

KENT VOLUNTEER FIRE DEPARTMENT

# APRIL EXECUTIVE COMMITTEE MEETING MINUTES

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

## ATTENDEES

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

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

Call to order @ 1939

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

**Public Comment** -none

**Correspondence** - none

## **Membership -**

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

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

Discussion:

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

Voting no:

Abstaining:

**Motion passed**

## **Old Business**

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

## **New Business**

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

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

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

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

Voting yes: M. Petrone

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

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

**Motion failed**

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

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

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

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

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

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

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

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

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

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

Voting no:

Abstaining:

**Motion passed**

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

**Appointed positions - none**

**Committee reports -**

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

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

**Meeting adjourned @ 2223**

---

RESPECTFULLY SUBMITTED,

Jean C. Speck, Secretary

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

**NEXT MEETING: MAY 26 @ 1930**