

Union Center Fire Company, Inc.  
Board Meeting

March 24, 2016

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

Board Members Absent: Bob Bealo

Meeting started at 7:07pm.

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

- Agenda

- Board Reorganization

- Reorganize executive officer positions to fill Secretary position. **[Ken will fill until May, provided Karen assists the way she has been doing. Bob will be Vice President until May, too.]**

- 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.
- **Summary of meeting with Toni Lehr at Lourdes:**
  - **The member should fast for 10-12 hours before the physical so that the bloodwork is accurate.**
  - **We will send an Employer Authorization For Treatment/Billing form with each member so that it is clear for us and Lourdes what should be done.**
    - **We can indicate on that form that the TB test is to be offered to EMS members.**
  - **They normally send the results of a physical in about 5 days, but that may extend to 10 days if they need to get additional medical information from another doctor or specialist to understand the complete medical picture for the member.**
  - **They can send e-mail to us with the Report of Findings form in a PDF attachment.**
  - **Wes asked Toni to change the classification for "FIRE POLICE AND DRIVERS" to "FIRE POLICE, DRIVERS, AND AUXILIARY". She will look into it.**
  - **If a member has a physical from another provider, and the member brings the detailed medical examination results, or authorizes release of that information, to Lourdes within a certain period of time, they will provide a Report of Findings to us. Toni will determine the period of time and the cost.**
  - **Lourdes recommends that members who have work-related injuries go to Lourdes Occupational Health because they are certified with the Workers Comp Board and they specialize in work-related injuries. We cannot make it a requirement, however.**
  - **If a member wants to get a DOT physical at the same time as the firefighter physical, the member can pay \$20 for it.**
  - **Lourdes has newer versions of the forms that we have on our Web site. They are at <https://www.lourdes.com/patient-guide/forms-center/> under Occupational Health.**
- **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

- Review Bill's latest changes. **[Bill will make a few more changes, and we will vote on them during our Board Meeting on April 4th.]**
- 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.
- Roster
  - Dues have been added to the roster
  - Notify members that their status has changed ? **[No. Ken will pay for them this year.]**
  - **[We will ask the members whether they want to pay the dues from 2% money for future years.]**
- Code of Ethics
  - **Sign-off sheet has been attached as the last page of the PDF.**
  - **Checking with Ashley Greenlee to see where she would like people to put the sign-off form after they sign it.**
  - Note to be sent to members indicating required completion by end of May.
- 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.
- 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 ?**
  - **Joey Pedro is part of the amnesty program.**
  - Members who have not reached their required hours by the end of March will become MNIGS.
- Defensive driving course (Ken)
  - **[Ken will send the link to the website for the class to the members.]**
- Awards for 2015
  - Officers usually decide (primarily training officers) [for operational awards such as training, etc.]
  - Length of service -- add this to the roster spreadsheet, either as additional columns or a separate sheet. Update it to identify when the awards need to be given, and update it again when they are actually given.
  - **Ruby did this on paper. Do we need it in a spreadsheet ?**

- **[Awards were given in 2014. It seems to make sense to go back and give length of service awards to those members that didn't get them in 2015, but not go back to years before 2014. Wes will ask Besty if he wants to do it. If not, ask Jim Brown. If not, ask membership if anyone wants to do it. If not, they will not be given.]**
- **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 will ask Mark Belensky if he wants to do it. If not, ask Besty.]**
- 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 floor at station 2
  - Work was done. Is this finished ? **[It is clean now, but Brent will come back if more mastic comes between the tiles.]**
- Back room at station 2
  - Current thinking is that we will handle this internally, possibly as an Engine 98 project or with the Maintenance committee. **[This will now be tracked on the whiteboard at station 2.]**
- Generators
  - SOS Electric sent an estimate, but we would like him to do the electrical bonding work, too, so he will send a new estimate that includes it.
  - We need the manuals for them. Mark Henry said that they are at the station. Were they found ? **[The one for station 1 was found.]**
- Washing Machine at Station 1
  - Was the manual found ? What is the status of this ? **[This will now be tracked on the whiteboard at station 1.]**
- Door to parking lot at Station 1
  - What is the status of this ? **[This will now be tracked on the whiteboard at station 1.]**
- 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. **[The lock on the box will be recored as part of the key project.]**
- Resignation from Derinda Schaffer
  - Does she possesses any equipment or property ? Jack got everything back from her except the key fob. **Wes deactivated the 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. **[It is expected to be done when it returns from Syracuse with the new pump engine.]**
- 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.

- 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 ?) **[No.]**
- 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.
  - Review results of individual member discussions. **[Bill talked with Joe Drotar, and we discussed possibilities for Joe to get involved.]**
- 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.
  - See e-mail with pricing.
  - It wasn't obvious what amount would be correct for us. We will talk with our attorney to get his opinion. We'll put this in the work queue for now.
- 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.
- August Monthly Meeting
  - **Karen & Wes on vacation**
- **Workers Comp Claim Information**
  - **There is a \$10K deductible per occurrence (per call). Normally this is a \$10K deductible per person but, if multiple members were injured at the same call, they would all be covered under the same deductible. After \$10K, PERMA pays.**

Meeting ended at 9:28pm.

Next meeting will be Monday, April 4th at 6:30pm.