

## UNION CENTER FIRE COMPANY

### BOARD MEETING

March 20, 2017

**PRESENT:** W. Miga, R. Bealo, K. Battaglini, C. Hoyt, S. Meschter, K. Miga

**NOT PRESENT:**

Budget: Stephan said that our outlook now matches our savings account and the final budget is complete.

Physicals: Ken spoke with Mark Smarr of PESH. He said that biannual physicals are okay, but the recommendation is that green tags over 40 years of age get annual physicals. After a discussion, we decided that we will follow his recommendation and require green tags who are over 40 to have an annual physical and will continue to offer an annual physical to every other member. Chris asked if this is going to be a bookkeeping problem for Alice, as we will be requiring these physicals to be done by the end of March, within a timeframe where the fiscal year is ending. Stephan will check with Alice regarding this. Ken will check with Mark Smarr regarding the date-to-date/calendar year physical requirement question. The e-mail to the membership regarding physicals is ready to go and will be sent as soon as Ken finds out the answer.

OSHA classes: As of now there is no date set for an OSHA class, but Chris checked with Jeff Winchell during the meeting, who said that he is working on this and will get back to Chris after he returns from vacation.

Building items: Ken anticipates that he will have everything on the list completed before blacktopping season begins, but he will be passing on ownership of this to Gordie Greenlee once he begins work. Regarding the problem relating to obtaining a battery for the door board, Chris mentioned that Unicorn Electronics stocks these batteries.

EMS members: Regarding our ongoing efforts to encourage better response to calls by EMS members, we decided to invite Dan Kerila to attend a board meeting to discuss ideas.

QuickBooks: Stephan will talk to Joe Drotar about moving our outlook planning from the spreadsheet to QuickBooks.

PESH items: There are only a few minor building items to be taken care of. Ken will ask Brett Dyer to install the shelf for electronics and will pass along any work that is not completed by the time blacktopping season starts to the building committee. Ken is mainly concerned about our policies manual, which the whole board will be addressing together in the near future.

EMS apparel: Bob will talk to Dan Kerila regarding obtaining something in the range of \$75 (equivalent to the job shirt for firefighters) that can be monogrammed and given to EMS members coming off of probation.

Digital records: We had a discussion regarding why this needs to be done if there is enough space in the file cabinets for the paperwork that we already have. We decided that we can eliminate a lot of the need for future paperwork storage by scanning everything we touch from here on out. Physicals are already only coming in as PDFs at the current time, so Wes will file them in Dropbox. We will try to obtain as much as we can in terms of contracts, etc. in digital format. Training sheets are going to keep on accumulating, and although they do not take up that much space at the current time, they will continue to grow in number. Chris suggested that it might be a good idea if we purchase a scanner and then someone can scan all of the training sheets at the end each year. Wes will look into scanners that can handle double-sided documents. Chris will ask Kelly if she wants to do the scanning. Karen mentioned that this might be a good job for a business member or Auxiliary member who needs hours, since Kelly already gives so much of her time.

Key fob system: Wes will teach Bob how to add key fobs to the system, barring any unforeseen events, this Saturday after training.

Policies: We will have a meeting to go through all of the policies on April 10, 2017.

FOIL procedure: Karen will handle the writing of this procedure.

ImageTrend issues: Chris will write down the issues with the call reports that cause you to pick things that don't apply in order to have the system accept the reports as completed; Wes said that this will enable us to document this problem and we will send a letter to somebody regarding it.

Membership classes: During a recent conversation with Wes, our lawyer mentioned that we cannot have probationary members; they must be either full members of the company or not. We are not exactly sure of the legal reasons for this and Wes will have another conversation with Oliver.

Respectfully submitted,

*Karen S. Miga*