

Union Center Fire Company, Inc.
Board Meeting

March 7, 2016

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

Meeting started at 6:31pm.

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

- Agenda
 - Review Bills and Communications
 - Review Board Communications
 - Financial Practices
 - [Purchase Order Approval Policy - Miga, Battaglini, Dieffenbacher, and Trzcinski voted in favor -- It was approved.]
 - [Agreement for Company Charge Card Usage - Modifications were discussed and will be made.]
 - File Server
 - Old server vs NAS box [We will postpone this discussion to a meeting that Bob can attend.]
 - Reports
 - Identify any summary reports that we need (rigs taken on calls ? EMS response ?) [We'll think about this one.]
 - Maintenance room floor at station 2
 - Brent Dyer had operations on both feet and he will fix the floor when he is back on his feet. [It appears that he is back on his feet, so Ken will follow up with him.]
 - Back room at station 2
 - Bill will find the contract and give to Ken to see whether it was covered. [It was not in the contract. Current thinking is that we will handle this internally, possibly as an Engine 98 project or with the Maintenance committee.]
 - How to handle apparel consistently across company (EMS, Fire Police, Aux, Fire)
 - Personalization -- only an item under \$100 (or items totaling under \$100) when coming off probation ? [\$75 should be sufficient.]
 - Other gear stays in station or follows same rules as turnout gear ? [Station-owned gear will follow the same rules as turnout gear. We will discuss with Auxiliary, EMS, Business to verify that this is workable.]
 - 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.
- Defensive driving course
 - Ken found that there are 2 options -- a 4-hour refresher course or a full 8-hour course. [We can get a class for \$28/person. On-line option is \$24/person. First available weekend is April 9/10. They can come either Saturday or Sunday, 9:00am-3:30pm.]
 - 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 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. 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.
 - [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.
 - 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.
- 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.
- 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.
- 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. The business is actually in Rochester. They charge \$110/hour.
 - Wes will call another electrician, too. Baldor 56KW at station 1, Generac at station 2. The electrician will look at the generators.
 - We need the manuals for them. Wes to ask Mark Henry. Mark said that they are at the station.
- 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.
- [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.]
 - [We will either move the box to the Scott room or lock it and put the key in the Scott room.]

Meeting ended at 7:26pm.

Next meeting will be Sunday, March 20th at 7:00pm.