

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

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

I. Call to Order

Vice Chairman Sloss called the meeting to order at 7:02 P.M. due to the absence of Chairman Noll.

II. Approval of Minutes

President Schreiber moved that the February 17, 2011 meeting minutes be approved as submitted. Chief Hildenbrand seconded this motion. The motion was approved.

III. Reports

A. Operational Report

Chief Hildenbrand provided the Operational Report for the month of February 2011. Highlights of this Report included the following:

- There were 21 calls in February and 34 calls for the year to date
- There were 2 structure fires
- There were 0 accidents with injuries
- There were 3 trash fires
- There were 2 automatic fire alarms
- There were 9 Fire Police only calls
- There were 0 vehicle fires
- Mutual aid was given 9 times
- Mutual aid was received 5 times
- There was 1 Fire Police scratched call
- Five municipalities were serviced

Time in service was 18 hours and 49 minutes with the total man hours being 56.

In-House Training, Exelon Hazmat Ops Refresher, Air Pack Certification was provided.

Chief Hildenbrand reported that the HazMat incident was spilled gasoline in a resident's garage.

B. Membership Report

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

C. Treasurer's Report

President Schreiber reported that the month end balance for February 28, 2011 for the Fire Company's Savings Account was \$2,511.55 and the Checking Account was \$11,493.85. The amount of funding currently in the Fire Truck Fund was \$17,684.04. He further stated that the Savings Account for the Auxiliary's month end balance for February 28, 2011 was \$408.31 and the Checking Account month end balance was \$695.42. President Schreiber reported that the 990 tax forms should be completed and submitted by May 15, 2011.

D. Fire Fund Budget Update

Mr. Layne provided copies of the January 31, 2011 Fire Fund Report. He noted that the February Fire Fund Report would be provided at the March Committee meeting. He was asked why the Gore's received a fire tax refund and responded that he would provide the answer to them via email.

E. Fire Relief Fund

The Fire Relief Report for February 2011 was the following: the month end Checking Account balance was \$4,773.27, the Money Market closing balance was \$74,809.73, Certificates of Deposits were \$56,971.29 and \$52,939.63 and the total for all accounts was \$189,493.92. Mr. Wagner stated that the \$174.39 expenditure was for the cost for repairing a leak in the heater core of a vehicle.

IV. Old Business

- President Schreiber reported that the PEMA loan had been approved on February 24, 2011. He added that he was waiting on the designation of a closing date for the PEMA loan.
- President Schreiber commented on the proposal to authorize an individual to provide grant writing services for the Fire Company. President Schreiber stated that the cost could be \$1,250 for a Grant Writer. The individual that they were considering has had 88% of the Federal Grant applications that he has submitted were moved into the final level for consideration. He added that the Federal Government would reimburse the Fire Company for grant writing expenditures if the grant was awarded and that this Grant Writer would charge only ½ of the total cost for the next year's grant application submittal if the grant application was unsuccessful. Vice Chairman Sloss emphasized that Congressman Charles Dent, Senator John Rafferty and State Representative Thomas Quigley all be contacted during this grant submittal process.

V. New Business

A. Proposed job description for the Fire Marshal position

Mr. Layne stated that the job description provided by President Schreiber seemed to be better suited for the Upper Pottsgrove Township for Fire Marshal than the other job descriptions received to-date.

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

President Schreiber noted that in 2012 Fire Committee members will be elected. President Schreiber stated that there has been one applicant for the vacant Fire Committee slot. President Schreiber stated that this one applicant was affiliated with the Fire Company. Vice President Sloss stated that this could present a conflict of interest problem.

C. Review of By-Laws and Memorandum of Understanding

Ms. Spaide stated that the By-Laws and Memorandum of Understanding should be approved by the Fire Committee not the Board of Commissioners. Ms. Spaide stated that there might be major issues that might have to be considered by the Board of Commissioners. She emphasized that the Fire Committee needs to handle the Fire Company not the Board of Commissioners.

D. Letter from Chairman Russell Noll

Mr. Layne read a letter that was provided by Chairman Noll. The letter stated that Chairman Noll had a family conflict that evening. He recommended that the Fire Committee complete a detailed investigation into the financial transactions associated with the leasing of the Upper Pottsgrove Township Fire Company's new fire truck. He stated that the Township Solicitor had recommended that this investigation should take place in Executive Session. He closed by stating that it was anticipated that this review and investigation process should be completed in approximately the next two month period. President Schreiber stated that he was very upset with the fact that this investigation process would take the amount of time stipulated by Chairman Noll. He stated that this letter should have been submitted to the Fire Committee much earlier so that the investigation process could already have begun.

VI. Public Comment

- Mr. Mattingly stated that Article 28 of the By-Laws states that an investigation should take no more than 45 days. He added that a suspension had been handed out for a recommended suspension of the Fire Chief. Mr. Wozniak stated that he did not support the suspension of the Fire Chief. Mr. Marsden requested that this process not be drug out. Mr. Wagner added that the Fire Committee did not properly oversee the process for the leasing and procurement of the Fire Truck. Mr. Short stated that driving the vehicles is less costly than simply parking the vehicles and not utilizing them.

VII. Executive Session

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

VIII. Adjournment

Ms. Spaide moved that the meeting be adjourned at 9:50 P.M. President Schreiber 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,
April 21, 2011**