

## Executive Committee meeting minutes January 24, 2022

Present: John Russell, Cathe Mazza, Alexis Swagemaker, Bonnie Donzella, Caralee Rochovansky, Kerri Cullip, Matt Starr, Wendall Soule, Jill Scholsohn, Wendy , Jeremy Matson, Gary Hock, Alan Gawel, Tim Limbos. Guests Tracy Fillow and Deborah Lemien.

Call to order @ 19:34

Public/member comment: none.

Approval of December EC minutes: **Bonnie made a motion, seconded by Wendall, to approve the minutes.** Voting yes: Bonnie Donzella, Jill Scholsohn, Wendall Soule, Cathe Mazza. Voting no: no one. Abstentions: Alexis Swagemaker. Motion carries.

Membership: a) clarification was asked for new uncertified emergency members-can we issue them gear? Yes was the consensus. b) blue light permit renewals are needed asap.

### Old Business:

1. Foundation Committee: the secretary read the following email from Eric Epstein, " The committee received the draft documents from Modern Volunteer Fire Service- our consultants in late November or early December. Members are in the independent review process of the documents and working on input for our next committee meeting to review. The committee is scheduled to meet prior to the February department meeting, but a date has not yet been set. Once the committee meets and develops questions and changes, we will meet with Modern to adjust. Once a committee final draft is completed, it will be sent to the department membership for review and input. The committee had fully discussed and planned to have a final draft ready for the April meeting, two months prior to the vote in June per our current constitution and by-laws. We will have to review this time line at our next meeting as I'm just not sure we will have it ready for the final draft by that time."
2. Capital Plan: still a work in progress
3. Town Capital Funding: it'll be ready for the BOS meeting on Feb. 3.
4. Interim COVID-19 protocols: no update.

### New Business

1. Operational Hazmat certifications/refreshers: our SOPs do not reflect the 2014 changes. A refresher in March is being planned. As we come out of COVID we can return to policies and procedures. Alexis asked if we need to review certifications of all or those with a 2005 refresher or the 2014?
2. AFG and ARPA grants and defibrillators: keeping this topic active but no update tonight.
3. EMS Staffing: Bonnie reported that we may go over budget this year. She recommends we raise next year's budget to \$187,000. Medic Four will be extended one more year.
4. Draft Governance Letter: Tracy Fillow and Deb Lemien were welcomed to the meeting and invited to our Executive Session. **Motion to go into Executive Session at 20:21 by Bonnie Donzella and seconded by Alexis Swagemaker.** Voting yes: Wendall Soule, Cathe Mazza, Jill Scholsohn, Alexis Swagemaker, Alan Gawel, John Russell. Voting no: no one. No abstentions. Motion carries.  
**Motion to come out of Executive Session at 21:46 made by Bonnie Donzella, seconded by Alan Gawel.** Voting yes: Alexis Swagemaker, Wendall Soule, Bonnie Donzella, Alan Gawel, John Russell, Jill Scholsohn, Cathe Mazza, Gary Hock. Voting no: no one. No abstentions. Motion carries.
5. Membership review: **Motion to go into Executive Session at 21:49 by Bonnie Donzella, seconded by Alan Gawel.** Voting yes: Alexis Swagemaker, Bonnie Donzella, Gary Hock, John Russell, Jill Scholsohn, Wendall Soule, Cathe Mazza, Alan Gawel. Voting no: no one. No abstentions. Motion carries. **Gary Hock made a motion to invite Jeremy Matson into Executive Session at 22:12 to resolve a record keeping discrepancy, seconded by Alan Gawel.** Voting yes: Jill Scholsohn, John Russell, Alan Gawel, Alexis

Swagemaker, Bonnie Donzella, Cathe Mazza, Gary Hock, Wendall Soule. Voting no: no one. No abstentions. Motion carries. {Jeremy left the Executive session at 22:21}. **Motion to come out of Executive Session at 22:46 by Bonnie Donzella, seconded by Alexis Swagemaker.** Voting yes: Bonnie Donzella, Gary Hock, Alan Gawel, Alexis Swagemaker, Wendall Soule, Jill Scholsohn, Cathe Mazza. Voting no: no one. No abstentions. Motion carries.

**Motion to move Dean Ackerman, Louis Dingee, Sherman Green, Yanira Hernandez, Rob Kennedy, Chris Munson, Audra Petrone, and Jim Shaw to non-emergency status, by Bonnie Donzella, seconded by Alan Gawel.** Voting yes: Cathe Mazza, Alexis Swagemaker, Wendall Soule, John Russell, Bonnie Donzella, Jill Scholsohn, Gary Hock, Alan Gawel. Voting no: no one. No abstentions. Motion carries.

**Motion to send a second letter to non-emergency members John Cirino, Brandon Jankowicz, Ed Tuz, and Adam Woodruff by Bonnie Donzella, seconded by Wendall Soule.** Voting yes: Gary Hock, Wendall Soule, Bonnie Donzella, John Russell, Alan Gawel, Jill Scholsohn, Cathe Mazza. Voting no: no one. Abstention: Alexis Swagemaker. Motion carries.

**Motion to send dismissal letters to Shannon Lewis and Jen Ziegler, by Bonnie Donzella, seconded by Alan Gawel.** Voting yes: Gary Hock, Bonnie Donzella, John Russell, Alan Gawel, Wendall Soule, Jill Scholsohn, Cathe Mazza. Voting no: no one. Abstention: Alexis Swagemaker. Motion carries.

6. Appointed Positions: **Bonnie Donzella made a motion to accept the following members in their appointed position, seconded by Alan Gawel:**

Jill Scholsohn as financial secretary  
Kerri Cullip as quartermaster  
Eric Epstein as plant manager  
John Russell as firehouse coordinator  
Susie Rundall as kitchen coordinator  
Jeremy Matson as records clerk  
Bonnie Donzella as Juniors' senior advisor  
Wendall Soule to the Junior's advisory board  
John Christen as equipment loan officer

Voting yes: Wendall Soule, Alan Gawel, Alexis Swagemaker, Jill Scholsohn, Bonnie Donzella, John Russell, Cathe Mazza. Voting no: no one. No abstentions. Motion carries.

**Bonnie Donzella made a motion, seconded by Wendall Soule, to appoint Pete Bernard as communications officer.** Voting yes: Alan Gawel, Bonnie Donzella, John Russell, Wendall Soule. Voting no: Alexis Swagemaker. Abstentions: Cathe Mazza, Jill Scholsohn. Motion carries.

**Bonnie Donzella made a motion, seconded by Jill Scholsohn, to appoint Marci Newton as bookkeeper and Susie Rundall as auxiliary coordinator.** Voting yes: Bonnie Donzella, John Russell, Wendall Soule, Jill Scholsohn, Alan Gawel. Voting no: Alexis Swagemaker. Abstention: Cathe Mazza. Motion carries.

7. Electronic payment of membership dues: general discussion of this possibility.

President's Report: officers need to sign 'conflict of interest' paper asap.

Treasurer's Report: no report

Chief's Report: no report

Line Officer's Report: no report

Ambulance Chief's Report: no report

Committee Reports:

1. The President is appointing Rob Kennedy to the Ball Committee.
2. Personnel: no report
3. Software: no report

4. Truck: no report
5. Investments: no report

Auxiliary: no report

Juniors: meetings scheduled for January 6 and February 3.

Adjourned at 23:19

Respectfully submitted,  
Cathe Mazza  
Secretary