

# UNION CENTER FIRE COMPANY

## BOARD WORK SESSION

July 31, 2013

**PRESENT:** G. Greenlee, B. Dieffenbacher, K. Miga, W. Miga (for OSHA classes), C. Hoyt

**NOT PRESENT:** M. Henry, A. Green

Went through spreadsheet and made sure that Wes's items were reassigned to others. Talked about placing all policies in a comprehensive document. Gordie will handle this.

Regarding Weis cards, Bill has two cards made out to the organization. Anyone can use them for tax-exempt purposes. There are six other individual cards, but only one has ever been used (by Adrian). Bill would like to put the cards in an envelope with instructions for using them and place one at each station. There is a \$300 purchase limit over the course of the month. He wants people to sign and date when they are used and return them within 24 hours. No tax exempt forms will be needed as the cards are stamped Tax Exempt. Bill would like to deactivate the other six cards. Discussion regarding where a secure-yet-easily-accessible place would be at each station to leave the cards. Gordie was wondering if the use of the cards generated gas rewards; Bill is uncertain regarding this.

Regarding OSHA classes, there was a question about what was required in terms of OSHA classes. We were looking for a definitive list for the fire service. There was no definitive list on the internet, so Wes met with the PESH representative. Wes put together a spreadsheet with the courses that he saw were commonly mentioned on the internet. He broke down the classes of membership in our company as they related to the common classes that were mentioned. When meeting with the PESH representative, he found that the courses could be personalized to our own situation and that we should devise a program of courses that would apply to our buildings and the type of work that each class of member is doing. These OSHA/PESH categories are now on the back of the training sheet, which takes care of record-keeping. This has been implemented for fire training. Ray should implement it for the med team. The auxiliary/business members need to have these implemented as well.

At one time we thought that CentreLearn could be utilized for OSHA classes, but Wes's meeting with the PESH representative has changed our perspective. Chris would like to keep CentreLearn so that people could have access to the rest of the classes on CentreLearn if they want to. Workplace violence/sexual harassment could also be

handled by CentreLearn as Chris has nobody in mind to teach these. Training that is not required will count as incentive hours. Wes mentioned that Mang also offers OSHA courses, which are free. Chris said that there is no tracking feature for Mang classes, unless there is a printable certificate. Wes suggested a workplace violence/sexual harassment written statement which members would sign each year, covering the material in this manner. Chris said that he thinks that we should keep CentreLearn this year for only fire and EMS members, then figure out how much it is being used, which will help us determine whether or not to renew it next year. Also assign the whole roster to Mang. We can also pay for the members who are using CentreLearn to use it again next year. Both Mark H. and Wes have administrator status.

We need someone to own CentreLearn and pick a time when reports are going to be run to determine who is using it and if it is cost effective. The list on the back of the training sheet will be the required training. The question is what methods are going to be acceptable and what the penalty is (if any) for not completing the training hours. Wes suggested a policy whereby we say that OSHA training needs to be completed by December 1<sup>st</sup> of each year, giving people a month to get whatever they need to finish by the end of the year. Members would not be allowed to go on calls until the OSHA training was completed. The issues in this paragraph need to be discussed by the whole board.

We discussed the issue with people coming back from inactive status and LOA. Bill feels that we need to make the process for getting back into active status more clear in terms of policies. We agreed that the tracking system for physicals and the physical policy put in place in June 2012 should help keep people from remaining on the roster endlessly from now on.

Bill would like to review our bank accounts and try to come up with an amount for the outlook as well as a contingency budget. The truck committee needs to know the amount of money they have to work with. We will talk about this at the next board meeting; Bill has put together a spreadsheet to help us figure this out. We talked about the fact that the Maine Town Budget is due in August.

Bill is working on a revised version of vendor list, coming up with a short list with restaurants and stores that numerous people might find useful for the general membership. We will discuss this at the board meeting. Bill has been finding out what the requirements are for the vendors in terms of what information is needed when we make tax-exempt purchases.

Next work session was proposed for August 21<sup>st</sup> or August 22<sup>nd</sup> 2013.

Respectfully submitted,

**Karen S. Miga**