

**Upper Pottsgrove Township  
Fire Committee Meeting  
December 20, 2012**

Members in attendance were Chairman Pete Dolan, Keith Kachel, President, Jeremy Wozniak and Bill Marsden. Renee Spaide and Jeff Levensgood, Fire Chief, were absent. Also in attendance were T.J. Wojton, Assistant Chief, Stanley Hildenbrand, Fire Marshal, 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**

It was noted that the meeting minutes should be amended to denote that there were two firefighters under investigation. Therefore, Mr. Marsden moved that the November 15, 2012 meeting minutes be approved as amended. The motion was seconded by Mr. Kachel. The motion was approved.

**III. Report**

**A. Operational Report**

President Wozniak provided the November 2012 Operational Report. Highlights of this Report included the following:

- There were 16 calls in November and 138 calls for the year to date
- There were 2 structure fires
- There were 2 accidents with injuries
- There were 0 trash fires
- There was 1 automatic fire alarm
- There were 5 Fire Police only calls
- There was 1 vehicle fire
- Mutual aid was given 3 times
- Mutual aid was received 6 times
- There were 0 scratched calls

Three municipalities were serviced. Time in service was 13 hours 47 minutes and the total man hours were 100.7 hours. Monthly training included In House training and classes at the Montgomery County Fire Academy. Mr. Wozniak noted that an individual incident participation update was also provided for the Committee to review. He added that Fire Chief Jeff Levensgood and Deputy Chief Zac Santiago were newly approved fire truck drivers.

**B. Membership Report**

President Wozniak reported that there was one proposed Firefighter and one Fire Police person under investigation.

**C. Treasurer's Report**

The Treasurer's Report noted that the month end balance for November 30, 2012 for the Fire Company's Savings Account was

\$2,551.42, the Checking Account was \$7,601.17, the Truck Fund was \$33,817.70 and the Property Fund was \$10,029.09. The Auxiliary Savings Account month end balance was \$334.01 and the Auxiliary Checking Account month end balance was \$933.05. President Wozniak noted that the Fire Company's Cash Card was located in his locked cabinet.

**D. Fire Fund Budget Update**

Mr. Layne stated that the proposed 2013 Annual Township Budget had been approved by the Board of Commissioners at their December 17, 2013 meeting. He noted that he had distributed copies of the November 30, 2012 Fire Fund Report. He emphasized that the budget was still fairly stable at this time. He added that the Township had submitted a \$35,447.14 loan payment for the new Fire Truck.

**E. Fire Relief Fund**

The Fire Relief Report for November 2012 showed a Checking Account ending balance of \$44,188.45, a Money Market balance of \$119,329.60, a CD balance of \$53,424.01 and assets totaling \$216,942.06.

**IV. Old Business**

**A. By-Laws Amendments**

There was a no new update regarding the review of the existing Fire Company By-Laws.

**B. Location of new training site**

Chairman Dolan stated that the Board of Commissioners had authorized the Fire Committee to coordinate efforts to locate a firefighting training site. President Wozniak noted that Sanatoga appeared to be the only viable option at this time for firefighting training. He added that the present Fire Company leadership, e.g., Fire Chief Jeff Levengood and Deputy Chief Zac Santiago, were looking at coordinating training efforts at the Fire Academy training facility. Chairman Dolan requested that this item be placed on the agenda for the next Fire Committee meeting.

**C Haz-Mat Ordinance**

It was noted that the Police Department could provide the Police Reports when requested. Chairman Dolan stated that the bill should be paid by the liable party. Mr. Galamba stated that in the past that the bill would be sent out to multiple parties. Chairman Dolan stated that the person sending out the bills for these incidents now knows the rules. He added that the Board of Commissioners had approved the updating of the Haz-Mat Ordinance.

**V. New Business**

- Fire Marshal Hildenbrand presented letters to the Fire Committee for their review. It was determined that these items were personnel matters and would properly be discussed in Executive Session. Subsequently, the Fire Committee went into Executive Session.

**VI. Executive Session**

There was discussion on the personnel issue that began at 8:04 P.M.

The Committee came out of Executive Session at 8:10 P.M.

**VI. Public Comment**

President Wozniak distributed a complimentary note from a resident for the exemplary firefighting support provided by Deputy Chief Santiago.

**V. New Business (continued)**

- Chairman Dolan requested that the Fire Committee's 2013 meeting schedule be discussed at the next meeting.
- Chairman Dolan noted that all the five letters from Fire Marshal Hildenbrand had been reviewed by the Fire Committee in Executive Session. President Wozniak publicly apologized to Fire Marshal Hildenbrand for inadvertently opening his personal mail and noted that he was at fault for smoking in the open bay area. Other than these comments by President Wozniak, the Fire Committee opted not to take any action on any of the items cited in the letters provided by the Fire Marshal for the Fire Committee to review. Chairman Dolan stated that the tone of these five letters was not working to the benefit of the Township's Fire Company.

**VIII. Adjournment**

Mr. Kachel moved that the meeting be adjourned at 8:11 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,  
January 17, 2013**