

**Upper Pottsgrove Township
Fire Committee Meeting
November 15, 2012**

Members in attendance were Chairman Pete Dolan, Renee Spaide, Keith Kachel, President, Jeremy Wozniak and Bill Marsden. Jeff Levengood, Fire Chief was absent. Also in attendance were Zachery Santiago, Deputy Fire Chief, Stanley Hildenbrand, Erin Flanagan, Matt Galamba 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

Mr. Marsden moved that the October 18, 2012 meeting minutes be approved as submitted. The motion was seconded by Mr. Kachel. The motion was approved.

III. Report

A. Operational Report

Deputy Chief Santiago provided the October 2012 Operational Report.

Highlights of this Report included the following:

- There were 15 calls in October and 122 calls for the year to date
- There was 1 structure fires
- There were 2 accidents with injuries
- There were 0 trash fires
- There were 2 automatic fire alarms
- There were 3 Fire Police only calls
- There were 0 vehicle fires
- Mutual aid was given 2 times
- Mutual aid was received 8 times
- There were 0 scratched calls

Two municipalities were serviced. Time in service was 12 hours 16 minutes and the total man hours were 68.3 hours. Monthly training included Continued Driver/Pump Training and In House training, Driver/Pumper/Tanker training. Deputy Chief Santiago stated that the Fire Company elections had recently occurred and that Jeff Levengood had been elected the new Fire Chief and that he had been appointed as the Deputy Chief while T.J Wojton had been appointed as the Assistant Chief.

B. Membership Report

President Wozniak reported that there were two people under investigation, one auxiliary under investigation and one junior. Deputy Chief Santiago stated that a major fire fighter recruitment effort would be held in the Township whereby the Township will be divided into four sections.

C. Treasurer's Report

The Treasurer's Report noted that the month end balance for October 31, 2012 for the Fire Company's Savings Account was \$2,551.21, the Checking Account was \$7,101.17, the Truck Fund was \$33,814.92 and the Property Fund was \$10,027.46. The Auxiliary Savings Account month end balance was \$333.95 and the Auxiliary Checking Account month end balance was \$937.66. It was noted that Check 568 was for Gear Racks that are used for drying firefighting hoses, Check 569 was for Judy Welsh for billing services and Check 570 for the purchase of toilet paper.

President Wozniak stated that he would begin utilizing a purchase order sheet.

D. Fire Fund Budget Update

Mr. Layne noted that he had distributed copies of the September 30, 2012 Fire Fund Report. He emphasized that the budget was fairly stable at this time.

Mr. Layne stated that the Board of Commissioners would be further reviewing the proposed 2013 Annual Budget and that their review appeared to be favorable.

E. Fire Relief Fund

The Fire Relief Report for October 2012 showed a Checking Account ending balance of \$44,188.45, a Money Market balance of \$119,317.37, a CD balance of \$53,377.04 and assets totaling \$216,882.86. President Wozniak stated 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 was deposited into the Fire Relief Checking Account. 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 no new update regarding the review of the existing Fire Company By-Laws.

B. Fire Hydrant Testing

Mr. Layne stated that he had recently witnessed Superior doing flushing in the Township. Following a brief discussion on this matter, Chairman Dolan stated that he would follow-up with Superior on this matter.

C. Billing for responding to Haz-Mat incidents

Chairman Dolan suggested that we further check on the call notification cost for this endeavor.

D. Location of new training site

Chairman Dolan stated that he would further discuss this matter with the Board of Commissioners.

V. New Business

- Ms. Spaide stated that she had recently attended a conference where she discovered that there were other municipalities that were quite intrigued with the fact that Upper Pottsgrove Township had a governmental committee overseeing the fire company.
- President Wozniak stated that the Fire Company would like to begin utilizing a debit card for purchasing done by the Fire Company in order to end cash withdrawals from their account.
- It was noted that Stanley Hildenbrand was still serving as the Fire Marshal for the Township.
- Chairman Dolan suggested that Judy Welsh be provided a copy of the Township ordinance regarding the collection of funds for emergency services provided by the Fire Company.

VI. Public Comment

It was noted that the suggested Public Comment was a personnel item that was discussed by the Fire Committee in Executive Session.

VII. Executive Session

There was discussion on a personnel issue that began at 8:14 P.M.

The Committee came out of Executive Session at 8:21 P.M.

V. New Business (continued)

There was a motion by President Wozniak, which was seconded by Mr. Kachel, that the proposed personnel-related charges should be dismissed. The motion was approved.

VIII. Adjournment

Mr. Kachel moved that the meeting be adjourned at 8:22 P.M. President Wozniak 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,
December 20, 2012**