

Union Center Fire Company, Inc.
Board Meeting

March 6, 2016

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

Meeting started at 6:03pm.

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

- Agenda
 - Physicals
 - Determine when the physicals must be done for 2016. [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.]
 - Send e-mail to the people who need them, once we have answer below from PESH.
 - Decisions:
 - 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.
 - 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 during the meeting with them.
 - 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 during the meeting with them.
 - [Verify that it is fasting bloodwork.]
 - [Wes will determine during the meeting with them.]
 - [Add this to the letter on our Web site.]
 - We must offer the TB test to EMS members, even though they may get it through another agency.
 - Wes will tell Lourdes that members may request this.
 - Add this to the letter on our Web site.
 - Roster
 - Dues will be added to the roster
 - Send current dues information to Karen. [Bob put the information in the file cabinet. Frank to give the information to Karen.]
 - We need someone to track Code of Ethics, OSHA/PESH completions.
 - Phone problems at station 1
 - The wiring block was replaced, the main phone line for cable 11 in the Chiefs Office was moved to another pair, and the faulty outlet that was on that line was replaced.
 - Defensive driving course
 - 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.
 - We will see how many people are interested at the next 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. [We are looking at moving the visit earlier.]
 - We need someone to split the current book.

- OSHA training (Bob)
 - 6 hours of general education
 - A class is scheduled for Saturday, March 26th 9:00am-3:00pm at Huron
 - We need an on-line alternative for members.
 - Bob to define.
 - When will we have this available ? [It is available now.]
 - [We have courses available through our insurance company that cover the 6 specific areas, but 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. 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.]
 - [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.]
 - Any remaining issues that we need to address ?
 - Instructor qualifications, etc.
- Awards for 2015
 - 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.
- Key fob system
 - Do we need an additional person ? [Yes. Bob will learn as part of his station rental responsibilities.]
 - [Do we want to put a password on the key fob system at station 1 ? Maybe; we will think about this.]
- More accountability of the Fire Chief -- This may possibly be satisfied with more officer meetings. Wes to investigate.
 - There were three things:
 - (1) Reports -- oversight to make sure that they get done.
 - The assignments for reports have been reorganized.
 - (2) Need officer meetings
 - Meetings are planned for every month.
 - (3) Unilateral decisions without discussing with the officers and other fire members.
 - Monthly officer meetings and increased communication should help with this.
- Resignation from Derinda Schaffer
 - Does she possess any equipment or property ? Chris to determine. Kurt may have her pager. [Jack got everything back from her except the key fob. Wes will deactivate her key fob.]
- Maine Training Facility
 - Determine list of improvements for 2016.
 - Improvements are being planned.

- Brush Truck
 - Need date that the remaining work will be completed by Har-Rob. [Some has been done, but more needs to be done. Chris will get a date from Mark Belensky.]
- Insurance cards for the rigs
 - Mark Belensky now has the PDF files for them, and he will put the sheets on the rigs.
- Liability insurance
 - All members are covered, not just the directors. Current coverage is \$1 million per occurrence, and \$10 million aggregate.
 - [Wes will get pricing for \$2 million and \$3 million.]
- Generator
 - There is only one business that can service our type of generator. Ken will get pricing. [He made a few calls to the place in Syracuse but they didn't return his calls yet.]
 - [Wes will call another electrician, too. Baldor 56KW at station 1, Generac at station 2.]
 - [We need the manuals for them. Wes to ask Mark Henry.]
- 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
 - Assistant to the Treasurer
 - Building Committee
 - Create schedule of recurring items -- Plymovent, clean drains, pump septic tank, generator maintenance, etc.
 - [We reviewed the roster to see who might be able to help with the work that needs to be done.]
- Station Rental
 - [Bob will document the information about station rentals. He has not received the station rental contract from Mark Henry yet.]

Meeting ended at 9:10pm.

Next meeting will be Monday, March 7th at 6:30pm.