

**Upper Pottsgrove Township  
Fire Committee Meeting  
September 19, 2013**

Members in attendance were Chairman Pete Dolan, Vice Chairman, William Marsden, Jeremy Wozniak, President, Renee Spaide and Keith Kachel. Jeff Levengood, Fire Chief was absent. Also in attendance were Martin Schreiber, Bob Klingerman and Jack Layne, Township Manager.

**I. Call to Order**

Chairman Dolan called the meeting to order at 7:05 P.M.

**II. Approval of Minutes**

Ms. Spaide moved that the August 15, 2013 meeting minutes be approved as submitted. The motion was seconded by President Wozniak. Mr. Kachel abstained. The motion was approved.

**III. Report**

**A. Operational Report**

President Wozniak provided the August 2013 Operational Report.

Highlights of this Report included the following:

- There were 3 calls in August and 63 for the year to date
- There were 0 structure fires
- There were 0 accidents with injuries
- There were 0 trash fires
- There was 1 automatic fire alarm
- There was 1 Fire Police only call
- There were 0 vehicle fires
- Mutual aid was given 0 times
- Mutual aid was received 1 time
- There were 0 scratched calls

One municipality was served in August. Time in service was 2 hours and 30 minutes and the total man hours were 16 hours and 6 minutes. It was noted that between January 1, 2013 and August 31, 2013, Mr. Wozniak, Thomas Wojton and Donald Raudenbush had accumulated more incident participation time than the other active Firefighters.

**B. Membership Report**

President Wozniak noted that there was one new member in August.

**C. Treasurer's Report**

The Treasurer's Report noted that the month end balance for August 31, 2013 for the Fire Company's Savings Account was \$5.11, the Checking Account was \$10,255.33, the Truck Fund was \$31,389.12 and the Property Fund was \$10,044.09. The Auxiliary Savings Account month end balance was \$0 and the Auxiliary Checking Account month end balance was \$0. It was noted that the funds for the Auxiliary Savings Account and Auxiliary Checking Account were deposited into the Fire Company's Checking Account.

**D. Fire Fund Budget Update**

Mr. Layne distributed copies of the proposed 2014 Fire Fund Budget and the August 31, 2013 Fire Fund Report. He stated that the proposed 2014 Fire Fund Budget was going to be fairly tight since the projected carry-over amount would be reduced due to the payments that were made in 2013 for high cost of Workers' Compensation coverage for Volunteer Firefighters. There was a consensus that additional funding, if available, should be provided into the Repairs and Maintenance Line Item. Mr. Layne stated that the Township would review this matter and might be able to subtract \$1,000 from the Lease Line Item and add this amount to the Repairs and Maintenance Line Item. Chairman Dolan stated that this matter would be discussed at the September 30, 2013 Board of Commissioners Special Budget meeting.

**E. Fire Relief Fund**

President Wozniak provided the Fire Relief Fund Report for August 2013. The Checking balance was \$13,304.53, the Money Market balance was \$74,398.19, the CD balance was \$53,501.36 and the total Relief assets were \$141,204.08. Mr. Layne noted that the State Department of the Auditor General had provided a letter stating that \$39,294.46 would be deposited for the 2013 Commonwealth allocation in support of the Volunteer Relief Association.

**IV. Old Business**

**A. Opticom Traffic Signal Preemption Equipment**

Chairman Dolan stated that he had not contacted Police Chief William Moffett regarding the status of the submittal of an application to the District Attorney's Office for Opticom Traffic Signal Preemption Equipment. Chairman Dolan stated that he was confident that Chief Moffett would submit an application for this proposed project.

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

Chairman Dolan stated that the Ad Hoc Committee did not meet in August but was attempting to meet in September. Discussion regarding this matter included comments that geography and the operational status of the emergency vehicles should be considered when reviewing this matter.

**C. Mr. Schreiber stated that Superior had not painted the fire hydrants designating the flow rates for those fire hydrants. He added that if they would provide discs designating the flow rates for the fire hydrants that he would assist in the installation process.**

**V. New Business**

- President Wozniak provided a price cost estimate from B Squared Custom Builders, LLC for window replacement and brick work for the Fire House. He emphasized that what needed to be done as soon as possible was the proposed work on the four windows totaling \$6,600. Chairman Dolan requested that this matter be discussed by the Board of Commissioners during their September 30<sup>th</sup> Budget meeting.

- President Wozniak next discussed a proposal from the Overhead Door Company of Reading, PA to replace the four overhead doors and two operators for \$11,265. President Wozniak stated that this proposed endeavor would be eligible for PEMA Grant funding and therefore would like to submit an application to PEMA that was due in a month. Chairman Dolan stated that this matter should be discussed by the Board of Commissioners prior to PEMA Grant submittal and suggested that it could be discussed at the September 30<sup>th</sup> Board of Commissioners' Budget meeting.
- Mr. Kachel emphasized that the problem with cars speeding on Farmington Avenue has gotten worse and more dangerous.
- It was noted that perhaps warning lights could be placed in front of the Fire House when Firefighting vehicles were coming or going.

**VI. Public Comment**

There was no Public Comment.

**VII. Executive Session**

President Wozniak moved that the Fire Committee go into Executive Session at 8:04 P.M. to discuss a personnel matter. Mr. Kachel seconded the motion. The motion was approved.

Ms. Spaide moved that the Fire Committee come out of Executive Session at 8:20 P.M. Mr. Kachel seconded the motion. The motion was approved.

**V. New Business (Continued)**

It was noted by the Fire Committee that a Firefighter had been cited for insubordination that would be further reviewed.

**VIII. Adjournment**

Ms. Spaide moved that the meeting be adjourned at 8:22 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,  
October 17, 2013**