

Union Center Fire Company, Inc.
Board Meeting

February 28, 2016

Board Members Present: Wes Miga, Ken Battaglini, Bill Dieffenbacher, Frank Trzcinski, Bob Bealo, Chris Hoyt

Meeting started at 6:05pm.

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

- Agenda
 - Physicals
 - See e-mail "Updated physicals list 02/18/2016" -- ready to send list to company and ask if anyone on the list had a physical in 2015 ? [Yes.]
 - Decisions:
 - Agree that we will require every other year unless physician recommends more frequently ? [Yes.] Permit annually ? [Yes.]
 - Required for Business members and Aux members that don't go to the scene ? [Ken will contact PESH to see if all members need a physical, regardless of their role.]
 - Drug testing ? [No.] If so, how often ?
 - Policy regarding drug testing after an accident. [We will leave that to law enforcement on the scene to determine whether one is warranted.]
 - Delay in receiving results -- Is the delay on their end or our end ? Can they send determination electronically ? [Also, give it to the person when he/she leaves ? Wes will find out.]
 - [Will Lourdes review the results of other firefighter physicals and give us a letter of determination for it ? How much will it cost ? Wes will find out.]
 - Notifications [This will be the process: Member notifies Board after going for physical. Frank communicates the determination to the Board (including the Chief) and the person who took the physical.]
 - [We must offer the TB test to EMS members, even though they may get it through another agency.]
 - Roster
 - Are there additional items that we should be tracking ? [Dues, Code of Ethics, OSHA/PESH completions]
 - Outlook
 - [We will plan to pick this up in the middle of April.]
 - Calendar of events / annual items
 - Select items from Bill's Task_Calendar.xls [We will add other items that pertain to the Board.]
 - There are several election days in 2016.
 - [Wes will contact Board of Elections to tell them not to wedge door open. It sprung the door.]
 - Wes will create a draft to be reviewed in a future meeting.
 - Phone problems at station 1
 - We have a temporary fix.
 - Wiring block needs to be replaced. [Wes will contact a person for this.]
 - Defensive driving course - online, Mang ? [We will see how many people are interested in the next monthly meeting. Ken will look into it.]
 - [Ken found that there are 2 options -- a 4-hour refresher course or a full 8-hour course. He will have the info by the monthly meeting.]

- PESH visit [Ken will work with Chris.]
 - [Current estimate is that it will take about 2 months to get all the paperwork, etc. in order.]
- OSHA courses [Bob]
 - Jeff Winchell will attend our meeting on 2/28/16 to discuss this.
 - [6 hours of education -- A class offered by the county will be the primary option for most members. We need an alternative option for the remainder of the members.]
 - [2 hours of proficiency -- This needs to be customized for each type of membership.]
 - [In general, our training needs to meet the PESH requirements (including instructor qualifications, etc.)]
 - What changes should be made to the following items ?
 - Determine whether Mang has courses that suit our needs [Mark Henry gave Bob access to see which courses they offer, and Bob's next step is to see whether they have the particular classes that we need to satisfy OSHA/PESH.]
 - Determine whether FASNY has courses that suit our needs
 - Cancel CentreLearn
 - Identify courses that the company needs to take
 - Send letter to the company [by end of March]
- Alarm System at station 2 (brought up by Chris Hoyt) [Wes to handle.]
 - No alarm sounded at the station
 - Alarm company called Mark Henry, rather than PSAP
 - The alarm did not sound and the PSAP wasn't called because it was a trouble condition, not an alarm.
 - The PSAP will continue to be called for alarm conditions, and Wes is now the primary contact for trouble conditions. Mark Henry and Besty will remain on the call list, too.
- Awards for 2015 (question from Jim Brown) [Chris will handle.]
 - Officers usually decide
 - Primarily training officers
 - [Length of service -- add this to the roster spreadsheet, either as additional columns or a separate sheet. We need a person to track this -- update it to identify when the awards need to be given, and update it again when they are actually given.]
 - [Plaques for past chiefs, etc.]
 - [We need someone (or group or committee) to update these plaques and keep them updated.]
- Keys [We will make sure that we can account for all keys. If not, we will recore.]
 - This is in the work queue.
- New items
 - Vestal Training Facility Contract
 - [All Directors voted in favor of signing it. Wes will sign it.]
 - Donations from ExxonMobil & IBM
 - How have they been recognized in the past ? Monthly Meeting ? [Yes.] Letter ? [No.]
 - Approval of purchases over \$500
 - This was discussed in relation to the misc items in the maintenance budget, but needs clarification as to whether it applies to all categories.
 - [It applies to all categories that are associated with a committee. Bill will document this.]
 - Electrical work
 - 220V drop -- [Board agreed that this should proceed.]
 - [Also, add GFCI breakers for all power drops in both stations.]
 - [Thank You cards]
 - [Kelly Hoyt wants to know whether we have Thank You cards. We don't. Kelly will talk with Mark Belensky to get some ordered.]

- [Insurance cards for the rigs]
 - [PDFS are usually sent to Mark Henry. Mark Belensky is checking with Mark Henry to see if he has them.]
- [Liability insurance]
 - [Are officers covered ? Wes to check.]
- [Generator]
 - [There is only one business that can service our type of generator. Ken will get pricing.]

Meeting ended at 9:25pm.

Next meeting will be Sunday, March 6th at 6:00pm.