



**Kent Volunteer Fire Department, Inc.**

# **Department Policies**

## **KVFD Policies**

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## *Ambulance*

**Assistants:** The Ambulance Chief will appoint any assistants needed for the operation of the Ambulance service.

**Paramedic Intercept:** The Fire Department certifies those members with a current medical certification, with a minimum of EMT, be qualified to cancel the paramedic. Motion Approved **April 3, 1995**

**Training:** Ambulance training and the monthly Ambulance meeting will be determined in January of each year. **Approved June 6, 2005**

**Transfers:** Non-Emergency transports are determined by the Ambulance Chief. **Approved June 6, 2005**

**Protocol:** As per SOP 2-2, the KVFD Ambulance follows Sharon Hospital guidelines and OEMS regulations. **Approved June 6, 2005**

**Supplemental Staff Policy:** The supplemental hiring of outside the department staff is an effort to ensure all shifts are covered for the purpose of responding to emergency calls. The following steps will be taken:

The department schedule will be sent out to certified personnel by the Ambulance Chief or his/her designee on a monthly basis, to request department staff to fill open EMS shift time slots.

Four weeks prior to requesting outside staff, the Ambulance Chief or his/her designee will notify the outside staffing company of any open shifts on the schedule (00:00-06:00, 06:00-12:00, 12:00-18:00, and 18:00-24:00).

Open shifts will be staffed by either KVFD personnel, staffing company personnel, or a combination of the two.

Once an open shift has been assigned to staffing company personnel, it can be cancelled and filled by KVFD personnel with five days' notice to the staffing company.

If a KVFD personnel who is signed up for a specific shift has to cancel their shift, the Ambulance Chief must be notified immediately. The Ambulance Chief or his/her designee will attempt to fill the open shift with KVFD personnel prior to hiring outside staff. Approved January 4, 2021.

### **Supplemental Staff Duties and Responsibilities:**

The Kent Volunteer Fire Department has contracted with an outside staffing company to provide staff for unfilled shifts on our schedule. Supplemental staff will adhere to the following requirements while on duty working for the Kent Volunteer Fire Department: · Policies and procedures as outlined by your hiring agency.

- All supplemental staff will be required to sign that they have reviewed KVFD SOP's, Policies and Procedures.
- All supplemental staff will be issued a KVFD door code assigned to that individual for gaining access to the firehouse.
- While on duty in Kent, you are to present yourself in a respectful courteous

manner to the public

- Be prompt and be ready to respond at time of shift start
- Acknowledge call within 2 minutes of initial dispatch
- Supplemental staff will be trained and cleared to drive Ambulance 1 (A1) and Ambulance 2 (A2)
- Supplemental staff will be proficient in KVFD and LCD radio protocols.
- Supplemental staff may respond with the ambulance once the additional crew member has signed on the air and is en-route to the scene.
- Supplemental staff will wear the supplied apparel while on shift.
- Supplemental staff will be expected to provide their own footwear and blue EMS style pants per KVFD policy. Shorts are not allowed to be worn on calls.

• The responsible duties you will be asked to perform while not on an emergency call will be specified by policy.

- Keep ambulances fueled to above ¾ a tank at all times- fuel is located at the Town of Kent Highway Department with an access fob.
- Primary ambulance used for the specific shift will be assigned by the Ambulance Chief or his/her designee.
- Maintain inventory to CT BLS ambulance equipment list on the primary and secondary ambulances. Restocking equipment is located in the EMS storage locker.
- Theft of equipment may be cause for elimination from the KVFD roster and possible legal action.
- Equipment checks must be performed and documented at the start of each shift (equipment list will be provided).
- Any equipment or mechanical problems must be reported to the Ambulance Chief immediately upon discovery- **Ambulance Chief Bonnie Donzella (475) 529-6441 or email- [kent4@kentfire.org](mailto:kent4@kentfire.org)**
- All dispatched calls must be documented in the KVFD Ambulance software using tablet or desktop computer. A log in will be provided by KVFD for each user.

○ All calls must be documented prior to leaving at the end of shift.

○ Ambulance may be used to perform personal errands within the borders of the Town of Kent while on duty and be ready to respond to an emergency call · You may use the common areas of the firehouse for personal use, (ready room, kitchen) but please keep it clean and return it to better than you found it condition.

· Use of the exercise room is prohibited.

· Please label all personal food in the refrigerator with a date. Please remove your personal food at the end of your shift.

· Wi-fi access will be allowed as per KVFD policy

· You may not use the washer and dryer for your personal laundry · All supplemental staff reports directly to the

Ambulance Chief

· The EMT handling patient care is in charge of the EMS calls

· Chain of command will follow NIMS standards.

## *Appointed officers*

**Bookkeeper:** This policy authorizes the Executive Committee to hire and enter into an agreement with a third party subcontractor for the position of KVFD Bookkeeper for accounting services as approved by the membership. The President and Treasurer shall oversee the bookkeeper/subcontractor and ensure KVFD by-laws and policies are followed. The President and Treasurer shall at least annually report on the work of the Bookkeeper/subcontractor and advise the EC and membership if work is satisfactory, and recommend as to extending the agreement or not. The Bookkeeper/subcontractor will be paid hourly for services at a rate agreed upon and budgeted for by the membership. The Bookkeeper/subcontractor shall sign a Conflict of Interest agreement. Job description follows: **Approved December 11, 2019**

|                    |                                |
|--------------------|--------------------------------|
| <b>Job title:</b>  | <i>Bookkeeper</i>              |
| <b>Reports to:</b> | <i>Treasurer and President</i> |

### **Job purpose**

To assist the KVFD with the financial duties and tasks of the Department.

### **Duties and responsibilities**

- Pay bills in a timely manner, approved by membership
- Record, prepare and deposit all monies received
- Track all receipts and expenses using QuickBooks
- Provide monthly and ad hoc reports from QuickBooks as requested by Treasurer or President
- Prepare bills to be presented at monthly meetings for approval
- Reconcile and balance all accounts monthly
- Prepare documents for annual audit
- Assist with budget process
- Maintain complete filing system to support financial records

### **Minimum Qualifications**

- Previous bookkeeping experience
- Strong computer skills
- Proficient in QuickBooks, MS Office
- Professional verbal and written communications

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|                       |                          |
|-----------------------|--------------------------|
| <b>Approved by:</b>   | <i>KVFD Membership</i>   |
| <b>Date approved:</b> | <i>December 11, 2019</i> |
| <b>Reviewed:</b>      |                          |

### **Financial Secretary Job Description Policy**

The financial secretary has the following responsibilities:

**A. Mail:**

Mail is to be picked up from the Post Office box. All mail will be dated and initialed when received and by who. Mail will be distributed as outlined by the Mail Distribution Policy, as established by the Department. All mail will be picked up two or more times per week, depending on anticipated volume.

**B. Donations:**

All donations will be photo copied. Deposits will be made. Thank you cards will be sent to donors. Deposits will be entered into the computer using categories as established by the Treasurer.

**C. Reports:**

A donor report will be made monthly and given to the Secretary to be read off at the monthly meeting. A report for Donations-In-Memory-Of will be maintained for each person who passes away. The report will be given to a family member listing donor names and addresses, but no monetary information, on a monthly basis until none are received.

**D. Other:**

Fundraising committees may have the Financial Secretary intercept mail containing receipts for the fundraiser, make appropriate deposits, and report to the committee. Any questions about mail should be directed to the President. Any questions about deposits will be directed to the Treasurer. The Financial Secretary reports to the Treasurer.

**Approved. Feb. 5, 1996, amended Jan. 5, 2009.**

### **Records Clerk Job Description Policy**

The Records Clerk of the Kent Volunteer Fire Department shall have the following responsibilities:

**Member info:** The Records Clerk shall keep an up-to-date list of all members and their addresses, phone numbers, social security numbers, licenses, and email address. The list of active and veteran members must be submitted annually to the selectman's Secretary for worker's compensation insurance coverage by September 15. The clerk must keep track of blue light permits and send the yearly forms into the state by January 31. Every member with a blue light is required to have a form in their file and in their car. In February, after the annual membership review is conducted by the Personnel Committee, changes in membership status are to be communicated with the Records Clerk and the roster is to be updated by the Records Clerk.

**Forms:** The clerk is responsible for updating the roster with new members. The attendance forms are to be available in the responder area of the Firehouse.

**Minutes of meetings:** The Records Clerk is responsible for putting a copy of all meeting minutes in the meeting book in the radio room.

**Documents:** The Records Clerk is responsible for keeping updated copies of the By-laws, Constitution, SOPs, and Policies in the binder in the radio room.

**Attendance:** The Records Clerk is in charge of keeping track of the attendance of members. The clerk shall generate a report on each probationary member for his or her review by the Executive Committee. The clerk shall also track each active

member's yearly attendance of fire calls, ambulance calls, meetings, training, and any other department activity. This will be completed by Jan. 31 of each year.

Data Entry: The Records Clerk will be responsible for entering the data in the software on members for any incident calls or activity done for the Department and generating reports quarterly or as requested by the Executive Committee.

Equipment: The Records Clerk is to work with the line officers to develop a schedule for regular maintenance and testing of equipment in the firehouse.

Web site: The Records Clerk is to update the documents on the web site: quarterly point reports, run forms, id numbers.

Supervision: The Records Clerk works under the direction of the Department Secretary.

**Approved. Feb. 5, 1996. Amended December 2, 1996; May 3, 2010**

### **Training Officer Job Description Policy**

The Training Officer has the following responsibilities:

#### Annual Training:

- The Training Officer needs to schedule a training refresher for Airborne and Bloodborne pathogens each year.
- The Training Officer needs to schedule training refreshers for HazMat Awareness and Operational each year (usually in September or October).
- For annual training, all members must be notified. There are postcards in the computer setup for this.

#### New Member training:

- The Training Officer should arrange for training all new members on department equipment and procedures through working with the line officers.
- All new people must have HazMat awareness and Bloodborne and Airborne Pathogens. The training officer must arrange a class or make sure they get to a class in a neighboring town.
- Any new members who want to take Firefighter I must be accommodated. A class has to be located and get the information to the interested member.

#### Certification:

- The training officer must keep track of all certifications. Anyone who takes a course must have the certificate in his or her file. The list of courses attended for each member should also be recorded in the computer.

#### New Training:

- The Training Officer should be in charge of scheduling any new training courses held in Kent.
- Most importantly, the Training Officer should be responsible for coordinating with the Captains and Lieutenants for Squad Night training or any drills held throughout the year.
- The Training Officer should act as a liaison to schedule joint training between the ambulance and fire department.

#### Class assistance:

- When a class is held in Kent, the training officer, or a designate, should be responsible to meet the instructor, get equipment needed for the class and provide refreshments.

#### Announcements:

- All training should be announced in the newsletter if possible. An announcement should be made over the radio with as much notification as possible. The Training Officer should be responsible for making the announcement or arranging with LCD to do so.

Approved. **Feb. 5, 1996.**

## *Communications*

### Email Policy

1. Email is under the domain www.kentfire.org and is currently a Gmail nonprofit account.
2. Each Officer, Fundraiser Chair, and Committee Chair (as necessary) is assigned a permanent email address within the kentfire.org domain. Each of these users can decide to access their mail directly, forward mail to their personal or other account or designate an alternative recipient for their mail. Each officer is responsible for checking and responding to his/her Department email in a timely manner.
3. Member email addresses are to be updated in a timely manner by the Records Clerk. It is each member's responsibility to notify the Records Clerk when an email has changed.
4. Any Department-wide emails sent to members shall abide by the following guidelines:
  - a. Messages are to be written in a clear and concise manner with sufficient detail so members can understand the announcements. The language should be written in a courteous manner to the membership.
  - b. Announcements about events and training are to be sent in a timely manner.
  - c. Member addresses are to be blind-copied (bc'd).
  - d. Messages should be directed to the appropriate type of membership (emergency, veteran, junior, auxiliary) by using the established email groups.

**Approved 2011**

**Pagers:** The Communications Officer is to document pager information as she distributes equipment to members. He/she shall provide a list of the pager number and serial number that each member has in his/her possession to the Records Clerk in January of each year. When a new member joins, he/she is to sign an acceptance of responsibility for the pager, which shall include a copy of this policy. All active emergency members will also be asked to sign the form one month after approval of this policy.

In the event a member loses or damages a pager on an emergency call, the member must report the incident to the Communications Officer within 48 hours. The Communications Officer shall notify the President, along with details of the loss for insurance claim purposes.

If a member loses or damages a pager in a non-emergency situation, he/she is to report this to the Communications Officer within 48 hours. If the member fails to report this in a timely manner, then the member is responsible for the financial cost of replacing the pager equipment. **Approved Dec. 7, 2009.**



**Radio Number:**

Each active emergency member is assigned a three-digit radio number, with the first digit based on training. The numbers 1-15 are reserved for officers, the fire marshal and others as necessary. Each active emergency member retains his two digit ID number, until he/she resigns, dies, or loses active emergency member status. All unused numbers (up to 100) are to be assigned by the Communications Officer in no specific order.

The first digit of the radio number represents the following:

- 2 — EMT
- 3 — EMR (Emergency Medical Responder)
- 4 — Firefighter (state certified)
- 5 — Driver
- 9 — general non-certified member.

**Approved Feb. 6, 1996, Revised September 2004; June 6, 2005; May 3, 2010**

*See also SOP 2-6 and 2-7.*

**Mail Disbursement:**

Any mail addressed to the Department, labeled personal and confidential will be directed to the President.

Any mail addressed to the Department will be opened, inside copy receipt dated, all contents and envelope stapled or clipped together, directed to the proper Department personnel.

Any mail addressed to an office position will be directed to that officer. If unsure, it will go to the President. If there are multiple occurrences, the President may give written standing orders for what is to be done on future occurrences.

Any mail addressed to an individual in the Department will be directed to that individual, if he/she is an officer or committee chair. All others will be directed to the President. The President may give written standing orders as for what is to be done on future occurrences.

**Approved Jan. 5, 2009.** *See also Financial Secretary Job Description Policy.*

**Web Site Policy**

The Department Website, [www.kentfire.org](http://www.kentfire.org), has been established to provide an area to share news and information with members and the public. The Technology Committee and the Technology Officer have responsibility for maintaining the web site. Administrative level access to [kentfire.org](http://kentfire.org) may be granted to any additional persons at the request of the Executive Committee

**A. Member Area**

The member area is a password-protected section that consists of posts and pages that include:

- Announcements/news updated by appropriate party.
- Scheduled meetings and training events updated by Fire Chief, Ambulance Chief and/or Training Officers.
- Committees, about and members, member lists, email addresses, Phone #'s, ID's, Radio #'s, Points, Internal forms, SOP's, and By Laws updated by the Records Clerk.
- Links to resources of interest to members may be updated by the appropriate party.

**B. Public Area**

The public section of the web site includes sections for a calendar, minutes, facilities, fundraisers, History, Join KVFD and Contact Us. These areas are to be maintained and updated as follows:

Minutes

updated by Secretary

Facilities

description of facilities and equipment, updated by the Fire Chief

Calendar

updated by Secretary and Training Officer

Contact Us

Officer List, updated by the Records Clerk

Contact us form. Form results go to Secretary.

Join KVFD

Membership information and invitation to join, updated by the Secretary.

Juniors Information and contact with invitation to join, updated by the JR adviser.

Fundraisers

Information on individual fundraisers, including contacts, updated by the  
Fundraiser Chairs

Photo Gallery

Any submissions to the photo gallery should be reviewed by the Fire Chief and/or the President. Consideration will be taken for the privacy of members, the public and the possible political or illegal use of photos posted.

KVFD History

This is an area that highlights the 100-year history of KVFD, with a photo gallery of archival photos.

## *Elected Officers*

### President

The duties of the president should include, but are not limited to, the following areas:

- The president shall preside at all regular, special and Executive Committee meetings.
- The president shall be well versed in Robert's Rules of Order and shall conduct the meetings accordingly.
- Working in conjunction with the Secretary and Fire Chief, he or she shall draw up an agenda for each meeting.
- The President shall perform the administrative functions of running the Fire Department and should be available to represent the Department in all business aspects of the incorporation.
- The president is responsible for development of the annual budget, in conjunction with the Treasurer. He or she must keep abreast of how the Department's expenditures are meeting budget on a monthly basis.
- The President is responsible for coordinating individual fundraising committees to make sure the chairman of each is fulfilling duties.

It is imperative that for the President to function as an officer in this Fire Department that he or she must communicate and work effectively with the Fire Chief and other Executive Committee members. **Approved. Nov. 1, 1993**

## *Facilities*

**Equipment:** Department equipment may be borrowed in accordance with SOP 1-8.

**June 6, 2005**

**Smoking:** Smoking in the firehouse will not be allowed. All organizations that use the building are to be notified of the policy. **Approved. Feb. 5, 1996. Revised June 6, 2005**

**Firehouse Policies** (see also SOP 1-9 Firehouse):

### **I. Firehouse Coordinator Policy**

A. Duties: The Firehouse Coordinator of the Kent Volunteer Fire Department shall have the following responsibilities:

1. Overall: This position, appointed on an annual basis by the Executive Committee, is responsible for overseeing the care and upkeep of the Firehouse. The Firehouse Coordinator's name and contact information shall be published each year on the Department web site.
2. Scheduling: The Firehouse Coordinator shall be the contact person for use of the Firehouse by members (see the Building and Property Use Policy). Outside organizations will contact the President. The Firehouse Coordinator shall keep a master calendar to track the uses, which shall be posted weekly in the Firehouse and electronically on the member section of the web site.
3. Supplies: The Firehouse Coordinator shall ensure an ample supply of paper, plastic and cleaning supplies (e.g. paper towels, toilet paper, garbage bags, soap, laundry supplies, etc.) are maintained in the Firehouse.
4. Kitchen: Kitchen cleaning supplies and cleaning equipment will be kept separate and not used for other areas. The Firehouse Coordinator shall also ensure kitchen supplies are maintained.
5. Cleaning: The Firehouse Coordinator shall oversee the cleaning of the Firehouse. See the Cleaning Policy for details. **Approved May 4, 2009, amended Aug. 3, 2009.**

### **II. Firehouse Access Policy**

A. The Executive Committee shall appoint a Technology Officer, who is responsible for assigning four-digit access codes to the Firehouse.

B. Access to the Firehouse is granted as follows:

1. Active Emergency Members are issued a four-digit code for access to all key padded doors in the building, with the exception of the mechanical room. This code will be issued as soon as a member is voted into the Department, or as soon as required training is completed.
2. Non Emergency Members are issued a four-digit code for access to all key padded doors in the building, with the exception of the mechanical room.
3. Veteran Members - Upon request, are issued a four-digit code for access to all key padded doors in the building, with the exception of the mechanical room.

4. Auxiliary Members - Upon request, are issued a four-digit code for access to all key padded doors in the building, with the exception of the mechanical room.
5. Junior Members are issued a four-digit code for access to all key padded doors in the building, with the exception of the mechanical room.
6. Honorary Members are not granted coded entry access to the building.
7. Suspended Members are denied access to the building.
8. Emergency Management Director is issued a four-digit code for access to the main entrance door to the building only.
9. Outside organizations - Are issued a four-digit code for access to the Main Entrance door to the building only (see Building Use Policy).
10. The Fire Chief or the President may choose to allow access to non-department individuals who cooperate with KVFD. These individuals may include the Fire Marshal, Resident State Trooper, Patrol State Trooper, maintenance personnel, equipment suppliers, utility companies, etc.
11. Affiliate organizations that hold rotational meetings will be scheduled at the discretion of the Fire Chief (ie. NMAFC, Northwest Zone, LCD, etc.).

**Approved May 4, 2009**

### **III. Firehouse Key Assignment Policy**

1. Keys to locked rooms in the Firehouse are to be issued.
  - The President shall issue keys and recover when positions change.
  - Officers, appointed positions and committee chairs shall be provided with keys to locked rooms as spelled out in the policy.
  - A committee chair shall be issued a key to the Officers' Room upon request, in order to conduct meetings there.
2. The following will be assigned keys: Fire Chief, each Assistant Chief, Ambulance Chief, each Captain, each Lieutenant, President, Secretary, Treasurer, Financial Secretary, Bookkeeper, Records Clerk, Assistant Ambulance Chief, Engineer, Communications Officer, Technology Officer, Juniors Advisor, Emergency Management Director, instructors for classes and Past Chief Art Seabury. **Approved May 4, 2009**

### **IV. Firehouse Room Policy**

The rooms in the Firehouse are to be used as follows:

1. Meeting Room/Kitchen: These rooms are for department functions and may be requested for use by outside organizations.
2. Fitness Room: This room is for use by Active Emergency Members, Non Emergency Members, Veteran Members, and Auxiliary Members. Family members are able to use the room only when the Department member is present in the room. A Junior Member may use the fitness room when an advisor or Department member is present.
3. Work Room: This room is for use by Department members, friends or family when a Department member is in the building present, or by visiting mutual aid departments. This room is for leisure activities, or small gatherings.
4. Offices of officers:
  - Fire Chief's Office: This room is for use by the Fire Chief for work, meetings and storage.
  - Ambulance Chief's Office: This room is for use by the

- Ambulance Chief for work, meetings and storage.
- Officers' Office: This room is for use by the line and administrative officers for administrative work and file storage. A small meeting or training class may be held at the conference table, as long as it is not interfering with officer work being conducted. File storage will be allotted per File Cabinet Assignment Policy.
5. Radio Room: This room is for in-house communications and standby operations.
  6. Responder Area: This area is used for completion and filing fire and EMS run reports.
  7. Apparatus Bays: This area is for the housing and maintenance of apparatus and emergency response equipment.
  8. Mezzanine area: unspecified storage
  9. Mechanical Room: This room contains building mechanical equipment. Access to this room will be limited to the officers and the Technology Officer. Access will be granted on a temporary basis for mechanical repair personnel.
  10. Oxygen Storage: This room is designated for storage of oxygen. The door shall remain closed, except when removing bottles.
  11. Ambulance Storage: This room is for storage of all supplies and equipment for EMS calls and training.
  12. Laundry Room: This room is for the cleaning of emergency gear and ambulance linens.
  13. Emergency Operations Office: This room is dedicated as an office for the Emergency Management Director for the Town of Kent. **Approved Aug. 3, 2009**

**V. Firehouse File Cabinet Assignment Policy**

1. Keys to locked file cabinets in the Firehouse are to be issued.
  - The President shall issue keys, maintain the list and recover when positions change.
    - a. Officer's Office:
      - OO FILE CABINET #1      Records
      - OO FILE CABINET #2      Treasurers Records
      - OO FILE CABINET #3      Secretary
      - OO FILE CABINET #4      Financial Secretary, Bookkeeper, Treasurer
      - OO FILE CABINET #5      President, Training Records, Misc.
      - OO FILE CABINET #6      Assistant Chiefs, Captains, Lieutenants
      - OO FILE CABINET #7      Assistant Chiefs, Captains, Lieutenants
      - OO FILE CABINET #8      Technology Officer
      - OO FILE CABINET #9      Office Supplies
    - b. Ambulance Chief's Office:
    - c. AC FILE CABINET #1      Patient Care Records
    - d. AC FILE CABINET #2      Ambulance Chiefs Files
    - e. AC FILE CABINET #3      Ambulance Chiefs Files
    - f. Fire Chief's Office:
      - FC FILE CABINET #1      Fire Chief's Files FC
      - FILE CABINET #2          Fire Chief's Files FC
      - FILE CABINET #3          Building Documents
    - g. Radio Room:
      - RR FILE CABINET #1      Communication Officer storage and files

**Approved May 4, 2009**

**VI. Firehouse Building and Property Use Policy**

1. Overall: The Firehouse was built for the sole use of the Kent Volunteer Fire Department, however the Department has a tradition of sharing its facilities whenever practical.
2. Department Use: Use by the Department will take precedence in scheduling use of the Firehouse. Officers shall share their training calendars and any changes with the Firehouse Coordinator, so there will not be conflicting uses scheduled. The Secretary will share dates of special meetings and Executive Committee meetings with the Firehouse Coordinator. Committee chairs will also share their committee meeting dates and times with the Firehouse Coordinator.
  - The schedule shall be posted both at the Firehouse and on the Department web site.
  - In order to assist the Firehouse Coordinator, with scheduling, all shall make an effort to give timely notification of changes.
3. Member Use: If a member would like to use a room in the Firehouse, he/she should make the request to the Firehouse Coordinator at least one week in advance. Members shall state the purpose, time, duration, date and if the use involves the public.
4. Outside Organization Use:
  - If an organization would like to use any portion of the Firehouse property for a one-time use, a written request should be sent to the President at least two weeks in advance. This request should include the purpose, time, duration, and date. A certificate of insurance may be required of the organization. Donations for use will be accepted by the Department. The organization is expected to clean up the area so it is ready for the next use.
  - Organizations that would like to use the meeting room on a monthly basis, should make an annual written request and include the dates, times and expected duration of each use. These will be submitted for approval by the Department members. This approval will expire each year on December 31, and a new request may be submitted each year.
  - Kitchen: If an organization wishes to use the kitchen for an event, a written request shall be submitted to the President. A certificate of insurance may be required of the organization. If there is a request to use the kitchen to provide food for a public event, the organization is required to go through the proper procedures and permitting with the Torrington Area Health District (TAHD) and provide proof of application to the Department in advance. A deposit of \$100 is required. This will be returned as long as all the equipment is cleaned and returned to its positions and is undamaged, and the kitchen is thoroughly cleaned. Donations for kitchen use will be accepted by the Department. Use of the kitchen includes all fixtures and utensils and equipment, but not the plastic and paper goods.
  - Once approval has been granted by the President, he/she will communicate with the Firehouse Coordinator who will then work with the outside agency. Four-digit coded access will be assigned and communicated to the outside agency by the Firehouse Coordinator.

- Outside organizations will be required to fill out the Use Form posted on the Department's public web site, which will include contact information and a signature agreeing to the applicable Firehouse policies.

5. Scheduled use will take precedence, except in the event of an emergency call.
6. The President has the right to refuse a request if he/she deems it is not appropriate to be hosted in the Firehouse. The President also has the discretion to approve uses with short notice, but it is preferred to have as much notice as possible. In the absence of the President, the Executive Committee will handle building use requests. **Approved Aug. 3, 2009**

### **VII Firehouse Cleaning Policy**

A. The Firehouse is to be cleaned by a rotating committee of volunteers at least once a month. The Firehouse Coordinator is in charge of overseeing this. In the event the cleaning is not being done, the Firehouse Coordinator is to communicate concerns with the President and report to the Executive Committee as he/she deems necessary.

1. The monthly clean up is to include the areas of the meeting room, kitchen, front entrance and hall, ready room, radio room, exercise room, officers' office and bathrooms:
  - a. Vacuum the carpets in all rooms at least once a month.
  - b. Wipe down the kitchen counters, sink, stove, refrigerator, etc.
  - c. Mop the kitchen and hallway floors.
  - d. Remove all garbage from the rooms and dispose of it in receptacles outside the building. Recyclables are to be disposed of in appropriate outside receptacles.
  - e. Clean bathroom sinks, toilets, mirrors, and floors (including the toilet off the apparatus bay).
2. As the areas are cleaned the person is to initial and date the form that is hung up in each room (see Enclosure 1-9.7.1)
3. The areas of the apparatus bays and those rooms connected to it (closets, etc), are to be cleaned through work details by the membership, except as noted. **Approved May 4, 2009**

### **VIII Firehouse Recycling and Waste Disposal Policy**

1. The Department is committed to reducing the environmental impact of its operations by minimizing waste, maximizing recycling, and encouraging reuse in the Firehouse. The Department will follow the waste and recycling guidelines of either the Kent transfer station or of any commercial waste hauler with which the Department has a contract. A list of the guidelines will be posted and kept current. The Department shall provide multiple signed containers to assist members to dispose of all waste materials properly.  
Members are expected to use them. **Approved May 4, 2009**

### **IX. Firehouse Alcohol Policy**

Alcohol is permitted on the Firehouse property at the end of monthly meetings, drills, department functions, parades, etc. Any alcohol brought into the Firehouse must be



removed from the building before leaving. Anyone under the legal age found drinking will be asked to leave and further enforcement will be enacted if necessary. **Approved June 6, 2005, amended Aug. 3, 2009**

## ***Fundraising***

**Fundraisers:** Drinking of alcoholic beverages by underage people at KVFD-sponsored fundraisers will not be tolerated. Anyone seeing this should report it to the chair or chief officer and the people will be asked to leave. **June 6, 2005**

**Ball tickets:** All Fire Department members, active, veteran, auxiliary and limited, have to pay half price for their ticket to the Ball. Motion Approved. **June 5, 1995** Any Fire Department member who goes by him/herself to the Ball, the ticket will be \$10. If a member brings a significant other or spouse, it is \$20 per couple. **Approved April 7, 1997.**

## *Members*

**Applications:** Votes on proposed members happen the month of the meeting he or she turns 18 years old. **March 4, 1985**

The procedure for new member applications shall be:

1. Application is received.
2. Applicant and sponsor are interviewed by the Executive Committee.
3. Upon a favorable vote of the Executive Committee, the application is read at the next general meeting.
4. Application shall be voted on by membership at the following meeting.
5. If the applicant is rejected by the Executive Committee, it is not presented at the general meeting and fees are returned. **June 3, 1985**

**Auxiliary:** A member serving in an auxiliary capacity would be a limited member so stating the standards of the limitation. His or her duties could be to: serve on fundraisers, public relations and of some support in the event of a major incident — performing such duties as procurement and preparation of food and drink, liaison to coordinate and bring in supplies — and any other efforts to support and for the benefit of the Department not requiring special fire service training and not requiring proximity to any scene of an alarm. They may speak on any event that they are connected with, shall hold no office, have no vote, pay no dues and be exempt from required training and physical examinations. **Feb. 1, 1993.**

### **Driving**

An intoxicated driver driving a firetruck will be suspended. Penalty to be decided by the Executive Committee. **May 1, 1985, Revised June 6, 2005**

**Drug-free workplace:** KVFD will provide a drug-free workplace for its volunteers. In accordance with this policy, members are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all buildings and activities KVFD volunteers are involved in. In the event a member violates this provision, discipline actions will be taken in accordance with the department's Constitution and Bylaws. KVFD establishes an on-going drug free awareness program with the publication of information to inform employees about: the dangers of drug abuse in the workplace; and any available local drug counseling, rehabilitation and assistance programs. Each employee is required to abide by the terms of this policy. If an employee is convicted for a violation of a criminal drug statute while performing duties for KVFD, the Executive Committee will send a certified letter within five days of the conviction notifying the member of the conviction and the disciplinary actions that will occur. The member is required to notify KVFD of receipt of the letter. KVFD will notify the Department of Health office of any such conviction of a member, and of the subsequent suspension and/or dismissal. The department will require this convicted member to participate in a rehabilitation program and notify the department of completion. **September 6, 2005**

**Dues:** Postcards to be sent to members who have not paid dues. **May 2, 1988**

**Flowers:** Flowers to be sent to any member when they are hospitalized. The amount the Department can spend on flowers for a hospitalized member should not exceed \$100. **Approved Nov. 3, 1997. Amends policy of June 1, 1987.**

**Haz-Mat Certification:** “It was agreed that by January 1, 2005 all Firefighter I, EMS, drivers and operators will be Operationally certified for Hazardous Materials.” **Feb. 2003.** New members can be certified at Awareness level for up to one year from when they joined. They are to take the operational level as soon as it is offered annually. **Revised June 6, 2005**

**Member Identification and Personal Protective Equipment:** All Active Emergency Members, as defined in Article III, Section 2 of the KVFD Constitution, shall be issued Personal Protective Clothing that protects the head, body and extremities and consists of at least the following components: foot and leg protection; body protection; eye, face and head protection. This clothing shall meet the minimum standards for the training and certification of the member.

There shall be a minimum of two sets of personal protective clothing stored on 1-0, 5-0, 6-0, 8-0 and the ambulance.

All active members, as defined in Article III, Section 2 of the Constitution, shall be assigned a personalized two-digit number. If a member no longer remains an Active Emergency member, the executive committee may reassign their personalized two digit number to a new Active Emergency Member.

There shall be 4 categories of protective clothing issued to members in order to help provide for accountability and identification of personnel at a scene.

Category I – Interior Structural Firefighter

Coat, pants, boots, gloves, hood, helmet/goggles. Helmet shall be black traditional style with black front plate markings “Kent,” “Firefighter,” and the members’ personalized two digit number.

Category II – Exterior Fire Members

Coat, pants, boots, gloves, hood, helmet/goggles. Helmet shall be yellow modern style with a marking “Kent,” and the member’s two-digit number.

Category III – Medical members

Blue bloodborne pathogens coat, blue bloodborne pathogens pants, extrication gloves, infection control kit (as part of jump kit), \$50 toward appropriate EMS boots. Five Blue USAR helmets shall be stored on the ambulance.

Category IV – Officers of the Department

Coat, pants, boots, gloves, hood, helmet/goggles. Chief/Assistant Chiefs’ helmets shall be white traditional style with white front plate markings “Kent,” “Rank,” and officer’s number.

Ambulance chief helmet shall be white USAR style with markings “Kent,” “Rank,” and officer’s number.

All other helmets shall be black traditional style with white front plate

markings “Kent,” “Rank,” and officer’s number. Approved. **March 7, 2005**

**Physicals: Interior Firefighters:** All interior firefighters are required to have an annual physical. Members who do not have insurance or their insurance company doesn’t cover annual physicals can have a physical performed at Concentra, 333 Kennedy Drive, Suite 202R, Torrington, CT. At Concentra in Torrington, the Department will pay for a firefighter physical, which includes a baseline or over 40 years of age EKG, a Respirator Physical which includes a vision screening, urine dip and vitals, a Pulmonary Function test and the OSHA Respirator Questionnaire for all interior structural firefighters as recognized by the State. Every five (5) years, the Department will pay for a cancer screening chest x-ray.

**EMS and Non-Interior Fire members:** Members who are EMS and non-interior firefighters also have the option for annual physicals. Members who do not have insurance or their insurance company doesn’t cover annual physicals can have a physical performed at Concentra, 333 Kennedy Drive, Suite 202R, Torrington, CT. For the Exterior Firefighter exam, the Fire Police exam and the EMS exam, the Department will pay for a physical which is the same as above, excluding the pulmonary function test and respiratory questionnaire.

KVFD members should make an appointment with Concentra (860.482.4552) and inform the receptionist that he/she is a firefighter with KVFD or is requesting the physical, not including the pulmonary function test. Concentra will then send the bill to the KVFD Treasurer. (To help save the Department money, if you have your own insurance that will pay for your physical, please make an appointment with your own doctor and use your own insurance.)

**Approved April 1, 1996; revised May 6, 1996, July 5, 2005, July 3, 2006, August 2011, February 1, 2021. Also see SOP 1-1**

**Sponsors** and New Member training: “Sponsors are to act as mentors to help new members taking Firefighter I, EMT and MRT to study for their course and test. If a sponsor is not training in the same discipline, he or she should arrange for another member to mentor the trainee. A new member should always feel free to ask the Executive Committee for mentoring if a sponsor does not arrange it.” **Revised June 6, 2005**

**Uniforms:** The department will provide the uniform (red shirt, black pants, belt, bow tie, shoes, hat and hat badge) for any member or new member who is willing to pay the \$50 deposit. Each member is responsible for bringing back the uniform in good condition to have the deposit refunded. **Approved April 7, 1997. Amends motion of October 2, 1995** White pants will be worn at the Memorial Day Parade. The department is not responsible to replace parts of the uniform due to damage, misuse, or neglect. Items that have been outgrown by the member may be returned and exchanged. **Revised June 6, 2005**

## *Operations*

**Billing Policy:** The Kent Volunteer Fire Department, Inc. (KVFD) will bill for service, in accordance with all DPH-OEMS regulations. Declared Mass Casualty Incidents will be exempt from billing. Should a non-billing mutual aid department provide treatment and transport on behalf of KVFD, those patients will be exempt from billing.

Additionally, should the KVFD provide treatment and transport to a non-billing mutual aid department, those patients will be exempt from billing. Electronic PCR data will be forwarded electronically to EMMS on a weekly basis.

Those accounts that have been billed through EMMS' complete in-house billing cycle (billing cycle is defined as at least 3 separate bills) will be subject to this policy regarding referral to collections or recommendation for write-off. The KVFD will create a Billing Review Committee, whose duties are explained below.

1. Those patients residing within the Town of Kent, who request a hardship review or after the completion of the billing cycle, for which there has been inadequate or no response to invoices, will be written off by EMMS with no further action, unless direct payment has been made to the patient by his/her insurance company.
2. Any patient who has received payment directly from his/her insurance carrier and has not forwarded said payment (after EMMS confirms with insurance company and documents same in call notes) will be placed in the "refer to collections" schedule for consideration; after a full cycle of billing has occurred.
3. After completion of the billing cycle, those patients who reside outside of the Town of Kent, for which there has been inadequate or no response to invoices, will be sent directly to the collections agency selected by the KVFD. The KVFD will receive a report indicating those accounts that have been referred to collections. Accounts referred to collections will not show up on EMMS' aging (??) reports as outstanding receivables after referral to collection as they will be removed from EMMS' billing system.
4. KVFD will receive a monthly report, with any letters of hardship received attached, of those accounts recommended to be referred to collections, which have completed the billing cycle by EMMS. Only the KVFD Billing Review Committee may authorize the writing off of an account.
  - a. The KVFD Billing Review Committee will then indicate which (if any) of these accounts should be written off (by writing "W/O" on the account) and which accounts should be referred to the collections agency (by writing "COLL" on the account).
  - b. The KVFD will then forward the marked-up report via mail or other means to EMMS to be acted on accordingly.
  - c. If the collections report is not received back to EMMS with mark-ups as described for the prior month, the subsequent monthly reports will be held until

receipt and processing has taken place. (This is an effort not to duplicate accounts activity.)

- d. Any individual who is unable to pay his/her bill for ambulance services should send a request for hardship relief to EMMS. These requests will be forwarded to the Treasurer from EMMS on a monthly basis. The requests will be forwarded in (as private a manner as possible) to the KVFD Billing Review Committee, which shall be composed of a minimum of three people, one of whom shall be a member of the Department and the other two members selected from the Kent community. Members will be appointed by the Executive Committee. The two community members may include a pastor from one of the three places of worship in town, the town's social services director or an interested resident with a background in social work. The Billing Review Committee will meet when there are requests and act upon them in a timely manner. New hardship cases will not be forwarded by EMMS until the previous ones are resolved.

### **Proceeds from Ambulance Billing**

Income from EMMS billing will be electronically transferred into the KVFD general checking account. Financial reports will be sent by EMMS to the KVFD Treasurer on a monthly basis. The Executive Committee shall review the income at its monthly meeting. The Treasurer shall report on the total billing income at each regular monthly meeting of the Department. Ambulance billing proceeds will be applied to offset the KVFD operating expenses. Further delineation of the proceeds may occur as part of the annual budget discussion. **Approved June 7, 2010.**

**Checks:** All checks under \$1,000 need only one signature. **Approved March 7, 2011**

### **Conflict of Interest Policy:**

#### I. Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Kent Volunteer Fire Department, Inc.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the Department or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### II. Definitions

##### A. Interested Person

Any member, officer or member of a Department committee with Department-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

##### B. Financial Interest

1. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the Department has a transaction or arrangement,
  - b. A compensation arrangement with the Department or with any entity or individual with which the Department has a transaction or arrangement, or

- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Department is negotiating a transaction or arrangement.
2. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
3. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Committee decides that a conflict of interest exists.

### III. Procedures

#### A. Duty to Disclose

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Department members, members of the Executive Committee, or members of committees with Department-delegated powers considering the proposed transaction or arrangement.

#### B. Determining Whether a Conflict of Interest Exists

1. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Department or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining members shall decide if a conflict of interest exists.

#### C. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the Department's monthly meeting or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the Department or Executive Committee shall determine whether the Department can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Department or Executive Committee shall determine by a majority vote whether the transaction or arrangement is in the Department's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### D. Violations of the Conflicts of Interest Policy

1. If the Department or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the President shall inform

the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### IV. Records of Proceedings

A. The minutes of the Department meetings or meetings of the Executive Committee and all committees with Department-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### V. Compensation

- A. A voting member of the Department who receives compensation, directly or indirectly, from the Department for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of the Department whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Department for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the Department, Executive Committee or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Department, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### VI. Annual Statements

- A. Each officer and member of a committee with Department-delegated powers shall annually sign a statement which affirms such person:
  1. Has received a copy of the conflict of interest policy,
  2. Has read and understands the policy,
  3. Has agreed to comply with the policy, and
  4. Understands the Department is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### VII. Periodic Reviews

- A. To ensure the Department operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic



reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Department's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### VIII. Use of Outside Experts

- A. When conducting the periodic reviews as provided for in this policy, the Department may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted. Approved. **September 2009.**

#### **Donations:**

Personal thank you notes will be written (in addition to the blanket ad in the newspaper) to all those who donate time and/or goods to the dept. **Feb. 3, 1992**

#### **Emergency scenes:**

With regard to apparatus response and mutual aid, the department is to follow the Special Instructions, as provided to and updated annually to Litchfield County Dispatch. **June 6, 2005**

#### **Endowment Investment Policy:**

- I. Purpose: The purpose of the Endowment Investment Policy is to set forth the investment goals and objectives for the Endowment Fund (the Fund), to define the roles of the Kent Volunteer Fire Department (Department) members, the Executive Committee, the Investment Committee and the Investment Advisor and to establish guidelines for the management of the Fund.
  - A. Statement: This policy establishes reasonable expectations, objectives and guidelines for the investment of the Fund. The policy shall be reviewed and revised at least annually, but also as needed to ensure it adequately reflects the current needs of the Department.
  - B. Definition: The Endowment Fund consists of all monies raised by or donated to the Department, which are not used to pay for annual operating or capital expenses (other than ambulance apparatus). It includes the Aiken Fund, which is restricted to purchasing ambulance apparatus.
- II. Roles of the Parties
  - A. Membership: Department members shall vote on recommendations from the Executive Committee regarding investment strategy, selection of an Investment Advisor and emergency withdrawals from the Fund. The Department membership selects an Investment Advisor.
  - B. Executive Committee: Ultimate authority for all matters concerning the investment of the portfolio assets rests with the Executive Committee. Within that parameter, however, authority is given to the Investment Committee to direct and

monitor the investment of the portfolio. The Executive Committee shall appoint Investment Committee members and shall receive annual reports from the Investment Committee each January. The three Trustees of the Department shall be the President, Fire Chief and Investment Committee Chair.

- C. Investment Committee: The Investment Committee shall be composed of the Department's Treasurer and two to four additional Department members appointed by the Executive Committee, any of whom may serve as Chair. The Chair shall serve as primary contact with the Investment Advisor. Ex-officio members may be invited to be a part of the Investment Committee in a non-voting capacity. The Investment Committee shall present such matters that require approval by vote and shall report on such matters, as it deems necessary to the Department including an annual report.
- D. Investment Advisor: The Investment Advisor shall be responsible for working with the Investment Committee to create an investment portfolio that reflects the goals, objectives and guidelines of this policy and for working with and reporting to the Investment Committee. The Investment Advisor is selected by a vote of the Department membership.
- E. Custodian: The Custodian is hired by the Investment Advisor and acts on the recommendations and directions from the Investment Advisor regarding holdings and transactions.

### III. Endowment Fund Goals

- A. The goal of the Fund is to provide a source of funds for emergency expenditures in the short-term, and to create a perpetual and growing source of revenue in the long term.

### IV. Endowment Fund Objectives and Principles

- A. The Fund shall have as its objective a ten-year average rate of return of 5-6% above inflation, net of fees.
- B. Risk Tolerance. The Department recognizes and acknowledges some risk must be assumed in order to achieve the long-term investment objectives of the portfolio. In establishing the risk tolerance and asset allocation for this policy, the Department's ability to withstand short- and intermediate-term variability shall be considered.
- C. With the above objectives in mind, the Department recognizes that short-term fluctuations may cause variations in performance and shall evaluate the portfolio with a long-term perspective.

### V. Use of the Endowment Fund

- A. During each fall budget season, the Treasurer may budget a portion of the Investment Fund as revenue for the following year. This amount shall be determined by taking 3.5% of the average of the Investment Fund balance on the last day of the last six months of the previous year (see example below). The Investment Committee Chair (ICC) will work with the Treasurer and Investment Advisor to facilitate the transfer of these funds anytime on or after the first business day of January each year.

**Example; To calculate the amount of withdrawal to use for the 2021 budget, average the fund balance on the last day of...**

|                                  |           |                 |
|----------------------------------|-----------|-----------------|
| July 2019                        | \$824,483 |                 |
| August 2019                      | \$803,893 |                 |
| September 2019                   | \$813,093 |                 |
| October 2019                     | \$824,354 |                 |
| November 2019                    | \$845,220 |                 |
| December 2019                    | \$872,723 |                 |
|                                  | -----     |                 |
| Average*                         | \$830,628 |                 |
| 3.5%                             | X .035    |                 |
|                                  | -----     |                 |
| Total withdrawal January 2, 2021 |           | <b>\$29,072</b> |

\*For reference, if the average were;

- $\$930,628 \times .035 = \$32,572$
- $\$1,000,000 \times .035 = \$35,000$

- a). "Emergency use" shall be defined as any expense not in the annual budget that the Department approves by a two-thirds vote to be essential and urgent to the operations of the Department.

Responsibilities of the Investment Committee

- A. Research, identify and recommend to the Executive Committee and ultimately the Department membership an appropriate and qualified Investment Advisor.
- B. Facilitate the completion and submission of paperwork necessary to engage the services of the Investment Advisor and to implement the investment strategy.
- C. Facilitate the transfer or sale of all gifts to the Department into the Fund.
- D. Work with the Investment Advisor:
  1. to ensure that the investment goals, objectives and guidelines as set forth in this policy are clear to the Investment Advisor and that the investment strategy to attain those goals is clear to the Investment Committee,
  2. after any emergency withdrawal to assess the impact of the withdrawal on the strategy and to re-align the investments to best attain the goals and objectives of the Fund, and
  3. at least once per year, to review the investment strategy and to adjust the portfolio to reflect the current goals and guidelines.
- E. Apprise the Investment Advisor of:
  1. any changes to goals, objectives and guidelines.
  2. any anticipated or possible emergency withdrawals from the Fund, including the estimated amount and date of the anticipated withdrawal, and
  3. changes in contact information for Trustees of the Department (particularly after each Department election at the first meeting of each calendar year).
- F. Provide oversight by ensuring that the Investment Advisor is acting and

managing the Fund in a manner consistent with the stated goals, objectives and guidelines

- G. Communicate regularly with the Executive Committee in order to know when emergency requests may be needed from the Fund.
- H. Provide a year-end report of the Fund to be presented to the Executive Committee at its first January meeting and include the following:
  - beginning of year balance
  - additions during the previous year
  - income during the year
  - withdrawals during the year
  - end-of-year balance

#### VI. Investment Advisor Responsibilities

- A. The Investment Advisor shall comply with the following guidelines:
  1. Follow a long-term (ten-year), research-based strategy of diversification across various asset classes with the goal of reducing the risk of large losses while growing the principal base,
  2. Identify, recommend and implement diversified asset investments consistent with the statement and guidelines,
  3. Select investment assets without consideration of tax impact, as Department assets are not subject to taxes.
  4. Monitor performance of all assets and recommend appropriate changes,
  5. Invest the entire Aiken Fund with a short-term outlook and in a separate account. The Aiken Fund is restricted to the purchasing of Ambulance apparatus,
  6. Make a \$20,000 cash contingency fund available at the start of each calendar year. Up to 75% of the remaining portfolio may be invested in equities, using a long-term, aggressive strategy. The Department understands that stocks have a higher expected return but also have greater year-by-year variability in performance. From an investment decision making point of view, this year-by-year variability may be worth accepting, provided the time horizon for the portfolio is sufficiently long (five years or greater),
  7. Notify Investment Committee Chair when percentage of endowment investments in equities exceeds 80% or drops below 70%,
  8. Reinvest all capital gains and interest payments and invest any deposits made by the Department, to maintain diversification as outlined above,
  9. Provide quarterly performance statements to the Treasurer and Investment Committee Chair,
  10. Provide all Investment Committee members and Trustees with new passwords for (internet) account access after being notified of any name changes (additions or subtractions),
  11. Notify in advance the Chair of the Investment Committee if any management fees will be charged, beyond what is agreed to in the contract between the Investment Advisor and the Department,
  12. Use the same care, skill, prudence and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity and fully familiar with such matters would use in like activities for like portfolios with like aims, in accordance and compliance with the Uniform Prudent Investor Act and all applicable laws, rules, and regulations.

B. The following are prohibited asset classes and/or security types:

- leveraged transactions
- puts, calls, straddles, or other option strategies.
- annuities
- life insurance contracts
- hedge funds
- derivatives or real assets
- artwork

C. Custodian Responsibilities

The Custodian shall:

1. maintain separate accounts by legal registration,
2. collect all income and dividends owed to the portfolio,
3. value the holdings,
4. settle all transactions initiated by the Advisor,
5. provide monthly statements that detail transaction activities, cash flows, securities held and their current value to the Department Treasurer and the Investment Committee Chair,
6. release funds only to the KVFD checking account either electronically or by check made out to KVFD,
7. hold titles of all the assets in the Fund in the name of the Department
8. accept signatures only from the Trustees,
9. notify the Chair of the Investment Committee if any additional management fees will be charged to the Fund account,

D. Investment Advisor Performance Review and Evaluation.

Recognizing that short-term fluctuations may cause variations in performance, the Department intends to evaluate the Advisor's performance from a long-term perspective, after a minimum of three years. The performance of the Advisor will be monitored on an ongoing basis thereafter, and the Department may replace the Advisor at any time. The Department will, at least annually, review the performance of the total portfolio, as well as asset class components. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals and guidelines as set forth in this investment policy. **Approved July 5, 2011**

**Equipment:**

Equipment is not to be moved between vehicles without checking with a line officer or Engineer first. **April 5, 1993, Revised June 6, 2005**

**Finance Policy:**

**Approved March 4, 1996. Amended May 5, 1997, March 2004. Dec. 6, 2010, Feb. 7, 2011, Aug. 1, 2011**

All expenditures shall be brought before the membership at a regular monthly meeting.

Category I

These items can be purchased before membership approval. Membership will be notified of these expenditures by the Treasurer's reading of the bills.

- Expenditures to replace existing operational supply inventory necessary to ensure proper function of the department — firefighting, medical response and

administrative, provided it does not exceed the Department-approved budgeted amount.

- Outfitting members with standard equipment to meet their certification level, provided it does not exceed the Department-approved budgeted amount.
- Maintenance of equipment and apparatus as deemed necessary by the engineer and chief/president.
- Emergency expenditures by the Executive Committee, as outlined in Article XI Section 2 of the By-laws.
- Recurring bills as outlined in Article XI Section 1 of the By-laws.
- Recertification training.
- Fundraising Committees that have a membership-approved budget.
- Reasonable emergency expenditures as ordered by the officer in charge during an incident.

#### Category II

These items may be brought up and approved at the same monthly meeting.

- Individual items under \$100.
- Fundraising committee budget approval.
- Training, other than recertification.
- Expenditures exceeding budgeted amounts under Category I.

#### Category III

All other expenditures must be brought up for consideration by the membership at a regular monthly meeting to be voted on at the next regular monthly meeting.

“Recurring bills as outlined in the following list:

Electric Company  
Water Company  
Telephone Companies  
Sewer Company  
Heating Fuel Companies  
Permit and Registration Fees for Apparatus  
Property Rental  
Loan Payments  
Association Dues  
EMMS  
Airgas East  
payroll checks and payroll taxes  
firehouse cleaning”

#### **Fire run forms policy:**

The run forms are to be filled out by the officer in charge of each fire call. In the event someone else fills out a portion of the form, the officer is to fill in any additional information, review the entire form and sign it. Ideally, all run sheets should be filled out the day of the call. It will be the responsibilities of the Assistant Chiefs to make sure all of the run sheets for the month are completely filled out and signed prior to the monthly

meeting. The run sheets are not to be removed from the firehouse for a duration longer than one week. Approved. **Feb. 5, 1996.**

**Fire Extinguishers**

“It was agreed to be department policy to encourage members to carry a fire extinguisher in their personal vehicle and the Fire Department will refill or replace if used on a scene.”

**Lifestar:**

A helicopter landing zone shall be established at least 85 feet by 75 feet in a relatively flat area free of obstructions. During night operations, the LZ must be marked by light sources that will adequately illuminate the landing area and obstructions. KVFD will use orange cones with flashlights inside them. A spotlight may be used from the top of apparatus shining down to the center of the LZ. Never aim any type of lighting toward the aircraft. Do not use flash photography in the LZ. **Approved June 3, 1985, Revised May 4, 1987, Amended June 6, 2005**

**Seatbelts in vehicles:**

All drivers and passengers in all KVFD vehicles are to wear seatbelts in accordance with Connecticut State Law. **Approved May 2001, Revised June 6, 2005**

**Parades:** It will be left to the discretion of the officer in charge at each parade as to which apparatus should go. **Approved April 1, 1996, Revised June 6, 2005**

The Seagrave truck is to be trailered to parades, and Bill Blank, Bob Lamb or John Christen/Dept. Engineer, should also attend as mechanics in case the truck needs repair. **Approved April 2, 2007.**

**Refreshment expenses:** The Department does not have to make a motion for reasonable expenses to provide refreshments for events such as classes, open houses and rotational meetings held here. **Approved. May 1, 1995**

**Standard Operating Procedures:** The Kent Volunteer Fire Department established a permanent Standard Operating Procedures Committee formed by the President. The committee will consist of a chairman and three members. Members shall serve until resignation or replacement by the President. The purpose of the SOP Committee is to review drafts of SOPs that will be sent on to the Executive Committee for review and action of: approval, approval with suggested changes, or disapproval for stated reasons. Officers will be required to sign off that they've read the draft SOP. The draft SOP will be presented at the next regular monthly meeting of the Department after it has been reviewed by both committees. Members will be sent a copy of the draft SOP and notified it will be voted on at the next meeting. **Approved. April 1, 1996.**

**Technology Policy**

A. Information Technology (IT): The Department's Technology Committee is responsible for assisting the Technology Officer with Information Technology. The Technology Officer is a member of the committee and shall delegate duties to other committee members. The Committee is responsible for developing an annual budget and submitting the request to the Executive Committee in November with details on

expected expenses. The committee is empowered to spend up to the budgeted amount on operating expenses. Any capital expenses will be brought before the membership in accordance with the Finance Policy.

1. The Technology Officer has the following responsibilities:
  - a. The Technology Officer is an appointed officer and the main contact person for the Department's technology issues and concerns. IT requests should be emailed to [techoff@kentfire.org](mailto:techoff@kentfire.org).
  - b. The Technology Officer is responsible for managing and maintaining the firehouse server, hardware and software, Department web site (see Web Site Policy) and Department Email (see Email Policy). The Tech Officer must change the officer emails in January after the annual election so they are directed to the new officers.
  - c. Firehouse access codes are assigned by the Technology Officer (see Firehouse Access Policy). **Approved 2011. Revised December 7, 2020.**

**Vehicles:** Drivers of emergency vehicles will follow SOP 2-5. All drivers of vehicles will be required to remain with the vehicle they drove and be available to handle the vehicle. If a driver must leave it, assign it to someone else. **Approved March 2, 1987, Revised June 6, 2005**



## *Training*

**Drills/Work Details:** Work detail/drill is to be scheduled regularly. An officer is to be at each meeting. **Feb. 1, 1988, Revised June 6, 2005**

**EMT/Firefighter certification courses:** Active Emergency members who would like the Department to pay for an EMS or Firefighter certification course in advance, must obtain approval from the Training Officer or Fire Chief or Ambulance Chief by clarifying that he/she has the time to pass and complete the course and plans to continue responding in Kent in that certified capacity. In the event a member lets EMT certification lapse and must retake the entire course, the Department is not responsible for paying the training fees. **Approved Nov. 3, 1997. Amends policy of February 6, 1995. Amended November 1, 2021.**

**Recertification:** Policy will be that anyone taking a recertification course for EMT or MRT EMR does not need to ask to have it paid for. It will automatically be paid by the Department., provided the member has remained an active member and responded to a minimum of 24 EMS calls annually, (or 144 hours of on-call shifts annually) for the previous 2 years. If a member has not met these requirements they are to pay the cost of the refresher up front, and may request reimbursement after one year of active service (minimum of 24 EMS calls or 144 on-call hours). **Approved Sept. 6, 1994, Amended Jan. 3, 2011**