

UNION CENTER FIRE COMPANY

AUXILARY MEETING

(March 9th 2016)

MISSION STATEMENT

The mission of the Union Center Fire Company Auxiliary is to **SHARE**.

SUPPORT the Fire Company during times of emergency by providing supplies at the scene of fires or natural disasters, as well as helping the Fire Company personnel and their families during times of loss or need.

HONOR the service and sacrifice of fire fighters and their families.

ASSIST the Fire Company in raising funds for equipment and community awareness by holding events and activities.

REPRESENT the Fire Company at functions and events.

ENCOURAGE Community support of the Union Center Fire Company and its members.

We began the meeting with Pledge of Allegiance and prayer.

PRESENT: Barrilyn Polhamus, Debbie Dieffenbacher, Kim Greenlee, Ashley Greenlee, Cindi VanKuren, Ruby McConnell, Sierra Hoyt, Kelly Hoyt

ABSENT: Brianna Bealo, Rachel Greenlee, Donna Glover, Shelia Bealo,

NON Auxiliary present: President Wes Miga, Chief Chris Hoyt.

MEETING CALLED TO ORDER: 18:36

MINUTES for: February 10th approved as amended by Cindi VanKuren.

TREASURER'S REPORT: Our budget has been modified. There was a question on the items that were proposed for the following year.

What has been approved: Home Depot: Cabinet \$124, Flowers for both stations \$100. 5 Port authority tote bags \$60.00 to carry equipment for fire calls, Miscellaneous \$150.00, 2 more heavy jackets for the new members when they are no longer on probation (6 months from now). (Per Calleo updated price \$70.23 Logo and name. Additional \$2. More for extra large.) This puts the budget at approximately \$576.46.

HEALTH/SAFETY: The Fire Company board has contacted members to inform them of the next needed physical. Many have appointments and have received their physicals for this year. These appointments have to be booked by March 31 and the physical must be done by May 2016.

**Call the Lourdes office 3101 Shippers Road, Suite 101, Vestal
Phone: [607-251-2170](tel:607-251-2170) Fax: 607-251-2012
Hours: Monday & Tuesday: 8:00 AM - 7:00 PM; Wednesday -
Friday: 8:00 AM - 4:30 PM**

You are going to need a fasting blood test. Try to plan your appointment around this.

OSHA classes are being offered by President Wes Saturdays are canceled. These have been replaced by the OSHA class at Huron Campus. March 26, 9:00 to 3:00pm.

Online Classes are offered by Mang Insurance (E Learning). There was addition discussion by Auxiliary members on the repetitive classes, that they are required to take for both the Fire Company and their employers. Wes suggested that they verify with Bob Bealo the classes that have taken matching up with what is required by the fire company. There is a requirement of 8 hours of OSHA training per year.

Old Business

Fundraiser in June- It was decided that the Fire Company will hold the Chicken BBQ. Barrilyn compile a list of things that have to be in place before the date. With renting the Chicken cookers from Shelly's and Floyds there should be no issue with the health department. Marketing needs to be started 1 month prior to the event per Ashley. Anyone who is planning on handling food that this event needs to take the Temporary Food Service Safety class. "<http://www.gobroomecounty.com/eh/temporary-food-service-safety-class>. Click on the "Temporary Food Safety Class"."

In addition "At least two weeks before your food event you need to send a letter or e-mail to the Health Department requesting permission to hold a food fundraiser. In your letter you need to give them information on your event including the location, time and menu. Include the number of people involved in the event who have taken the Temporary Food Safety Class. •"

Wes looked for it to be a fun event for the members to enjoy working together. Whether or not any money was made at this was secondary. Planning sessions will be created and those who plan on helping are invited to attend. Wes would like to address problems ahead of time.

Summer Picnic - Greenwood Park Has been booked for this event. The date picked by the Auxiliary and voted unanimously by the Membership is August 20 12N. Barrilyn asked Whether or not Maine should be invited. If they are, they are expected to cover half of the cost. Kelly Hoyt will book Phil's Chicken house to cater

this.

Fire Association meeting: Was a success Thank you, to all who helped out with this.

Budget considerations> Wind Jackets: Because the Wind jackets were delivered in December and over budget, the plan to have them paid for in 2016 Auxiliary budget are not going to happen. The Auxiliary was told that they cannot ear mark items for a future budget. Wes has the bill and will decide what to do with it going forward.

New Business

RECRUITMENT DAY: April 23rd 12N-3pm This year's project is the cleaning of the kitchen at Station 2. Come on come all.

ORGANIZATION TRACTING FOR TRAINING PROFICIENCY:

The Fire Company needs to be able to provide to New York state information on each fire member to assure that they are in compliance with the state requirements of OSHA and PESH. A spreadsheet is being developed by the Fire company board to track each individual. This information will be used also to track proficiency of their skill set. They are looking for assistance with the data entry. Kim Greenlee agreed to take on this tracking once the form has been finalized.

FUTURE USE OF ORDERED CLOTHING: There are several areas of the membership that have ordered clothing. The Auxiliary jackets are theirs to keep. Any personal items are only to be received through incentive orders. Any other items ordered (Fire gear, Fire Police jackets, EMS jackets) can be turned back to the Fire Company to be used by future members. This includes the Wind

jackets that the Auxiliary members just received. Fire Company members coming off probation are given job shirts as a congratulatory item. There needs to be better controls on how the clothing this is handed out. Wes is looking in to this and is also looking for suggestions as to best handle it. This is what is proposed. Whether or not it is modified is questionable.

CODE of ETHICS: Every member needs to read this and sign a paper saying they have. It was suggested that a form be placed at the end of the code document to be printed out and signed by each Fire company member who reads it. Barrilyn will send to Wes a form that she can modify from the company she works for. Wes agreed to put in with the code on the website.

LENGTH OF SERVICE: Fire members who have been with the company for a number of years are entitled to service awards. A data form needs to be created that can be easily updated so that these awards are not forgotten. Ruby McConnell offered to help out.

Incentive Order Dilemma. – Chief Chris thought we had three Logos. When the Auxiliary first came into being. We created a single Logo and used that Logo in the ordering of shirts to wear for Fire Company events.

We were told that this logo would be part of the incentive ordering that we would be able to get through Mac's (a clothing provider). Our first Incentive order in 2015 through Macs was produced without our knowledge or approval with an Auxiliary Logo that was on file, not our original designed Logo. There is confusion, we do not have three individual logos. Our logo looks fine when screen printed. When embroidered, the word "auxiliary" is not readable

within the logo and it must be moved to below the logo. (We would need a bigger size logo to get the whole word in. This would not look right.)

To address this, in the notes from the minutes for April 8th 2015 it was voted on by the members who were attending that this logo on file was ok for them after the fact. The individual who was absent from the meeting, could purchase each item on their own with the logo they wanted. The auxiliary would not pay for it.

The Auxiliary indicated by trial and error that the fit for the Mac's clothing was not suitable and that the clothing items through Calleo were preferred. Chief Chris said "If you could not find the exact item offered by Mac that he would consider a Calleo order."

Auxiliary Sunshine

Kelly Hoyt sent to the Bealo family a sympathy card from the Fire Company on the death of Bob's mother.

New Members

None

Time agreed to Adjournment: 20:40 p.m.

NEXT MEETING: April 13 Station 1, 18:30

Respectfully Submitted by *Debbie Dieffenbacher Secretary*