

**Upper Pottsgrove Township  
Fire Committee Meeting  
June 17, 2010**

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

**I. Call to Order**

Chairman Noll called the meeting to order at 7:05 P.M.

**II. Approval of Minutes**

Following a brief discussion, it was noted that the proposed April 15, 2010 meeting minutes needed corrections. Therefore, Chairman Noll deferred approval of the April 15, 2010 minutes until the July Fire Committee meeting.

**III. Reports**

**A. Operational Report**

Chief Mattingly provided the Operational Report for the months of April and March 2010. Highlights of these Reports included the following:

- There were 18 calls in April and 20 calls in May and 85 calls for the year to date
- There were 2 structure fires in April
- There were 4 accidents with injuries in April and 1 in May
- There were 2 trash fires in May
- There was 1 automatic fire alarm in April and 4 in May
- There were 7 Fire Police only calls in April and 8 in May
- There were 0 vehicle fires
- Mutual aid was given 7 times in April and 8 times in May
- Mutual aid was received 8 times in April and 3 times in May
- There were 0 scratched calls
- Five municipalities were served
- Time in service was 16 hours and 6 minutes and man hours totaled 58.79 hours in April and 21 hours and 19 minutes and man hours totaled 119.18 in May
- In-House Training, Fire Academy Training and car fire training were provided in April while training was provided at the Fire Academy and Firefighter 1 Certification were provided in May

Vice Chairman Sloss asked whether the five automatic alarms were from different locations. Chief Mattingly responded that they were from different locations.

**B. Membership Report**

Marshal Hildenbrand reported that there was no action in the May meeting and that 2 Firefighters had been accepted and 1 was pending investigation.

**C. Treasurer's Report**

Marshal Hildenbrand reported that the month end balance for April 2010 for the Fire Company's Savings Account was \$2,507.35 and the Checking Account was \$2,756.68. The amount of funding currently in the Fire Truck Fund was \$15,089.17. He then reported that the month end balance for May 2010 for the Fire Company's Savings Account was \$2,507.88 and the Checking Account was \$2,472.82 and the amount currently in the Fire Truck Fund was \$15,092.37.

**D. Auxiliary Report**

Marshal Hildenbrand provided a report from the Fire Company Auxiliary. From April 15, 2010 through May 12, 2010, the Auxiliary had a beginning savings balance of \$407.55 and an ending balance of \$407.63. Expenses totaled \$1,459.82 for that same period, while their beginning fund balance was \$2,964.55 leaving an ending balance of \$1,504.73. From May 13, 2010 through May 31, 2010, the Auxiliary had a beginning savings balance of \$407.63 and an ending balance of \$407.72. Expenses totaled \$96.83 for that same period, while their beginning fund balance was \$1,504.73 leaving an ending balance of \$1,575.50. Vice Chairman Sloss questioned where the initial \$500 came from to begin the Auxiliary Account, although it was stated that the \$500 came from the 2008 Fire Company Account. He added that he wanted to show the flow of funds. Mr. Wagner added that the higher expenditures noted in this Report denote the costs for the purchase of candles in bulk by the Auxiliary that will be sold over an extended period.

**E. Fire Fund Budget Update**

Mr. Layne distributed the April 30, 2010 Fire Fund report. He noted that the April 30, 2010 Fire Fund report showed additional costs for repairs and maintenance. He also pointed out that the line item for vehicle insurance was higher than budgeted due to 2009 insurance expenses being paid in 2010. Vice Chairman Sloss expressed concern as to whether the amount of anticipated Fire Fund tax revenue would be realized due to the current economy. Mr. Layne stated that he felt that approximately 98% is projected by the end of the calendar year.

**F. Fire Relief Fund**

The Fire Relief report for April 2010 was the following: the month end Checking Account balance was \$11,067.82 and there was \$8,719.30 in disbursements, the Money Market closing balance was \$49,397.16, Certificates of Deposits were \$56,566.24 and \$52,491.71 and the total for

all accounts was \$169,522.93. For the month of May 2010, the Checking Account balance was \$8,734.24, the Money Market closing balance was \$49,422.33, Certificates of Deposits were \$56,607.41 and \$52,640.34 and the total for all accounts was \$167,404.32. Mr. Wagner noted that the cash expenditures during May were for the purchase of new tools for the Chief Engineer.

Vice Chairman Sloss distributed a *Mercury* article that stated that the Upper Pottsgrove Township VFRA was examined for the period January 1, 2006 to December 31, 2007 and found to be in compliance by the State Auditor.

#### **IV. Old Business**

##### **A. Memorandum of Understanding/Proposed Revised By-Laws**

It was noted that no action had been taken on the Memorandum of Understanding (MOU) and the proposed revised By-Laws.

##### **B. Grant for Thermal Imaging Cameras**

Marshal Hildenbrand stated the Fire Company was waiting for a check totaling \$11,188 that would be used towards the purchase of Thermal Imaging Cameras. Chief Mattingly stated that these cameras could be used to locate a person in a building.

Chief Mattingly distributed a packet of information that was determined to be a personnel matter and therefore discussed by the Committee in Executive Session.

#### **V. New Business**

##### **A. Burning of Homes**

Ms. Spaide stated that there may be two homes that the Fire Company could burn as an exercise and that she would disclose the locations at a later date.

##### **B. Lien**

Marshal Hildenbrand stated that the State Department of Revenue had placed a lien against the Fire Company for employment taxes for the bar in 1997 for \$468 and in 1998. He emphasized that this notice from the State was sent to the old identification number for the Fire Company and subsequently pertains to the old and not the new Fire Company. Vice Chairman Sloss recommended that the Fire Company contact Senator John Rafferty and Representative Thomas Quigley regarding this matter.

#### **VI. Public Comment**

- Ms. Flanagan stated that in the past funds received for the Fire Truck Fund were not split 50% - 50% but 75% -25%.
- Ms. Flanagan expressed concern that the letter that she had submitted at the last Fire Committee meeting was not being discussed in a public session.

**VII. Executive Session**

The Committee moved into Executive Session to discuss personnel items.

**VIII. Adjournment**

Prior to the approval of a motion to adjourn the meeting, Chief Mattingly was upset that the personnel matter discussed in Executive Session would not be discussed in open session; he then stated that he was resigning as Fire Chief.

Ms. Spaide moved that the meeting be adjourned at 8:38 P.M. Vice Chairman Sloss 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,  
July 15, 2010**