

**UNION CENTER FIRE COMPANY**  
**COMPANY MEETING**

December 7, 2015

**PRESENT:** M. Henry, F. Trzcinski, R. Serowik, K. Battaglini, C. Hoyt, K. Hoyt, W. Miga, G. Greenlee, D. Hoeflein, J. Brown. I. Espada, J. Drotar, K. Miga, S. Drake, K. Greenlee, B. Polhamus

**CALLED TO ORDER:** 19:57

**MINUTES FROM:** 11/02/2015 **ACCEPTED:** W. Miga , seconded by J. Drotar

***TREASURER'S REPORT***

Activity checking: \$14,311.01  
General checking: \$6929.71

Activity: \$3129.35  
2% Money: \$11,181.35

Our CPA says they have everything necessary to complete the audit and simply need to complete the job.

I will send out a copy of our monthly bill record and ask that everyone managing an account review his/her account record and let me know if they see any errors or omissions.

Motion to accept: J. Drotar, seconded by F. Trzcinski

***BILLS AND COMMUNICATIONS***

None.

***BOARD COMMUNICATIONS***

M. Henry: I. Espada was looking for a Christmas family for us to sponsor and he actually came up with two. He sent me an e-mail and they want to do a radio advertisement. We sent everything out to the board to see if this is something that is legal. The majority said yes, so we told I. Espada to find out the dates. We are looking for at least a driver and somebody to represent the company when we deliver the food and gifts. I. Espada will let us know the dates.

- I. Espada: Mirabito is sending us \$500 to purchase gifts for the families. I have also approached other companies and asked for donations. Muffer's Kitchen will sell sweet potato pies to raise money to pay for the food they will donate to the

families. They will also help us deliver the gifts. They want to do a radio promotion and possibly get some photos in the station.

- Company Member: I have some concerns about one of the families receiving gift cards as I have some personal knowledge of the family. I am afraid that the gifts and gift cards will not be used for the children, but will be sold for cash.
- General Discussion: We will not give gift cards to that family; perhaps only the food and clothing or other items that are not easily sold for cash.

## **OFFICER REPORTS**

### **CHIEF:**

- Thank you to the Auxiliary for the very nice Christmas party.
- We have to coordinate our schedule for the brush truck to get winterized.
  - D. Hoeflein: T. Mason and I did that last Tuesday.
  - C. Hoyt: Did you put in antifreeze?
  - D. Hoeflein: No.
  - C. Hoyt: Then it still needs to be winterized.
  - D. Hoeflein: We were just doing what we were told to do. I thought we were just going to keep it dry.
  - M. Henry: I don't think that is a good idea, especially if it is used to go out for a call and is sitting out on the road. It needs to have antifreeze.

**FIRST ASSISTANT CHIEF:** No report.

**SECOND ASSISTANT CHIEF:** No report.

### **DAY CAPTAIN:**

- I would like to thank the Auxiliary for the great Christmas party.

**NIGHT CAPTAIN:** No report.

**FIRST LIEUTENANT:** No report.

**SECOND LIEUTENANT:** No report.

**FIRE POLICE CAPTAIN:** No report.

### **EMS:**

- Thank you to everyone who came to the call this morning on Shale Drive. It was a very difficult call, although the outcome was already decided before we were even called. Dr. Aaron Daggy lived in our district but was a member of another department. He was very well-respected in the EMS community and the community in general. This was an unexpected death. His wife wants a full-member service for the funeral. Calling hours will be on Thursday and the funeral service will be on Friday; details are to be announced.
- EMS members completed the spinal immobilization class at Huron.

- We are moving ahead with the syringe epinephrine program that I discussed a few months ago. Over time this will save us a lot of money as we will not be faced with unused, expired EpiPens.

#### **FIRE MARSHAL:**

- I will be attending a webinar tomorrow from Image Trend on updates to the system.
- No reports have been generated due to several outstanding reports from the chiefs.
  - R. Serowik: Image Trend Fire Data shows that nothing from UCFC has successfully been transmitted to the Office of Fire Prevention and Control. Either it was not exported or R. Bealo thinks that it was exported successfully and it wasn't.
  - C.Hoyt: There has been an issue with this every year.
  - M. Henry: I will find out what is going on with this.

**SAFETY OFFICER:** No report.

#### **MAINTENANCE:**

- New tires were installed on the Tanker last month.
- Thank you to T. Mason and whomever else helped repair the bleeder valve on the Squad.
  - C. Hoyt: Generator battery is finished.
  - W. Miga: What is going on with the tires that are outside at Station 1?
  - K. Greenlee: I saw some teenagers rolling around in them in the parking lot the other day.
  - M. Henry: I have no idea what is going on with those. I will find out.

#### **AIR/CASCADE:**

- Everything is in service.

#### **TRAINING:**

(J. VanKuren)

- Saturday training has been going well.
- This Saturday we have OSHA training for those who do not want to do CentreLearn classes on the computer. It is from 13:00 to 16:00 at Station 1. We had a good time last time.

(D. Hoeflein) No report.

**HEALTH/SAFETY:** No report.

**AUDIT:** No report.

#### **PARADE:**

- I would like to thank S. Bealo, W. Miga, T. Mason, H. Polhamus, B. Polhamus, G. Greenlee, K. Greenlee, A. Silvestri, and A. Drake for the help with the parades last week.

#### **AUXILIARY:**

- Thank you to the auxiliary for the work on the Christmas party.
- I went in November to the presentation by the health department on food safety. They have some new requirements coming up next year. If we know that we are going to be having anything where we are serving food to the public in the next year, we need to send them notification for permission to do so. Everybody who works at the event has to take the food safety course online, whether you are handling food or not. It will take about 30 minutes. Two weeks before the event, we have to let them know that it is coming up. Anything that is touching the food has to be stainless steel. Everything has to be cooked on site.
  - C. Hoyt: We are exempt from having to get a permit, but we have to tell them when we are having a barbecue. Because if we don't and they get wind of it, they are showing up. The stainless steel grates to cook the chicken will be a problem. The ones that we use are not stainless steel.
  - J. Drotar: We could have one of those fundraising companies, like Brooks Barbecue, come and cook and serve the food. Then we are not liable.
  - R. Serowik: The health department is trying to provide food safety education to keep us out of trouble with lawsuits. This is at no cost to us, but this is costing them in terms of staff time and it is well-intentioned. There is no penalty connected to not doing it; they are trying to prevent us from having legal issues. It is a public service.

**BYLAW:** No report.

**B. C. FIREFIGHTERS ASSOCIATION:**

- Next meeting is 01/08/2016 at 19:00. Topic/location to be announced.
  - M. Henry: We are hosting the meeting in March 2016.

**WEBSITE:**

- When viewing the training/service hours that K. Hoyt has been tallying that are posted on the website, it was not always obvious when the new hours were posted. Now there is a date on the bottom of the list.

**RETENTION/ RECRUITING/ MEMBERSHIP:**

- Last month Seth Knapp was voted in as a probationary member pending favorable background and arson checks; everything is favorable.
- Tonight we will vote on S. Drake coming off of probation.
- We received three applications:
  - Glenn Roberts, previously a member of the EMS team. He resigned when he was not able to make the required training/service hours because of his schedule. His schedule has changed and now he has time to run calls. We are not planning on checking references on him because we already know him. We will get a new background check done.
  - Matthew Roberts, who is Glenn's son. We are waiting to hear back from one reference. He is interested in EMS only.

- Joe Buonomo, who is interested in EMS only. His references have all been checked and the next step is to interview him. Hopefully we can get this all done by next month and vote on all three at the January meeting.
- J. Brown: What about Seth Knapp's physical?
- W. Miga: It sounds like the rules have changed. If you had an emergency services physical from another agency before, it was accepted. But now it sounds like that is changing and you need to have one through our company doctor as well.
- M. Henry: Our doctor has to approve of what was done. If a full firefighter physical was done somewhere else and our doctor says it is okay, then it will be accepted. It has to meet our requirements and has to be submitted to our doctor.
- W. Miga: There is a policy out on the website that does not say that. Something needs to be written down so everybody knows what needs to be done. Right now it is not clear and it needs to be clarified.
- J. Brown: So the quick answer is that he can't participate yet.
- W. Miga: Right now he can't. Can someone from the board please take a look at Seth's letter of determination that I left in the mailbox a few weeks ago? I also sent an e-mail to the whole board about this, but I did not get a response. I am just looking for clarification.
- C. Hoyt: Does this department do drug testing on new hires?
- M. Henry: Yes.
- C. Hoyt: So that would need to be done as well.
- M. Henry: We can get the drug test done separately. We can't get the pulmonary function test done separately. I have pricing for the drug test.
- J. Brown: I have the same concern as W. Miga because it has been a couple of months and Seth has not been able to do anything. He might lose interest and we might lose him.
- K. Battaglini: I sat with R. Bealo at the Christmas party and he said that Seth was going to get a second physical with our physician.
- W. Miga: Should we just have all new members get physicals by our physician regardless of the cost, even if they have already had emergency services physicals at another agency?
- M. Henry: To avoid all of the rigmarole, that would be best.
- W. Miga: We will do that until cost becomes an issue.

**ELECTION OF NEW MEMBERS:** None.

**MEMBERS COMING OFF PROBATION:**

- Scott Drake: The officer reports are favorable for him becoming a full member.

YES: 12

NO: 0

ABSTAIN: 2

**SUNSHINE:**

- We will send a floral arrangement for Dr. Aaron Daggy's funeral service.

***OLD BUSINESS***

- W. Miga: We looked into whether we can make donations to other organizations or individuals or not. There are two ways to donate: one way is to follow what our certificate of incorporation says (which needs to be reviewed). Depending upon what it says, whatever furthers the purposes of the certificate of incorporation can be done. Secondly, there is a clause in general municipal law which allows donations to certain organizations such as Little League and food banks, which are exempt. Whether we can donate to firefighter families depends upon what it says in the certificate of incorporation. We have some flexibility, but the certificate of incorporation will determine which category the recipient is in. Whatever we decide to do, we can go to the comptroller's office and ask if it is okay.
  - I. Espada: When Mirabito sends the check for the Christmas families, how will this be affected? It is made out to UCFC.
  - C. Hoyt: We are doing nothing but transferring it.
  - W. Miga: Not really. As soon as the check is cashed, it has to fall under one of those two categories, because now it becomes part of the company funds.
  - J. Brown: Can the certificate be amended?
  - W. Miga: Yes. We can get an attorney to amend it.
  - J. Brown: It will behoove us to look into it and see if there are any gray areas that need to be clarified.
  - W. Miga: The problem is making donations to individual people, not organizations. If we don't like what the certificate says, we can change it.
  - M. Henry: I will dig it out and we will look at it and then we can go from there.
  
- W. Miga: Did you and S. Bealo talk regarding the breakdown of EMS calls and how to improve the response of the EMS team?
  - M. Henry: We did not really talk about it, but I just heard from what you said before that three new members want to join the EMS team, so that is a good start.

## ***NEW BUSINESS***

- C. Hoyt: Something is messed up with the phone lines down here at Station 1 again. It has been a problem for awhile. Somebody tried to call and did not get to the answering machine; the phone just went dead.
  - K. Battaglini: Are we sure there is not a problem with the phones themselves? Aren't they old phones?
  - M. Henry: They are about 3 years old.
  - C. Hoyt: Every time we call and they come, they find something different that is wrong.
  
- G. Greenlee. What is the process for getting a new clock for the radio room? It has been broken for a long time.
  - C. Hoyt: We don't have to vote on a clock. I will get one the next time we go to Sam's Club. The ringer on the mop bucket is broken too, so we will get one of those.

- K. Miga: I am trying to keep the roster updated, but I have no information regarding the status of members who were sent letters regarding their inactivity in the company. Also the years for physicals are sadly out of date.
  - F. Trzcinski: The members who were sent letters have until March to start coming to training and make up their hours. If they don't do that, some of them will be coming off of the roster.
  - M. Henry: I will get R. Bealo to get back to you about the physical dates.
  
- W. Miga: What about opening the board for nominations?
  - M Henry: Thanks for reminding me. I am OPENING THE NOMINATION BOARD FOR ELECTIONS. If you want to nominate someone, give the person's name to a board member to see if they are eligible.
  - C. Hoyt: According to the bylaws, we are supposed to have a list of people who are eligible to run for each office.
  - W. Miga: Can we set a date, like in a week, to get a list as to who is eligible?
  - M. Henry: We will set 12/15/2015 as the date we will have the list out. That will give everyone almost 3 weeks to nominate people.

Thank you to I. Espada for the great homemade dinner!

**REFRESHMENTS FOR NEXT MEETING:** G. Greenlee

**NUMBER ATTENDING:** 16

**VOTING:** 14 (15 after S. Drake was voted off probation)

**TIME ADJORNED:** 21:30

**NEXT MEETING:** 01/04/2016

Respectfully submitted by Assistant to the Secretary, *Karen S. Miga*