

**Upper Pottsgrove Township
Fire Committee Meeting
June 13, 2011**

Members in attendance were Chairman Russell Noll, Vice Chairman Robert Sloss, Renee Spaide, President Martin Schreiber and newly appointed member Bill Marsden. Also in attendance were Thomas Wojton, Erin Flanagan, Tom Mattingly, Zachery Santiago, Jeremy Wozniak, Bill Marsden, Jim Folk, Bill Endy, Scott Wagner and Jack Layne, Township Manager.

I. Call to Order

Chairman Noll called the meeting to order at 7:03 P.M.

Chairman Noll welcomed Mr. Marsden to the Fire Committee.

II. Approval of Minutes

President Schreiber recommended that the April 21, 2011 meeting minutes be revised to denote how Committee members voted on the motion to suspend the Fire Chief. The motion to suspend the Fire Chief was approved and those who voted in favor of the motion were Chairman Noll, Ms. Spaide and Mr. Layne those against the motion were President Schreiber and Vice Chairman Sloss. Ms. Spaide moved that the April 21, 2011 amended meeting minutes be approved. President Schreiber seconded this motion. The motion was approved.

III. Reports

A. Operational Report

- President Schreiber stated that there was no Operational Report available this month due to his not being able to obtain access to the computer password allowing him into the Operational Report information. There was an extensive discussion on the need to obtain access to the computer password to insure that these Operational Reports were submitted on a timely basis. Mr. Endy stated that he had provided access to the file cabinet where the Operational Report information was located to Matt Galamba approximately two weeks ago. Vice Chairman Sloss emphasized that President Schreiber should have access to the computer password. Ms. Spaide asked why they wanted to become firefighters. She further stated that she thought that the reason was based on the desire to protect the community.

B. Membership Report

There were 0 new applicants, 0 being investigated and 0 new memberships approved in May.

C. Treasurer's Report

President Schreiber reported that the month end balance for April 20, 2011 for the Fire Company's Savings Account was \$2,512.08 and the Checking Account was \$6,815.27. The amount of funding currently in the Fire Truck Fund was \$28,461.30. He reported that the month end balance for May 31, 2011 for the Fire Company's Savings Account was \$2,512.35 and the Checking Account was \$6,345.37. He reported that the month end balance for the Truck Fund was \$28,464.32. He further stated that the Savings Account for the Auxiliary's month end balance for April 30, 2011 was \$408.39 and the Checking Account month end balance was \$837.77. He added that the Savings Account for the Auxiliary's month end balance for May 31, 2011 was \$408.43 and the Checking Account month end balance was \$1,106.11.

D. Fire Fund Budget Update

Mr. Layne provided copies of the April 30, 2011 Fire Fund Report. He noted that the April Fire Fund Report line items to monitor closely were gasoline/diesel due to rising fuel prices and repairs and maintenance costs for existing vehicles. He also stated that Fire Taxes received were at 88.3% of the budgeted total for the year.

The Committee began discussion on the payment of the PEMA Loan. President Schreiber proposed that the Township pay the annual payment of \$11,583.12 as opposed to making monthly payments. There was debate regarding that if this annual payment was authorized whether the funding should come from the Township Fire Fund Vehicle Lease line item or from the Fire Company's Truck Fund. It was also noted that there was \$21,493.89 in the Fire Fund's Unreserved Fund Balance line item. Vice Chairman Sloss expressed his desire that the funding be taken from the Fire Company's Truck Fund. Mr. Mattingly stated that the Fire Company's Truck Fund was set to handle any financial shortage that might result due to the purchase of the new fire truck. Vice Chairman Sloss reiterated his concern that there would be adequate funding available if Township funding is utilized for this purpose and that the PEMA Loan was the responsibility of the Fire Company. Following additional discussion on this matter, President Schreiber moved that the PEMA Annual Loan payment amount of \$11,583.12 be taken from the Township Fire Fund Unreserved Fund Balance and if not able to do so taken from the Fire Fund's Vehicle Lease line item and to be paid by June 30, 2011. Chairman Noll seconded the motion. Those voting in favor of the motion were Chairman Noll, President Schreiber, Mr. Marsden and Mr. Layne and those voting against the motion were Vice Chairman Sloss and Ms. Spaide. The motion was approved.

E. Fire Relief Fund

The Fire Relief Reports for April 2011 and May 2011 were the following: the month end Checking Account balance was \$28,347.02 for April and \$20,895.00 for May, the Money Market closing balance was \$106,906.48 for April and \$106,942.80 for May, Certificates of Deposits were

\$57,012.76 and \$53,003.82 for April and \$0 and \$53,036.50 for May and the total for all accounts was \$188,257.32 for April and \$180,874.30 for May. Mr. Wagner stated that funds were utilized to purchase the new vehicle.

IV. Old Business

A. Update on repair of bay floor area

There was a brief discussion on the status of the efforts to correct the water leakage problem emanating from the Fire Company bay areas. Mr. Layne stated that the Board of Commissioners had approved a motion authorizing the expenditure of up to \$6,000 for the repair of the bay area floors. There were questions as to the clarity of the contract for this endeavor. Subsequently, Mr. Layne was requested to coordinate a meeting with interested Committee members and a representative of the firm (e.g., Marathon) that would be contracted to perform this work.

- President Schreiber reported that the lights had not been repaired in the Fire Company area.
- President Schreiber requested that the proposed Amendment to the By-Laws be submitted to the Board of Commissioners for their approval.
- President Schreiber requested that the Township authorize the expenditure of \$300 for Marathon to repaint the lines in the bay areas as opposed to having Firefighters performing this service.

V. New Business

A. Standard Operating Procedures for Accident Billing

There was discussion on the merits and negatives for the Township to begin billing both non-residents and residents for EMS services provided in response to accidents occurring in the Township. Following additional discussion on this matter, there was a consensus that this item should be recommended for further consideration by the Board of Commissioners.

B. Vehicle Use Policy

Chairman Noll requested that a policy be developed governing the use of Fire Company vehicles and that a draft of this proposed policy be provided to the Fire Committee.

VI. Public Comment

- President Schreiber recommended that the Board of Commissioners work on developing the job description for Fire Marshal position.
- President Schreiber stated that the Fire Committee that was being held tonight as opposed to the scheduled Thursday meeting day should have been moved back and not forward if the date was to be changed.
- Mr. Wagner stated that the bay floor should be done all the way to back area.
- Mr. Wagner stated that the Fire Company should have “skin in the game” meaning that they should pay their portion for the Fire Truck payment.
- Mr. Mattingly stated that the decisions of the Fire Company should not be made by only by one person.

- Ms. Flanagan emphasized that what was recently done by the Fire Committee was not fair in that the person in the past did not cause any monetary loss.

VII. Executive Session

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

VIII. New Business (cont.)

The Committee reconvened the regular meeting at 10:28 P.M. Chairman Noll stated that the Fire Committee send a letter to suspend with the intent to expel two firefighters. President Schreiber moved that the Fire Committee send a letter to suspend with the intent to expel and allow them to plead their case at the next Fire Committee meeting. Vice Chairman Sloss seconded the motion. The motion was unanimously approved.

President Schreiber moved that the Fire Committee write and forward a letter better clarifying the recent suspension authorized by the Fire Committee and requesting that the password providing access to the Fire Company's computer be provided. Ms. Spaide seconded the motion. The motion was unanimously approved.

IX. Adjournment

Ms. Spaide moved that the meeting be adjourned at 10:32 P.M. Mr. Marsden 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 21, 2011**