

**Upper Pottsgrove Township  
Fire Committee Meeting  
February 21, 2008**

Members in attendance were Chairman Russell Noll, Vice Chairman Robert Sloss, Renee Spaide, Fire Marshal/President Stanley Hildenbrand and Fire Chief Tom Mattingly. Also in attendance was Jack Layne, Township Manager.

**I. Call to Order**

Chairman Noll, Vice Chairman Sloss called the meeting to order at 7:10 P.M.

**II. Approval of Minutes**

Ms. Spaide moved that the December 20, 2007 Fire Committee meeting minutes be approved as submitted. Marshal Hildenbrand seconded the motion. The motion was approved.

**III. Reports**

**A. Operational Report**

Chief Mattingly provided the Operational Report for the months of December 2007 and January 2008. Highlights for these reports included the following:

- There were 21 calls in December and 12 in January
- There were 3 structure fires in December and 1 in January
- There was 1 accident in December and 2 in January
- There was 1 trash fire in December and 1 in January
- There were 2 automatic fire alarms in December and 2 in January
- There were 9 Fire Police only calls in December and 2 in January
- There were 0 investigations in December and 0 in January
- Mutual aid was given 5 times in December and 2 times in January
- Mutual aid was received 6 times in December and 2 times in January
- There were no scratched calls for either month
- Four municipalities were served in December and 2 in January
- Time in service for December was 22 hours and 54 minutes for 97 total man hours 14 hours and 0 minutes for 98 total man hours for January
- In-House Training was provided both in December and January

Vice Chairman Sloss inquired as to the nature of the bomb scare in December. Marshal Hildenbrand stated that it was not a bomb but a fire cracker that was thrown onto someone's driveway. He added that none of the three structure fires in December were fully engulfed fire events but that the structure fire in January was the large fire in Pottstown. Chief Mattingly added that the in house training was a refreshment of operations training.

**B. Membership Report**

Marshal Hildenbrand reported that for January 2008 there was one new application that was received and three were approved. And, for February four new applications were received, four were being investigated and one membership was approved. He added that the February report noted that there were 33 active members, which included Firefighters and Fire Police.

**C. Treasurer's Report**

Marshal Hildenbrand distributed the December and January Treasurer Reports. Highlights included the December report showing \$9,808 received from the Fund Drive efforts and \$2,025.60 being expended for the purchase of additional fire hoses under the State Grant. Marshal Hildenbrand added that all the invoices for the hose purchases under the State Grant for hoses needed to be paid prior to closing out this grant. He added that the truck would be painted by D&D Collision. He stated that Scott Wagner would no longer serve as the Fire Company Treasurer.

**D. Fire Fund Budget Update**

Mr. Layne provided the December 31, 2007 and January 31, 2008 Township Balance Sheets and Fire Fund payment approvals by the Commission in December and January for the review of the Committee. Mr. Layne stated that the Fire Fund had a December 31<sup>st</sup> \$53,393.07 positive year-end balance. Following a brief discussion regarding this matter, Vice Chairman Sloss moved that the Fire Committee recommend that the Board of Commissioners transfer the \$53,393.07 Fire Fund year-end positive balance to a separate Capital Reserve Fund no later than May 1, 2008 that will be utilized towards the purchase of a Fire Truck. Marshal Hildenbrand seconded the motion. The motion was approved. Vice Chairman Sloss noted that it was important that the Committee closely monitor the financial reports and stated that already 18% of budgeted funds for gasoline expenditures and 12.4% of fire hydrant rental expenditures had been expended to date. Chief Mattingly stated that fire hydrant rental costs would increase due to the increased number of fire hydrants in the Township and Marshal Hildenbrand noted the increased price of gasoline.

**E. Fire Relief Fund**

The Committee reviewed previously distributed copies of the December 2007 and January 2008 financial reports for the Fire Relief Association. It was noted that Scott Wagner would remain as Treasurer of the Fire Relief Fund. It was further noted that the total of all the Fire Relief Fund accounts was \$177,154.40 based on the January 2008 Financial Report. Ms. Spaide then moved that the Treasurer's Report, Fire Fund Budget Update and the Fire Relief Fund report be approved as submitted. Vice Chairman Sloss seconded the motion. The motion was approved. Marshal Hildenbrand stated that the Fire Relief Fund was due for an audit.

**IV. Old Business**

**A. Fire Hydrant Water Pressure Issue involving Superior**

Vice Chairman Sloss suggested that proper directives should be provided in the Standard Operating Procedures to insure that adequate water pressure is provided by Superior for the Township's fire hydrants. He further suggested that a dry run be done to insure that the pumps could be turned on, if needed.

**B. Master Plan**

Marshal Hildenbrand stated that the Master Plan was completed. Chief Mattingly moved that the Master Plan be approved. Marshal Hildenbrand seconded the motion. The motion was approved.

**V. New Business**

**A. Selection of citizen representative on the Fire Committee**

Chairman Noll noted that there were two citizen at large vacancies for the Fire Committee. He noted that section 2. A. of the Memorandum of Understanding states that after the initial three year appointment by the Fire Committee that the Fire Company President and Fire Company Chief could appoint the two citizen at large members. Following brief discussion on this matter, Ms. Spaide moved that this matter be placed on the March 20<sup>th</sup> Fire Committee meeting agenda, advertised in the upcoming Township newsletter and on the Township's website and provide a recommendation to the Board of Commissioners and that Mr. Layne discuss this matter on WPAZ. Mr. Layne seconded the motion. The motion was approved.

**B. Vehicle Purchase**

- Marshal Hildenbrand and Chief Mattingly reported that the Fire Company had looked at fire trucks that we may consider purchasing in the future. They, along with Vice Chairman Sloss, stated that they were most impressed with the fire truck built by Marion Fire Trucks, which is located in Wisconsin. Chief Mattingly stated that they would like to order this fire truck by the end of 2008 since it normally takes up to two years for the truck to be delivered. He emphasized that the Fire Company's 1982 Fire Truck would not be available for use at the end of the present inspection period.

**C. Brush Truck Sale**

Marshal Hildenbrand stated that when the Fire Brush Truck was sold that he had this transaction handled with the assistance and direction of the AAA. He added that the transfer of the title to the new owner was done with the assistance and advice of the AAA.

**VI. Public Comment**

- There was no public comment.

**VII. Adjournment**

Ms. Spaide moved that the meeting be adjourned at 9:15 P.M. Chief Mattingly seconded the motion. The motion was approved.

Submitted by Jack Layne, Township Manager

**The next Fire Committee meeting is scheduled for 7:00 P.M. Thursday,  
March 20, 2008**