

**Upper Pottsgrove Township
Fire Committee Meeting
February 17, 2011**

Members in attendance were Chairman Russell Noll, Vice Chairman Robert Sloss, Renee Spaide, President Martin Schreiber and Fire Chief Stanley Hildenbrand. Also in attendance were Erin Flanagan, Tom Mattingly, Bob Leightcap, Matthew Galamba, Jeremy Wozniak, Bill Marsden, Scott Wagner and Jack Layne, Township Manager.

I. Call to Order

Vice Chairman Sloss called the meeting to order at 7:05 P.M. due to the later arrival of Chairman Noll.

II. Approval of Minutes

President Schreiber moved that the February 3, 2011 meeting minutes be approved as submitted. Ms. Spaide seconded this motion. The motion was approved.

III. Reports

A. Operational Report

Chief Hildenbrand provided the Operational Report for the months of November and December 2010. Highlights of these Reports included the following:

- There were 13 calls in January and 13 calls for the year to date
- There was 1 structure fire in January
- There were 2 accidents with injuries in January
- There was 1 trash fire in January
- There was 1 automatic fire alarm in January
- There were 5 Fire Police only calls in January
- There were 0 vehicle fires in January
- Mutual aid was given 3 times in January
- Mutual aid was received 3 times in January
- There were 0 scratched calls in January
- Four municipalities were serviced both in January

Time in service was 11 hours and 12 minutes with the total man hours being 59 in January.

In-House Training was provided in January.

B. Membership Report

President Schreiber stated that in January there were 2 new applicants, 2 being investigated and 0 new memberships approved.

C. Treasurer's Report

President Schreiber reported that the month end balance for January 31, 2011 for the Fire Company's Savings Account was \$2,511.31 and the

Checking Account was \$11,265.05. The amount of funding currently in the Fire Truck Fund was \$17,682.34. He further stated that the Savings Account for the Auxiliary's month end balance for January 31, 2011 was \$408.27 and the Checking Account month end balance was \$781.30.

D. Fire Fund Budget Update

Mr. Layne reported that due to the next Board of Commissioners meeting not being scheduled until February 22, 2011, the financial reports and information provided at the February 3, 2011 Committee meeting did not change.

E. Fire Relief Fund

The Fire Relief Report for January 2011 was the following: the month end Checking Account balance was \$6,407.77, the Money Market closing balance was \$74,786.78, Certificates of Deposits were \$56,933.86 and \$52,905.93 and the total for all accounts was \$191,034.34.

IV. Old Business

- President Schreiber inquired as to the status of the efforts to have a contractor look at the repairing of the alarm and florescent lighting system in the building. Mr. Layne reported that the Electrical Contractor had been contacted to repair the alarm and the florescent lighting system. He added that the Contractor was going to put price quotations in writing but he had stated that the cost for repairing the alarm was approximately \$1,200 and that the existing florescent lighting system could be upgraded with higher quality florescent lights as opposed to the more expensive LED lights.
- President Schreiber asked about the status of the implementation of the Township ordinance charging fees for emergency services provided. Following a brief discussion on this matter there was a suggestion that the Township Solicitor be contacted to discuss what measures, if any, would be necessary in order to properly implement this existing legislation, e.g., Ordinance No. 331.
- President Schreiber stated that LTL had provided a written review of the structural status of the bay area floors. Vice Chairman Sloss stated that he and President Schreiber had also looked at the bay area floors as well. The LTL report and Vice Chairman Sloss concurred that the bay area floors were basically structurally sound. Vice Chairman Sloss added that he thought that the water may be leaking between the bay areas that flows down through the ceiling above the Board meeting room.
- Vice Chairman Sloss recommended that the Fire Company offices be modified to provide the construction of an area for storing and putting on Change-Out Gear.
- President Schreiber stated that the Fire Company would like to have a Carnival Run fundraising event. This fundraising event would involve the riding of approximately 50 to 75 motorcycles to designated fire houses in the area. Those entering this event would pay an entry fee.

V. New Business

A. Proposed job description for the Fire Marshal position

Mr. Layne distributed several job descriptions for the Fire Marshal position. It was noted that this was a Township position. Mr. Layne stated that he would continue to obtain additional job descriptions for the Committee to review.

B. Discussion regarding the selection of a Grant Writer

President Schreiber stated that Ray Strickland was the person recommended to be retained as a Grant Writer for the Fire Company. The cost for his services is \$299 per grant application. President Schreiber noted that Mr. Strickland had extensive experience and success in writing grants for fire fighting services and programs.

C. Term period/years of service for residents appointed to the Fire Committee

There was discussion regarding pertinent sections of the existing Fire Company By-Laws with respect to the term period and years of service for residents appointed to the Fire Committee. There was a consensus that other than the immediate need to replace the recently deceased Gilbert Duncan as a Committee member that the next scheduled appointment of a resident would not occur until November 2012.

D. Review of By-Laws and Memorandum of Understanding

Mr. Wagner stated that there needed to be a thorough review of the By-Laws and Memorandum of Understanding. Following additional discussion on this matter, Mr. Galamba stated that he might serve as the Chairperson of the Fire Company's committee that would be reviewing the By-Laws and Memorandum of Understanding.

VI. Public Comment

- Mr. Wozniak noted that sections of the kitchen floor area in the Fire Company were soft and appeared not to be structurally sound.
- Mr. Wagner asked about the status of the Fire Truck financing issues. Although President Schreiber stated that the PEMA loan for the Fire Truck was slated to be voted on February 24, 2011 and that this matter was moving close to closure, Chairman Noll stated that this matter would be discussed in Executive Session this evening.

VII. Executive Session

The Fire Committee moved into Executive Session to discuss personnel items.

VIII. Proposed personnel action

Chairman Noll stated that the Fire Committee had recommended to the Board of Commissioners that the Fire Chief be suspended.

VIII. Adjournment

Ms. Spaide moved that the meeting be adjourned at 9:56 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,
March 17, 2011**