

**Upper Pottsgrove Township  
Fire Committee Meeting  
January 17, 2013**

Members in attendance were Chairman Pete Dolan, Keith Kachel, Jeremy Wozniak, President, Bill Marsden, Renee Spaide and Jeff Levengood, Fire Chief. Also in attendance were Stanley Hildenbrand, Fire Marshal, Greg Churach 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 Jeremy Wozniak and not Zac Santiago provided the November 2012 Operational Report. Therefore, Mr. Marsden moved that the December 20, 2012 meeting minutes be approved as amended. The motion was seconded by Mr. Kachel. The motion was approved.

**III. Report**

**A. Operational Report**

Chief Levengood provided the December 2013 Operational Report.

Highlights of this Report included the following:

- There were 15 calls in December and 153 calls for the year to date
- There was 1 structure fire
- There was 1 accident with injuries
- There were 0 trash fires
- There were 3 automatic fire alarms
- There was 1 Fire Police only call
- There were 0 vehicle fires
- Mutual aid was given 3 times
- Mutual aid was received 5 times
- There were 0 scratched calls

Three municipalities were serviced. Time in service was 10 hours 58 minutes and the total man hours were 60.69 hours. Ms. Spaide asked if there were any repeaters under automatic fire alarms. Although the answer was no, she recommended that the Fire Company keep close track of those who provide automatic fire alarms.

**B. Membership Report**

President Wozniak reported that there was one new member of the Fire Company and one person under investigation.

**C. Treasurer's Report**

The Treasurer's Report noted that the month end balance for December 31, 2012 for the Fire Company's Savings Account was \$2,551.64, the Checking Account was \$12,804.22, the Truck Fund was \$33,820.57 and the Property Fund was \$10,030.78. The Auxiliary Savings Account month end balance was \$334.04 and the Auxiliary Checking Account month end balance was \$851.11. President Wozniak listed the

checks that had been written by the Fire Company since the last meeting. Chairman Dolan asked how Judy Welsh's payment determined. President Wozniak stated that she was paid 10% of what she brought in under Billing Services. Chairman Dolan asked if there could be documentation in the future that showed how much was brought in under Billing Services. Also, Chairman Dolan asked that the funds that were transferred from the checking account from the Auxiliary Checking Account could be more clearly delineated.

**D. Fire Fund Budget Update**

Mr. Layne distributed copies of the November 30, 2012 Fire Fund Report but noted that the December 31, 2012 Fire Fund Report was not available due to the Board of Commissioners' meeting occurring next week. He did state that the Fire Fund was sound at the present time.

Mr. Kachel suggested that the Township consider providing traffic signal preemption equipment at the State Street and Route 100 and Moyer Road and Route 100 intersections. Following some discussion on this matter, Mr. Layne stated that he would further investigate this matter and report to the Fire Committee.

**E. Fire Relief Fund**

The Fire Relief Report for December 2012 showed a Checking Account ending balance of \$36,448.19, a Money Market balance of \$119,339.87, a CD balance of \$53,439.34 and assets totaling \$209,227.40. President Wozniak noted the checks that had been written from the Checking Account since the last meeting.

**IV. Old Business**

**A. Discussion and suggestions regarding the identification of a proposed firefighting training site**

President Wozniak stated that the Township open space area located along Pine Ford Road might be a good training site. He stated that basically what would be needed would be a gravel driveway and a pad area for training. Chairman Dolan stated that perhaps the Township could further investigate this matter and assist with the development of this proposed training site area.

**B Utilization of \$5,000 in Funding**

President Wozniak stated that the \$5,000 that had been previously designated for the loan payment for the North End Fire vehicle and was suggested for being used last year for the purchase of needed furniture for the Fire Company last year had not been utilized since other funding was used for the purchase of this furniture. He asked if this funding could be placed into the Truck Fund. Chairman Dolan stated that the Township had reallocated the \$5,000 into the approved 2013 Fire Fund Budget.

**V. New Business**

**A. 2013 Goals**

Chairman Dolan stated that this would be his last year as Commissioner and that he wanted to complete some tangible and possible goals as the Fire Committee Chairperson this year.

**B. Discussion and possible action regarding the proposed meeting day for the Fire Committee**

There was discussion as to whether there was a need to change the present regular Fire Committee meeting schedule in order to allow for Chief Levengood to be able to attend these meetings on a consistent basis. Following some discussion on this matter, it was determined that the meeting schedule should not change since Chief Levengood should be able to attend most of the scheduled Fire Committee meetings.

**C. Discussion regarding a request that traffic preemption equipment be placed at additional Township locations**

Mr. Kachel requested that the Township consider placing traffic preemption equipment at the intersection of State Road and Route 100 and Moyer Road and Route 100. He emphasized the safety benefits of having this equipment in place at these locations. He added that State Road and Route 100 would have priority over Moyer Road and Route 100. He further stated that he thought that grant funding might be available for this endeavor.

**D. Allowance for burning**

Chief Levengood requested a copy of the Township's Burn Ordinance in order that he could better delineate what could be burned. There were comments by Mr. Churach and Fire Marshal Hildenbrand regarding whether burning was permitted and when the Fire Marshal should determine when burning is allowed. Mr. Churach stated that the Burn Ordinance did allow for some open burning. Marshal Hildenbrand cited an example of how ceremonial burning, which is allowed in the Burn Ordinance, has to be closely monitored to insure that it is safe and allowable.

**VI. Executive Session**

There was no Executive Session.

**VII. Public Comment**

There was no Public Comment.

**VIII. Adjournment**

Ms. Spaide moved that the meeting be adjourned at 7:55 P.M. Mr. Kachel 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,  
February 21, 2013**