

**Upper Pottsgrove Township
Fire Committee Meeting
August 18, 2011**

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

I. Call to Order

Due to the absence of Chairman Noll, Vice Chairman Sloss called the meeting to order at 7:01 P.M.

II. Approval of Minutes

Captain Galamba moved that the July 21, 2011 meeting minutes be approved as submitted. Mr. Taylor seconded the motion. The motion was approved.

III. Report

A. Operational Report

Captain Galamba provided the July 2011 Operational Report.

Highlights of this Report included the following:

- There were 20 calls in July and 101 calls for the year to date
- There were 3 structure fires
- There were 7 accidents with injuries
- There was 1 trash fire
- There were 2 automatic fire alarms
- There were 4 Fire Police only calls
- There were 0 vehicle fires
- Mutual aid was given 6 times
- Mutual aid was received 9 times
- There were 0 scratched calls

Five municipalities were serviced. Time in service was 25 hours 43 minutes and the total man hours were 152 hours and 38 minutes. Monthly training included In House Training.

B. Membership Report

President Schreiber reported that there was 1 new applicant and 1 being investigated in July.

C. Treasurer's Report

President Schreiber reported that the month end balance for July 31, 2011 for the Fire Company's Savings Account was \$2,547.88 and the Checking Account was \$10,878.33. The amount of funding currently in the Fire Truck Fund was \$28,470.26 and the amount of funding in the recently opened Property Fund Account was \$10,001.15. He further stated that the Savings Account for the Auxiliary's month end balance for July 31, 2011

was \$408.51 and the Checking Account month end balance was \$1,046.76. Vice Chairman Sloss inquired as to the whether there were any stipulations on the \$10,000 donation received from the estate of Russell Trainer. President Schreiber stated that there were not and added that a Property Fund Account had been established and that the money had been placed into this account. He added that the intent for establishing this new account was to set money aside for possibly acquiring property in the future for locating a new fire company facility.

D. Fire Fund Budget Update

Mr. Layne provided copies of the July 31, 2011 Fire Fund Report. He noted that the total retail estate taxes received to date were 94.6% 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 expenditure, which was shown to be over budget in the June 30, 2011 Fire Fund Report, had been corrected. He stated that a 2007 check addressed to ACS Firehouse Solutions for \$2,995.00 was showing up in this line item as an expense when it should not have. He stated that this item has been deducted from the Miscellaneous Line Item and that this Line Item now has a positive balance.

E. Fire Relief Fund

The Fire Relief Report for July 2011 was the following: the month end Checking Account balance was \$9,301.15, the Money Market closing balance was \$96,993.79, Certificates of Deposits were \$0.00 and \$53,103.00.

IV. Old Business

A. Proposed By-Law Revisions

- President Schreiber noted that the Board of Commissioners had reviewed the proposed By-Law Revisions at their last meeting and had opted to table the matter for further review. He noted that the Commissioners did want to remain involved with the Fire Company. Mr. Taylor stated that the items questioned by the Commissioners had to do more with semantics than any real significant matters.

B. Request to revise meeting start time

A By-Law Amendment, which was publicly read by Vice Chairman Sloss, was submitted and stated the following: Article VIII – Meetings **Section 5.** The Fire Committee shall meet on the third (3rd) Thursday of each month at 7:30 P.M. Mr. Taylor stated that the Fire Committee might want to consider providing language in the By-Laws that would provide them with more flexibility for establishing meeting times. Following additional discussion on this item, Captain Galamba moved that the proposed By-Law Amendment stating that Article VIII – Meetings **Section 5.** The Fire Committee shall meet on the third (3rd) Thursday of each month at 7:30 P.M.

C. Fire Marshal Job Description

There was discussion on a proposed job description that was submitted for review by Mr. Layne. Mr. Taylor commented on the certification and training denoted for the Fire Marshal. Captain Galamba noted that Fire Investigation training certification could be obtained by the Fire Marshal. He added that continuing education could include hazard materials operations training and that annual training could be obtained as needed. Vice Chairman Sloss noted that the Fire Marshal was appointed by the Commissioners. Mr. Layne provided information on Pennsylvania Fire Marshals.

D. Superior Fire Hydrant Issues

Mr. Layne noted that a meeting had not been scheduled to meet with Superior Water Company representatives and representatives of the Fire Committee to discuss fire hydrant issues.

E. North End Fire Company Loan Payment

Mr. Layne distributed a letter from the North End Fire Company No. 1 confirming that on January 11, 2011 that they had received full payment for the truck purchased by the Upper Pottsgrove Township Fire Company from them. Mr. Layne stated that he would contact the North End Fire Company to request that they forward the title to the truck obtained by Upper Pottsgrove.

V. New Business

There was no New Business.

VI. Public Comment

There was no Public Comment.

VII. Executive Session

There was no Executive Session.

IX. Adjournment

Captain Galamba moved that the meeting be adjourned at 7:44 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,
September 15, 2011**