

**Upper Pottsgrove Township  
Fire Committee Meeting  
October 16, 2008**

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

**I. Call to Order**

Due to the absence of Chairman Noll, Vice Chairman Sloss called the meeting to order at 7:08 P.M.

**II. Approval of Minutes**

Mr. Duncan moved that the September 18, 2008 Fire Committee meeting minutes be approved as submitted. Chief Mattingly seconded the motion. The motion was approved.

**III. Reports**

**A. Operational Report**

Chief Mattingly provided the Operational Report for the month of September 2008. Highlights of this Report included the following:

- There were 19 calls and 116 year to date
- There were 3 structure fires
- There was 1 accident
- There was 1 trash fire
- There were 2 automatic fire alarms
- There were 4 Fire Police only calls
- There were 0 vehicle fires
- Mutual aid was given 3 times
- Mutual aid was received 5 times
- There was 1 scratched call – (first in three years - four people reported to the Fire Station but there was no driver)
- Four municipalities were served
- Time in service totaled 23 hours and 35 minutes and there were 168 total man hours
- Pumper Training and Driver Training was provided

Mr. Duncan moved that the Operational Report be accepted as submitted. Ms. Spaide seconded the motion. The motion was approved.

**B. Membership Report**

Marshal Hildenbrand reported that for October 2008 there was one new application that was received, one was being investigated and one was approved. He added that the report noted that there were 44 active members, 23 non Firefighters, 8 inactive members and 93 life members.

Mr. Duncan expressed his concern that those who were designated as being life members of the Fire Company should be provided life insurance only if they make a concerted effort to respond to the fire calls. Marshal Hildenbrand noted that this matter should be discussed at the next meeting of the Fire Relief Association.

Ms. Spaide moved that the Membership Report be accepted as submitted. Mr. Duncan seconded the motion. The motion was approved.

**C. Treasurer's Report**

Marshal Hildenbrand distributed the September 2008 Treasurer Report. There was a September 31<sup>st</sup> ending savings account balance of \$5,232.53 and an ending checking account of \$6,529.84. Marshal Hildenbrand also noted that \$1,000.00 had been received from donations and that the bulk of the expenditures from the checking account were due to the expenses associated with the purchase of the gear, vests and helmets that were procured from grant funds.

**D. Fire Fund Budget Update**

Mr. Layne provided the August 31, 2008 Township Balance Sheets and Fire Fund payment approvals by the Commission in September 2008 for the review of the Committee. Mr. Layne stated that the unappropriated fund balance for August 31<sup>st</sup> was \$62,437.86 and that the total liabilities and equity were \$115,830.93 for August 31<sup>st</sup>. Mr. Layne added that the Fire Fund Tax income percentage of 97% might increase prior to the end of the fiscal year.

**E. Fire Relief Fund**

The September 2008 Fire Relief Fund report showed that there was a closing Checking Account balance of \$30,992.45, closing Money Market balance of \$27,638.84, a Fire Academy balance of \$562.00, Certificates of Deposit of \$55,112.02 and \$54,910.37, respectively, and a total of \$169,215.68 for all accounts.

Ms. Spaide made a motion that the Treasurer's Report, Fire Fund Budget Update and the Fire Relief report be accepted as submitted. Marshal Hildenbrand seconded the motion. The motion was approved.

**IV. Old Business**

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

- Following a brief discussion regarding the Committee's concerns with the requests for fire hydrant testing and flushing reports from Superior not being provided on a timely basis, Mr. Duncan requested and the Committee agreed that Anthony Gambone should be invited to the next Fire Committee meeting to discuss these concerns.
- Mr. Layne stated that Superior had informed him that they were still waiting for PECO to return to the Maugers Mill Road location worksite where PECO needed to move a gas line that they placed over the Superior check valve that is not operating efficiently.

**B. Information on leasing options for new fire truck**

Chief Mattingly stated that he had completed review of the fourth set of fire truck specifications and that the design of the truck was done. Marshal Hildenbrand stated that he had begun to work on the lease application. Chief Mattingly noted that the first payment of the fire truck would be due one year from the delivery date of the vehicle. He added that they could apply for a debt reduction grant at some point, if desired.

**C. Memorandum of Understanding**

Marshal Hildenbrand suggested that the Memorandum of Understanding (MOU) should be disbanded but that the Fire Committee should remain in place. There was a question as to how the Fire Company would be governed if the MOU was disbanded. Following additional discussion on this matter, there was general agreement that the Board of Commissioners should further discuss this matter.

**V. New Business**

**A. Proposed 2009 Fire Fund Budget**

There was a discussion on the proposed 2009 Fire Fund Budget. There was a consensus on the following:

| <b>Department Line Item</b> | <b>Proposed 2009 Amount</b>   |
|-----------------------------|---|
| EOC Supplies                | Delete Line Item  |
| Gasoline/Diesel             | \$6,000.00  |
| Property and Casualty Ins.  | \$4,000.00  |
| Workman’s Compensation      | \$8,500.00 (Determine if this should be paid by Township General Fund or Fire Fund) |
| Cleaning Maint. And Repair  | \$250.00  |
| Vehicle Insurance           | \$7,000.00  |
| Repairs and Maintenance     | \$10,000.00   |
| Hydrant Rental              | \$21,000.00   |
| Miscellaneous               | \$2,000.00  |
| Equipment Purchase          | \$0.00  |
| Pumper                      | \$5,000.00  |
| Minor Equipment             | Delete Line Item  |
| Radios                      | Delete Line Item  |
| Capital Improvements        | \$50,000.00 (To be placed in separate area)   |

Mr. Layne stated that the Board of Commissioners would discuss this proposed Budget at their October 27<sup>th</sup> Budget meeting.

**VI. Public Comment**

- Marshal Hildenbrand stated that the Fire Company would be coordinating efforts with the Township’s Public Works and Police Departments in order for the purchase of needed Oil Dry and Flares.
- Marshal Hildenbrand stated that the Fire Company had submitted a \$15,000 grant request to the State for a cascade system for filling air bottles.

**VII. Adjournment**

Ms. Spaide moved that the meeting be adjourned at 9:03 P.M. Mr. Duncan 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,  
November 20, 2008**