimbursement / St. of CT	0.00		0.00	0.00
5000-02 · Grants (All Grants) - Other	0.00	86,500.00	0.00	
Total 5000-02 · Grants (All Grants)	128,500.00	86,500.00	0.00	86,500.00
5000-03 · Ambulance Billing Collections	4,547.92	1,500.00	504.66	3,000.00
5000-04 · Ambulance Billing Revenue	181,089.69	145,000.00	17,988.65	176,000.00
5000-05 · Special Event Gross Income				
5005-01 · Ball				
5005-1a · Set up tips	58.40		0.00	60.00
5005-1b · Theme basket / donors	0.00		0.00	0.00
5005-1c · Invitation donation	22,792.07		0.00	22,000.00
5005-1d · Raffle tix sales / theme basket	771.00		0.00	1,500.00
5005-1e · Ball ticket sales	7,520.00		0.00	8,000.00
5005-1f · 50 / 50 game	0.00		0.00	700.00
5005-1g · Balloon wall	720.00		0.00	
Total 5005-01 · Ball	31,861.47		0.00	32,260.00
5005-03 · Ice watch	570.00		0.00	400.00

5:08 PM

02/09/20

Cash Basis

**Kent Volunteer Fire Department, Inc.**  
**President & Treasurer's 2020 DRAFT Budget/Yearly Comparison**  
 Showing January - December 2019 & 2020 Actuals vs Budget

	Jan - Dec 19	Budget	Jan - Dec 20	Budget
<b>5005-04 · Golf Tournament</b>				
5005-4a · Tee Sponsor	0.00		0.00	400.00
5005-4b · Entry fees	19,800.00		0.00	20,000.00
5005-4c · Sponsor	3,800.00		0.00	10,000.00
5005-4d · Golf donation	2,000.00		0.00	2,000.00
5005-4f · Raffle	2,430.00		0.00	2,500.00
5005-04 · Golf Tournament - Other	0.00		0.00	0.00
<b>Total 5005-04 · Golf Tournament</b>	<b>28,030.00</b>		<b>0.00</b>	<b>34,900.00</b>
<b>5005-07 · Pancake Breakfast</b>	<b>1,403.00</b>		<b>298.00</b>	<b>4,800.00</b>
<b>5005-10 · Fund Letter</b>	<b>5,197.42</b>		<b>52.07</b>	<b>20,000.00</b>
<b>5005-11 · Santa's Express</b>	<b>0.00</b>		<b>0.00</b>	<b>500.00</b>
<b>5005-12 · Comedy Night</b>	<b>3,841.00</b>		<b>0.00</b>	<b>2,000.00</b>
<b>5005-13 · Craft Fair</b>	<b>735.00</b>		<b>0.00</b>	<b>700.00</b>
<b>5000-05 · Special Event Gross Income - Other</b>	<b>0.00</b>	<b>55,000.00</b>	<b>0.00</b>	
<b>Total 5000-05 · Special Event Gross Income</b>	<b>71,637.89</b>	<b>55,000.00</b>	<b>350.07</b>	<b>95,560.00</b>
<b>5000-06 · Other Income</b>				
5006-01 · Interest income	69.81		7.89	20.00
<b>5006-02 · Members</b>				
5006-2a · Membership dues	390.00		290.00	440.00
5006-2e · Member application fee	20.00		0.00	30.00
5006-2g · License plates / stickers	0.00		0.00	50.00
5006-2h · KVFD Apparel	0.00		0.00	200.00
5006-2i · Juniors Application Fee	0.00		0.00	50.00
<b>Total 5006-02 · Members</b>	<b>410.00</b>		<b>290.00</b>	<b>770.00</b>
<b>5006-03 · Miscellaneous Income</b>				
5006-3c · Misc income	0.00		0.00	2,000.00
5006-3d · Sale of Equipment	0.00		0.00	5,000.00
5006-3h · Refunds	50.71		0.00	0.00
5006-3i · Reversal bank service chgs	0.00		0.00	0.00
5006-3l · Lease of Parking Lot	900.00		0.00	0.00
5006-3m · Reimbursements	0.00		0.00	0.00
<b>5006-03 · Miscellaneous Income - Other</b>	<b>2,864.94</b>		<b>0.00</b>	<b>0.00</b>
<b>Total 5006-03 · Miscellaneous Income</b>	<b>3,815.65</b>		<b>0.00</b>	<b>7,000.00</b>
<b>5006-04 · Insurance claim payments</b>	<b>84,364.00</b>		<b>0.00</b>	
<b>5000-06 · Other Income - Other</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	
<b>Total 5000-06 · Other Income</b>	<b>88,659.46</b>	<b>2,000.00</b>	<b>297.89</b>	<b>7,790.00</b>

5:08 PM

02/09/20

Cash Basis

**Kent Volunteer Fire Department, Inc.**  
**President & Treasurer's 2020 DRAFT Budget/Yearly Comparison**  
 Showing January - December 2019 & 2020 Actuals vs Budget

	Jan - Dec 19	Budget	Jan - Dec 20	Budget
5000-07 · Investment Income				
5007-02 · Unrealized Gain/Loss	-10,423.27		0.00	
5007-03 · Dividend Income	3,815.52		0.00	
Total 5000-07 · Investment Income	-6,607.75		0.00	
Total Income	504,505.72	330,000.00	21,861.27	397,850.00
Gross Profit	504,505.72	330,000.00	21,861.27	397,850.00
Expense				
6000-01 · Supplies				
6001-01 · General cleaning supplies	76.73		29.76	100.00
6001-02 · Vehicle cleaning supplies	91.90		0.00	100.00
6001-03 · General building supplies	311.32		68.97	400.00
6001-04 · Vehicle supplies	229.63		134.32	200.00
6001-05 · Kitchen supplies / equipment	421.89		0.00	400.00
6001-06 · Fire supplies / non reusable	1,011.76		0.00	1,000.00
6001-07 · Small tools	90.39		0.00	100.00
6000-01 · Supplies - Other	0.00	2,000.00	0.00	
Total 6000-01 · Supplies	2,233.62	2,000.00	233.05	2,300.00
6000-02 · Equipment & Vehicle Maintenance				
6002-01 · Fixed Equipment/Maint & Repair				
6002-1a · Generator - Cummins	736.24		0.00	800.00
6002-1b · Air compressor / Building	0.00		0.00	500.00
6002-1c · Air compressor / SCBA	1,055.80		0.00	1,700.00
6002-01 · Fixed Equipment/Maint & Repair - Other	1,709.65		0.00	0.00
Total 6002-01 · Fixed Equipment/Maint & Repair	3,501.69		0.00	3,000.00
6002-02 · Vehicle Maintenance & Repairs				
6002-2 · Field Service Charge	250.00		67.50	
6002-2a · Ambulance #2	3,361.43		110.40	1,000.00
6002-2b · Engine 1 - 1991 Mack engine	8,589.02		0.00	4,000.00
6002-2d · 4'0 1998 Chevy Brush	0.00		142.72	500.00
6002-2f · Engine 6 - 1981 Grumman pumper	350.00		6,486.52	2,000.00
6002-2h · Rescue 8 - 2002 Intern. Rescue	7,258.68		254.75	2,500.00
6002-2i · Gator John Deere	249.98		0.00	250.00
6002-2j · 1929 Seagrave	30.69		0.00	
6002-2m · Tire replacement	0.00		0.00	10,000.00
6002-2n · Boat / trailer	0.00		0.00	50.00
6002-2q · Engine 2	7,579.34		1,488.00	7,000.00
6002-2r · Brush 2014	10.59		0.00	1,000.00
6002-2s · T-1 Ladder Truck	10,486.13		3,112.31	10,000.00
6002-2t · Ambulance #1	3,670.19		128.20	3,000.00

**Kent Volunteer Fire Department, Inc.**  
**President & Treasurer's 2020 DRAFT Budget/Yearly Comparison**  
**Showing January - December 2019 & 2020 Actuals vs Budget**

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget
6002-2x · Undercoating Vehicles	0.00		0.00	1,000.00
6002-02 · Vehicle Maintenance & Repairs - Other	1,189.22		60.55	
<b>Total 6002-02 · Vehicle Maintenance &amp; Repairs</b>	<b>43,025.27</b>		<b>11,850.95</b>	<b>42,300.00</b>
<b>6002-03 · Equipment Repairs &amp; Maintenance</b>				
6002-3a · Hurst tool	0.00		0.00	400.00
6002-3b · Air packs	2,647.26		586.35	1,000.00
6002-3c · Hose testing	3,448.95		0.00	3,500.00
6002-3d · Ladder Inspections	120.00		0.00	400.00
6002-3e · Fit test machine	0.00		0.00	100.00
6002-3f · MSA Gas Metering	808.22		0.00	500.00
6002-3i · Fire extinguisher service	490.95		0.00	1,000.00
6002-3j · Portable equip.repairs	0.00		0.00	600.00
6002-3k · Turnout Gear Cleaning & Repair	25.73		0.00	200.00
6002-3l · Stryker Equipment	1,699.88		1,028.40	3,000.00
6002-03 · Equipment Repairs & Maintenance - Other	615.90		0.00	
<b>Total 6002-03 · Equipment Repairs &amp; Maintenance</b>	<b>9,856.89</b>		<b>1,614.75</b>	<b>10,700.00</b>
6000-02 · Equipment & Vehicle Maintenance - Other	684.36	54,000.00	61.75	
<b>Total 6000-02 · Equipment &amp; Vehicle Maintenance</b>	<b>57,068.21</b>	<b>54,000.00</b>	<b>13,527.45</b>	<b>56,000.00</b>
<b>6000-03 · Members - Training &amp; Education</b>				
6003-01 · Training & Education				
6003-1b · EMS & Fire Prevention Week	0.00		0.00	750.00
6003-1e · EMT / EMR Continuing Education	1,225.00		0.00	2,000.00
6003-1f · CPR Recertification Cards	400.00		0.00	200.00
6003-1g · FF I or FF II Class	0.00		0.00	4,500.00
6003-1i · Misc. training classes	1,410.00		1,049.00	1,500.00
6003-1j · Rural strategy & tactics	150.00		0.00	
6003-1m · EMS Conference	325.00		0.00	2,000.00
6003-1p · Training supplies	215.78		0.00	
6003-01 · Training & Education - Other	0.00		0.00	0.00
<b>Total 6003-01 · Training &amp; Education</b>	<b>3,725.78</b>		<b>1,049.00</b>	<b>10,950.00</b>

5:08 PM

02/09/20

Cash Basis

**Kent Volunteer Fire Department, Inc.**  
**President & Treasurer's 2020 DRAFT Budget/Yearly Comparison**  
**Showing January - December 2019 & 2020 Actuals vs Budget**

	Jan - Dec 19	Budget	Jan - Dec 20	Budget
<b>6003-02 · Food &amp; Beverage Expenses</b>				
6003-2a · New Milford Area Fire Chiefs	161.19		0.00	
6003-2b · Work detail / drills / misc.	165.25		61.46	150.00
6003-2c · Monthly meeting	243.26		15.18	250.00
6003-2d · Kitchen stock	298.58		0.00	300.00
6003-2e · Workroom beverage bar (non Al)	0.00		0.00	0.00
6003-2i · Halloween open house	0.00		0.00	100.00
6003-2j · Stuff a Truck	0.00		0.00	0.00
6003-2l · EMS Week / Open House	24.00		0.00	250.00
6003-2m · Christmas Party	-47.68		0.00	0.00
6003-2n · Incident Expenses	324.86		0.00	
6003-2p · Parade of Lights	0.00		0.00	500.00
6003-2r · Pallet of Water	327.60		0.00	700.00
<b>Total 6003-02 · Food &amp; Beverage Expenses</b>	<b>1,497.06</b>		<b>76.64</b>	<b>2,250.00</b>
6003-2q · Department Physical Policy Reim	100.00		0.00	1,500.00
6000-03 · Members - Training & Education - Other	140.95	8,000.00	0.00	
<b>Total 6000-03 · Members - Training &amp; Education</b>	<b>5,463.79</b>	<b>8,000.00</b>	<b>1,125.64</b>	<b>14,700.00</b>
<b>6000-04 · Members - Stipends</b>				
6004-01 · Stipends	66,951.20		5,640.00	73,300.00
6004-02 · Stipend Accounting Services	1,671.30		820.60	1,700.00
6000-04 · Members - Stipends - Other	3,910.00	75,000.00	3,400.00	
<b>Total 6000-04 · Members - Stipends</b>	<b>72,532.50</b>	<b>75,000.00</b>	<b>9,860.60</b>	<b>75,000.00</b>
<b>6000-05 · Members -Recruitment&amp;Retention</b>				
6005-02 · License check	0.00		0.00	100.00
6005-03 · Incident expense	264.26		0.00	400.00
6005-04 · Uniforms	450.00		0.00	600.00
6005-06 · Physicals	278.50		0.00	
6005-09 · Cemetery graveside flags / flag	1,889.55		0.00	
6000-05 · Members -Recruitment&Retention - Other	4.99		7.03	
<b>Total 6000-05 · Members -Recruitment&amp;Retention</b>	<b>2,887.30</b>		<b>7.03</b>	<b>1,100.00</b>
<b>6000-06 · Communications Supplies &amp; Maint</b>				
6006-01 · Pager Repairs	619.55		0.00	1,000.00
6006-02 · Communication Supplies	964.11	1,000.00	34.17	1,000.00
6006-03 · Communication Installations	0.00		0.00	500.00
6006-04 · Communication Repairs	0.00		0.00	800.00
6006-05 · Radio Repairs	0.00		0.00	2,000.00
<b>Total 6000-06 · Communications Supplies &amp; Maint</b>	<b>1,583.66</b>	<b>1,000.00</b>	<b>34.17</b>	<b>5,300.00</b>

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget
<b>6000-07 · Medical Supplies</b>				
<b>6007-01 · Oxygen</b>				
6007-1a · Oxygen Bottle Rental Fees	842.15		269.36	1,500.00
6007-01 · Oxygen - Other	618.96		12.12	
<b>Total 6007-01 · Oxygen</b>	1,461.11		281.48	1,500.00
<b>6007-02 · Medical Supplies General</b>	3,596.91		504.34	10,500.00
6007-2a · Dated Replacements	1,521.48		0.00	500.00
6000-07 · Medical Supplies - Other	1,394.60	10,000.00	0.00	
<b>Total 6000-07 · Medical Supplies</b>	7,974.10	10,000.00	785.82	12,500.00
<b>6000-08 · Insurance</b>				
6008-01 · Accident & Sickness - VFIS	2,640.00		0.00	
6008-02 · Commercial Excess	11,314.00		2,639.00	
6008-03 · Auto	7,724.00		7,723.00	0.00
6008-04 · Package	0.00		11,310.00	0.00
6000-08 · Insurance - Other	0.00	44,000.00	0.00	43,000.00
<b>Total 6000-08 · Insurance</b>	21,678.00	44,000.00	21,672.00	43,000.00
<b>6000-09 · Building &amp; Grounds Repair/Maint</b>				
<b>6009-01 · Grounds &amp; Garden Keeping</b>				
6009-1a · Lawn Maintenance Contract	3,125.00		0.00	3,500.00
6009-1e · Garden Mulch	0.00		0.00	0.00
6009-1f · Flower Plantings	0.00		0.00	0.00
6009-01 · Grounds & Garden Keeping - Other	0.00		0.00	0.00
<b>Total 6009-01 · Grounds &amp; Garden Keeping</b>	3,125.00		0.00	3,500.00
6009-03 · Ambulance Barn	0.00		0.00	50.00
6009-04 · Kitchen fire supp. inspection	203.25		0.00	250.00
<b>6009-05 · General Building Repairs</b>				
6009-5a · General Building Repairs	1,744.19		0.00	100.00
6009-5b · Building Service Contracts				
6009-51 · Cleaning Service	0.00		0.00	8,000.00
6009-52 · Kitchen Ansul Service	203.25		0.00	250.00
6009-5b · Building Service Contracts - Other	481.00		0.00	300.00
<b>Total 6009-5b · Building Service Contracts</b>	684.25		0.00	8,550.00
6009-05 · General Building Repairs - Other	0.00		0.00	0.00
<b>Total 6009-05 · General Building Repairs</b>	2,428.44		0.00	8,650.00



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<b>6009-06 · Kitchen</b>				
6009-6b · Commercial Refrigeration Rep/Ma	0.00		0.00	0.00
6009-6g · Grease Trap Repairs/Maint	0.00		0.00	125.00
6009-06 · Kitchen - Other	0.00		0.00	0.00
<b>Total 6009-06 · Kitchen</b>	0.00		0.00	125.00
<b>6009-07 · Cleaning service</b>	7,800.00		900.00	
<b>6009-09 · Heating &amp; AC service</b>	0.00		0.00	150.00
<b>6000-09 · Building &amp; Grounds Repair/Maint - Other</b>	0.00	16,000.00	0.00	
<b>Total 6000-09 · Building &amp; Grounds Repair/Maint</b>	13,556.69	16,000.00	900.00	12,725.00
<b>6000-10 · Utilities</b>				
6010-01 · Heat	11,492.18		2,832.75	10,000.00
6010-02 · Water	1,943.45		453.35	1,600.00
6010-03 · Electric	16,647.73		3,996.97	17,000.00
6010-04 · Security monitoring	700.00		480.00	700.00
6010-05 · Sewer	554.10		135.60	550.00
6010-06 · Energy Efficient Lighting Lease	0.00		0.00	8,862.00
6010-07 · Telephone	2,269.64		397.00	2,500.00
6010-08 · Annual H2O backflow test	339.00		0.00	400.00
6010-09 · Garbage removal	520.20		48.30	610.00
6010-10 · Internet service	3,369.01		278.62	3,500.00
6000-10 · Utilities - Other	0.00	35,000.00	0.00	
<b>Total 6000-10 · Utilities</b>	37,835.31	35,000.00	8,622.59	45,722.00
<b>6000-11 · Office Expenses/Supplies</b>				
6011-01 · Printing	465.00		0.00	
6011-02 · Gen. office supplies / postage	2,192.61		30.50	2,000.00
6011-03 · Check Orders	0.00		0.00	0.00
6000-11 · Office Expenses/Supplies - Other	0.00	2,000.00	0.00	
<b>Total 6000-11 · Office Expenses/Supplies</b>	2,657.61	2,000.00	30.50	2,000.00
<b>6000-12 · Computer Software &amp; Technology</b>				
6012-01 · Software	5,789.87		0.00	1,300.00
6012-02 · Maintenance	0.00		0.00	6,000.00
6012-03 · Computer Equipment	2,256.43		0.00	6,600.00
6012-04 · Web site	405.72		129.99	600.00
6000-12 · Computer Software & Technology - Other	500.00	9,000.00	0.00	
<b>Total 6000-12 · Computer Software &amp; Technology</b>	8,952.02	9,000.00	129.99	14,500.00

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<b>6000-13 · Accounting &amp; Legal</b>				
6013-01 · Audit Expenses	12,900.00		3,500.00	13,000.00
6013-02 · Legal Fees	0.00		174.00	2,000.00
6013-05 · Bookkeeper	0.00		0.00	20,000.00
6000-13 · Accounting & Legal - Other	0.00	13,000.00	0.00	
<b>Total 6000-13 · Accounting &amp; Legal</b>	<b>12,900.00</b>	<b>13,000.00</b>	<b>3,674.00</b>	<b>35,000.00</b>
<b>6000-14 · Ambulance Billing/Medic Expense</b>				
6014-01 · (NDP) Northern Dutchess Par.	7,800.00		1,800.00	7,000.00
6014-02 · EMMS Billing Comp.	11,161.26		859.76	12,000.00
6014-03 · Patient refunds	305.17		0.00	0.00
6014-04 · Medic Expense Town of Kent	7,519.23		0.00	7,500.00
6000-14 · Ambulance Billing/Medic Expense - Other	0.00	25,000.00	0.00	
<b>Total 6000-14 · Ambulance Billing/Medic Expense</b>	<b>26,785.66</b>	<b>25,000.00</b>	<b>2,659.76</b>	<b>26,500.00</b>
<b>6000-15 · Vehicle Fuel</b>	<b>2,762.43</b>	<b>4,000.00</b>	<b>0.00</b>	<b>3,000.00</b>
<b>6000-16 · Other Expenses</b>				
6016-01 · Flowers & Awards				
6016-1a · Member flowers	160.00		0.00	150.00
<b>Total 6016-01 · Flowers &amp; Awards</b>	<b>160.00</b>		<b>0.00</b>	<b>150.00</b>
<b>6016-02 · Dues &amp; Subscriptions</b>				
6016-2b · CPMA	0.00		0.00	35.00
6016-2c · New Milford Area Fire Chiefs	300.00		0.00	300.00
6016-2d · Boy Scouts Charter	480.00		0.00	480.00
6016-2e · Magazine Subscriptions	0.00		0.00	100.00
6016-2g · CT State Firefighter's Assoc.	80.00		0.00	80.00
6016-2h · National Volunteer Fire Council	59.00		0.00	59.00
6016-02 · Dues & Subscriptions - Other	170.00		135.00	480.00
<b>Total 6016-02 · Dues &amp; Subscriptions</b>	<b>1,089.00</b>		<b>135.00</b>	<b>1,534.00</b>
<b>6016-03 · Permits &amp; Fees</b>				
6016-3a · Vehicle regs.	19.00		0.00	40.00
6016-3b · State of CT	150.00		0.00	100.00
6016-3d · CLIA Laboratory Program	0.00		180.00	150.00
<b>Total 6016-03 · Permits &amp; Fees</b>	<b>169.00</b>		<b>180.00</b>	<b>290.00</b>
<b>6016-04 · Bank Service Charges</b>	<b>417.10</b>		<b>0.00</b>	<b>200.00</b>

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<b>6016-05 · Interest Expense</b>				
6016-5a · Finance Charges	77.77		17.00	30.00
6016-5b · Interest Expense - Webster	0.00		0.00	0.00
<b>Total 6016-05 · Interest Expense</b>	<b>77.77</b>		<b>17.00</b>	<b>30.00</b>
<b>6016-06 · Paypal Fees</b>	<b>0.00</b>		<b>0.00</b>	<b>100.00</b>
<b>6016-07 · Shipping &amp; Freight Charges</b>	<b>736.69</b>		<b>66.56</b>	<b>500.00</b>
<b>6016-08 · Box Rentals</b>				
6016-8a · Post Office Box Rental	76.00		0.00	76.00
6016-8b · Safe Deposit Box Rental	0.00		0.00	200.00
6016-08 · Box Rentals - Other	85.00		0.00	
<b>Total 6016-08 · Box Rentals</b>	<b>161.00</b>		<b>0.00</b>	<b>276.00</b>
<b>6016-09 · Stripe fee</b>	<b>123.46</b>		<b>1.81</b>	
<b>6000-16 · Other Expenses - Other</b>	<b>333.75</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 6000-16 · Other Expenses</b>	<b>3,267.77</b>	<b>5,000.00</b>	<b>400.37</b>	<b>3,080.00</b>
<b>6000-17 · Operations Expenses</b>				
6017-1a · Member Travel Exp.Reimbursement	0.00		0.00	0.00
6017-1b · DMV Licensing	40.00		0.00	0.00
6017-1p · Department Reimb. Physicals	16.85		0.00	0.00
6017-1r · Applicant Record Checks	50.75		0.00	0.00
6000-17 · Operations Expenses - Other	0.00		0.00	100.00
<b>Total 6000-17 · Operations Expenses</b>	<b>107.60</b>		<b>0.00</b>	<b>100.00</b>
<b>6000-18 · Recruitment &amp; Retention</b>				
<b>6018-AA · Recruitment</b>				
6018-1a · Promotional Handouts	63.10		0.00	200.00
6018-1c · Attraction Expenses	308.58		0.00	365.00
6018-1d · Event Refreshments	0.00		0.00	50.00
6018-1e · Staffing Sustenance	0.00		0.00	40.00
6018-1f · Promotional Signage	0.00		0.00	500.00
6018-1g · Event Space Rental Fees	0.00		0.00	25.00
6018-1i · Recruitment BusinessCard Print.	0.00		0.00	0.00
<b>Total 6018-AA · Recruitment</b>	<b>371.68</b>		<b>0.00</b>	<b>1,180.00</b>
<b>6018-BB · Retention</b>				
6018-B1 · Awards Dinner	0.00		0.00	600.00
6018-B2 · KVFD Apparel Giveaways	360.00		0.00	400.00
6018-BB · Retention - Other	285.00		0.00	
<b>Total 6018-BB · Retention</b>	<b>645.00</b>		<b>0.00</b>	<b>1,000.00</b>

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6000-18 · Recruitment & Retention - Other	0.00	6,000.00	0.00	
<b>Total 6000-18 · Recruitment &amp; Retention</b>	1,016.68	6,000.00	0.00	2,180.00
7000-00 · Community Good Will				
7000-01 · Fire Open House	0.00		0.00	0.00
7000-02 · EMS Open House	0.00		0.00	0.00
7000-03 · Parade of Lights				
7003-1a · Food Purchases	578.22		0.00	450.00
7003-1b · Paper Goods	0.00		0.00	50.00
7003-1c · Decorations	0.00		0.00	0.00
7000-03 · Parade of Lights - Other	0.00		0.00	0.00
<b>Total 7000-03 · Parade of Lights</b>	578.22		0.00	500.00
7000-04 · Stuff - a - Truck	0.00		0.00	0.00
7000-06 · Halloween Open House	75.11		0.00	100.00
7000-07 · Community Education	230.17		0.00	50.00
7000-00 · Community Good Will - Other	37.94		0.00	0.00
<b>Total 7000-00 · Community Good Will</b>	921.44		0.00	650.00
8000-01 · Fire Rescue Vehicles				
8001-01 · Boat purchase	0.00		0.00	6,000.00
<b>Total 8000-01 · Fire Rescue Vehicles</b>	0.00		0.00	6,000.00
8000-02 · Communications Equipment				
8002-01 · Radio / pager purchases	0.00		14.95	5,000.00
8002-02 · Tower	4,870.80		0.00	
8000-02 · Communications Equipment - Other	0.00	4,000.00	0.00	
<b>Total 8000-02 · Communications Equipment</b>	4,870.80	4,000.00	14.95	5,000.00
8000-03 · Turnout Gear & PPE				
8003-01 · Turnout Gear - Replacement	3,782.22		0.00	2,000.00
8003-02 · Turnout Gear - New Members	0.00		114.00	6,000.00
8000-03 · Turnout Gear & PPE - Other	0.00	10,000.00	0.00	
<b>Total 8000-03 · Turnout Gear &amp; PPE</b>	3,782.22	10,000.00	114.00	8,000.00

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<b>8000-04 · Fire Equipment</b>				
<b>8004-01 · Portable equipment</b>				
8004-1a · Air tank testing	0.00		0.00	0.00
8004-1c · Gen fire portab equip. purchase	105.00		0.00	0.00
8004-1d · Repair / portable equip	0.00		0.00	0.00
<b>Total 8004-01 · Portable equipment</b>	105.00		0.00	0.00
<b>8004-02 · Fire equipment capital</b>	2,171.00		0.00	0.00
<b>8004-04 · Equipment purchases</b>				
8004-4a · Hose	0.00		0.00	2,000.00
8004-4c · Ice water rescue gear & equip.	778.00		0.00	
8004-04 · Equipment purchases - Other	0.00		0.00	4,000.00
<b>Total 8004-04 · Equipment purchases</b>	778.00		0.00	6,000.00
<b>8000-04 · Fire Equipment - Other</b>	0.00	7,000.00	0.00	
<b>Total 8000-04 · Fire Equipment</b>	3,054.00	7,000.00	0.00	6,000.00
<b>8000-05 · Facility Upgrades</b>				
<b>8005-01 · Building Expense / Capital</b>				
8005-1a · In Ground Grease Trap	4,540.50		0.00	
8005-1b · Bay door upgrades	0.00		0.00	240.00
<b>Total 8005-01 · Building Expense / Capital</b>	4,540.50		0.00	240.00
<b>8005-02 · Communications Expense/Capital</b>	5,000.00		0.00	
<b>Total 8000-05 · Facility Upgrades</b>	9,540.50		0.00	240.00
<b>8000-06 · Medical Vehicles</b>				
8006-01 · 2013 Ambulance	750.00		0.00	
8000-06 · Medical Vehicles - Other	280.25		0.00	
<b>Total 8000-06 · Medical Vehicles</b>	1,030.25		0.00	
<b>8000-07 · Medical Equipment</b>				
8007-02 · Medical Equipment Capital	5,146.32		1,842.36	1,400.00
<b>Total 8000-07 · Medical Equipment</b>	5,146.32		1,842.36	1,400.00

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<b>8000-08 · Repayment of Loans</b>				
8008-01 · Ambulance #1 Loan	71.78		0.00	
8008-02 · Rear Building Roof Loan	14,734.72		1,975.98	11,800.00
8008-03 · Radio Loan 2018	22,167.89		0.00	0.00
8000-08 · Repayment of Loans - Other	1,049.38		0.00	0.00
<b>Total 8000-08 · Repayment of Loans</b>	<b>38,023.77</b>		<b>1,975.98</b>	<b>11,800.00</b>
<b>8030 · Miscellaneous expense</b>	<b>56.47</b>		<b>0.00</b>	<b>0.00</b>
<b>9000-01 · Special Event Expenses</b>				
9001-01 · Special events - Ball				
9001-1a · Printing expense / invits.	1,025.25		0.00	900.00
9001-1b · Decorations	557.86		0.00	800.00
9001-1c · Food served @ ball	2,964.20		0.00	3,500.00
9001-1d · Postage	324.64		0.00	500.00
9001-1e · Signs	168.00		0.00	500.00
9001-1f · Ball misc.	537.03		0.00	1,000.00
9001-1g · Tent rental	0.00		0.00	800.00
9001-1h · Band	1,500.00		0.00	1,700.00
9001-1i · Theme / raffle basket	1,798.14		0.00	1,000.00
9001-1j · Clean up crew / dishwasher	0.00		0.00	200.00
9001-1l · Table & chair rentals	1,440.00		0.00	1,600.00
9001-1m · Paper goods	184.93		0.00	0.00
9001-1n · Beverage set ups	170.57		0.00	300.00
9001-1o · Set up work detail	67.85		0.00	0.00
9001-1t · Eventbrite	0.00		0.00	0.00
9001-01 · Special events - Ball - Other	0.00		0.00	0.00
<b>Total 9001-01 · Special events - Ball</b>	<b>10,738.47</b>		<b>0.00</b>	<b>12,800.00</b>
<b>9001-03 · Special events - Ice watch</b>				
9001-3b · Winner payment	288.00		0.00	200.00
9001-3c · Misc. Expenses	59.92		0.00	20.00
<b>Total 9001-03 · Special events - Ice watch</b>	<b>347.92</b>		<b>0.00</b>	<b>220.00</b>
<b>9001-04 · Special events-Pancake Break.</b>	<b>516.08</b>		<b>360.65</b>	<b>2,250.00</b>

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Cash Basis

**Kent Volunteer Fire Department, Inc.**  
**President & Treasurer's 2020 DRAFT Budget/Yearly Comparison**  
 Showing January - December 2019 & 2020 Actuals vs Budget

	Jan - Dec 19	Budget	Jan - Dec 20	Budget
9001-05 · Special events - Golf Tourn.				
9001-5a · Prizes	546.16		0.00	546.00
9001-5b · Guest fee / lessons / cart fees	11,875.00		0.00	11,875.00
9001-5c · Food	275.10		0.00	0.00
9001-5d · Golf dinner	2,727.60		0.00	3,000.00
9001-5e · Beverages for golf tourn.	1,822.67		0.00	1,500.00
9001-5f · Postage	10.94		0.00	10.00
9001-5g · Misc. & Goody bags	622.09		0.00	600.00
9001-5h · Golf tournament advertising	24.60		0.00	25.00
9001-5j · Insurance	475.00		0.00	500.00
9001-05 · Special events - Golf Tourn. - Other	0.00		0.00	0.00
Total 9001-05 · Special events - Golf Tourn.	18,379.16		0.00	18,056.00
9001-08 · Parade of Lights	0.00		319.58	0.00
9001-10 · Fund Letter				
900110b · Paypal Expense	45.99		0.00	0.00
9001-10 · Fund Letter - Other	1,385.06		0.00	0.00
Total 9001-10 · Fund Letter	1,431.05		0.00	0.00
9001-11 · Santa Express				
900111a · Santa Express Expenses				
900112a · New Santa Costume	0.00		0.00	0.00
900111a · Santa Express Expenses - Other	0.00		0.00	0.00
Total 900111a · Santa Express Expenses	0.00		0.00	0.00
Total 9001-11 · Santa Express	0.00		0.00	0.00
9001-12 · Misc. Fund Raisers	400.00		0.00	
Total 9000-01 · Special Event Expenses	31,812.68		680.23	33,326.00
9001-13 · Spl Event Comedy Show Expenses				
900113a · Printing Expenses	123.25		0.00	
900113c · Comedy Acts	550.00		0.00	
900113d · Give aways	613.30		0.00	
9001-13 · Spl Event Comedy Show Expenses - Other	0.00		0.00	1,000.00
Total 9001-13 · Spl Event Comedy Show Expenses	1,286.55		0.00	1,000.00
Total Expense	380,787.95	330,000.00	68,290.49	428,123.00
Net Ordinary Income	123,717.77	0.00	-46,429.22	-30,273.00

5:08 PM

02/09/20

Cash Basis

**Kent Volunteer Fire Department, Inc.**  
**President & Treasurer's 2020 DRAFT Budget/Yearly Comparison**  
 Showing January - December 2019 & 2020 Actuals vs Budget

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	Jan - Dec 19	Budget	Jan - Dec 20	Budget
<b>Other Income/Expense</b>				
<b>Other Income</b>				
5000-08 · Rental Income	27,816.43		3,527.86	32,400.00
5000-11 · Shared Utility Bills Income	0.00		0.00	0.00
<b>Total Other Income</b>	27,816.43		3,527.86	32,400.00
<b>Other Expense</b>				
8900 · Rental Acct. Expenses				
8900-01 · 28 1/2 Electricity	3,360.28		0.00	0.00
8900-02 · 28 1/2 Heating Fuel Oil	6,145.80		0.00	0.00
8900-03 · 28 1/2 Water Bill	387.82		0.00	0.00
8900-04 · 28 1/2 Building Repairs	0.00		0.00	0.00
8900-05 · Pest Control Service	935.00		85.00	0.00
8900-06 · Energy Eff. Lighting Lease	0.00		0.00	2,880.00
8900 · Rental Acct. Expenses - Other	0.00		0.00	0.00
<b>Total 8900 · Rental Acct. Expenses</b>	10,828.90		85.00	2,880.00
<b>Total Other Expense</b>	10,828.90		85.00	2,880.00
<b>Net Other Income</b>	16,987.53		3,442.86	29,520.00
<b>Net Income</b>	<b>140,705.30</b>	<b>0.00</b>	<b>-42,986.36</b>	<b>-753.00</b>





## Kent Volunteer Fire Department, Inc.

*P.O. Box 355  
Kent, CT 06757*

Special Executive Committee Meeting Agenda  
Thursday, January 30, 2020 7:30PM  
28 Maple Street, Kent, Ct.

Call to order

Pledge of allegiance

Minutes of January 27, 2020 Special Executive Committee meeting

2020 Budget Workshop  
Department Capital Plan

Adjournment

KENT VOLUNTEER FIRE DEPARTMENT

# JANUARY 30 SPECIAL EC MEETING DRAFT MINUTES

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01302020 | 2030HRS | KVFD FIREHOUSE MEETING ROOM

## ATTENDEES

**EC MEMBERS:** G. Hock, T. Limbos, E. Matson (arr@2020), A. Petrone, C. Rochovansky, J. Speck, E. Tuz, MA Van Valkenburg

**OTHER MEMBERS & GUESTS:** M. Petrone

**Call to order @ 1940**

## Minutes of January 27 meeting

**MOTION:** made by T. Limbos/M. Petrone **Table approval of the minutes.**

Discussion:

Voting yes: G. Hock, T. Limbos, E. Matson (arr@2020), A. Petrone, C. Rochovansky, J. Speck, E. Tuz, MA Van Valkenburg

Voting no:

Abstaining:

**Motion passed**

**2020 Budget workshop** - Discussion.

**Meeting adjourned @2230**

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RESPECTFULLY SUBMITTED,

Jean C. Speck, Secretary

*Note: These are draft minutes and corrections may be made at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections.*



## Kent Volunteer Fire Department, Inc.

*P.O. Box 355  
Kent, CT 06757*

Executive Committee  
Regular Meeting Agenda  
Monday, January 27, 2020 7:30PM  
28 Maple Street, Kent, Ct.

Call to order

Pledge of allegiance

Minutes of January 21, 2020 Special Executive Committee meeting

Auditor Presentation

Membership-(possible executive session)

1. Interview of prospective members
2. Review of probationary members
3. Annual Membership Review

Old Business-

- 1, 2020 Budget
2. Department Capital Plan
3. Town of Kent Capital Plan Request4.
- 4.Town Grant Request

1.

New Business-

1. Conflict of Interest Statements Review
2. Appointment of Appointed Positions
3. EC Meetings Schedule

Committee Reports-

Appointed position reports

Officer's reports- (possible executive session)

Adjournment

## KENT VOLUNTEER FIRE DEPARTMENT

# JANUARY SPECIAL EC MEETING MINUTES

01.27.2020 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

### ATTENDEES

**EC MEMBERS:** G. Hock (arr@1939), T. Limbos (arr. @2020), E. Matson, A. Petrone, C. Rochovansky, J. Russell, J. Speck, E. Tuz, MA Van Valkenburg.

**DEPARTMENT MEMBERS:** E. Epstein, A. Gawel, M. Petrone,

**GUESTS:** Tracy Fillow, prospective member Brandon Jankowicz.

### Call to order @ 1935

*J. Russell left on a call @ 1938*

### Minutes of previous meeting

**MOTION:** made by MA Van Valkenburg/E. Matson **Accept the minutes of the January 23rd, 2020 special meeting.**

Discussion:

Voting yes: E. Matson, A. Petrone, C. Rochovansky, J. Russell, J. Speck, E. Tuz, MA Van Valkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

### Auditor presentation

### Membership

- Interview of prospective members:
  - Brandon Jankowicz

**MOTION:** made by MA Van Valkenburg/E. Matson **Recommend to the department, pending positive outcome of a background check, admission as an emergency member.**

Discussion:

Voting yes: E. Matson, A. Petrone, C. Rochovansky, J. Russell, J. Speck, E. Tuz, MA Van Valkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

- Henry Bietz - E. Matson submitted an application from Henry Bietz for auxiliary membership - E. Matson is his sponsor. Ed will contact him to attend the February EC meeting.

**MOTION:** made by C. Rochovansky/E. Matson **To enter into executive session at 1957, with Alan Gawel, to discuss 2 membership issues.**

Discussion:

Voting yes: G. Hock, E. Matson, A. Petrone, C. Rochovansky, J. Russell, J. Speck, E. Tuz, MA Van Valkenburg.

*Voting no:*

*Abstaining:*

**Motion passed**

**MOTION:** made by C. Rochovansky/E. Matson **To enter into executive session at 1957, with Alan Gawel, to discuss 2 membership issues.**

Discussion:

Voting yes: G. Hock, E. Matson, A. Petrone, C. Rochovansky, J. Russell, J. Speck, E. Tuz, MA Van Valkenburg.

Voting no:

Abstaining:

**Motion passed**

*T. Limbos arrived @ 2020.*

**MOTION:** made by C. Rochovansky/E. Matson **To supply the four foundation documents, as well as an accusation made in an email dated 12/27/2019 to Updike, Kelly, and Spellacy for review.**

Discussion:

Voting yes: G. Hock, E. Matson, A. Petrone, C. Rochovansky, J. Russell, E. Tuz, MA Van Valkenburg.

Voting no:

Abstaining: T. Limbos, J. Speck

**Motion passed**

- *Review of probationary members*
- *Annual membership review*

**MOTION:** made by C. Rochovansky/E. Matson **to exit executive session.**

Discussion:

Voting yes: G. Hock, E. Matson, A. Petrone, C. Rochovansky, J. Russell, E. Tuz, MA Van Valkenburg.

Voting no:

Abstaining: T. Limbos, J. Speck

**Motion passed**

*J. russell returned from call*

#### **Old Business**

- **2020 Budget** - discussion
- **Department Capital Plan** - discussion
- **Town of Kent Capital Plan request** - discussion. *Caralee will plan to attend the next Board of Finance meeting.*
- **Town Grant Request**

#### **New Business**

- **Conflict of Interest Statements Review** - *Caralee reviewed forms submitted by EC members. Discussion regarding policy which states any member may fill out the Conflict of Interest form if they believe they may have a conflict. Topic will be added for information to the next monthly meeting.*
- **Appointment of appointed positions**
  - **Financial secretary** - no interest received
  - **Quartermaster** - Ed Tuz
  - **Firehouse Coordinator** - no interest from membership -
  - **Records Clerk** - Jeremy Matson and Mary Gawel have communicated interest.
  - **Technology Officer** -
  - **Communications Officer** - Alan Gawel
  - **Auxiliary Coordinator** -
  - **Senior Juniors Advisor**
  - **Junior Advisory Board** - currently vacant - will try to find some people
  - **Training Officer** - Ed Matson appointed Audra Petrone

- **Bookkeeper** - vacant, Tim offered to contact his mother to see if she's interested in a short-term, and Tim offered to help.
- **EC meetings schedule** - Discussion to confirm

#### **Committee reports**

- **EMS Staffing Committee** - Mary Ann reported that the committee has been meeting regularly and are preparing information to share with the membership at the next monthly meeting.
- **Appointed Position Reports** -
  - Outgoing Communications officer reported concern about borrowing radios for extended periods of time; FCC application has been filed and is waiting on a letter of support from the First Selectman and paperwork for 501c(3);
  - Met with Kent School and sent out MOU regarding the use of the crossband repeater.
- **Recruitment & Retention committee**
  - The idea of converting the ambulance barn into two apartments that would be offered at discounted rent prices in return for shift coverage.
- **Bookkeeper Committee**
  - Eric updated the EC on the progress. The committee will be interviewing two candidates and expect to make a recommendation to the membership.

#### **Meeting adjourned @ 2338**

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RESPECTFULLY SUBMITTED,

Jean C. Speck, Secretary

*Note: These are draft minutes and corrections may be made at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections.*

**NEXT MEETING: February 24th@1900**