

Union Center Fire Company, Inc.
Board Meeting

March 20, 2016

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

Meeting started at 7:07pm.

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. **[Firefighters absolutely need physicals, but Auxiliary and Business members do not.]**
 - Wes asked our insurance carrier for their perspective, too. **[They don't recommend physicals for the auxiliary, primarily due to their awareness of the cost of them.]**
 - **[The majority of the Board voted to require physicals for every member, including Auxiliary and Business members.]**
 - [Wes - No]
 - [Ken - Yes]
 - [Bill - Yes]
 - [Frank - No]
 - [Bob - Yes]
 - **[The REPORT OF FINDINGS form from Lourdes needs to be changed. The classification for "Fire Police and Drivers" needs to be changed to "Fire Police, Drivers, and Auxiliary"]**
 - **[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.]**
 - 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.

- **[Members who have had physicals from other providers must have the results approved by our physician.]**
- Financial Practices
 - Purchase Order Approval Policy - Need to revise this with respect to the 2 people that can approve for each area. **[The policy will be rewritten to identify the two people as (1) the lead, and (2) the designated board member.]** Also, do both repairs and improvements fall within the scope of the Maintenance Committee? **[No -- only maintenance.]**
 - Rig Maintenance
 - Building Maintenance
 - Agreement for Company Charge Card Usage - Modifications were discussed and will be made. **[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.]**
- 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. Bob and Frank to meet and resolve.
- Code of Ethics
 - Ashley Greenlee will track
 - When do we want to require completion? End of April? **[End of May, or two months after the sign-off sheet is attached, whichever is later.]**
- OSHA/PESH completions
 - Kim Greenlee will track
- 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 [during their visit on April 8th].** 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.
- PESH visit (Ken will work with Chris.)
 - **[The visit is scheduled for April 8th.]**
 - 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 (Frank)
 - **[Joe Barrie and Joey Pedro were not part of the amnesty program because they were inactive. Frank will send them letters that they are no longer with the company.]**

- **[Members who have not reached their required hours by the end of March will become MNIGS.]**
- M&T Account Access
 - Wes is now the company administrator. The administrator can create and manage other accounts. A User ID was created for Alice Fiacco so that she can transfer money between our accounts.
- [Amazon Smile]
 - **[We have a new checking account that is set up to receive money Amazon Smile. Bill requested a change to the Web site to add Amazon Smile as a donation option.]**

Meeting ended at 9:31pm.

Next meeting will be Thursday, March 24th at 7:00pm.