

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

February 6, 2016

**PRESENT:** M. Henry, R. Bealo, W. Miga, R. Fiori, T. Mason, S. Bealo, B. Polhamus, D. Hoeflein, J. Brown, M. Belensky, F. Trzcinski, B. Dieffenbacher, H. Polhamus, K. Battaglini, J. Buonomo, M. Roberts, A. Silvestri, D. Dieffenbacher, A. Drake, S. Drake, R. McConnell, A. Greenlee, C. Hoyt, K. Serowik, R. Serowik, J. VanKuren, C. VanKuren, G. Greenlee, K. Miga, D. Glover, M. Wiley, N. Merianos

**CALLED TO ORDER:** 13:48

**MINUTES FROM:** 01/04/2016 **ACCEPTED:** R. Bealo, seconded by J. VanKuren

***TREASURER'S REPORT***

Activity checking: \$7403.95  
General checking: \$5426.52

Activity: \$2066.64  
2% Money: \$5337.31

Motion to accept: K. Battaglini, seconded by A. Silvestri

We got our CPA report and our taxes were turned in. M. Henry created another PayPal account specifically for donations. The money donated on our website to that PayPal account will then be transferred to our working accounts. This should be ready to go this week. This will be a means of keeping a good accounting of the donations that are coming in.

Thank you to those who have reviewed your budget lines. Our first budget meeting will be Monday, February 15, 2016. If you have a budget and have not yet reviewed it, please take a look and get back to me. Please let me know if there are any equipment needs or other things that you would like to see added to the budget.

***BILLS AND COMMUNICATIONS***

None.

***BOARD COMMUNICATIONS***

We are going to be looking into who needs a physical this year.

Our contract with the Town is being signed.

We are going to be meeting with Maine Fire to take a look at our options for obtaining joint maintenance, insurance, physicals etc. to see if we can get better deals with larger groups.

We are going to be looking at our insurance company's website to see what they offer for free e-learning. We will be deciding if it is feasible for us to swap this with CentreLearn. The e-learning is free to us as long as we keep the insurance through Mang. This could possibly save us \$4000 to \$5000.

- A. Silvestri: Will fire classes be available from the insurance company like on CentreLearn?
- M. Henry: I took a look at their website and it looks like they have fire classes. We have paid up to June for CentreLearn.
- J. Brown: Then I take it that there will be no CentreLearn classes assigned to us for at least the first quarter?
- M. Henry: A lot of people have already started the classes on CentreLearn. We will not tell you that you need to take them again. If we go with the insurance classes, we will accept both for the initial period of time.

## ***OFFICER REPORT***

### **CHIEF:**

- For those who were not present at training with the guy from the water department, we opened a good dialogue with the Village. We found out that we have to take it easy when using the hydrant. Go slowly when opening and closing them. We do not need to open the hydrant more than six or seven turns when using it to fill the trucks as that will not undermine anything. We checked our hydrant the other day; it looks like the issues with that have been resolved. The water department provided us with a dummy hydrant for training, which right now is out in back at Station 2. We have not determined what we will do with it yet.
- I am looking for four volunteers who are good with kids. The Boy Scouts will be setting up a day for a tour of the station and a little fire prevention class. There will be sixteen kids for 1 hour. No date or time is set yet, but they will be requesting this pretty soon. Let me know if you are interested.
- The Town of Maine is updating their town-wide comprehensive plan. This does not involve emergency services too much, but they will contact us with any questions. There will be a meeting regarding this on February 11, 2016 at 7 p.m. in Maine Memorial Auditorium.
- As B. Dieffenbacher mentioned, the first budget meeting is scheduled. Everybody who has a budget line was sent the paperwork. If you have any ideas or need equipment and you do not have a budget line, send me an e-mail.
- The Knox Box at Newell and Taft has been installed. There is a master key which will open any lock and a fire alarm box key, so there are two keys in it. It is located at the rear entrance next to the laundry room.

**FIRST ASSISTANT CHIEF:**

- A piece of apparatus was found in one of the stations this week without the parking brake engaged. This is a major safety issue. Drivers and truck officers must make sure that the vehicles are parked properly and safely in the stations, at training, and at an incident.
- The new HazMat ERG books are coming out in April.
- Firefighter Recruitment Day is going to be April 23, 2016, the same day as New York State's recruitment day.
- There was a discussion at the County Chiefs' meeting regarding a "distress code" that could be used if a First Responder walked into or was witnessing a Hostage, Active Shooter, or any other imminent danger during an incident that was not known at the time of dispatch. This was a discussion only! The Chiefs Association is going to do some research to see what other counties have set up or are doing for these situations.
- There was a discussion at the chiefs' meeting about "status checking" med team units and units on "officer-only" calls if they haven't been heard from after a certain amount of time. This would be similar to what is done for law enforcement. This is in the first stages of being discussed.
- There were PESH guidelines mailed to us last year which the board needs to read and discuss. I recommend that the board reach out to a resource(s) within the County to have them explained better and also to explain what is needed before something happens. There is more to it than classroom training.
- The County is working to secure a VHF frequency for simulcast paging with Low Band, Nothing is set in stone; this is in the beginning stages.
- I spoke with DFC Winchell about the County having a Weapons of Mass Destruction class. It is a 4-hour, one-night class. It is no longer officially given on its own, but can still be taught. This class is required for someone who is trying to meet the FFI equivalency for NYS, myself included. Fifteen people are needed for a class, but no location is decided as of yet. If you don't have the class and have an interest, please let me know.

**SECOND ASSISTANT CHIEF:**

- Saturday training going well. I am helping J. VanKuren with driver training. We are trying to train people who want to drive and haven't driven yet. It's going well.

**DAY CAPTAIN:** No report.

**NIGHT CAPTAIN:** No report.

**FIRST LIEUTENANT:** No report.

**SECOND LIEUTENANT:** No report.

**FIRE POLICE CAPTAIN:** No report.

**EMS:**

(S. Bealo):

- We are welcoming three new members; Glenn Roberts, Matt Roberts, and Joe Buonomo. They are being oriented and are getting up to speed.

(R. Serowik):

- We need to set a date for CPR for the whole company. I would like to hold it this month if possible, with whatever will not conflict with other plans. (Discussion regarding what would be a good date). We will do it on February 20, 2016 at 10 a.m. J. VanKuren said that it can take the place of regular Saturday training. This will take about 4 to 5 hours depending on how many people show up.
- I have previously mentioned the syringe epinephrine program and we now have the materials for that, including the training materials. We will be holding training on February 25, 2016 at 7 p.m. for EMS members. This class is for EMTs and above, although everyone is welcome. It will take roughly 2 hours.
- We are still awaiting approval for the CPAP program. We sent in our application. We will possibly be able to train for this in March.

**FIRE MARSHAL:**

- We are up to date with all of our fire reports for last year and for January 2016.
- Lourdes Hospital has requested that EMS members fill out the expected hospital designation portion on your PCR, even though we are not the transporting agency. They will occasionally be looking at our PCRs to gather pertinent information and they need to have EXPECTED DESTINATION filled in.

**SAFETY OFFICER:** No report.

**MAINTENANCE:**

- Rescue 53: Passenger body side quartz floodlight was repaired. Contact is rusting and this was cleaned. Please let me know if it stops working again.
- Squad 53: We are still monitoring the coolant issue. We found that coolant is exiting via the vent tube, which is not really a bad thing. It's possible the radiator cap is starting to fail and is leaking air into the system. The cap was replaced on Thursday; please let me know if there are any issues.
  - C. Hoyt: When checking the coolant level, we have to check it when it is hot. During rig checks on Saturdays we have to run the Squad and then check the level. Look at the sight glass; if it is below the sight glass it is okay.

**AIR/CASCADE:**

- Fit testing will take place on Tuesday, February 9, 2016 during training. All current and future green tags have to complete a fit test every year.
- The Cascade has been repaired officially. The door works properly. The regulator was replaced.
- For your information, at Western Broome fires we cannot fill Endwell's bottles all the way. We can only get them up to 4500 pounds and not up to 5500, just in case you are asked to fill them.

**TRAINING:**

(J. VanKuren)

- Saturday training is going well.
- In March we will start OSHA in-house classes. The dates are on the calendar on the website.

(D. Hoeflein)

- The schedule for state classes has not been released yet, but should be coming out this month. If you need any classes, like Firefighter 1 or Scene Support, you might want to take a look at the schedule to see when they are offered.

**HEALTH/SAFETY:** None.

**AUDIT:** None.

**PARADE:**

- We have not yet been officially invited to participate in the St. Patrick's Day parade on March 5, 2016, but we probably will be.

**SOCIAL:** None.

**AUXILIARY:**

- We will be providing food for the Broome County Fire Chiefs Association meeting on Friday, March 4, 2016.
- We received two applications for new Auxiliary members; Sierra Hoyt and Ruby McConnell.

**BYLAW:**

- We have no new bylaws proposals.
- As the company parliamentarian, I would like to notify the membership that I sent a letter to the board notifying them of a breach of the bylaws that occurred during the January meeting in which a letter of objection was submitted during the meeting and was voted on during the meeting. According to the bylaws, the results of the vote are null and void as any letters of objection need to be submitted to the secretary prior to the January meeting. Any votes taken during a breach of the bylaws are void. We interpreted the bylaws for the board on this matter.
- The board had a question regarding the eligibility of J. Brown to run for the office of lieutenant as he did not take the required class in the allotted time. We interpreted the bylaws for the board.
- The board had a question regarding the quorum for the annual meeting. We explained to them that there will be a quorum for the meeting itself and another for the election of line officers because not all of our members can vote for line officers. There needs to be a quorum of active members who are able to vote.

**B. C. FIREFIGHTERS ASSOCIATION:**

- The next meeting will take place on Friday, March 4, 2016 at Station 1. All members are welcome to attend. Our own R. Serowik will be the guest speaker and will be speaking on Critical Incident Stress Management.
- We volunteered to host the meeting for March 2017 as well.
  - J.VanKuren: Did our Association fees get paid?
  - R. Bealo: Our fees have not been paid yet.

**WEBSITE:** No report.

**RETENTION/ RECRUITING/ MEMBERSHIP:**

- Today we are voting for Josh Jimenez and Rick Fiori to come off of probation.
- We had a proposal to delete the witness signature line from the application. Let someone on the membership committee know what you think about this; the witness signature does not seem to be serving any purpose.
- We received an application for Sierra Hoyt for the Auxiliary. We checked her references and received her background check and will be voting for probationary membership for her.
- We received an application for Ruby McConnell for the Auxiliary. We checked her references and received her background check and will be voting for probationary membership for her. I would like to thank M. Belensky for expediting her background paperwork.
- If you receive an application from someone, please alert a member of the membership committee about this and let us know where you put the application.
- It has been a very good year for membership. Since the last annual meeting in 2015, Adam Drake, Scott Drake, Josh Jimenez, Ivan Espada, Rick Fiori, and Seth Knapp have joined for Fire; Glenn Roberts, Matt Roberts, and Joe Buonomo have joined EMS; and we have Sierra Hoyt and Ruby McConnell ready to join the Auxiliary. That's eleven people.

**ELECTION OF NEW MEMBERS:**

- Sierra Hoyt:

YES:	27	NO: 0	ABSTAIN: 0
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- Ruby McConnell:

YES:	26	NO: 0	ABSTAIN: 1
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**MEMBERS COMING OFF PROBATION:**

- Rick Fiori (officers recommended full membership):

YES:	26	NO: 0	ABSTAIN: 0
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- Josh Jimenez: (officers recommended termination due to lack of participation; probation was already extended 3 months and cannot be extended any longer.) For clarification, a YES vote is a vote for termination.

YES: 26

NO: 0

ABSTAIN: 1

**SUNSHINE:** No report.

### **ELECTION OF COMPANY OFFICERS:**

- (Board) The board has decided to ignore the bylaws and will allow J. Brown to run for the lieutenant's position and M. Henry to run for the board; the vote was 3 to 1 in favor. The Parliamentarian and the bylaw committee pointed out the violation of the bylaws and missed requirements for J. Brown and M. Henry.
  - J. VanKuren: Is the membership voting on this? We all had to take that fire officer course before. Why does J. Brown not now?
  - R.Bealo: Cascades of wrongs by the board; to make everything right we had to leave it stand as it is.
  - J. VanKuren: So are we going to follow the bylaws THIS year?
  - M. Henry: We are getting something in place so we start the election process in October and don't go through this again.
  - R. Serowik: It was a material error of fact (referring to M. Henry's name being omitted from the eligibility list, prompting the letter of objection and vote at the January meeting). An action based on a material error should not be discretionary.
  - W. Miga: That is the reason why there is supposed to be a whole month to fix those problems. No one deliberately makes these errors. The reason the letter of objections have to be submitted beforehand is because some of these things are not cut and dry, they need to be looked into thoroughly.
  - K. Serowik: It should be documented somewhere when the board members' terms are up.
  - W. Miga: It is; in the department meeting minutes.
  - K. Serowik: Well, I am not going to go through all of the minutes. It should be documented somewhere else.
  - R. Bealo: Leaving M. Henry's name off was a mistake that was the result of errors made by the board during the formation of the eligibility list.
  - T. Mason: Same explanation holds true for J. Brown.
- Two tellers were appointed by M. Henry (thanks to M. Roberts and J. Buonomo).
- Prior to the meeting A. Silvestri removed his name from the nomination board for the chief's position and K. Miga removed her name for the board position.
- Three absentee ballots were provided for the line officer and board votes, but one was from 2015 and the names on the ballot did not match up; the votes on this incorrect ballot were therefore all counted as abstentions. There were 22 voting members present at the meeting and 3 absentee ballots were used for the fire line officer election, for a total of 25 voting members for line officers (Auxiliary and business members cannot vote for line officers). For the board election there

were 27 voting members present and 6 absentee ballots, for a total of 33 members voting for the board.

Line officers were elected by majority.

CHIEF:

- **C. Hoyt:** 19
- M. Belensky: 5
- Abstain: 1

FIRST ASSISTANT CHIEF:

- **M. Belensky:** 13
- A. Silvestri: 11
- Abstain: 1

SECOND ASSISTANT CHIEF:

- **Silvestri** (running unopposed): 24
- Abstain: 1
- No confidence: 0

DAY CAPTAIN:

- **J. VanKuren** (running unopposed): 24
- Abstain: 1
- No confidence: 0

NIGHT CAPTAIN:

- **D. Hoeflein** (running unopposed): 22
- Abstain: 1
- No confidence: 2

FIRST LIEUTENANT:

- **J. Brown** (running unopposed): 19
- Abstain: 2
- No confidence: 4

SECOND LIEUTENANT:

- **J. Mann** (running unopposed): 24
- Abstain: 1
- No confidence: 0

FIRE POLICE CAPTAIN:

- **H. Polhamus** (running unopposed): 22
- Abstain: 2
- No confidence: 1



EMS CAPTAIN:

- **R. Serowik** (running unopposed): **23**
- Abstain: 1
- No confidence: 1

The board members were elected by plurality, not majority, according to our bylaws.  
There were two 3-year-term positions open. The two people with the most votes are elected.

BOARD MEMBERS: (Two 3-year terms) Each voting member cast votes for two people.

- **K. Battaglini: 23**
- M. Henry: 8
- **W. Miga: 28**

- K. Battaglini: I would like to thank M. Henry for his years of service as president of the board of directors.

**Line officer positions take effect on 03/01/2016.**

The new board members adjourned to discuss what positions would be filled by whom.  
**Board positions take effect immediately.**

PRESIDENT: W. Miga

VICE PRESIDENT: K. Battaglini

TREASURER: B. Dieffenbacher

SECRETARY: F. Trzcinski

DIRECTOR-AT-LARGE: R. Bealo

***OLD BUSINESS***

M. Henry got the certificate of incorporation. We made a PDF.

Updating the list of physical dates is the top priority for the next board meeting.

The phones at Station 1 are still not working and this is on our list of items that we will be addressing.

We will be working with Lourdes to see if we can reduce the turn-around time for receiving paperwork for physicals.

The defensive driving course will go onto the list of items we will address. Send an e-mail to the board so that we can gauge interest. (Discussion regarding how this class might not be easy to arrange for various reasons.)

The chief would like to see PESH come through again and this should be one of our goals.

## ***NEW BUSINESS***

C. Hoyt: The board should get in contact with the alarm company. We had an alarm go off a few times at Station 2 and they are just calling whoever is on their contact list. I am not sure if there is a problem with the alarm itself. The concern is that if it goes off, they should be calling Communications and not somebody on the contact list.

J. Brown: Are there going to be any awards for 2015? Like for Firefighter of the Year and Most Training Hours and things like that?

- C. Hoyt: I did not do that.
- W. Miga: Who normally does that? I will look into it.
- A. Silvestri: Every other year the officers figured it out. Most of that information comes from the training officer.
- W. Miga: We will look into that.

K. Miga: When we had the in-station OSHA classes in December, it came up that there should be directions posted in the station in the radio room for calling the scene from the station. This would be for Auxiliary members and other people who might not be that familiar with the radio in the station. I typed up directions for calling the scene, both for how to call Command and how to contact the rig drivers. I will post them near the radios at both stations.

C. Hoyt: As K. Hoyt has been adding up training and service hours on the spreadsheet, she has run into problems with people turning in hours from 2 or 3 months prior. We can't go back and add hours from months ago. If you are turning in hours for a class you took last month, date it for the current month. Keep your training and service sheets current and turn them in promptly and that will make everything a lot easier.

- R. Bealo: Like if you take a class in June, July and August, turn in the hours for that class in August.
- C. Hoyt: Actually, the state classes have not been much of an issue. But other things have.

C. Hoyt: If you are not on the list for audio dispatch messaging and you want to be, let me know. It does not take the place of your pager. It is just another way to get information during calls. It can be customized for Fire, EMS and officers.

- R. Serowik: Do not leave your pagers at home even if you have audio dispatch messaging. There are things that affect the time of delivery of the message and there are a lot of moving parts that can break down. It is a secondary means of notification that can let you know what is going on.
- C. Hoyt: It does not catch anything after the initial audio text message. You need the pager to listen while you are on your way to the station.

We have set up a board meeting for Friday, February 12, 2016 at 6 p.m. We will look at the physicals issue, roster and outlook. It is primarily an organizational meeting. Anyone is welcome to sit in on it. It is not a requirement, but it is an open meeting. If you have

any items that you think are important, send an e-mail to the five board members and the chief so that we can work on the things that the company thinks are important.

The 2015 committees were disbanded by W. Miga and new ones were formed. If you were not present at the meeting, you may still volunteer for a committee. Only the bylaw committee is restricted to only three members.

- AUDIT: J. Drotar, K. Serowik, and F. Trzcinski
- PARADE: R. Bealo and S. Bealo
- SOCIAL: (No volunteers)
- WEBSITE: M. Belensky and W. Miga
- BYLAW: (No volunteers)
- MEMBERSHIP: J. VanKuren and W. Miga
- SUNSHINE: K. Hoyt

Thanks to F. Trzcinski for making all of the arrangements for the great meal and special dessert!

**REFRESHMENTS FOR NEXT MEETING:** Rick Fiori

**NUMBER ATTENDING:** Initially 32, but then one person left during the meeting so the number went down to 31.

**VOTING:** 27 present initially; then one person left after the New Member vote (but turned in an absentee ballot for the elections), resulting in 26 present for votes cast for Rick Fiori to come off of probation. When Rick was voted off of probation, he was able to vote for the rest of the meeting, bringing the total number of voting members present up to 27 again. There were also 6 absentee ballots cast, but there was a problem with one of them (see above).

A motion was made to adjourn the meeting and it passed.

**TIME ADJORNED:** 16:12

**NEXT MEETING:** March 7, 2016

Respectfully submitted, *Karen S. Miga*