

**Upper Pottsgrove Township  
Fire Committee Meeting  
May 16, 2013**

Members in attendance were Chairman Pete Dolan, Renee Spaide, Keith Kachel, Jeremy Wozniak, President, William Marsden, Jeff Levengood, Fire Chief, was absent. Also in attendance was 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 on page 3 of the Meeting Minutes under Miscellaneous Items the following sentence was revised to state "...Mr. Kachel emphasized that this was a request from a private resident and not from the Fire Company...". Mr. Kachel moved that the April 25, 2013 meeting minutes be approved as amended to denote the correction that this ambulance service proposed redistricting endeavor was initiated by a private resident and not the Fire Company. The motion was seconded by Mr. Marsden. The motion was approved.

**III. Report**

**A. Operational Report**

President Wozniak provided the April 2013 Operational Reports.

Highlights of these Reports included the following:

- There were 7 calls in April 18 for the year to date
- There were 2 structure fires in April
- There were 2 accidents with injuries in April
- There were 0 trash fires in April
- There were 0 automatic fire alarms in April
- There were 0 Fire Police only calls in April
- There was 1 vehicle fire in April
- Mutual aid was given 1 time in April
- Mutual aid was received 4 times in April
- There were 0 scratched calls in April

Two municipalities were served in April. Time in service was 8 hours and 3 minutes and the total man hours were 43.79 in April. There were 40 total man hours of training.

**B. Membership Report**

President Wozniak reported that there were three new members voted in, one of these individuals lived in Upper Pottsgrove Township and that the breakdown was one new Fire Fighter and two new Fire Police persons.

**C. Treasurer's Report**

The Treasurer's Report noted that the month end balance for April 30, 2013 for the Fire Company's Savings Account was \$5.11, the Checking Account was \$21,851.31, the Truck Fund was \$41,380.07 and the Property Fund was \$10,037.29. The Auxiliary Savings Account month end balance was \$334.16 and the Auxiliary Checking Account month end

balance was \$1,101.61. President Wozniak stated that \$1,275.25 was received during the Easter Flower Sale.

**D. Fire Fund Budget Update**

Mr. Layne distributed copies of the March 31, 2013 Fire Fund Report that had been provided at the last Fire Committee meeting. He noted that the April Monthly Financial Reports were not available for distribution to the Fire Committee for the May meeting due to the meeting being held prior to the upcoming Board of Commissioners' meeting. He noted that the projected tax revenue had been received as budgeted and that the Fire Fund Budget was sound. President Wozniak noted that the diesel fuel costs might seem somewhat high because of the increased use of fuel to drive the tanker truck back and forth in preparation for it being sold.

**E. Fire Relief Fund**

President Wozniak provided the Fire Relief Fund Report for April 2013. The Checking balance was \$21,653.79, the Money Market balance was \$44,375.83, the CD balance was \$53,501.36 and the total Relief assets were \$119,530.98. President Wozniak noted that the Golden SAB \$304.50 Check had cleared.

**IV. Old Business**

**A. Discussion and possible action regarding proposed By-Law revisions**

The Fire Company submitted By-Law revisions to Article 4 Section 1, Article 3 Section 10, Article 3 Section 11 and Article 4 Section 3. Chairman Dolan stated that he had no problems with either of the proposed By-Law revisions. Ms. Spaide moved that Fire Committee approve the proposed By-Law revisions to Article 4 Section 1, Article 3 Section 10, Article 3 Section 11 and Article 4 Section 3 be approved. Mr. Kachel seconded this motion. The motion was approved. President Wozniak confirmed that the Fire Company had voted to approve the proposed By-Law revisions. Chairman Dolan stated that he desired to see all of the Fire Company By-Laws and the respective revisions.

**B. Opticom Traffic Signal Preemption Equipment**

Chairman Dolan stated that he would discuss the Opticom Traffic Signal Preemption Equipment with the Board of Directors at their next meeting. Mr. Kachel noted that the funding might be obtained by the Police Department from the District Attorney's Office for Opticom Traffic Signal equipment. Mr. Kachel requested that the Township consider this option for procuring funding for this Preemption Equipment.

**C. Proposal to provide reflective street signs in the Township**

President Wozniak stated that a vendor was ready to move forward on a proposal to provide reflective street signs. It was noted that checks should be addressed to the Fire Company.

**D. Update regarding the discussion regarding the availability of Township ambulance services**

Chairman Dolan stated that he would like to see an Ad Hoc Committee established to review the availability of Township ambulance services. He

suggested the following five individuals that would serve on this Ad Hoc Committee: Chairman Dolan, Dennis Elliott, Martin Schreiber, Keith Kachel and Police Chief William Moffett. Chairman Dolan also noted that Goodwill was the designated ambulance company for the Township but that there were no time term limits or restrictions on utilizing other ambulance services in the Township.

**E. New Building Sign**

Ms. Spaide stated that there was no problem with the new Township building sign that had been provided by the Fire Company.

**F. Fire Marshal Job Description**

Chairman Dolan stated that the proposed Fire Marshal Job Description should be approved at the next Board of Commissioners' meeting.

**V. New Business**

**A. Miscellaneous Items**

- Mr. Layne thanked President Wozniak and Assistant Fire Chief T.J. Wojton for providing water to the nine freshly planted trees at the Hilsee property on Saturday, May 11th.
- President Wozniak stated that the Fire Company Secretary, Kerri Folk, had not attended any meetings since January. Following additional discussion on this matter, the Committee requested that Mr. Layne provide a letter to Ms. Folk stating that she would have 10 days to respond to the Fire Committee's concerns regarding this matter or be replaced. Mr. Kachel made a motion that Mr. Layne provide this letter to Ms. Folk, which was seconded by President Wozniak. The motion was approved.
- President Wozniak began a discussion on some fiscal concerns with the Women's Auxiliary activities. There was also discussion about the level of responsibility shown by the Women's Auxiliary with respect to the Fire House facility.
- Mr. Kachel and President Wozniak discussed the possible financial benefits of having a gun raffle.
- President Wozniak thanked Frank Quinter, Public Works Director, for repairing the hole in the wall of the outside of the Township Building expeditiously.
- President Wozniak stated that the Fire Fighter who was involved in a car accident earlier in the week in Upper Pottsgrove was not responding to an emergency in Upper Pottsgrove Township.
- President Wozniak emphasized that any driving complaints for any Fire Fighter would be dealt with in a serious manner.

**VI. Public Comment**

There was no Public Comment.

**VII. Executive Session**

There was no Executive Session.

**VIII. Adjournment**

Ms. Spaide moved that the meeting be adjourned at 8:00 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,  
June 20, 2013**