

UNION CENTER FIRE COMPANY

BOARD MEETING

November 7, 2016

PRESENT: D. Dieffenbacher, B. Dieffenbacher, W. Miga, K. Miga, R. Bealo, F. Trzcinski, J. Drotar

NOT PRESENT: C. Hoyt, K. Battaglini, K. Serowik (audit committee member)

Financial issues: We invited the audit committee to attend the meeting. Frank and Joe attended the board meeting to discuss the issues covered by the meeting we had with Scott Hotalen and Ryan Chronister of Vieira and Associates, CPAs, P.C. Bill sent out the proposed changes to our purchase order approval policy and the check-signing policy to the board and the audit committee members. After reviewing the proposals and a discussion regarding a few changes to the wording for the check-signing policy, the vote was unanimous to approve the changes to both policies.

Length of time to complete physicals and sign-off on code of ethics for members returning from inactive status and from leaves of absence: We have no provisions to address those members returning from leaves of absence or returning from inactive status who have outdated physicals and no code of ethics sign-off. After a discussion, the board members present decided that members should have a physical and sign off on the code of ethics within 2 months of returning to active membership status. As always, they can let the board know if there is a problem completing a physical within the 2-month timeframe.

Physical procedure update: We need to update the physical procedure on the website wherein members need to bring a letter from Wes (or Bob) to Lourdes at the time of their physicals. The letter will state exactly what tests are needed for each member's specific category of membership.

Outlook/eligibility: We need to have an outlook meeting and also need to look at financing for the new truck. We also need to determine the members who are eligible to run for office as this list needs to be presented to the membership prior to the December business meeting. The proposed meeting dates are Saturday, November 19, 2016 or Monday, November 21, 2016.

OSHA training: Bob completed a spreadsheet tracking the OSHA training needs of each member. A letter of explanation will accompany it. The good news is that most of the members have completed most of their hours through in-house training and the OSHA class that was offered. Wes thinks that it is a lot to ask of the members to require them

to complete any needed hours this late in the year and Karen and Bill agreed. We will tell them what is needed and will encourage them to complete the OSHA training hours, but will not require them to finish this. We will put together a plan for next year wherein we will plan to have the members have everything completed by September; we will have the rest of the year to tie up any loose ends.

Dropbox: We will continue to use and expand our use of Dropbox until we have the server that Bob is investigating.

Respectfully submitted,

Karen S. Miga

