

KENT VOLUNTEER FIRE DEPARTMENT

SPECIAL DECEMBER EXECUTIVE COMMITTEE MEETING

DRAFT MINUTES

12.17.2018 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

EC MEMBERS: B. Donzella, A.Gawel, G. Hock(arr.1943), T. Limbos, J. Russell, W. Soule, J. Speck, E. Tuz, Mary Ann Van Valkenburg.

OTHER MEMBERS/GUESTS: J. Donzella (left on a call @ 1950)

AGENDA

Call to order @ 1934HRS

Minutes of previous EC meeting

MOTION: made by W. Soule/ 2nd by B. Donzella . **Accept the minutes of the November EC meeting.**

Voting yes: B. Donzella, A.Gawel, J. Russell, W. Soule, J. Speck, Mary Ann Van Valkenburg.

Voting no:

Abstaining: A. Gawel

Motion passed.

Public Comment-none

Membership-none

Old Business

12 Lead - no report

Technology - Jean reported that the new wifi system will be delivered thursday and we plan to do the install this weekend. She has developed a work plan to include install and implementation & notification to the membership.

New Business

Emergency expenditure - discussion about whether invoking the emergency expenditure policy is appropriate use to pay for flowers to be sent to Marcia Schultz' family.

Department Capital Plan - Alan discussed that at the town subcommittee meeting, the group recommended the KVFD develop their own capital plan. A small workshop was held and the beginnings of a working draft have started.

MOTION: made by A. Gawel/ 2nd by C. Rochovansky . **To recommend to the department to adopt a capital plan in the near future.**

Voting yes: B. Donzella, A.Gawel, G. Hock, C. Rochovansky, W. Soule, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining: **Motion passed.**

At subcommittee meeting, the last portion of Rescue 8 was discussed (\$225,000) and submitted for approval.

2019 Budget - Alan asked about the progress the EC made on the 2019 draft budget, as he had missed the last meeting. Bonnie reported it was not on the prior agenda so no discussion took place. There was

discussion about what happens with budgeted purchases that were not able to get approved (due to loss of quorum for example). Committee had lengthy discussion about 2019 budget. Will meet again Jan 2 2019 @ 7:30pm to finalize budget to present to membership.
T. Limbos arr. @ 2028

Fire Chief's report - none

Ambulance Chief's report - none

Officer's reports - none

Meeting adjourned @22:30 HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

NOVEMBER EXECUTIVE COMMITTEE MEETING

DRAFT MINUTES

11.26.2018 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

EC MEMBERS: B. Donzella, G. Hock, T. Limbos, M. Petrone, C. Rochovansky, J. Russell, W. Soule, J. Speck, MA Van Valkenburg.

OTHER MEMBERS/GUESTS: Matthew Winter

AGENDA

Call to order @1935 HRS

Agenda Item - Approve minutes of previous EC meeting

MOTION: made by MA Van Valkenburg ; 2nd by C. Rochavansky . *Accept the minutes of the [ENTER DATE] EC meetings.*

Voting yes: B. Donzella, G. Hock, M. Petrone, C. Rochovansky, J. Russell, W. Soule, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

Motion passed.

Agenda Item - Public Comment

Matt Winter presented on the work of the Boy Scout Troop and also made a formal request to continue supporting the boy scout troop in 2018 by paying part of their charter fees, for a total of \$440.00.

MOTION: made by C. Rochavansky ; 2nd by MA Van Valkenburg . *To recommend to the membership that the department continue support of the Boy Scout troop by fulfilling their request to cover \$440.00 of the their charter fees.*

Voting yes: B. Donzella, G. Hock, M. Petrone, C. Rochovansky, J. Russell, W. Soule, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

Motion passed.

Agenda Item - Membership. none.

Agenda Item - Old Business

Rear building - no report.

Powerload - Mike contacted New England Fire apparatus for pricing to install a Powerload into A2, and because of the age of the vehicle, the cost would be upwards of \$15,000, because the floor would not support the load of the newer type of stretcher. Because of this, Mike recommends waiting on this purchase.

12-lead monitor - Mike recommends focusing trying to fund up to two 12-lead monitors.

Gary reminded everyone that there is a process for going to the town to request funding.

M. Petrone left @ 2015

T. Limbos arr. 2018

Agenda Item - New Business

Internet equipment - J. Speck reported on the need to replace the wifi router system, which has been failing. Tim provided further information on a new Netgear product to replace it.

MOTION: made by T. Limbos ; 2nd by G. Hock . **Recommend to the department to replace the failing Sonicwall device with a Netgear Orbi Pro system along with a Circle Home device and subscription.**

Voting yes: B. Donzella, G. Hock, T. Limbos, C. Rochovansky, J. Russell, W. Soule, J. Speck, MA Van Valkenburg.

Voting no:

Abstaining:

Motion passed.

Internet usage and agreement - Tim presented a new form to request addition of a personal device as a trusted device. The form will be updated by the Technology Committee.

Recruitment - MA Van Valkenburg talked about a few upcoming recruiting events.

Agenda Item - Fire Chief's report - no report

Agenda Item - Ambulance Chief's report - no report

Agenda Item - Officer's report -

J. Russell inquired about the status of a Junior application.

Training - J. Russell reported on list of members still needing Hazmat/BBAB classes.

- Caralee will be giving ABBB Sunday December 9th @ 1300
- Nick Paproski will be giving a course on Google Hangouts on December 4th 1900-2030. J. Russell will send out info to the membership.

Captain - Tim has confirmation that a new cell tower is going up in the Bald Hill area. Reported that the Ice Watch cable is being donated and they will be putting up the cable soon. Also reported that his friend who does apparel now has an online store. See Tim for details.

Asst. Ambulance Chief - reminder to all crews that equipment and supplies must be restocked after each call.

Treasurer - at a member request, Caralee provided on fundraising and donations for the year. A large donation via a bequest from a will was received.

Meeting adjourned @ 2130HRS

RESPECTFULLY SUBMITTED,

JEAN C. SPECK

NEXT MEETING: DECEMBER 24

OCTOBER EXECUTIVE COMMITTEE MEETING

DRAFT MINUTES

10.22.2018 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

EC MEMBERS: B. Donzella, A.Gawel, T. Limbos (arr. @ 2030), M. Petrone, C. Rochovansky, J. Russell (arr. @ 2010), J. Speck, Mary Ann Van Valkenburg.

OTHER MEMBERS/GUESTS: G. Price, A. Pronovost, S. Rundall

AGENDA

Call to order @ 1940 HRS

Pledge of allegiance

MOTION: made by C. Rochovansky ; 2nd by MA VanValkenburg . *To add the Powerload and Parade of Lights to the agenda.*

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

Voting no: none

Abstaining: none

Motion passed.

Agenda Item - Minutes of previous EC meeting

MOTION: made by C. Rochovansky ; 2nd by MA VanValkenburg . *Accept the September EC minutes.*

Voting yes: M. Petrone, J. Speck, MA Van Valkenburg

Voting no:

Abstaining: B. Donzella, A. Gawel, C. Rochovansky,

Motion passed.

Agenda Item - Public Comment - none

Agenda Item - Membership

Austin Pronovost is aging out of the juniors and has applied for full membership. Austin was in attendance to discuss his application and interest in full membership.

MOTION: made by C. Rochovansky ; 2nd by MA VanValkenburg . *Recommend Austin Pronovost for full membership to the department, pending DMV background check.*

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

Voting no: none

Abstaining: none

Motion passed.

Agenda Item - Old Business

Rear building - no report

2019 Budget - Carlee is waiting for people to get in touch to get together with her. Discussion. Carlee will send out the draft budget of baseline numbers (recurring expenses, normal operational items).

Eversource agreement- discussion with Susie Rundall regarding Revocable License Agreement from Eversource that allows Eversource to use our parking lot during times of extended weather emergencies for staging of equipment, personnel and support.

MOTION: made by C. Rochovansky ; 2nd by MA VanValkenburg . **Recommend to the membership that the president sign the Eversource Revocable License Agreement with a stipulation limiting use to the gravel area of the parking lot.**

Voting yes: B. Donzella, A.Gawel, M. Petrone, C. Rochovansky, MA Van Valkenburg.

Voting no: none

Abstaining: J. Speck

Motion passed.

Agenda Item - New Business

2017 Audit - Carlee emailed out draft report just prior to meeting. EC members requested to move discussion to next meeting as they did not have opportunity to review the document prior to the meeting.

12-lead monitor - Mike reported we continue to need a 12-lead monitor for A2, and the 12-lead monitor on A1 does not print and is unsure if the device is working properly, but that the department has not authorized service/maintenance contracts for various medical devices. Alan asked for the secretary to research when the ambulance chief last made a motion to enter into a service/maintenance contract for EMS medical equipment. There was discussion regarding grants; the availability of grant writers within the private school giving offices. Mike will call Physio to have a service tech come out and assess the status of our current monitor.

PowerLoad - Mike presented the availability of a demo (in service in March 2018) powerload system and either demo or new gurney (he does not know which) - at a cost of ~\$49k (includes 7-year service contract). Vendor will certify to new condition and warranty same as a new product. Carlee will get confirmation from auditor that funds from the ambulance fund can be used for this purchase.

[J. Russell left meeting @ 2115]

Request for use of space in ambulance barn - John Grant from Kent Emergency Management approached Bonnie to utilize the ambulance barn to store the emergency management trailer in the ambulance barn. Susie rundall reported that she will follow up with Bonnie with more information.

Parade of Lights - Town tree lighting is scheduled for December 1st, Mary Ann recommends the event be scheduled with the town tree lighting event going forward. Stuff-A-Truck will be on Sunday, December 2nd.

Agenda Item - Fire Chief's report - South Kent School is having a meet-and-greet with the new interim headmaster. Alan will be out of town; he is sending other officers.

- Kent Pumpkin Run, 10/28: requesting volunteers to sit at start/finish line.
- Halloween, 10/31: Carlee has purchased some bags of candy; members are encouraged to help.
- South Kent School Mountain Bike Race, 10/24: Requested 2-man team with Gator.
- Gilmore Girls: was busy no incidents. Parking was full here at the firehouse.

REMINDERS:

- Combined Regional Chiefs meeting 11/15
- Aquarion Water meeting 11/19 to meet with the department to discuss
- FirstNet came to NW Zone meeting to provide information sharing.

Agenda Item - Ambulance Chief's report - surveys that went out and google docs are due back to Mike by Wednesday for the next ambulance meeting.

Agenda Item - Officer's report - no reports

Meeting adjourned @ 2250HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

NEXT MEETING: 26 NOVEMBER

SEPTEMBER EXECUTIVE COMMITTEE MEETING APPROVED MINUTES

09.24.2018 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

EC MEMBERS: B. Donzella, A. Gawel, G. Hock (arr. @ 1948), A. Petrone, C. Rochovansky, J. Speck, E. Tuz, Mary Ann Van Valkenburg.

OTHER MEMBERS/GUESTS: G. Price, Darren Owen, Susie Rundall, Stephen Rivers (Eversource Community Relations), Jamie Lintner (Eversource Community Liaison).

AGENDA

Call to order 1935 HRS

Agenda Item - Minutes of previous EC meeting

MOTION: made by MA Van Valkenburg/2nd by C. Rochovansky. **Accept the minutes of the August EC meetings.**

Voting yes: B. Donzella, G. Hock (arr. @ 1948), A. Petrone, C. Rochovansky, E. Tuz, MA Van Valkenburg.

Voting no: J. Speck

Abstaining: A. Gawel

Motion passed.

Agenda Item - Public Comment

Comedy event: Darren Owen proposed hosting a Comedy show and donating the proceeds to KVFD. Plan is to sell 300 tickets and he provided an estimated budget.

Eversource license: Susie Rundall introduced 2 representatives from Eversource regarding an agreement to use our parking lot as a staging area in the case of a disaster. They may use it to stage trucks (could be 30-50 trucks) and other large equipment/material, and possibly a tent to house personnel overnight.

MOTION: made by C. Rochovansky/2nd by A. Gawel. **To add New Ambulance, 12-lead monitor, 2019 Ball to New Business on the agenda.**

Voting yes: B. Donzella, A. Gawel, G. Hock, A. Petrone, C. Rochovansky, J. Speck, E. Tuz, MA Van Valkenburg.

Voting no:

Abstaining:

Motion passed.

MOTION: made by C. Rochovansky/2nd by A. Gawel. **To add Amazon Smiles to Old Business on the agenda.**

Voting yes: B. Donzella, A. Gawel, G. Hock, A. Petrone, C. Rochovansky, J. Speck, E. Tuz, MA Van Valkenburg.

Voting no:

Abstaining:

Motion passed.

Agenda Item - Membership none

Agenda Item - Old Business

Rear building - no report

Amazon Smiles - Caralee received a letter from Amazon Smiles that the banking information was incorrect. Jean clarified why this would have happened and that it has been fixed. Jean also stated the need for open

Agenda Item - New Business

2019 Budget: Bonnie wants everyone to starting thinking about your budgets. Caralee & Bonnie will be sending emails to all that have budgets to meet with them.

New Ambulance: Alan wanted to confirm that the reason the ambulance committee was created was to pursue replacement of A2. Caralee mentioned that since 2009 A2 has incurred \$40k, not including regular maintenance or body damage. Discussion was had regarding ongoing EMS staffing shortages, as well as ongoing fire staffing issues.

12-lead monitor: tabled

Modem speed:

MOTION: made by A. Gawel/2nd by C. Rochovansky. Support increased modem speed for internet in the firehouse.

Voting yes: B. Donzella, A. Gawel, G. Hock, A. Petrone, C. Rochovansky, J. Speck, E. Tuz, MA Van Valkenburg.

Voting no:

Abstaining:

Motion passed.

2019 Ball: Alan has had a member come forward to chair the 2019 Ball. He stated we need to start thinking about planning. There was discussion on what the 2018 Ball made but that was unknown.

Agenda Item - Fire Chief's report - Mentioned concern regarding staffing for fire and EMS again. Gator is going to Warren for their Fall Festival. Tentatively hosting joint meeting between Northwest area chiefs and NM Area chiefs in November. Has been in touch with Town Board of Finance and Board of Selectmen to meet with them about future budget planning. Mark Sebetic & Mark McWhinney were appointed from the Board of Finance, and the Board of Selectman will be appointing someone at their next BoS meeting in October. Should start meeting shortly after that. Mentioned river access at KCS. Access has not been kept up by the Town and Alan is going to approach the Town to repair and maintain access.

Agenda Item - Ambulance Chief's report - Mike absent. MA Van Valkenburg talked about shifts, mentioned Lime Rock's Type II ambulance will be here for the next 2 weeks to demo.

Agenda Item - Officer's report - none.

Meeting adjourned @ 2150 HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

NEXT MEETING: 22 OCTOBER, 2018



Kent Volunteer Fire Department, Inc. Executive Committee Meeting Minutes

August 27, 2018 Kent Firehouse 1930 hours

Chair: Tim Limbos

Secretary Pro Tem: Caralee Rochovansky

In Attendance:

Executive Committee Members: Alan Gawel, Tim Limbos, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Wendell Soule, Eddie Tuz, MaryAnn Van Valkenburg

Department Members: Eric Epstein, Gwen Price

Auxiliary Members: None

Guests: None

Quorum Present

Meeting called to order at 1940 hours.

Pledge of Allegiance

Minutes: Mike P. made a motion to approve the July 23, 2018 minutes as distributed. Seconded by Eddie T. Voting Yes: Tim L., Audra P., Mike P., Caralee R., Wendell S., and Eddie T.

Abstentions: MaryAnn V.

Motion Carried.

Public Comment: Mary Ann V. made a motion to add Library Carnival to the Agenda under New Business. Seconded by Audra P. Voting Yes: Tim L., Audra P., Mike P., Caralee R., Wendell S., Eddie T., and MaryAnn V.

Motion Carried.

Membership: None

Old Business:

Rear Building: Mike P. made a motion to enter into executive session for the purpose of receiving a report and discussing the rear building with the Rear Building Committee at 1945 hours. Seconded by Audra P. Voting Yes: Tim L., Audra P., Mike P., Caralee R., Wendell S., Eddie T., and MaryAnn V.

Motion Carried.

Mike P. made a motion to come out of executive session at 2004 hours. Seconded by Audra P. Voting Yes: Tim L., Audra P., Mike P., Caralee R., Wendell S., Eddie T., and MaryAnn V.

Motion Carried.

Eddie T. made a motion to empower the back building committee to negotiate the back building rental contract. Seconded by Caralee R. Voting Yes: Tim L., Audra P., Mike P., Caralee R., Wendell S., Eddie T., and MaryAnn V.

Motion Carried.

Gwen P. and Eric E. left the meeting at 2010 hours.

Mike P. gave a brief update on High Watch stating nothing new to report at this time.

Whistle-blower Policy was tabled.

Credit Card Policy was tabled.

Brush Fire Reimbursement will be addressed when Wendell steps back into the room.

New Business:

Gilmore Girls parking Request - Discussion.

Kent Presents Grant - Discussion.

Wendell S. returned to room and Wildfire Reimbursements were discussed. A policy should be written. Caralee will check with the auditors about the possible issues, Mike P. suggested monies received from the state for fighting wildfires be used to help purchase firefighting equipment in the future.

Alan G. and John R. returned from ambulance call to join meeting in progress at 2025 hours.

Wendell S. left the meeting at 2030 hours.

Bank Accounts - Alan G. made a motion to have the Treasurer establish an account at Union Savings Bank for the purpose of depositing donations. Seconded by Audra P. Voting Yes: Alan G. Tim L., Audra P., Mike P., Caralee R., John R., Wendell S., Eddie T., and MaryAnn V.

Motion Carried.

Library Carnival - Mary Ann explained the purpose of and our good will and recruitment intentions for joining the Library's planned mini carnival. Help will be needed, We will provide popcorn, a bouncy house will be set up and the carnival is only from 12-3 pm on this coming Saturday.

Officers Reports:

Chief: Alan G. reported on the race at High Watch needing help on the 9th and the needing help on the 16th. Bonnie will be in charge of the Gilmore Girls parking requests, A town supported boat was discussed. Alan G. also reported that Warren's Fall festival weekend requests the use of our gator and it would be in use in Warren on October 5,6,& 7th.

John R. left the meeting at 2112 hours.

Ambulance Chief: Mike P. reported on the ambulance committee's new ambulance search to date. Mike P. also discussed the need for the power load system, another monitor and the Pro-care package to service them for Ambulance 2.

Asst. Ambulance Chief: Mary Ann reported that she has been in discussion with Club Getaway for perhaps holding an awards function at the club. She will continue to seek alternatives to what we've done in the recent past in order to cut expenses involved with holding the Awards dinner.

Captains: Tim L. discussed modem issues and Mike recommended increasing the speed to 100 megabytes for the estimated increase of \$10.00 per month in cost.

Lieutenants: Eddie T. reported as Quartermaster that he needed to purchase 13 new helmets. Discussion centered on funding the purchase. The Treasurer asked that the purchase be broken up into two or three orders to spread the expenses to better match income and it was decided by majority consensus that he should order all the helmets now.

The President adjourned the meeting at 2153 hours.

Respectfully Submitted,

Caralee Rochovansky,
Secretary ProTem
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.

JULY EXECUTIVE COMMITTEE MEETING DRAFT MINUTES

07.23.2018 | 1930HRS | KVFD FIREHOUSE OFFICER'S ROOM

ATTENDEES

B. Donzella, A. Gawel, A. Harvey, G. Hock (arr. @ 2010), A. Petrone (arr. @ 1950), M. Petrone, W. Soule, J. Speck, M. Starr (left on fire call @2019), E. Tuz (left on fire call @ 2019; returned @ 2100).

AGENDA

Call to order @ 1937HRS

Agenda Item - Minutes of 4.23 & 5.29 EC meetings

Clarification was made that the EC meeting scheduled for 4.23 was not held due to lack of quorum met.

MOTION: made by M. Petrone; 2nd by C. Rochovansky. **Accept the minutes of the 4.03 & 4.13 Special EC meetings.**

Voting yes: B. Donzella, A. Gawel, A. Petrone, M. Petrone, J. Speck, M. Starr, E. Tuz.

Voting no: none

Abstaining: W. Soule

Motion passed.

Agenda Item - Public Comment

None

Agenda Item - Membership

Amanda Harvey came to meeting to discuss monthly recurring use of the firehouse. Discussion. Amanda will submit the dates for the remainder of 2018 to the president for department consideration at the August membership meeting

Agenda Item - Old Business

Rear building - Matt Starr gave an update on the committee's progress. Discussion.

High Watch expansion - Alan gave an update on recent P&Z hearing and reported P&Z closed the hearing. Their decision will be rendered in August.

Amazon Smiles - Discussion. Caralee will get a voided check to Jean so she can complete the registration in order to activate the account and begin marketing that the KVFD is an Amazon Smiles participating charity and can begin receiving donations.

Kent Sidewalk Sales event - Mary Ann sent out an email describing what we are planning to offer at the event. We will be offering fire truck rides, conducting hands-only CPR, and offer Knox Box information. The committee needs members to participate to work the booth.

Agenda Item - New Business

Whistle Blower Policy - Caralee said the auditors have requested in the past the the department develop a policy. Discussion. VFIS likely has templates for the various policies; Caralee will follow up with VFIS.

Credit Card Policy - tabled

Fire Prevention Month - Bonnie added this item to agenda to remind the officers that National Fire Prevention Month is coming up in October, and that they should begin planning now.

Agenda Item - Fire Chief's report - Alan reported there was a driveway access issue during an incident response and Engine 2 was damaged. Gary is waiting on an estimate. Other items covered:

- High watch Farm is having a race in the Fall. Mike and Alan will be meeting with HWF in the near future.
- Gilmore Girls event October 19-21 - this is the last year and ticket sales are down so will not be as big an event.
- Alan and other officers will be meeting towards the end of the summer with 1st selectman and board of finance to discuss creating a capital plan in the town budget beyond fire apparatus.
- Future of fire apparatus - Alan is forming a committee to review the entire fleet as to estimated lifespan and possible consolidation of apparatus inventory.

Agenda Item - Ambulance Chief's report - Mike reported 217 calls YTD, 30 calls already this month.

Agenda Item - Officer's report - none

MOTION: made by E. Tuz; 2nd by A. Gawel. **To add emergency expenditures to new business on the agenda.**

Voting yes: B. Donzella, A. Gawel, G. Hock, A. Petrone, M. Petrone, c. rOCHOVANSKY, W. Soule, J. Speck, E. Tuz.

Voting no: none

Abstaining: none

Motion passed.

MOTION: made by A. Gawel; 2nd by B. Donzella. **To purchase 1 year of SonicWall Comprehensive Security Suite protection at a cost of \$353.60.**

Voting yes: B. Donzella, A. Gawel, G. Hock, A. Petrone, M. Petrone, W. Soule, E. Tuz.

Voting no: C. Rochovansky

Abstaining: J. Speck, G. Hock.

Motion passed.

Meeting adjourned @ 2155 HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

NEXT MEETING: MONDAY, 20 AUGUST

KENT VOLUNTEER FIRE DEPARTMENT

MAY Executive Committee MEETING DRAFT MINUTES

05.29.2018 | 1930 HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

members-B. Donzella, A. Gawel, A. Petrone, C. Rochovansky (in at 2005) J. Russell, E. Tuz, MA VanValkenburg (left at 2010)
Public- Billy Morrison

AGENDA

Call to order @ 1937 HRS

Minutes of 4.23.18- motion made by B. Donzella, 2nd MA VanValkenburg Table approval of minutes until next EC meeting

Voting yes: B. Donzella, A. Gawel, A. Petrone, J. Russell, E. Tuz, MA VanValkenburg

Voting no: none

abstaining: none

Motion passes unanimously

Public Comment- Billy Morrison spoke to the committee about wanting to rent entire back building

.

MOTION: made by B. Donzella; 2nd by C. Rochovansky. Table Amanda Harvey Request

Voting yes: B. Donzella, A. Gawel, A. Petrone, C. Rochovansky, J. Russell, E. Tuz

Voting no: none

abstaining: none

Motion passes unanimously

Fire Chief's Report

Chief Gawel reminded us the Ball is next weekend June 9th. Ticket sales are low. Asked officers to please purchase their tickets NOW. Mentioned the possibility of selling tickets this weekend at IGA. Chief reported we had 2 members responded to Brookfield to help aid in the clean up from the storm. Special thanks to Wendell Soule and Pete Bernard who responded. Chief also reported fire and ambulance attendance is down. Chief reported the P&Z commission would like to meet with the dept down the road,

date TBD. Uniform Policy was briefly discussed. Gilmore Girls will be returning to Kent Oct 19, 20 and 21st. Kent Presents will be held again in August

Ambulance Chief's report-

No report

Line Officer's Report

Captains - J. Russell reported that he and the Boy Scouts cleaned up the boat ramp at Sloane Stanley. Also that Lakeville is offering 2 Boating Safety Courses. The first will be held Fri June 22 from 9-3, the second one TBD. Watch your emails for further details.

OLD BUSINESS

Rear Building

Chief Gawel reported the next court date is Wednesday June 6th. President reported the back building committee will be exploring options for the rental of the back building.

NEW BUSINESS

Bank Accounts-

MOTION: made by C. Rochovansky; 2nd by A. Petrone. **Motion to move General Funds acct from Webster Bank to Union Savings Bank, and open Grants account and Portable Radio Capital Funds account at Union Savings Bank**

Discussion held

Voting yes: B. Donzella, A. Gawel, A. Petrone, C. Rochovansky, J. Russell, E. Tuz

Voting no: none

Abstaining: none

Motion passes unanimously

Whistleblower Policy- Caralee reports a copy has been sent to the EC to be looked at

Credit Card Policy-MOTION: made by C. Rochovansky; 2nd by A. Gawel. **To table Credit Card Policy**

Voting yes: B. Donzella, A. Gawel, A. Petrone, C. Rochovansky, J. Russell, E. Tuz

Voting no: none

Abstaining: none

Motion passes unanimously

Meeting adjourned @ 21:35

RESPECTFULLY SUBMITTED,
Bonnie Donzella, President

SPECIAL EXECUTIVE COMMITTEE MEETING

DRAFT MINUTES

04.13.2018 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jean Speck, Matt Starr, Mary Ann Van Valkenburg,

Guests: Stosh Oskwarek

AGENDA

Call to order @ 1937HRS

Back building discussion

The president gave Mr. Stosh Oskwarek the floor as he requested time with the executive committee. He distributed handouts and began detailing storage rooms he would build. Alan asked Stosh to not provide any more detail, as agreed in a conversation he had with Stosh earlier today. The president asked if the attendees had any questions for Mr.

Oskwarek; no one had any questions.

MOTION: @1945 made by Alan Gawel; 2nd by Caralee Rochovansky. **Go into executive session and include any member of the back building committee for the purposes of discussing the back building lease.**

Voting yes: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jean Speck, Mary Ann Van Valkenburg,

Voting no: none.

Motion passed.

MOTION: @2036 made by Bonnie Donzella; 2nd by Caralee Rochovansky. **To exit executive session.**

Voting yes: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, Jean Speck, Mary Ann Van Valkenburg.

Voting no: none.

Abstain: none.

Motion passed.

MOTION: @2040 made by Alan Gawel; 2nd by Bonnie Donzella. **To reject all changes to the returned rear building lease draft, except for those that are recommended by Attorney Asman for legal purposes only that are in the department's best interest.**

Voting yes: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, Jean Speck, Mary Ann Van Valkenburg,

Voting no: none.

Abstain: none.

Motion passed.

Meeting adjourned @ 2043HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

KENT VOLUNTEER FIRE DEPARTMENT

SPECIAL EC MEETING **DRAFT** MINUTES

04.02.2018 | 1830HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

Jim Canning, Bonnie Donzella, Eric Epstein, Alan Gawel, Mike Petrone, Audra Petrone (arr. @ 1925), Caralee Rochovansky, John Russell, Jean Speck, Matt Starr, Mary Ann Van Valkenburg (arr. @ 1910).

AGENDA

Call to order @ 1845

Public/Member comment

none

MOTION: *made by John russell; 2nd by Bonnie Donzella All members of the back building comm to remain during executive session*

Voting yes: Alan Gawel, Bonnie Donzella, Jean Speck, John Russell, Mike Petrone, Jim Canning, Caralee Rochovansky,

Voting no: none

Motion passed.

MOTION: *made by Bonnie Donzella; 2nd by Mike Petrone To enter into executive session.*

Voting yes: Alan Gawel, Bonnie Donzella, Jean Speck, John Russell, Mike Petrone, Jim Canning, Caralee Rochovansky,

Voting no: none

Motion passed.

MOTION: *made by Bonnie Donzella; 2nd by Mike Petrone To exit executive session @ 1930*

Voting yes: Alan Gawel, Bonnie Donzella, Jean Speck, John Russell, Audra Petrone, Mike Petrone, Jim Canning, Caralee Rochovansky, Mary Ann Van Valkenburg,

Voting no: none

Motion passed.

MOTION: *made by Bonnie Donzella; 2nd by Mike Petrone to make the following revisions to the proposed lease agreement: with new occupancy date of 6.1 and total square footage.*

Voting yes: Alan Gawel, Bonnie Donzella, Jean Speck, John Russell, Mike Petrone, Jim Canning, Caralee Rochovansky,

Voting no: none

Abstain: Jean Speck, Mary Ann Van Valkenburg, Audra Petrone.

Motion passed.

Meeting adjourned @ 1938

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

EXECUTIVE COMMITTEE MEETING **DRAFT** MINUTES

03.26.2018 | 1930HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

Bonnie Donzella, Alan Gawel, Tim Limbos (arrived @ 2028), Audra Petrone, Mike Petrone, Gwen Price, John Russell (left @2137), Wendell Soule (left @ 2007), Jean Speck, Eddie Tuz, Mary Ann Van Valkenburg.

AGENDA

Call to order @ 1937HRS

Approval of 2.26.2018 EC minutes

MOTION: made by Alan Gawel; 2nd by Mary Ann Van Valkenburg. **To table approval of last month's minutes.**

Voting yes: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, John Russell, Wendell Soule, Jean Speck, Eddie Tuz, Mary Ann Van Valkenburg.

Voting no: none

Motion passed.

Public comment - none

Membership - No new applications; Bonnie presented a letter from a perspective member's health care provider.

MOTION: made by Bonnie Donzella; 2nd by Alan Gawel. **To enter executive session.**

Voting yes: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, John Russell, Jean Speck, Eddie Tuz, Mary Ann Van Valkenburg.

Voting no: none

Motion passed.

MOTION: made by Bonnie Donzella; 2nd by John Russell. **To exit executive session @ 1952.**

Voting yes: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, John Russell, Wendell Soule, Jean Speck, Eddie Tuz, Mary Ann Van Valkenburg.

Voting no: none

Motion passed.

MOTION: made by Bonnie Donzella; 2nd by Alan Gawel. **To recommend Walter Vieira to be considered for full membership at the next meeting.**

Voting yes: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, John Russell, Wendell Soule, Jean Speck, Eddie Tuz, Mary Ann Van Valkenburg.

Voting no: none

Motion passed.

Appointed positions - none

Officer reports

Chief: officers will be reviewing proposed plans for High Watch expansion

Captain Russell: has information on investments

Aiken acct (ambulance fund):

➤\$244,152.00 on 1.1.2017

➤+9.5% in 2017 to \$267,438.00

➤grew 30.5% since its inception (date??)

➤Jan-Mar 2018: \$268,571.00

Investment acct:

➤\$788,202.00 on 1.1.2017

➤+16.9% in 2017 to \$921,282.00

➤Jan-Mar 2018: \$941,823.00

Pledged Asset Account (“collateral” account for roof):

➤\$99,100.00

Ambulance Chief Petrone: Wanted to know if anyone was going to the DPH FLIS hearing regarding an application submitted by Birch Hill LLC for a substance treatment facility at the site of the previous nursing home on Maple Street. Discussion.

John Russell brought up question of who can officially speak for the fire department. There was discussion. Alan referenced a policy from many years ago that states the Fire Chief is the only person who can speak as the representative of the KVFD.

Mike & Alan met with High Watch to discuss their proposed expansion plans.

Captain Limbos: He is looking at different avenues for radio replacement: lease-to-own program, radios for EMS. He met with the Arnolds about placing a repeater on their property on Jennings Road. Waiting on a quote for the equipment. Equipment will be minimal; placing a small antenna to the side of an existing barn.

Rear Building - Scheduled court appearance for a pre-trial hearing is Wednesday March 28th.

Pager radio coverage - LCD has put an transmitter antenna on the pole at the firehouse, which has resulted in improved coverage in town.

Powerload & ProCare service for gurney - tabled.

Airpacks - they are in service. Need to look into purchasing ten 45-min bottles and one 60-min bottle. Tim will look into pricing old bottles for resale and bring prices to monthly department meeting.

Personal CO Meters - demo is being tested with a few line officers - discussion

Brush Fire Equipment - tabled

Awards Dinner - Mary Ann Van Valkenburg brought up some options for celebrating members in a different way. Suggested a summer picnic and a few other options.

Meeting adjourned @ 2145HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

NEXT MEETING 4.23.2018

SPECIAL EXECUTIVE COMMITTEE MEETING

DRAFT MINUTES

03.23.2018 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

Jim Canning, Bonnie Donzella, Eric Epstein, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jean Speck, Matt Starr, Ed Tuz.

AGENDA

Call to order @ 1911HRS

Agenda Item

Discussion regarding the back building project was had. Bonnie mentioned some members of the EC had questions about details of the various project pieces.

Alan remarked about issues related to CT DPH health inspection report (attached) sent as a result of DPH's October 6, 2017 inspection, and follow up inspection on November 29th, 2017. Bonnie read the report. Caralee remarked that in a conversation with the tenant regarding the list of items in the report needing to be corrected, he disagrees on a who should be responsible for what items. She read a letter she sent to the DPH inspector regarding what the KVFD would be willing to pay for.

Discussion was had.

Jim reviewed an issue that has arisen regarding the loading dock. He explained that the 2nd tenant must have 2 means of egress according to Fire Marshal, and to do so, KVFD would have to build a firewall [need some details here].

A third aspect is the heating bill. If we move KVFD items that are stored in the loading dock area, then we can change the draft lease agreement, so the potential tenant has exclusive use of the loading dock, eliminating us needing to pay for any of the utilities.

Matt Starr commented on issues with past tenants in terms of informal conversations happening between potential lessee and EC members, and was concerned about the potential for miscommunication. Discussion was also had regarding the rental rate for the potential tenant (which is lower than both previous tenants). Question arose about how long it would take to make a return on our investment (cost of upgrades, cost of roof, etc) and Jim stated it would be 3-4 years before the department sees a return.

Jean speck remarked that in the Hold Harmless agreement, the potential tenant was to carry "fire and extended coverage" insurance and asked if they had submitted proof of insurance. Caralee presented a file folder with the executed Hold Harmless Agreement, a copy of the liability insurance certificate, and copy of a check, but did not include such insurance certificate. Caralee will contact attorney Asman to obtain insurance certificate.

MOTION: made by Alan Gawel; 2nd by Audra Petrone. **That our attorney notify OEI that they have till 4.16.18 COB to return the lease agreement signed.**

Voting yes: members voting yes - Jim Canning, Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jean Speck, Ed Tuz.

Voting no: none

Motion passed.

Alan Gawel left the meeting, causing a loss in quorum, @ 2040.

Meeting adjourned @ 2045HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK

SPECIAL EXECUTIVE COMMITTEE MEETING

DRAFT MINUTES

03.23.2018 | 1900HRS | KVFD FIREHOUSE MEETING ROOM

ATTENDEES

Jim Canning, Bonnie Donzella, Eric Epstein, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jean Speck, Matt Starr, Ed Tuz.

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Voting yes: members voting yes - Jim Canning, Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Jean Speck, Ed Tuz.

Voting no: none

Motion passed.

Alan Gawel left the meeting, causing a loss in quorum, @ 2040.

Meeting adjourned @ 2045HRS

RESPECTFULLY SUBMITTED,
JEAN C. SPECK



Kent Volunteer Fire Department, Inc.

Special Executive Committee Meeting Minutes

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

January 22, 2018 Kent Firehouse 1930 hours

Chair: Bonnie Donzella, President
Secretary pro tem: Caralee Rochovansky

In Attendance:

Executive Committee members: Bonnie Donzella, Alan Gawel, Audra Petrone, Mike Petrone, Caralee Rochovansky, John Russell, Eddie Tuz and MaryAnn VanValkenburg

Department Members: John Christen, Scott Harvey, Rob Kennedy, Gwen Price, Mat Starr, and Alexis Swagemaker

Auxiliary Members: None

Guests: Ray DeZara

Quorum Present

Meeting called to order at 1946 hours.

Pledge Allegiance

Minutes: The Secretary pro tem read the minutes of the 12/27/2017 Special Executive Committee meeting. Mike P. made a motion to accept the minutes as read. Seconded by Eddie T. Voting Yes: Bonnie D., Audra P., Mike P., Caralee R., John R. Eddie T. and Mary Ann V.

Abstentions: Alan G.

Motion Carried

Public Comment: Ray DeZara, representing the Connecticut Antique Machinery Association, presented a check to the department as a thank you for 2017 participation helping to make their events a success, mainly through the efforts of department member John Christen.

Membership: None

Appointed Positions Reports: QuarterMaster Eddie T. discussed the need to purchase approximately 15 new helmets. He will have samples from several different companies brought to the next monthly meeting for members to try.

Facilities: Director, Alexis S. reported dumpster issues. It appears that someone is using the dumpster without authorization. It was not the tenant. Locks will be installed.

Alexis S. also requested the formation of a committee to oversee the future installation of the in-ground grease trap.

Officer's Reports:

Chief: Alan G. discussed firehouse space, and the future of the workout room equipment.

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:

Alan G. reported on an upcoming court date.

2018 Budget: The budget draft was discussed at length and consensus was to return with more budget detail. Another budget workshop will be scheduled.

New Business:

Fire Attendance sheets: Bonnie reported calls are being entered incorrectly making attendance double.

Ambulance Barn: The frozen pipes were discussed.

Alan G. made a motion that the ambulance barn water be shut off and drained and heat turned off and coordination be done with utility companies. Seconded by Audra P.

Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Membership Review: Alan G. made a motion to table membership review until later in meetings. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

2018 EC Meeting Dates: Caralee R. made a motion to approve the EC meeting dates as presented and read. Seconded by Alan G. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Appointed Positions:

Mike P. made a motion to appoint Eddie T. as QuarterMaster. Seconded by Audra P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Mike P. made a motion to appoint Leila E. as Financial Secretary.

Seconded by Alan G. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Records Clerk - no one has expressed an interest in this position. If interested, please contact Bonnie D.

Alan G. made a motion to appoint John C. as Equipment Loan Officer. Seconded by Caralee R. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Technology Officer: no one has expressed an interest in this position. If interested, please contact Bonnie D.

Alan G. made a motion to appoint Tim L. as Communications Officer. Seconded by Bonnie D. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Juniors Senior Advisor - we need another member to express an interest in this position. If interested, please contact Bonnie D.

Alan G. made a motion to appoint Alexis S. as Firehouse Coordinator. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Alan G. made a motion to appoint Eddie T., Bonnie D., and Dan K. for Juniors Advisory Board.

Seconded by Eddie T. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Bonnie D. made a motion to appoint Caralee R. as Auxiliary Coordinator. Seconded by Mary Ann V. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Membership Review: Bonnie D. made a motion to go into executive session at 2210 hours to discuss the annual membership review. Seconded by Caralee R. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Aan G. made a motion to accept the list of members being moved from active emergency to non-emergency and the list of members being moved from non-emergency to dismissed as presented. Seconded by Mike P. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Mike P. made a motion to exit executive session at 2241 hours. Seconded by Bonnie D. Voting Yes: Bonnie D., Alan G., Audra P., Mike P., Caralee R., Eddie T. and Mary Ann V.

Motion Carried

Democratic Fundraiser: The corned beef and cabbage St. Patrick's Day lunch was discussed.

President adjourned the meeting at 2242 hours.

Respectfully Submitted,

Caralee Rochovansky,
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.