

## Labor Management Meeting Minutes

**Date:** 04/02/2007

**Time:** 1020-1040

**Location:** UTFD Station 51 Conference Room

**Attendance:** (IAFF Local 3412) President Osborne, Secretary Gilpin; (UTFD Management Staff) Chief Deimling, A/C Auffart, A/C Jackson

- **Status of Correspondence:**
  - Letter dated 3/12/2007 regarding discipline of Lieutenants involving EMS Instructor class failure
    - Chief Deimling will not sign. Per Chief Deimling, if a Lieutenant fails to receive mandatory EMS Instructor certification an investigation will be conducted. Willful or wanton failure could result in discipline.
  - Memo of Understanding regarding pay issues
    - Chief Deimling refuses to sign Memo of Understanding submitted by IAFF Local 3412.
    - Discussion by President Osborne that the labor management verbal agreement made during December 2006, and January 2007 regarding payroll is not being followed by management. Chief Deimling replied that employees will be paid for the hours they work.
  - Draft of unbargained for/ skilled labor guidelines
    - Management will not agree to any of this draft, and there will be no negotiation on the topic.
  - Labor Management Meeting Minutes sent to Chief Deimling to sign content approval
    - Chief Deimling refuses to review/ and, or sign content approval on IAFF Local 3412 labor management meeting minutes.
    - President Osborne requested copies of UTFD management, labor management meeting minutes.
- **Workers compensation/ injury reporting checklist**
  - President Osborne conveyed that IAFF Local 3412 has not received a final draft from management
    - A/C Jackson conveyed that these documents are in the “FDLT” folder on the UT computer network.
    - President Osborne requested a copy of these documents be submitted directly to him, because he does not have access to the “FDLT” folder. A/C Jackson to handle.

- **Diesel/ Air quality study results**
  - President Osborne asked following questions:
    - When will the local receive a copy of the report? MANAGEMENT ANSWER- Report has not been received by management- will forward when received.
    - The union would like to meet with the testing company. MANAGEMENT ANSWER- The Chief will notify the union when he receives the results.
    - Will the township now test for diesel particulate matter? If not the local will pay for the particulate testing to be completed. MANAGEMENT ANSWER- The firehouses are township property and the local needs to have township approval. The local will have to request through the Chief. President Osborne conveyed that IAFF Local 3412 legal counsel assures him that the union has the right to have the testing done and that the union will submit the request through the employer.
- **Budget and Staffing**
  - President Osborne conveyed that IAFF Local 3412 is unsure how the UTFD reorganization plan will save money.
    - President Osborne requested the figures and documentation of the plan from Chief Deimling. Chief Deimling said he will provide the figures of the plan to IAFF Local 3412.
  - President Osborne requested that UTFD establishes “automatic mutual aid” to increase staffing to NFPA standards on structure fires in Union Township.
    - Chief Deimling responded “no”, officers should request mutual aid, if needed.
- **Station progress**
  - Station 48
    - Steps- Management conveyed this is a work in progress; the UT service department is looking at.
    - Fire alarm system- Fire alarm is working locally, however the dialer is still not functional- looking into repair options.
  - Station 49
    - Remodel- Work in progress
      1. Removal of rear exit door- Per management, this is not a required exit door. No issue.
      2. New apparatus bay separation door will be a fire door.
  - Station 50
    - Mold on apparatus bay drywall- Per management, this has been repaired.

- **Miscellaneous**
  - Chief Deimling provided paperwork to IAFF Local 3412 of guidelines followed by current and potential new provider of Union Township random drug screen program.
  - Management conveyed to IAFF Local 3412 that agenda items for future labor management meeting will be specific and not “general items”
  - Religious event attendance policy will be worked on by Union Township legal counsel and IAFF Local 3412 legal counsel.
  - President Osborne requested that an IAFF Local 3412 representative be allowed to attend UTFD staff/ officer meetings.
    - Chief Deimling refused this request.

Minutes Respectfully Submitted,

Christopher A. Gilpin  
Secretary, I.A.F.F. Local 3412



# Fax

**MERCY HEALTH SOLUTIONS**

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**To:** Nancy  
**Fax #:** 752-1794  
**From:** Nancy Clark  
Random Program Coordinator  
**Subject:** Results  
**# of Pages**  
**Date:** March 27, 2007

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**Message:**

Nancy,

Here is a copy of the original agreement. A new designation of membership is signed and sent to me every year. Matt sent to me on 1/26/07 of this year.

DOT Workplace Drug and Alcohol rules can be found at [www.dot.gov](http://www.dot.gov)  
You will find the rules for 49 CFR Part 40 there, which will spell out the requirements for random testing.

Please let me know if you need anything else.

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no original documents will follow unless requested.

original documents will follow via regular first class mail.

No. 4044 P. 1

MAR 27 6:23AM MHS Springdale



**DRUG SCREEN COLLECTION SITE QUALIFICATIONS AND AGREEMENT**

Bethesda Healthcare, Inc. hereby certifies that the staff involved in specimen collection at the **TriHealth Occupational Medicine Centers** are knowledgeable and certified in conducting urine collection services for controlled substance abuse testing in compliance with the regulations of the U. S. Department of Transportation collection procedures contained in 49 CFR Part 40. They hereby agree to comply with all such regulations governing urine specimen collections that are collected for: \_\_\_\_\_(Company).

Bethesda Healthcare, Inc. further certifies that the **TriHealth Occupational Medicine** staff is familiar with the requirements for properly completing and forwarding Urine Custody and Control Forms and collecting, properly sealing, packing and sending the specimen to the SAMHSA-certified (NIDA) laboratory chosen by the contracting company.

Bethesda Healthcare, Inc. doing business as **TriHealth Occupational Medicine Centers**, further agrees that all costs of **original** specimen collection will be borne by the **TriHealth Occupational Medicine Center** acting as the urine collection site **if** a second specimen is required due to any of the following procedural errors of **TriHealth Occupational Medicine**:

1. Failure to properly complete the Urine Custody and Control Form. Improper completion includes:
  - a. placing the subject's name on the laboratory's copy of the form;
  - b. failure to document the specimen temperature is within range;
  - c. transmitting the form to the laboratory without signatures of collector indicating both receipt of the specimen and release of the specimen;
  - d. transmitting the medical review officer's copy of the form without the subject's signature, unless the subject has refused to sign and the collector has specifically noted such refusal on the form;
  - e. noting or allowing the subject to note the use of prescription medications on any copy of the chain of custody other than his/her own.
2. Improper distribution of the Urine Control and Custody Form. Each copy of the form must go only and exclusively to the entity identified on that copy of the form.
3. Accepting and releasing a specimen if the subject has not provided enough urine for a laboratory analysis under the DOT/FHWA requirements, **unless collection bottle is not clearly marked for quantity required.**
4. Specimen seal numbers do not match the number on the accompanying Urine Custody and Control Form.
5. Placement of subject's name on the specimen bottle or seal.

***If the contracting company's lab is not a TriHealth SAMHSA (NIDA) lab of choice, documentation and proof of error will be required from the lab. TriHealth Occupational Medicine does not assume responsibility for leaks or breaks in packing which occur after the specimen has been mailed.***

***TriHealth Occupational Medicine is also not responsible for arrangements or bills or overnight mailing (e.g., Federal express, Airborne, etc.) or any transportation costs of specimen collections. These costs and arrangements are the responsibility of \_\_\_\_\_, the contracting company.***

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Susan Ryan  
Manager, Occupational Medicine Centers

\_\_\_\_\_  
Authorized Representative of  
Contracting Company

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