

Union Center Fire Company, Inc.  
Board Meeting

May 2, 2016

Board Members Present: Wes Miga, Ken Battaglini, Bill Dieffenbacher, Chris Hoyt

Board Members Absent: Bob Bealo

Meeting started at 6:42pm.

Agenda Items -- New information is in red, and updates from this meeting are in [brackets]

- Agenda
  - Review Bills and Communications
    - **None.**
  - Review Board Communications
    - **A resignation was received from Derinda Schaffer. All of the company property that was assigned to her has now been received so her resignation has been accepted.**
    - **A resignation was received from Nick Merianos, effective May 10th, because he accepted a job in Denver, Colorado.**
    - **A thank you card was received from the Daggy Family.**
    - **In case anyone missed the e-mail, everyone must read the Code of Ethics by the end of May and then sign the form on the last page of it.**
      - <http://www.unioncenterfire.com/members/bylaws/CodeOfEthics.pdf>
    - **We received a proposal from a company that would like to build a cell tower on the land at station 2, and it is being reviewed.**
    - **We received a quote for the parking lot at station 2.**
  - Cell tower proposal
    - **We'll review the information that was sent. [This appears to be worth pursuing.]**
  - Parking lot at station 2
    - **Ready for membership vote ? [Yes]**
  - Physicals
    - We will send a note to schedule by the end of March, to be completed by the end of May. If members run into any scheduling problems, they should inform the Board.
      - **Need a new target date.**
    - **The Report of Findings form is a standard form, not one that was made for Union Center. However, it is being updated, and Wes requested them to add AUXILIARY to the FIRE POLICE category.**
    - **They are still considering the ground rules for providing a Report of Findings form for physicals from other providers. Their initial thoughts are that this would be fairly straightforward for firefighter physicals from other providers, but it might not make sense for general physicals from primary care providers, given that there are more components to their firefighter physicals.**
    - The bylaws need to be updated, too. Change "Members of the Auxiliary shall be required to perform the duties of auxiliary services, including services at fires and other emergencies." The requirement to provide services at fires and other emergencies needs to be changed so that they are not required to go to the scene. Bob will submit this to the bylaw committee.
  - Financial Practices
    - Purchase Order Approval Policy
      - Agreement for Company Charge Card Usage - Everyone will sign off on the agreement because anyone may use the Weis card or borrow a company credit card.
        - The current thinking is that the new county system may be used to track who has signed the agreement.

- Alternatively, Bill proposed using a password-protected spreadsheet on a server. Bill and Bob will put together a procedure to use a shared spreadsheet.
- Bill was able to password-protect a spreadsheet.
- We will keep the spreadsheet on a personal PC until the server is available.
- **We need a person to keep track of who signed the agreement. [Bill will use a training sheet for it.]**
- **Is the policy on the Web site ? [Bill will send it to be posted on the Web site.]**
- OSHA/PESH completions
  - Kim Greenlee will track
- OSHA training (Bob)
  - 6 hours of general education
    - The class was held on Saturday, March 26th 9:00am-3:00pm at Huron
    - We need an on-line alternative for members.
      - Bob identified courses that are available through our insurance company that cover the 6 specific areas.
      - Although we have courses available through our insurance company that cover the 6 specific areas, their proposed time is 3 hours, rather than 6 hours. We don't know the actual time that it will actually take each member to complete the courses. **If the content is covered, does that meet the 6-hour requirement ? Ken will ask PESH during their visit on April 8th. [No, still need the full 6 hours plus the additional 2 hours that people who took the county class need.]** If we need to satisfy an additional 3 hours, we will do that through our internal trainings. Another basic question is whether the 8 hours is a hard and fast rule. **[Yes, it is.]**
      - Endwell has a propane unit for fire extinguisher training.
      - One option for tracking is for each member to track their own completion of their requirements.
        - Cancel CentreLearn
    - 2 hours of proficiency
      - This needs to be customized for each type of membership.
      - **Is this required for business members, too ? Ken will ask PESH. [Ken will ask during the follow-on meeting with PESH.]**
- PESH visit (Ken will work with Chris.)
  - The visit is scheduled for April 8th at 10:00am.
  - We need someone to split the current book. Review results of individual member discussions. Rick Fiori is a candidate.
- Member status with respect to the upcoming end of the amnesty period
  - **Joe Barrie was removed from the roster. Did Frank send him a letter that his membership was terminated ? [No.]**
- Years of service
  - **Who was looking into the years of service from Vestal for Henry Polhamus ? Chris will talk with Henry.**
- Plaques for past chiefs, etc.
  - **We need someone (or group or committee) to update these plaques and keep them updated. Wes asked Mark Belensky, and he agreed to do it.**
- How to handle apparel consistently across company (EMS, Fire Police, Aux, Fire)
  - Personalization
    - Recognize the milestone of full membership when coming off probation with an item under \$75 (or items totaling under \$75)
    - Incentive Program clothing
  - Company-owned gear will follow the same rules as turnout gear (stays in station, only used for calls or other company functions).
  - We will discuss with Auxiliary, EMS, Business to verify that this is workable.
  - Wes discussed with the Auxiliary. It seems that the rules above should work.

- **Need someone to talk with Ray.**
- Need someone to handle Business members.
- Maintenance Room access at Station 2
  - Seems that we should permit access, as we have at station 1.
  - The key box is in that room. The lock on the box will be recored as part of the key project.
- Key fob system
  - Do we need an additional person ? Yes. **Wes showed Bob the station rental piece. The other piece is to add new key fobs.**
  - Do we want to put a password on the key fob system at station 1 ? Maybe; we will think about this.
- File Server
  - **Old server vs NAS box [We will postpone this discussion to a meeting that Bob can attend.]**
  - **[For now, we will see if John can create a separate directory on the web site.]**
- Review of member progress toward required items -- ICS 100 & 700, Firefighter I, Fire Police, Fire Officer I, morale, engagement (We will review this regularly.)
  - **Also consider member involvement [We will concentrate on this during the next meeting.]**
    - Assistant to the Treasurer
    - Building Committee
      - Create schedule of recurring items -- Plymovent, clean drains, pump septic tank, generator maintenance, etc.
- Liability insurance
  - All members are covered, not just the directors.
  - Current coverage is \$1 million per occurrence, and \$10 million aggregate. Umbrella adds another \$1 million per occurrence, and \$3 million aggregate.
  - Wes will get pricing for \$2 million and \$3 million.
  - See e-mail with pricing.
  - Our attorney said that the limits that we have are fairly standard for a company our size (general=\$1M/\$10M, umbrella=\$1M/\$3M).
  - **Anything more needed ? [No.]**
- Terrorism Coverage
  - **Decide whether we want the coverage. [No.]**
- Station Rental
  - Bob will document the information about station rentals. He has not received the station rental contract from Mark Henry yet.
  - Let's discuss the conversation that Ken had with PESH about this.
  - Let's also discuss the information from our attorney.
  - **We're leaning toward limiting this to members and their guests. Discuss further when full Board is present.**
- Worker's Comp Insurance
  - Get another quote for coverage.
- Budget Outlook Meeting
  - **Do we need another meeting in the near future for this ? If so, when ? [We will discuss the major items at the next Board Meeting.]**

Meeting ended at 7:33pm.

Next meeting will be Sunday, May 22nd at 7:00pm.