

**Upper Pottsgrove Township
Fire Committee Meeting
July 21, 2011**

Members in attendance were Chairman Russell Noll, Vice Chairman Robert Sloss, President Martin Schreiber, Elwood Taylor, Matthew Galamba, Fire Captain and Bill Marsden. Renee Spaide was absent. 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

Due to the later arrival of Chairman Noll, Vice Chairman Sloss called the meeting to order at 7:02 P.M.

It was noted that Mr. Taylor was serving as a Committee Member on a temporary basis due to the absence of Ms. Spaide.

II. Approval of Minutes

President Schreiber recommended that the June 13, 2011 meeting minutes be revised to denote that the letter provided to the Fire Chief should have specified that the computer password was to be provided to the Fire Company. President Schreiber also noted that Mr. Galamba was not in attendance at the June 13, 2011 Fire Committee meeting. President Schreiber moved that the revised June 13, 2011 Fire Committee meeting minutes be approved. Mr. Marsden seconded the motion. The motion was approved.

III. Reports

A. Operational Report

Captain Galamba provided the June 2011 Operational Report.

Highlights of this Report included the following:

- There were 15 calls in June and 81 calls for the year to date
- There were 0 structure fires
- There were 5 accidents with injuries
- There were 0 trash fires
- There were 3 automatic fire alarms
- There were 6 Fire Police only calls
- There were 0 vehicle fires
- Mutual aid was given 5 times
- Mutual aid was received 5 times
- There was 1 Fire Police only scratched call

Five municipalities were serviced. Time in service was 10 hours 57 minutes and the total man hours were 47 hours and 47 minutes. Monthly training included Fire Investigator, In House Training and EMT.

Vice Chairman Sloss asked whether the County would be contacted immediately when there was a scratched call. Mr. Galamba responded affirmatively.

B. Membership Report

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

C. Treasurer's Report

President Schreiber reported that the month end balance for June 30, 2011 for the Fire Company's Savings Account was \$2,512.61 and the Checking Account was \$6,223.09. The amount of funding currently in the Fire Truck Fund was \$28,467.24. He further stated that the Savings Account for the Auxiliary's month end balance for June 30, 2011 was \$408.47 and the Checking Account month end balance was \$1,132.11. Mr. Taylor inquired as to what was the purpose of and how the Auxiliary Account was established. It was noted that the Auxiliary Account was established with funding from the Fire Company with the intent to raise money for Fire Company fundraising efforts.

D. Fire Fund Budget Update

Mr. Layne provided copies of the June 30, 2011 Fire Fund Report. He noted that the total retail estate taxes received to date were 94.1% of the budgeted amount. He also noted that there would continue to be a close monitoring of the operating expenses. It was noted that the Miscellaneous line item was over budget and that he would investigate the reason for this.

E. Fire Relief Fund

The Fire Relief Report for June 2011 was the following: the month end Checking Account balance was \$9,825.75, the Money Market closing balance was \$96,973.20, Certificates of Deposits were \$0.00 and \$53,070.28. Mr. Wagner stated that funds were utilized to purchase the new vehicle and portable radios.

IV. Old Business

A. Update on repair of bay floor area

Following a brief discussion on the status of the efforts to repair the floor area located in the Fire Company bay areas it was noted that the floor area appeared to be sound but needed to be reviewed to insure its soundness. Mr. Layne noted that there was a one-year warranty on the work completed.

- President Schreiber inquired as to the status of the proposed electrical work to be done in the Fire Company. Mr. Layne responded that he had left messages with the electrical contractor and would follow-up with him regarding this matter.
- President Schreiber stated that two out of the three suggested revisions to the By-Laws have not been discussed by the Board of Commissioners. He requested that these two proposed revisions be resubmitted to the Board of Commissioners for their consideration. Mr. Taylor added that the Fire Committee meeting minutes were to be placed in the future Board of

Commissioner packets to inhibit the possibility of any future items not being considered by the Board of Commissioners.

- Captain Galamba stated that he had access to the Fire Chief's files.
- President Schreiber that a verbal report on the Fire Company's activities be provided at the Board of Commission meetings.
- Vice Chairman Sloss inquired as to the status of the request by the Fire Company to collect payments from insurance companies for emergency services provided. Mr. Taylor requested that Mr. Layne provide a letter to the Fire Company clarifying the status of this matter.
- There was a brief discussion on the status of a fire hydrant that was not operational that expanded to discussion on the fire hydrants and services that were provided by Superior. President Schreiber stated that it took eight minutes to fill the Tanker with water from one of their fire hydrants while it took three minutes to fill the Tanker with a Borough of Pottstown fire hydrant.

There was discussion about the possibility of Superior's fire hydrants not providing adequate water pressure. It was requested by Chairman Noll that Superior be requested to provide maintenance records for 2010 and 2011 for each of the fire hydrants located in Upper Pottsgrove within 30 days to the Township. He further requested that Superior be requested to clarify the proper protocol for notification when a fire hydrant is determined to be inoperable and also when it is necessary to increase the water pressure for a fire hydrant.

V. New Business

A. Fire Marshal Job Description

There was discussion on a proposed job description for the Township Fire Marshal. There was discussion on whether there was a Fire Code ordinance adhered to by the Township. President Schreiber noted that the Fire Marshal did not have the ability to fine people for setting unauthorized fires in the Township. Mr. Taylor noted that when people violated the legal code then the Police Department would handle this matter. There was discussion regarding items that might be added to the proposed job description. President Schreiber noted that last year when there was an emergency occurrence at the Pottsgrove Middle School it was not clearly specified as to what was the source of the smoke. It was also noted that the Fire Marshal position was not a paid position and that by significantly expanding the scope of the Fire Marshal's duties it would be difficult for someone to fulfill the duties of this position especially during the daytime hours due to a possible conflicting work schedule.

B. Community Day

Mr. Layne stated the Township would again be having Community Day on Saturday, October 1, 2011 from 11:00 A.M. to 3:00 P.M. at Heather Place Park. He requested that the Fire Company participate in this event as they had in the past and Fire Company representatives in attendance responded affirmatively.

C. New Fire House

President Schreiber stated that there was a desire for having a new fire company facility in the future. Mr. Taylor recommended that efforts to implement the proposed Master Plan for the Fire Company should be obtained incrementally. Captain Galamba added that new OSHA requirements impact on the need for a larger fire house.

D. Grant Writer

President Schreiber reported that the Grant Writer was working towards completing the grant application for a Tanker. Vice Chairman Sloss emphasized that Congressman Charles Dent be notified regarding this matter and the desire for his support in this endeavor.

E. Safety Concern

Mr. Wozniak stated that there was a personal safety hazard that needed to be addressed by the Committee. Chairman Noll stated that this item would be discussed in Executive Session.

F. New Temporary Committee Member

President Schreiber thanked Mr. Taylor for accepting the responsibilities of a Fire Committee Member on a temporary basis due to the absence of Committee Member Renee Spaide.

G. Later Meeting Start Time

Chairman Noll requested that the Fire Committee meetings begin at 7:30 P.M. as opposed to 7:00 P.M. due to his work schedule. Although there were no objections to this request, it was noted that the Fire Company By-Laws would need to be revised in order to accommodate this meeting start time change.

VI. Public Comment

There was no Public Comment.

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 8:28 P.M.

President Schreiber moved that the Fire Committee moved to expel Upper Pottsgrove Fire Company No. 1 Member A from the Upper Pottsgrove Fire Company No. 1. Mr. Marsden seconded the motion. The motion was unanimously approved.

President Schreiber moved that the Fire Committee moved to expel Upper Pottsgrove Fire Company No. 1 Member B from the Upper Pottsgrove Fire Company No. 1. Captain Galamba seconded the motion. The motion was unanimously approved.

President Schreiber expressed his displeasure with the letter that was provided to the Fire Chief because he felt that it was in conflict with the By-Laws.

IX. Adjournment

Mr. Taylor moved that the meeting be adjourned at 8:41 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,
August 18, 2011**