

**Upper Pottsgrove Township
Fire Committee Meeting
October 18, 2012**

Members in attendance were Chairman Pete Dolan, Vice Chairman Robert Sloss, Renee Spaide, Keith Kachel, Stanley Hildenbrand, Fire Chief and President Bill Marsden. Also in attendance were Jeff Levensgood, Erin Flanagan, Jeremy Wozniak, Martin Schreiber, Zachery Santiago and Jack Layne, Township Manager.

I. Call to Order

Chairman Dolan called the meeting to order at 7:00 P.M.

II. Approval of Minutes

Vice Chairman Sloss moved that the September 20, 2012 meeting minutes be approved as submitted. The motion was seconded by Ms. Spaide. The motion was approved.

III. Report

A. Operational Report

Chief Hildenbrand provided the September 2012 Operational Report.

Highlights of this Report included the following:

- There were 7 calls in September and 107 calls for the year to date
- There were 2 structure fires
- There were 2 accidents with injuries
- There was 1 trash fire
- There were 0 automatic fire alarms
- There were 2 Fire Police only calls
- There were 0 vehicle fires
- Mutual aid was given 4 times
- Mutual aid was received 2 times
- There were 0 scratched calls

Two municipalities were serviced. Time in service was 11 hours 52 minutes and the total man hours were 37.7 hours. Monthly training included Continued Driver/Pump Training, In House training, Driver/Pumper/Tanker training and Individual Fire Academy Courses were also provided. Ms. Spaide asked about the structure fires. Chief Hildenbrand stated that one of the structure fires was a dryer-related fire on Birdsong and the other was outside of the Township. Vice Chairman Sloss asked how many firefighters had received their certification for driving the new fire truck. Chief Hildenbrand stated that the number was increasing due to the increased number of people having completed driver training for the new fire truck. Vice Chairman Sloss stated that he was concerned that there should be a satisfactory number of qualified individuals who could drive the new fire truck.

Chief Hildenbrand stated that the Fire Company had been notified by the State Fire Commission that 75% of its personnel were deemed to be State certified.

B. Membership Report

President Marsden reported that Mr. Kachel had been accepted as a member.

C. Treasurer's Report

The Treasurer's Report noted that the month end balance for September 30, 2012 for the Fire Company's Savings Account was \$2,550.99, the Checking Account was \$8,811.15, the Truck Fund was \$33,812.05 and the Property Fund was \$10,025.78. The Auxiliary Savings Account month end balance was \$333.95 and the Auxiliary Checking Account month end balance was \$585.19.

Vice Chairman Sloss asked if there were receipts for the cash withdrawals from the Auxiliary Checking Account totaling \$283.00. Mr. Wozniak stated that there were and that he would provide them at the next Committee meeting.

D. Fire Fund Budget Update

Mr. Layne noted that he had distributed copies of the August 31, 2012 Fire Fund Report and stated that the September 30, 2012 Monthly Financial Report had just been completed and had not yet been submitted to the Board of Commissioners. He emphasized that the budget was fairly stable at this time.

The Committee reviewed a proposed 2013 Fire Fund Budget that Mr. Layne had distributed. Following a brief discussion on this proposed Budget, there was a consensus by the Committee that the Line Item 03-411-380 Hydrant Rental should be increased from \$21,000 to \$23,000 and that Line Item 03-411-741 Equip. Purch.-Pumper be revised to Equip. Purch. (delete Pumper).

E. Fire Relief Fund

The Fire Relief Report for September 2012 showed a Checking Account ending balance of \$8,867.26, a Money Market balance of \$119,304.74, a CD balance of \$53,377.04 and assets totaling \$181,549.04. Mr. Layne noted that he had provided Mr. Wozniak with a check for \$35,321.19 from the Township which was the amount that the Commonwealth of Pennsylvania Department of the Auditor had previously provided to the Township but had been earmarked for payment to the Volunteer Fire Relief Association. Chairman Dolan noted that an invoice totaling \$333.20 to D.G. Marsh & Associates had been inadvertently placed on the Township Bill List for payment but that it had been removed prior to it being approved for payment by the Township and properly forwarded to the Fire Relief Association for payment.

IV. Old Business

A. By-Laws Amendments

There was a brief discussion regarding proposed amendments to the Fire Company By-Laws. Mr. Dolan stated that the Board of Commissioners had approved the proposed By-Laws amendments to both Articles XX and V.

President Marsden stated that they were still working on improving the Fire Company By-Laws.

B. Community Day

Ms. Spaide emphasized the excellent support and exhibition provided by the Fire Company at the recent Township Community Day.

C. Fire Hydrant Testing

There was discussion on whether Superior was flushing their fire hydrants that they have in the Township. It was noted that Superior had not provided ample evidence in the past that they had provided fire hydrant flushing in the Township. There was discussion regarding the need and benefits to having the fire hydrants flushed. Also, there was a consensus that it was important that the fire hydrants operate efficiently. Mr. Schreiber stated that since the Township was renting the hydrants then it was incumbent on Superior to provide fire hydrants that operate properly. Mr. Kachel read a notice from Superior stating that they would be flushing fire hydrants in Upper Pottsgrove during the fall. Chairman Dolan stated that he would contact Superior regarding this matter.

D. Billing for responding to Haz-Mat incidents

Chairman Dolan noted that he was informed that the Fire Company had approved moving forward on the proposal to charge insurance firms for the Fire Company to respond to haz-mat incidents. Chairman Dolan stated that he would now be able to bring this item back to the Board of Commissioners for their consideration.

E. Location of new training site

President Marsden inquired as to whether a new firefighting training site had been identified. Chairman Dolan stated that a new site had not yet been identified but that the Board of Commissioners would continue to attempt to locate a new firefighting training site. Vice Chairman Sloss suggested that the Township contact Exelon to see if they might have any available training locations.

V. New Business

A. Election of individuals to fill vacancies

There was an extensive discussion regarding the election for a Fire Chief and for the two At-Large Fire Committee positions. Vice Chairman Sloss contended that it was a conflict for an individual to be a member of the Fire Company and to serve on the Fire Committee as an At-Large member. Chairman Dolan stated that his review of the Fire Company By-Laws revealed nothing that prohibited a Fire Company member from serving on the Fire Committee. Vice Chairman Sloss reiterated that he

believed that the intent of the structure of Fire Committee was not for one group to have control over the Fire Committee. Ms. Spaide requested that the Township place a notice that there will be two vacancies in the Fire Committee. Following additional discussion on this matter, the Committee requested that Mr. Layne contact the Township Solicitor to obtain an opinion on this matter.

VI. Public Comment

Mr. Levengood and Mr. Santiago stated that Mr. Levengood had more than ample firefighting and emergency management certification criteria on his resume to be a viable candidate for Fire Chief but that the Fire Company's Nominating Committee had denied Mr. Levengood opportunity to be nominated for Fire Chief. Mr. Levengood provided documentation to the Committee showing numerous firefighting certifications. He emphasized that he had completed the NIMS 100, 200 and 800 courses in addition to years of firefighting training completed and certifications obtained. Mr. Levengood stated that he had been informed by the Nominating Committee that he had not received the required Incident Command training. Mr. Levengood stated that the amount of training that he had obtained was much more than the specified Incident Command training. He further noted that the Incident Command training was the equivalent to the NIMS 100 and 200 courses. Following additional discussion on this matter, Ms. Spaide made a motion, which was seconded by Mr. Kachel, that a minimum of all three members of the Fire Company's Nominating Committee meet again to review the qualifications of Jeffrey Levengood for Fire Chief. The motion was approved with Chief Hildenbrand abstaining.

VII. Executive Session

There was no Executive Session.

VIII. Adjournment

Ms. Spaide moved that the meeting be adjourned at 8:55 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,
November 15, 2012**