

**Upper Pottsgrove Township  
Fire Committee Meeting  
January 19, 2012**

Members in attendance were Chairman Pete Dolan, Vice Chairman Robert Sloss, Elwood Taylor, Keith Kachel, President Bill Marsden and Stanley Hildenbrand, Fire Chief. Renee Spaide was absent. Also in attendance were Russell Noll, Commissioner, Erin Flanagan, T.J. Wojton, Travis Vanzile and Jack Layne, Township Manager.

**I. Call to Order/Reorganization**

Mr. Layne called the meeting to order at 7:30 P.M. and asked for nominations from the Committee for the Chairperson of the Fire Committee. Chief Hildenbrand moved that Mr. Dolan be nominated as the Chairman of the Fire Committee. Mr. Sloss seconded the nomination. The motion was approved.

Chairman Dolan then requested nominations for Vice Chairperson of the Fire Committee. Mr. Dolan moved that Mr. Sloss be nominated as the Vice Chairman of the Fire Committee. Mr. Taylor seconded the motion. The motion was approved.

Chief Hildenbrand moved that Mr. Layne be nominated as the Recording Secretary of the Fire Committee. Vice Chairman Sloss seconded the motion. The motion was approved.

Vice Chairman Sloss moved that Mr. Layne be nominated as the Treasurer of the Fire Committee. Chief Hildenbrand seconded the motion. The motion was approved.

The newly appointed Committee member, Mr. Kachel, was welcomed by the Committee.

**II. Approval of Minutes**

Vice Chairman Sloss moved that the December 15, 2011 meeting minutes be approved as submitted. President Marsden seconded the motion. The motion was approved with Chairman Dolan, Mr. Taylor and Mr. Kachel abstaining.

**III. Report**

**A. Operational Report**

Chief Hildenbrand provided the December 2011 Operational Report. Highlights of this Report included the following:

- There were 15 calls in December and 200 calls for the year to date
- There was 1 structure fire
- There were 3 accidents with injuries
- There were 0 trash fires
- There were 3 automatic fire alarms
- There were 5 Fire Police only calls

- There was 1 vehicle fire
- Mutual aid was given 7 times
- Mutual aid was received 5 times
- There was 1 Fire Police only scratched call

Four municipalities were serviced. Time in service was 13 hours 6 minutes and the total man hours were 64.5 hours. Monthly training included Continued Driver/Pump Training, Individual MCFA Courses and In House Training, Air Pack Recertifications.

Chief Hildenbrand stated that the automatic fire alarms were not repetitious. He stated that if there was a facility that had multiple false automatic alarms then there would be charges assessed to the location. Chairman Dolan stated that the Township should consider allowing a facility with one false alarm where they would not be charged but that they would be fined if there was another false alarm at that same location. He emphasized that false alarms were disrespectful to Fire Company personnel who expend their time and effort to protect the Township. He suggested that the Township further review this matter. Mr. Noll expressed his concern as to whether a false alarm penalty would apply to each resident in the Township. Chairman Dolan responded that the Fire Chief should be able to determine if it is a legitimate false alarm. Vice Chairman Sloss stated that the intent of this endeavor would be to limit the number of false alarms in the Township. Chief Hildenbrand stated that the Township does have a resolution that may need to be revised regarding this matter. Mr. Kachel asked whether the Police Department charged for false alarms.

Chief Hildenbrand also distributed a Year-to-Date Incident Participation report and an updated listing of Fire Officers and Fire Police Officers for 2012.

**B. Membership Report**

President Marsden reported that three new applicants would be voted on at the next Fire Company meeting.

**C. Treasurer's Report**

President Marsden reported that the month end balance for December 31, 2011 for the Fire Company's Savings Account was \$2,549.06, the Checking Account was \$8,921.96, the Truck Fund was \$28,483.39 and the Property Fund was \$10,010.91. The Auxiliary Report for December 2011 had a Savings Account balance of \$408.68 a Checking Account balance of \$698.92 and a Petty Cash balance of \$126.75.

**D. Fire Fund Budget Update**

Mr. Layne provided copies of the December 31, 2011 Fire Fund Report. He stated that this was a preliminary report in that there may be additional payments that may be assessed to the 2011 budget. He stated that the Unreserved Balance for the Fire Budget was \$21,493.89. Mr. Taylor asked why there were no expenditures in the Property and Casualty Insurance and the Workman's' Compensation line items. Mr. Layne stated that he believed that those costs were shown in another part of the Township budget but that he would confirm.

**E. Fire Relief Fund**

The Fire Relief Report for November 2011 showed that the checking account had an ending balance of \$5,220.24, a Money Market closing balance of \$139,152.05, a total CD Account balance of \$53,237.34 and total assets of \$197,609.63. The Fire Relief Report for December 2011 showed that the checking account had an ending balance of \$2,197.13, a Money Market closing balance of \$139,169, a total CD Account balance of \$53,252.65 and total assets of \$194,619.56. Mr. Marsden stated that the new officers for Fire Relief were Jeremy Wozniak, President and T.J. Wojton, Treasurer.

**IV. Old Business**

**A. Miscellaneous Items**

- Vice Chairman Sloss inquired as to the status of the title for the pumper that the Township had requested from the North End Fire Company.
- Mr. Marsden stated that he would continue to provide detail information on checks.
- Mr. Marsden added that Check Number 527 totaled \$5.59 and was for reimbursement to Matt Galamba for certified mail.
- It was noted that funds raised from fundraising efforts should be placed into larger accounts – e.g., 30% to 70% and that a certain amount go into the Truck Fund.

**B. Superior Fire Hydrant Issues**

Chief Hildenbrand began discussion on Superior fire hydrant issues by stating that there had been times when the firefighters were not certain if the fire hydrant that they desired to utilize would operate properly. He stated that the firefighters were looking for water flow and not water pressure issues when fighting fires. He added that the fire trucks had the capability to suck the water. Chairman Dolan asked if neighboring municipalities had similar concerns. Chief Hildenbrand stated that New Hanover, Gilbertsville and Ringing Hill had similar concerns. Chairman Dolan suggested that the Township contact State Representative Marcy Toepel to coordinate a meeting with her to discuss this matter. He suggested that the meeting include Chief Hildenbrand, Mr. Layne and him and that it be scheduled for the second or third week of February. Chief Hildenbrand stated that the letter regarding the color coding of the fire hydrants would be provided soon.

**C. Additional Miscellaneous Items**

- Chief Hildenbrand discussed the issue of charging insurance companies for accident calls responded to by the Township. He noted that Township Resolution Number 364, which was approved in 2001, dealt with this matter. Mr. Noll requested that the Fire Company review the correspondence from Charles Garner, Township Solicitor, regarding this matter.
- It was noted that the FEMA Grant application requesting funding for the Tanker had not been approved but that the Fire Company could resubmit a

grant application in April for one-half the cost for the grant consultant to write and submit the grant application.

- Chairman Dolan suggested that a policy should be provided to govern large purchases made by the Fire Company. He stated that a committee could be provided in the Fire Company By-Laws regarding borrowing or large purchases. It was stated that these By-Laws could be implemented in order to better monitor loans, grants and large purchases. It was added that this overseeing process could be implemented for grants over \$2,000 and grants/loans/purchases over an extended period of time totaling from \$10,000 to \$20,000. Mr. Taylor stated that this process would place more eyes on these grants/loans and/or purchases.

**V. New Business**

**A. Miscellaneous items**

- Chairman Dolan stated that Reginald Leister had requested that the Township consider procuring a backup generator for the Township Building located at 1409 Farmington Avenue. Chairman Dolan stated that the Township might be in a better position to obtain grant funding for this endeavor if the Fire Company/Fire Committee and Township coordinated this effort together. Vice Chairman Sloss stated that there was a need for a backup generator when you consider the worst case scenario of what could happen and there was an extended power outage in the area.
- Chief Hildebrand stated that on May 27, 2012 a bus would be rented for travel to and from the World Trade Center at a cost of \$72 per person.
- Chairman Dolan asked whether there was a consensus by the Committee to maintain the present 7:30 P.M. meeting start time. Because he received no stated opposition to continue meeting at the same time, there was a consensus to keep the 7:30 P.M. meeting start time.

**VI. Public Comment**

There was no public comment.

**VII. Executive Session**

The Committee went into Executive Session at 8:37 P.M. to discuss personnel matters

The Committee ended Executive Session at 9:08 P.M. with no action being recommended.

**IX. Adjournment**

Vice Chairman Sloss moved that the meeting be adjourned at 9:08 P.M. Chief Hildenbrand seconded the motion. The motion was approved.

Submitted by Jack Layne, Township Manager

**The next Fire Committee meeting is scheduled for 7:30 P.M. Thursday,  
February 16, 2012**