



## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

December 27, 2017 Kent Firehouse 1930 hours

Chair: Bonnie Donzella, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Tim Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, and Jim Shaw

Department Members: None

Auxiliary Members: None

Guests: None

Quorum Present

Meeting called to order at 1937 hours.

Pledge Allegiance

**Minutes:** Audra P. made a motion to approve the November 27, 2017 minutes as distributed.

Seconded by Jim S. Voting Yes: Bonnie D., Tim L., Audra P., Mike P., Caralee R., and Jim S.

Motion Carried

**Public Comment:** None

**Membership:** None

**Appointed Positions Reports:** Bonnie D. reported that when entering fire calls into the computer members must not enter names of Ambulance personnel because it counts those persons twice when totaling calls for each month.

**Officer's Reports:** Captain: Tim L. suggested that pager assignments be added to the job description for QuarterMaster.

Ambulance Chief: Mike P. reported the Lucas 2 device will be going onto Ambulance 2 soon. Mike also reported that there is a AED Recall for the Physio 1000's and that they were all to be brought to the firehouse on January 29, 2018 for the repairs being performed on that day only.

**Old Business:**

Rear Building:

Tim L. made a motion to enter into executive session at 2020 hours to discuss the back building lease. Seconded by Mike P. Voting Yes: Bonnie D., Tim L., Audra P., Mike P., Caralee R., and Jim S.  
Motion Carried

Tim L. made a motion to exit executive session at 2045 hours. Seconded by Audra P.  
Voting Yes: Bonnie D., Tim L., Audra P., Mike P., Caralee R., and Jim S.  
Motion Carried

Tim L. made a motion to accept the lease agreement as amended. Seconded by Caralee R.  
Voting Yes: Bonnie D., Tim L., Audra P., Mike P., Caralee R., and Jim S.  
Motion Carried

2018 Budget - The budget draft was gone over line by line. Much discussion ending with a consensus to move forward with the proposed budget as amended.

The President adjourned the meeting at 2225 hours.

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

November 27, 2017 Kent Firehouse 1930 hours

Chair: Bonnie Donzella, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Alan Gawel, Tim Limbos Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell Jim Shaw and Wendell Soule

Department Members: John Christen, Jamie Murphy, Ed Tuz, and MaryAnn VanValkenburg

Auxiliary Members: None

Guests: Randy O'Rourke, Brian D'Iorio, Thomas Farrell, Joshua Kao, Walter Vieira, Max Malasky

Quorum Present

Meeting called to order at 1940 hours.

Pledge Allegiance

**Minutes:** Mike P. made a motion to approve the October 23, 2017 minutes as distributed. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S. Motion Carried

**Public Comment:** Randy O'Rourke presented the Annual Report for the Boy Scout Troop 11. As their sponsor, the department presented Randy with a check to cover the 2018 Charter.

#### Membership:

Caralee R. made a motion to enter into executive session at 1950 hours to interview and discuss prospective member Josh Kao. Seconded by Wendell S. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to exit executive session at 1958 hours. Seconded by Alan G. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to enter into executive session at 1958 hours to interview and discuss prospective member Max Malasky. Seconded by Bonnie D. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to exit executive session at 2014 hours. Seconded by Mike P.

Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to enter into executive session at 2014 hours to interview and discuss prospective member Brian D'lorio. Seconded by Wendell S. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to exit executive session at 2031 hours. Seconded by Bonnie D. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to enter into executive session at 2033 hours to interview and discuss Probationary Member Jamie Murphy. Seconded by Tim L. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Tim L. made a motion to exit executive session at 2044 hours. Seconded by Bonnie D. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to enter into executive session at 2045 hours to interview and discuss prospective member Walter Vieira. Seconded by Bonnie D. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Bonnie D. made a motion to exit executive session at 2057 hours. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Tim L. made motion to enter into executive session at 2058 hours to interview and discuss prospective member Thomas Farrell. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Caralee R. made a motion to exit executive session at 2107 hours. Seconded by Tim L. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Alan G. made a motion to enter into executive session at 2109 hours to discuss all 5 of the new applicants and 1 Probationary Member. Seconded by Wendell S. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Bonnie D. made a motion to exit executive session at 2141 hours. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Wendell S. made a motion to recommend to the department 3 new applicants, Josh Kao, Tom Farrell and Brian D'lorio as probationary members and Jamie Murphy for full membership. Seconded by Alan G. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

**Appointed Positions Reports:** MaryAnn V. announced reminders for the upcoming events:  
Stuff a Truck on December 3rd from 12-4  
Parade of Lights on December 3rd from 5:30-7:30  
Santa's Express on December 9th  
CPR Refresher on December 11th before Ambulance Meeting  
Christmas Party on December 16th with appetizers starting at 5:30, dinner at 6 pm.

**Officers Reports:** Alan G. gave a brief report.

**Old Business:**

**Rear Building:**

Bonnie D. made a motion to enter into executive session @ 2202 hours to discuss the back building. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Bonnie D. made a motion to accept the Hold Harmless agreement as presented. Seconded by John R. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., and Wendell S.

Abstentions: Jim S.

Motion Carried

Alan G. made a motion to have the President sign and execute the Hold Harmless Agreement we just accepted in the previous motion. Seconded by Caralee R. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., and Wendell S.

Abstentions: Jim S.

Motion Carried

Bonnie D. made a motion to exit executive session at 2221 hours. Seconded by John R.

Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

Birch Hill Recovery Center: Nothing new to report.

Firefighter's Grant for SCBA: The Treasurer reported the check had been cut.

**New Business:**

2018 Budget: The Treasurer and President presented the 2018 budget. Discussion was held.

Caralee R. made a motion to recommend to the department that we purchase an ambulance in 2018 and that we sell or trade in Ambulance 2. Seconded by Bonnie D. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Jim S. and Wendell S.

Motion Carried

The President adjourned the meeting at 2300 hours.

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

October 23, 2017 Kent Firehouse 1930 hours

Chair: Bonnie Donzella, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Gary Hock, Audra Petrone, Mike Petrone,  
Caralee Rochovansky, John Russell and Wendell Soule

Department Members: John Christen, Chris Munson, Gwen Price, Eddie Tuz, MaryAnn VanValkenburg

Auxiliary Members: None

Guests: Brian D'Iorio, Thomas Farrell, Joshua Kao

Meeting called to order at 1935 hours.

Pledge Allegiance

**Minutes:** Mike P. made a motion to approve the September 25, 2017 minutes as distributed.

Seconded by Audra P. Voting Yes: Bonnie D., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

**Public Comment:** None

**Membership:** The secretary read a resignation email from Casey Aakjar.

The Secretary presented Probationary Member Christopher Munson's extended probation review. John R. made a motion to recommend to the department that Chris Munson be accepted as a full, active emergency member. Seconded by Mike P. Voting Yes: Bonnie D., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

The Secretary presented a new application for Joshua Kao, a Kent School Student currently in our EMT course. Mike P. made a motion to recommend to the department that Joshua Kao be accepted as a probationary member. Seconded by Audra P. Voting Yes: Bonnie D., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

The Secretary presented a new application for Brian D'lorio who is currently in our EMT course. Brian would like to become a firefighter and EMT. Mike P. made a motion to recommend to the department that Brian D'lorio be accepted as a probationary member pending the results of his record check. Seconded by John Russell. Voting Yes: Bonnie D., Audra P., Mike P., Caralee R., John R., and Wendell S.

Abstentions: Gary H.

Motion Carried

The Secretary presented a new application for Thomas Farrell. Tom would like to become a firefighter and EMT. Wendell S. made a motion to table the application for Tom Farrell until the November Executive Committee meeting. Seconded by Mike P. Voting Yes: Bonnie D., Gary H., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

**Appointed Positions Reports:** MaryAnn V. reported on recruitment and retention. To bring the department more into focus with residents it is suggested that we put our monthly Fire and EMS call volume in the First Selectmen's newsletter. MaryAnn V. also suggested the department join the Chamber of Commerce for better exposure in the community.

### **Officers Reports:**

**Ambulance Chief:** Mike P. reported that the second Lucas device has arrived and will be put into service when A-2 returns to service. Mike P. suggested a press release getting the word out and thanking those responsible.

**Old Business:** Bonnie D. reported that Chris M. and Eddie T. have offered to take over the Juniors program as senior advisors. Bonnie reported she and Dan K will remain on as Juniors co-senior advisors with Chris M. and Eddie T. As Chris M. is still a probationary member, Bonnie made a motion to appoint Chris M. and Eddie T. as co-senior advisors to the Juniors, pending Chris M.'s approval as a full member in November. Seconded by Mike P.

Voting Yes: Bonnie D., Gary H., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

### **Rear Building:**

Caralee R. made a motion to go into executive session for the purpose of discussing the back building rental at 2014 hours. Seconded by Wendell S. Voting Yes: Bonnie D., Gary H., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

Bonnie D. made a motion to exit executive session at 2042 hours. Seconded by Wendell S.

Voting Yes: Bonnie D., Gary H., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

Wendell S. made a motion that the President call a special membership meeting on October 30, 2017 at 1930 hours to discuss expenditures associated with rental of the back building.

Seconded by John R. Voting Yes: Bonnie D., Gary H., Audra P., Mike P., Caralee R., John R., and Wendell S.

Motion Carried

Birch Hill Recovery Center was discussed.

Tree planting was discussed.

Spotted Dog was reviewed briefly.

Upcoming events (Pumpkin Run & Park & Rec Halloween Party) were discussed.

**New Business:** Halloween night was discussed. The Auxiliary will be asked to host the community spirited event.

The Parade of Lights was discussed. Unsure if we will hold this event. Bonnie D. to ask Jessie R. if she could organize it again.

Stuff a Truck was discussed. Bonnie D. reported the Juniors will again do the Stuff a Truck event.

The President adjourned the meeting at 2107 hours.

Meeting adjourned at 2107 hours

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

September 25, 2017 Kent Firehouse 1930 hours

Chair: Bonnie Donzella, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Alan Gawel, Tim Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, and John Russell

Department Members: None

Auxiliary Members: Susie Rundall

Guests: None

Meeting called to order at 1934 hours.

Pledge Allegiance

**Minutes:** Audra P made a motion to approve the August 28, 2017 minutes as distributed. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R., Motion Carried

**Public Comment:** Susie R. reported on the recent visit by TAHD and issues in the kitchen. Susie R. and Audra P. spent many hours in the past 2 weeks cleaning the kitchen, as well as Caralee R., Caralee R.'s daughter, Toni, and son-in-law, Mark Heebner in preparation for it's reinspection. Susie R. asked the department to draft a policy for kitchen use and offered to help prepare a kitchen cleaning checklist to be used by anyone using the facilities. The grease trap must be addressed before the room can be used by anyone outside of the department.

Tim L. went over plans for Fire Prevention Week.

Tim L. read his letter of resignation as the LCD representative from the department.

Tim L. left. A fire call at 1944 required John R. to leave causing the loss of the quorum.

Brief discussion of tree plantings.

**Membership:** None

**Appointed Positions Reports:** Bonnie reported she and Dan K will remain on as Juniors senior advisors until someone offers to take over the positions.

**Officers Reports:**

**Chief:** Alan G. reported on the upcoming events in Kent. Having a special meeting for recruitment and retention was discussed.

**Ambulance Chief:** Mike P. reported on upcoming events. Horse show, Bike Ride, the Ambulance inspection at Falls Village, and the Lucas device purchase.

John R. returned from the fire call. Quorum again achieved.

**Old Business:****Rear Building:**

Bonnie made a motion to recommend to the department that upon approval of the lease by the Executive Committee, that the President, Chief, and Secretary be authorized to execute the lease with the new tenant. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., John R.,  
Motion Carried

Birch Hill Recovery Center was discussed.

The President adjourned the meeting at 2156 hours.

Meeting adjourned at 2156 hours

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## **Kent Volunteer Fire Department, Inc.**

### **Special Executive Committee Meeting Minutes**

for the purpose of conducting business related to the back building  
August 09, 2017 Kent Firehouse 1930 hours

Chair: Bonnie Donzella, President  
Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Gary Hock, Audra Petrone, Caralee Rochovansky,  
John Russell and Wendell Soule

Department Members: Jim Canning

Auxiliary members: None

Guests: None

Meeting called to order at 1936 hours.

Pledge Allegiance

#### **Old Business:**

Rear Building: Caralee R. made a motion to enter into executive session and to invite member of back building committee, Jim C., to enter into the discussion at 1937 hours. Seconded by Gary H. Voting Yes: Bonnie D., Gary H., Audra P., Caralee R., John R., and Wendell S.

Motion Approved Unanimously

Gary H. made a motion to exit executive session at 2053 hours. Seconded by Audra P. Voting Yes: Bonnie D., Gary H., Audra P., Caralee R., John R., and Wendell S.

Motion Approved Unanimously

Gary H. made a motion to present Letters of Intent to Stosh of Oswarek Enterprises with changes as discussed in executive session. Seconded by Wendell S.

Voting Yes: Bonnie D., Gary H., Audra P., Caralee R., John R., and Wendell S.

Motion Approved Unanimously

The President adjourned the meeting at 2157 hours.

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

July 24, 2017 Kent Firehouse 1930 hours

Chair: Bonnie Donzella, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Alan Gawel, Tim Limbos, Audra Petrone, Caralee Rochovansky,

Jim Shaw, and Wendell Soule

Department Members: John Christen

Auxiliary members: None

Guests: None

Meeting called to order at 1937 hours.

Pledge Allegiance

**Minutes:** Audra P. made a motion to approve the June 26, 2017 minutes as distributed with the following correction. Under Old Business, in the motion, change the word "arrangements" to "contracts". Seconded by Jim S. Voting Yes: Bonnie D., Alan G., Audra P., Caralee R., Jim S., and Wendell S. Motion Approved Unanimously

**Public Comment: None**

#### **Membership:**

Jim S. made a motion to enter into executive session at 1949 hours to discuss the membership application of a prospective member. Seconded by Alan G. Voting Yes: Bonnie D., Alan G., Audra P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Jim S. made a motion to exit executive session at 2016 hours. Seconded by Alan G. Voting Yes: Bonnie D., Alan G., Audra P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Jim S. made a motion to table the Christopher Kavasch application until the next Executive Committee meeting pending further investigation. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Audra P., Caralee R., Jim S., and Wendell S.

**Appointed Positions Reports: None**

**Officers Reports:**

**Chief:** Alan G. reported that the line officers are working on strategies and tactics related to truck placements, etc. on scenes. Alan G. also commented on the short notice Kent Presents dinner being a success and the Air Pack Grant was discussed.

**Captains:** Tim L. reported on the Spotted Dog location software.

**Lieutenants:** Audra P and Jim S. discussed about putting out fires in new Pickup trucks where the engine blocks are Magnesium and when water contacts them they are causing problems.

**Old Business:**

Rear Building: Alan G. reported on the status of the back building. A committee was formed by the President to handle any future rental arrangements. The committee is Caralee R., Jim C and Bonnie D.

**New Business:**

The door lock to the antique room was discussed as some keys are unable to open the door.

The President adjourned the meeting.

Meeting adjourned at 2154 hours

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## **Kent Volunteer Fire Department, Inc.**

### **Special Executive Committee Meeting Minutes**

for the purpose of conducting business prior to the regular monthly meeting

June 26, 2017 Kent Firehouse 1900 hours

Chair: Bonnie Donzella, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Alan Gawel, Gary Hock, Tim Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, Jim Shaw, Wendell Soule

Department Members: Rob Kennedy

Auxiliary members: None

Guests: Christopher Kavasch

Meeting called to order at 1943 hours.

Pledge Allegiance

**Minutes:** Mike P. made a motion to approve the May 22, 2017 minutes as distributed.

Seconded by Jim S. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

**Public Comment:** None

**Membership:** An application for membership was offered by Christopher Kavasch.

Alan G. made a motion to enter into executive session at 1948 hours to interview prospective member Chris Kavasch and his sponsor, Rob Kennedy. Seconded by Tim L. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Tim L. made a motion to exit executive session at 2016 hours. Seconded by Jim S. Voting Yes: Bonnie D., Alan G., Gary H., Tim L., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Tim L. made a motion to lay the Christopher Kavasch application on the table until the next Executive Committee meeting pending a record check. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Tim L., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Abstentions: Gary H.

Motion Carried

Alan G. made a motion to enter into executive session at 2027 hours to discuss a personnel matter. Seconded by Tim L. Voting Yes: Bonnie D., Alan G., Gary H., Tim L., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Tim L. made a motion to exit executive session at 2053 hours. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Gary H., Tim L., Audra P., Mike P., Caralee R., and Wendell S.

Motion Approved Unanimously

### **Appointed Positions Reports: None**

### **Officers Reports:**

**Chief:** Alan G. reported that DEP has put up the gate on River Road but that it will remain unlocked indefinitely. Alan G. also reported that the line officers have completed the alarm assignments and will be putting out a notice soon.

**Asst. Chief:** Gary H. asked for volunteers to man the fire truck for the upcoming fireworks display on the 4th.

**Ambulance Chief:** Reported on EMS Billing and Collections

**Treasurer:** Caralee R. asked that all Officers, committee chairs and appointed positions personnel begin to project their needs for 2018 as the 2018 Budget drafting has begun. Please submit your budget essentials to the Treasurer as soon as possible.

### **Old Business:**

**Rear Building:** Alan G. reported on the status of the back building. A committee was formed by the President to handle any future rental arrangements. The committee is Caralee R., Jim C and Bonnie D.

### **New Business:**

**Red Cross:** Caralee R. explained that the Red Cross was looking for a new location to place their clothing drive container and had approached the department asking if it could be located on department property. It was discussed briefly and decided that the department was not the right place for the new location. Caralee will notify the Red Cross.

**VFIS:** Alan G. reported on the insurance being updated, taking the KME truck we haven't owned for some time off the insurance as well as Engine 5 that was just sold. Alan G. also reported adding the gator and the back building oil tanks to the insurance.

Gary H. made a motion to adjourn the meeting at 2154 hours. Seconded by Tim L. Voting Yes: Bonnie D., Alan G., Gary H., Tim L., Audra P., Mike P., Caralee R. and Wendell S.

Motion Approved Unanimously

Meeting adjourned at 2154 hours

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.



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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

May 22, 2017 Kent Firehouse 1900 hours

Chair: Bonnie Donzella, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Alan Gawel, Gary Hock, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jim Shaw, Wendell Soule

Department Members: Jim Canning, John Christen, Louis Dingee, Alexis Swagemaker

Auxiliary members: Susie Rundall

Meeting called to order at 1938 hours.

Pledge Allegiance

**Minutes:** Wendell S. made a motion to approve the April 24, 2017 minutes as distributed.

Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

**Public Comment: None**

**Membership:** Probationary Member Jamie M. was on a final, out of state class trip and unable to attend tonight's meeting. Jamie's 1 year review found Jamie's attendance fell short of the requirements.

Alan G. made a motion to extend Jamie Murphy's probationary member status for an additional 6 months. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Audra P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Alan G. made a motion to enter into executive session at 1942 hours to discuss a personnel matter. Seconded by Wendell S. Voting Yes: Bonnie D., Alan G., Audra P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Caralee R. made a motion to exit executive session at 2018 hours. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

**Appointed Positions Reports:**

Facilities: *Jim C. reported that Alexis had to leave during the executive session but her report was that the left hand oven was found to be 70 degrees off.*

Juniors: *Bonnie D. reported that the juniors met last Tuesday for hose training and that in the fall they expected 10 students to take EMT training. Bonnie also reported that she was stepping down as Senior Advisor of the Juniors but would stay on the Junior Advisory Board.*

### **Officers Reports:**

**Chief:** Alan G. reported it was a busy month and asked that the minutes reflect his extreme appreciation to all participating members and auxiliary members for all that was done during the recent fires calls. Also reported on: review of obligations, South Kent School Drone Team, New York State Police helicopter used for surveillance, OSHA tick prevention and possible lost equipment insurance claim.

**Lieutenants:** Jim S. reports the jersey barriers are back up on the Carter Road bridge and he felt additional maps of the Schaghticoke Mountain area would be helpful on calls in that area.

### **Old Business:**

**Rear Building:** Alan G. made a motion to enter into executive session at 2055 hours to discuss the rear building. Seconded by Jim S. Voting Yes: Bonnie D., Alan G., Gary H., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Caralee R. made a motion to exit executive session at 2209 hours. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Gary H., Audra P., Mike P., Caralee R., John R., Jim S., and Wendell S.

Motion Approved Unanimously

Gary H. reported that John Christen would be discussing the sale of Engine 5 with interested party this week.

After discussion it was affirmed that the Medical Supply Officer would be the person responsible for checking all of the department AEDs.

Alan G. asked that everyone read and follow the Finance Policy.

### **New Business:**

Caralee R. read a letter from the CPA regarding the upcoming audit and 990 form. Although it was determined that by law we did not need to have an audit, the By-laws currently state that we must therefore we will contract with the CPA to perform the 2016 990 Audit.

Alan G. made a motion to nominate Eddie Tuz as Quartermaster. Seconded by Caralee R. Voting Yes: Bonnie D., Alan G., Gary H., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Alan G. made a motion to nominate Rebecca T. as Financial Secretary. Seconded by Caralee R. Voting Yes: Bonnie D., Alan G., Gary H., Audra P., Mike P., Caralee R., Jim S., and Wendell S.

Motion Approved Unanimously

Meeting adjourned at 2253 hours

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

April 24, 2017 Kent Firehouse 1900 hours

Chair: Veronica Limbos, President

Secretary: Caralee Rochovansky

#### In Attendance:

Executive Committee members: Alan Gawel, Gary Hock, Tim Limbos, Veronica Limbos, Audra Petrone, Caralee Rochovansky, Wendell Soule

Department Members: Jim Canning, John Christen, Bonnie Donzella, Jordan Donzella, Chris Munson, John Oviatt,

Auxiliary members: None

Guests: None

Meeting called to order at 1940 hours.

Pledge Allegiance

**Minutes:** Tim L. made a motion to approve the March 27, 2017 minutes as distributed.

Seconded by Audra P. Voting Yes: Alan G., Tim L., Veronica L., Audra P., Caralee R., and Wendell S.

Motion Approved Unanimously

**Public Comment:** None

**Membership:** Probationary Member Chris M. attended with his Sponsor, John C. for his 1 year review. Records indicated Chris's attendance fell short of the requirements.

Tim L. made a motion to extend Chris M.'s probationary member status for an additional 6 months. Seconded by Audra P. Voting Yes: Alan G., Tim L., Veronica L., Audra P., Caralee R., and Wendell S.

Motion Approved Unanimously

#### Appointed Positions Reports:

**Records:** Bonnie D. reported that while attempting to prepare the records of a probationary member for tonight's meeting it was difficult as not all the calls have been entered into the computer program in a timely fashion and reminds us that members are relying on those records so please enter them as soon as possible after calls.

**Quartermaster:** John O. reported that the department's 2004 turnout gear needs to be either given away or tossed out.

Alan G. made a motion to recommend to the membership that gear, 2004 and older be offered to members and/or destroyed. Seconded by Caralee R. Voting Yes: Alan G., Tim L., Veronica L., Audra P., Caralee R., and Wendell S.

Motion Approved Unanimously

*Communications:* Tim L. reported that he was working with LCD to correct the ongoing intermittent coverage problem.

*Juniors:* Tim L. reported preparing for a May 9th training for the juniors.

*Recruitment and Retention:* The Secretary read a thank you from MaryAnn V., who could not attend tonight, for all the help received on yesterday's Everyday Heroes Open House event.

*Ball:* Veronica reported the signs will be washed, dates changed and John C. reported he will see to putting up the signs for the Ball later this week.

### **Officers Reports:**

**Chief:** Alan G. reported a funeral service for Past Chief and long time Sharon member, Carberry at 6 pm tomorrow, April 25th for any member wishing to honor Mr Carberry's life, please attend in uniform.

Alan G. left on an ambulance call.

**Captains:** Tim L. reported he would send out an email notifying when he would begin the dry hydrants checks.

**Lieutenants:** None

### **Old Business:**

Boy Scouts: The President reported the previously discussed Boy Scout issues had been resolved.

Rear Building: Tabled

Capital Budget: Jim C. reported on the Capital Budget Plan.

Tim L. made a motion to recommend to the membership that funds deemed available be transferred to the new Capital Budget line. Seconded by Caralee R. Voting Yes: Gary H., Tim L., Veronica L., Audra P., Caralee R., and Wendell S.

Motion Approved Unanimously

### **New Business:**

AEDs: tabled

Engine 5: Gary H. made a motion to recommend to the membership that we sell Engine 5.

Seconded by Audra P. Voting Yes: Gary H., Tim L., Veronica L., Audra P., Caralee R., and Wendell S.

Motion Approved Unanimously

Tim L. made a motion to adjourn at 2030 hours. Seconded by Wendell S. Voting Yes: Gary H., Tim L., Veronica L., Audra P., Caralee R., and Wendell S.

Motion Approved Unanimously

Meeting adjourned at 2030 hours

Respectfully Submitted,

Caralee Rochovansky,

Secretary,

Kent Volunteer Fire Department, Inc.

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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

March 27, 2017 Kent Firehouse 1900 hours

Chair: Veronica Limbos, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Alan Gawel, Gary Hock, Tim Limbos, Veronica Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jim Shaw, Wendell Soule

Department Members: Alexis Swagemaker, Mary Ann VanValkenburg, Ed Matson

Auxiliary members: Susie Rundall

Guests: John Grant

Meeting called to order at 1932 hours.

Pledge Allegiance

**Opening of the Lawn Care Proposals:** The Secretary announced there was only one lawn care proposal turned in. The 2 year proposal for \$8,400 was that of Tucker O'Brien.

Tim L. made a motion to accept the Tucker O'Brien bid of \$8,400 for the 2017/2018 seasons.

Seconded by Mike P. Discussion. Voting Yes: Alan G., Tim L., Veronica L., Audra P., Mike P., Caralee R., Jim S., Wendell S.

Motion Approved Unanimously

**Minutes:** Tim L. made a motion to accept the February 27, 2017 minutes as distributed with the following correction, the sentence under New Business: Boy Scouts, "Eric E. stated that this has been discussed in the past however a conclusion could not be offered or drawn." is

removed. Seconded by Audra P. Voting Yes: Alan G., Veronica L., Audra P., Mike P., Caralee R., Jim S., Wendell S.

Abstentions: Tim L.

Motion Carries

**Public Comment:** Suzie Rundall and John Grant, representing the Republican Town Committee, made a department fundraising presentation. Suzie and John have organized and gained funding to put on a high end Spaghetti Dinner at the firehouse on May 12th, (with freshly made pasta, special sauce, meatballs, freshly harvested greens and garlic bread and pies by Patsy Stroble) to benefit the purchase of a second Lucas CPR device. Their only request is for help selling tickets in advance and meet & greet during the dinner if possible. Suzie and John also noted they had ideas and plans for several other fundraisers to hold throughout the year.

**Membership:** None

**Appointed Positions Reports:**

*Facilities:* Alexis S. reported on the up-coming work, including submitting the quote from Dean A. for replacement of the heating/AC unit over the offices.

*Communications:* Tim L. reported that he was working with LCD to correct ongoing pager issues.

*Investments:* John R. gave a report on investments.

**Officers Reports:**

**Chief:** Alan G. reported a busy schedule of meetings.

**Lieutenants:** Jim S. asked that anyone transporting to Danbury Hospital be on the lookout for lost gurney straps.

**Old Business:**

Boy Scouts: Discussion of the Boy Scout Charter resulted in the call for a meeting with all the parties.

Rear Building: Tim L. made a motion to enter into executive session at 2046 hours to discuss the rear building. Seconded by Mike P. Voting Yes: Alan G., Gary H., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Jim S., Wendell S.

Motion Approved Unanimously

Tim L. made a motion to exit executive session at 2119 hours. Seconded by Audra P. Voting Yes: Alan G., Gary H., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Jim S., Wendell S.

Motion Approved Unanimously

Alan G. made a motion to inspect the rear building in accordance with the contract.

Seconded by Mike P. Voting Yes: Alan G., Gary H., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Jim S., Wendell S.

Motion Approved Unanimously

Every Day Heroes Open House: - April 23rd, 10-2 Members are asked to attend.

Capital Budget: Caralee R. will readdress at the April EC meeting with quarterly budget reviews.

Water Bill Reduction: Dean A. has scheduled the water line size change.

**New Business:**

Electric Reductions: Jim C., Mike P., and Caralee R. are working on reductions of the electric bills.

Heating Fuel Reductions: Caralee R. has been working on lower prices from suppliers.

John R. and Alan G. leave on an ambulance call.

Fire House Generator: tabled

AEDs: tabled

Tim L. made a motion to adjourn at 2202 hours. Seconded by Wendell S. Voting Yes: Gary H., Tim L., Veronica L., Audra P., Mike P., Caralee R., Jim S., Wendell S.

Motion Approved Unanimously

Meeting adjourned at 2202 hours



Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

February 27, 2017 Kent Firehouse 1900 hours

Chair: Veronica Limbos, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Alan Gawel, Gary Hock, Veronica Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jim Shaw, Wendell Soule

Department Members: John Oviatt

Auxiliary members: none

Guests: none

Meeting called to order at 1945 hours.

Pledge Allegiance

**Minutes:** Audra P. made a motion to accept the January 23, 2017 minutes as distributed.

Seconded by Wendell S. Voting Yes: Alan G, Veronica L, Audra P, Mike P, Caralee R, John R, Jim S, Wendell S.

Motion Approved Unanimously

**Public Comment:** None

**Membership:** None

**Appointed Positions Reports:** none

#### Officers Reports:

**Chief:** Alan G. reported on the Selectmen's meeting he and Veronica attended, including a probable \$12,500 expense increase for Medic 4 and on the Line Officers meeting. Alan G. also offered suggestions that communications for public fundraising may need to be disseminated to the EC in a timely fashion.

**Asst. Chief:** Gary H. reported on repairs recently done and those to come in the near future for several of the apparatus.

**Captain:** John R. reported on training. John R. reported a better schedule would be forthcoming for the training provided by Nick P.

**Ambulance Chief:** Mike P. reported that a 30 bed unit may be opening at the property formerly known as The Kent. Mike P. also noted he is working on an ambulance crew dress

code policy.

### **Old Business:**

Appointed Positions: The President appointed Jim Canning as Bookkeeper, John Oviatt as Quartermaster and John Christen as Loan Officer.

Mike P. made a motion to approve the following appointed positions. Jim Canning as Bookkeeper, John Oviatt as Quartermaster and John Christen as Loan Officer. Seconded by Audra P. Voting Yes: Alan G., Gary H., Veronica L., Audra P., Mike P., Caralee R., John R., Jim S., Wendell S.

Motion Approved Unanimously

Rear Building: Alan G. made a motion to enter into executive session at 2016 hours to discuss the rear building. Seconded by John R. Voting Yes: Alan G., Veronica L., Audra P., Mike P., Caralee R., John R., Jim S., Wendell S.

Motion Approved Unanimously

Caralee R. made a motion to exit executive session at 2053 hours. Seconded by Alan G. Voting Yes: Alan G., Veronica L., Audra P., Mike P., Caralee R., John R., Jim S., Wendell S.

Motion Approved Unanimously

Water Bill Reduction: Caralee reported on a way to reduce the quarterly basic charge imposed on the fire department by the water company for one of the 4 lines we are billed for. If we reduce the pipeline size from the current 2" down to 1" for water to the rear building the bill will be reduced from the current \$318 quarterly to \$99 quarterly saving the department \$800.00 annually. The 2" pipe was only needed back when the building was used for manufacturing.

### **New Business:**

2017 Auditors: Caralee R. reported preparing to put the 2016 Audit out to bid.

Dismissal Letter - follow up: The short list of dismissal letters was reviewed and those who received letters and must turn in their gear will be contacted.

Boy Scouts: Caralee R. reported that the 2015 Auditor, Tracy Fillow, has suggested that we need to examine our relationship with the BSA as Charter. A meeting will be set up with Troop 11 leaders to discuss issues. Eric E. stated this has been discussed in the past however a conclusion could not be offered or drawn.

Everyday Hero Open House: The open house was discussed and it was decided we would make every effort to organize and staff the event on April 23rd.

Capital Budget: Caralee R. reported on the plans to form a Capital Budget and how it would be administered. Discussion. Jim C. and Caralee R. will fine tune the proposal and report on it again at the next EC meeting.

Mike P. made a motion to adjourn at 2202 hours. Seconded by John R. Voting Yes: Alan G., Gary H., Veronica L., Audra P., Mike P., Caralee R., John R., Jim S., Wendell S.

Motion Approved Unanimously

Meeting adjourned at 2202 hours

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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## Kent Volunteer Fire Department, Inc.

### Special Executive Committee Meeting Minutes

for the purpose of conducting business prior to the regular monthly meeting

January 23, 2017 Kent Firehouse 1900 hours

Chair: Veronica Limbos, President

Secretary: Caralee Rochovansky

In Attendance:

Executive Committee members: Alan Gawel, Tim Limbos, Veronica Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Wendell Soule

Department Members: John Christen, Bonnie Donzella, Jordan Donzella

Auxiliary members: none

Guests: Ray Dezara

Meeting called to order at 1935 hours.

Pledge Allegiance

**Minutes:** Mike P. made a motion to accept the December 27, 2016 minutes as distributed.

Seconded by Alan G. Voting Yes: Alan G., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Wendell S.

Motion Approved Unanimously

**Public Comment:** Ray Dezara presented the Department with a donation from the Connecticut Antique Machinery Association, thanking the Department for all we do for the community.

**Member Comment:** Mary Ann V. and Bonnie D. and the Department will be hosting a 'Friends CPR' class on Saturday February 25th from 9-11. John Russell noted there will be an Airborne/Bloodborne Refresher given by Caralee on Thursday, January 26th at 7:30 PM.

**Membership:** Membership Review - Annual membership review was discussed at length. Mike P. made a motion to move members, Matt Barksdale, Justin Caroselli, Seth Houck, Brian Hunt, Mike Jastremski, Rob Kennedy, Josh Kragh, Ed Matson, Jeremy Matson, Kathy McCann, Nick Paproski, John Oviatt, Ethan Raskind, Christian Romano, and Jessie Rundall from Active Emergency member to Non-Emergency Member per our By-laws. Seconded by Tim L. Voting

Yes: Gary H., Alan G., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Wendell S.

Motion Approved Unanimously

Tim L. made a motion to dismiss members, Cindy Barksdale, Chris Fuchs, Mark Hamilton, John Cox, Ryan Forrester, Noelle Osuch, and Billy Purcell from the Department per our By-Laws. Seconded by Audra P. Voting Yes: Gary H., Alan G., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Wendell S. Motion Approved Unanimously

Tax Abatement: Alan G. made a motion to accept the list presented by the Personnel Committee for the 2016 tax abatement to present to the Town of Kent. Seconded by Tim L. Voting Yes: Gary H., Alan G., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Wendell S. Motion Approved Unanimously

**Appointed Positions Reports:** none

**Officers Reports:**

**Chief:** Alan G. reported that Line Officers Meetings will be held the 3rd Monday of each month at 7:30 pm. Alan G. also discussed the possibility of a Seniors/Smoke Detector Program.

**Asst. Chief:** Wendell S. asked that we put the lawn mowing for this year or a two year period, out to bid.

**Captain:** Tim L. reported working on communications.

**Ambulance Chief:** Mike P. reported on meeting with the Republican Town Committee about helping raise funds for needed ambulance equipment.

**Engineer:** John C. reported that some fire hydrants are out of service.

**Old Business:**

**Rear building rental contracts** - President noted no changes to report since last meeting.

**Lucas device** - Mike P. reported that we are close to getting the Lucas device for CPR

**New Business:**

**Appointed Positions:** The President made the following appointments:

*Technology Team:* Alex L., Jean S., Tim L.

*Records Clerk:* Jordan Donzella

*Asst. Records Clerk:* Bonnie Donzella

*Communications:* Tim L.

*Junior Senior Advisors:* Bonnie Donzella, Dan Kabasakalian

*Auxiliary Coordinator:* Caralee Rochovansky

*Facilities:* Alexis Swagemaker

*Financial Secretary:* Veronica Limbos

Mike P. made a motion to accept the persons appointed as listed by the President. Seconded by Alan G. Voting Yes: Gary H., Alan G., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Wendell S. Motion Approved Unanimously

**EC Meeting Dates:** EC Meetings will be held the fourth Monday of the month at 1930 hours. Gary H. made a motion to adopt the Executive Meeting Schedule as presented. Seconded by Audra P. Voting Yes: Gary H., Alan G., Tim L., Veronica L., Audra P., Mike P., Caralee R., John R., Wendell S. Motion Approved Unanimously

Mike P. reported on the \$32,000 cost of the Zoll 12-lead equipment needed to purchase to replace the old 12-lead and that we would also need to purchase a second unit for the second ambulance at additional cost of \$32,000.

Alan G. reported that the cost of a new desk and chair for the President would need to be warned at the next meeting.

Veronica L. reported that this year's Department Awards Dinner will be held Saturday, April 8th at the Fife & Drum Restaurant.

Meeting adjourned at 2119 hours

Respectfully Submitted,

Caralee Rochovansky,  
Secretary,  
Kent Volunteer Fire Department, Inc.

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