

Union Center Fire Company, Inc.
Board Meeting

April 4, 2016

Board Members Present: Wes Miga, Ken Battaglini, Bill Dieffenbacher, Chris Hoyt (first half of the meeting)

Board Members Absent: Bob Bealo

Meeting started at 6:32pm.

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

- Agenda
- 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.
 - **Need a new target date.**
 - **[We will get additional information from PESH and talk with the 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.
- Review Bills and Communications
- Review Board Communications
- Financial Practices
 - Purchase Order Approval Policy
 - **[The policies under discussion were approved on 3/20/16, and Bill reviewed the clarifications.]**
 - 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.
 - **[Bill was able to password-protect a spreadsheet.]**
 - **[We will keep the spreadsheet on a personal PC until the server is available.]**
 - **[We need a person to keep track of who signed the agreement.]**
- OSHA/PESH completions
 - Kim Greenlee will track
- OSHA training (Bob)
 - 6 hours of general education
 - The class was held on 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 ?
 - Members who have not reached their required hours by the end of March will become MNIGS.
- Defensive driving course (Ken)
 - The link to the website for the class was sent to the members.
 - <http://www.newyorksafetycouncil.com/?cmpid=Gnydefdrivingreg&gclid=CKDd-4Ss5ssCFcNehgode6MPDA>
- Awards for 2015
 - Operational awards (training, etc.)
 - Officers will decide (primarily training officers)
 - Length of service awards
 - 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.
 - Ruby will determine who needs awards for 2015 and keep track of them going forward.
 - Besty will work with Ruby and he will order the plaques.
 - 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 access at Station 2
 - Seems that we should permit access, as we have at station 1.
 - The key box is in that room. The lock on the box will be recored as part of the key project.
- 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.
 - **[Everything is believed to be complete.]**
- Key fob system
 - Do we need an additional person ? Yes. Wes showed Bob the station rental piece. The other piece is to add new key fobs.
 - 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.]
- 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. [Joe will learn QuickBooks so that someone else besides Alice knows it.]
- Liability insurance
 - All members are covered, not just the directors.
 - Current coverage is \$1 million per occurrence, and \$10 million aggregate. Umbrella adds another \$1 million per occurrence, and \$3 million aggregate.
 - Wes will get pricing for \$2 million and \$3 million.
 - See e-mail with pricing.
 - Our attorney said that the limits that we have are fairly standard for a company our size (general=\$1M/\$10M, umbrella=\$1M/\$3M).
 - Anything more needed ?
- 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.
 - Let's also discuss the information from our attorney.
 - **[We're leaning toward limiting this to members and their guests. Discuss further when full Board is present.]**
- Worker's Comp Insurance
 - Get another quote for coverage.
- Bills Over \$5,000 Needing Member Approval
 - Bill has the list.
 - **[Bill will mention during the Treasurer report, and Wes will bring up for votes under New Business.]**
- Budget Outlook Meeting
 - **[Our next meeting will be devoted to this.]**

Meeting ended at 7:30pm.

Next meeting will be Friday, April 8th at 7:00pm. It will be devoted to updating the budget outlook.