

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

Members in attendance were Chairman Pete Dolan, Vice Chairman, William Marsden, Jeremy Wozniak, President, Renee Spaide, Keith Kachel and Jeff Levensgood, Fire Chief. Also in attendance were Martin Schreiber 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 September 19, 2013 meeting minutes be approved as submitted. The motion was seconded by Mr. Kachel. The motion was approved.

III. Report

A. Operational Report

Chief Levensgood provided the September 2013 Operational Report.

Highlights of this Report included the following:

- There were 3 calls in September and 66 for the year to date
- There was 1 structure fire
- There were 0 accidents with injuries
- There were 0 trash fires
- There was 1 automatic fire alarm
- There were 2 Fire Police only calls
- There were 0 vehicle fires
- Mutual aid was given 1 time
- Mutual aid was received 2 times
- There was 1 scratched call (e.g., Fire Police call)

Two municipalities were served in September. Time in service was 7 hours and 59 minutes and the total man hours were 23 hours and 2 minutes. Chief Levensgood stated that the new Tanker would begin providing service for the Sanitoga area. Chairman Dolan noted that this was an expansion of the existing service area for the Fire Company. Chief Levensgood added that a maximum of two Fire Company persons would be utilized if the Tanker was sent to the Sanitoga area.

B. Membership Report

Vice Chairman Marsden stated that there were no new members in September.

C. Treasurer's Report

The Treasurer's Report noted that the month end balance for September 30, 2013 for the Fire Company's Savings Account was \$5.11, the Checking Account was \$10,076.96, the Truck Fund was \$31,391.70 and the Property Fund was \$10,045.76. President Wozniak stated that the Savings Account balance would change as a result of the Fire Company's participation in a raffle. He stated that \$100 would be deposited into this Account. Chairman Dolan asked President Wozniak if the Fire Company

was compliant with the most recent rules and regulations regarding raffles. President Wozniak responded affirmatively.

D. Fire Fund Budget Update

Mr. Layne distributed copies of the September 30, 2013 Fire Fund Report. He stated that the Fire Fund Budget looked fairly solid as of September 30th but noted that there was an error in the insurance line item where \$3,892 should have been shown under period actual for 03-411-253 Property and Casualty as opposed to this amount being incorrectly placed in 03-411-352 Vehicle Insurance. He stated that he would have this correction made.

E. Fire Relief Fund

President Wozniak provided the Fire Relief Fund Report for September 2013. The Checking balance was \$13,272.03, the Money Market balance was \$74,404.30, the CD balance was \$53,561.85 and the total Relief assets were \$141,238.18.

IV. Old Business

A. Opticom Traffic Signal Preemption Equipment

Chairman Dolan stated that he felt fairly confident that the Township would provide adequate funding for the Fire Company to acquire Opticom Traffic Signal Preemption Equipment in 2014.

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

Chairman Dolan stated that the Ad Hoc Committee did meet at 6:30 P.M. this evening and would meet again at 6:30 P.M. on Monday, November 11, 2013. He stated that the Goodwill and Gilbertsville ambulance services entities would be interviewed that evening. He stated that following these interviews the Ad Hoc Committee would submit a recommendation for the Board of Commissioners for their review and possible action at their November 18, 2013 regular meeting.

V. New Business

- Ms. Spaide thanked the Fire Company for the fine service that they had provided during the recent Township Community Day event.
- President Wozniak asked that the Township provide funding for the windows that were discussed at the last meeting. He added that he had submitted the grant application for new garage doors and that it looks as if the grant will be approved. Chairman Dolan noted that the 2014 Budget would include funding for the proposed new windows.
- President Wozniak submitted the following amendments to the Fire Company By-Laws:
 1. The proposed amendment to Article 5 Section 1 would provide for the President, Vice President, Recording Secretary, Treasurer, Membership Secretary, Fire Chief and Fire Police Captain to be elected for two year terms. And, the appointed officers shall include a Deputy Fire Chief, an Assistant Chief, a Battalion Chief, a Fire Captain should

there be a need, a Chief Engineer, and up to three Assistant Engineers, as well as a Fire Police Lieutenant and Sergeant. After a brief discussion regarding this proposed amendment, Ms. Spaide made a motion to approve the proposed amendment to Article 5 Section 1 of the Fire Company By-Laws. Vice Chairman Marsden seconded the motion. The motion was approved.

2. Article 5 Section 10. a-b – Shall be elected by the company to a term concurrent to the Fire Chief and shall appoint a Lieutenant and Sergeant. Mr. Kachel made a motion to approve the proposed amendment to Article 5 Section 10. a-b. Ms. Spaide seconded the motion. The motion was approved.
3. Following a brief discussion regarding the proposed amendment to Article 5 Section 6.a, there was a consensus that this proposed amendment should be sent back to the By-Laws Committee for additional review.
4. Article 12 Section 2- Election of company officers and candidates to the Fire Committee shall take place the day of the November Company meeting. Voting hours shall start at 4:00 P.M. and continue until 8:00 P.M. Ms. Spaide moved that the proposed amendment to Article 12 Section 2 be approved. Mr. Kachel seconded the motion. The motion was approved.
 - Chief Levensgood stated that a proposed form that would be completed after Fire Company personnel checked an entity for carbon monoxide levels would be reviewed and refined to allow for its utilization by the Fire Company. Mr. Kachel recommended that the calibration date of the equipment utilized to check for carbon monoxide levels be provided on this proposed form.
 - President Wozniak thanked the Township for allowing the Fire Company to utilize the Administrative Office Building for two recent meetings. Chairman Dolan stated that the utilization of the building by the Fire Company had been acknowledged at a recent Board of Commissioners’

VI. Public Comment

Mr. Schreiber stated that the Fire Committee had been running a lot smoother than in past years. He complimented Chairman Dolan for his efforts to move items forward until they were completed. Ms. Spaide agreed with this assessment.

VII. Executive Session

There was no Executive Session.

V. New Business (Continued)

- President Wozniak stated that the Fire Company would distribute candy during Halloween at three locations in the Township.

- President Wozniak stated that the Fire Company was showing an overall profit as a result of a \$450 net profit on the address signs, \$300 profit for the raffle and funding from donations.
- It was noted that the Fire Company would be participating at the upcoming Boyertown and Pottstown Halloween Parades.
- Mr. Kachel stated that he was developing a fire prevention display identifying things in your house that may be unsafe.
- Chairman Dolan requested that Chief Levengood specify his 2014 work schedule, if possible, in order to help insure that he could attend the Fire Committee's regularly scheduled meetings.

VIII. Adjournment

Ms. Spaide moved that the meeting be adjourned at 8:35 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,
November 21, 2013**