

## UNION CENTER FIRE COMPANY

### BOARD MEETING

May 1, 2017

**PRESENT:** W. Miga, K. Miga, S. Meschter, J. Drotar, A. Silvestri, C. Hoyt

**NOT PRESENT:** K. Battaglini, R. Bealo

We did not have enough board members present for a quorum.

Town budgets: Stephan said that Bill left a good list of what he needs to do to gather the information for this.

State vehicle inspections: It appears that this is complete for the small vehicles, based on Mark's maintenance report.

Ice cream social at school: Last year this took place on May 20, 2016, but Besty has not heard anything from the school yet.

OSHA training: Bob and John talked about this. Bob is supposed to give John a list of topics that might possibly be covered during training.

The new policies document is now on the website; please review it and see if any changes are needed. Stephan is going to make suggestions regarding the financial information on the website. The OSHA policy is in the new policies document on the website.

Stephan asked about moving the PO document onto the main page of the website so that it will be easier to find. He will send a request to Mark and Wes.

Joe talked about getting more involved with QuickBooks. Alice is going to write down everything that she is doing, so that someone can quickly take over in the event that Alice is unable to continue her job. Joe will remind Alice about this. Joe and Stephan will look into the online QuickBooks versions and see what, if any, would be the most beneficial to us. Everyone agreed that versions allowing multiple people to make changes to the information would not be acceptable.

Digital records: Kelly agreed to scan the training sheets at the end of the year. Wes will purchase a scanner for this purpose.

Key fob system: Wes showed Bob how to add new keyfobs to the system. About a year ago someone brought up a suggestion about adding a password to access the keyfob

system on the computer. No one present at the meeting had an opinion about this and we have tabled this for the time being.

Workers' Comp insurance: Chris obtained a lot of information from the County. We are meeting with our attorney on May 9, 2017 to discuss this topic. Hopefully this will cost a lot less.

Policies: At the last board meeting on April 10, 2017, when Chris was not present, Ken said that Chris had information from the health and safety class that Ken did not possess. However, Chris said that he has exactly the same information as Ken and does not know what Ken is talking about. We are kind of at a standstill on this at the moment. Based on the recommendations from the CPA last year, changes were made to the financial policies which board members and chiefs do not seem to be aware of. Stephan will talk to Bill about this.

Adding approvers to fuel account: We need a quorum for this.

Changing account owners for maintenance account: We need a quorum for this.

FOIL procedure: Karen will be discussing this with our attorney on May 9, 2017.

Insurance certificates: At the last meeting we went through the list of vendors and account owners, incorporating the suggestions that Chris made. Everyone is now in agreement that Bob can send out his e-mail regarding this; however, Chris wants to make sure that the e-mail says exactly what it should say before Bob sends it out.

ImageTrend: Chris is still working on the list of issues. He asked Besty to write down anything that he comes across as well. Endicott has a way to automatically get the call information from the County and populate ImageTrend. Chris will get a price for this as it seems like it would be well worth it in terms of time-saving and accuracy.

We need give the old officers' keys to the new officers. Chris offered to handle this. We want the number of the key that is turned in and when it is given to the new person. Dan's key should go to Tomas. John's key should go to Scott. Bill's key should go to Stephan. Both Jack and Jim have cage keys.

Probationary members: This will be discussed in the meeting with our attorney.

PESH items: We need a pictogram for chlorine and Besty offered to obtain this. We went through the list, checking off what is completed, and will revisit this again.

Respectfully submitted,

*Karen S. Miga*