

The regular meeting of the Upper Pottsgrove Township Fire Committee was held on Thursday, June 9, 2016. Members in attendance were Chairman Martin Schreiber, William Marsden, Don Raudenbush, Keith Kachel and Township Manager Carol R. Lewis. Absent from the meeting was Chief Jeff Levengood.

**Approval of Minutes** – A motion by W. Marsden, seconded by K. Kachel and unanimously carried to approve the minutes of May 12, 2016 with the correction to section 4A indicating that W. Marsden and M. Schreiber had abstained from the vote on the SOP's.

## **Reports**

- A. Operational Report** – The Board reviewed the Operational Report. They discussed the slashes and the fact that since they didn't start in January it is not reflective of the whole year. Overall though they like the look of the new report and the additional information that it shows.
- B. Membership Report** – One person was voted on ~ Jeffrey Levengood.
- C. Treasurer's Report** – D. Raudenbush reviewed the Treasurer's Report.
- D. Fire Fund Budget Update** – C. Lewis indicated that they would be working on the budget at next month's meeting.
- E. Fire Relief Report** – W. Marsden reported that the CD for the Fire Relief was asheeted. It was for over \$53,000. The bank says they have to go through the State to get the money back and the process could take three (3) to six (6) months. The CD was with Susquehanna which was taken over by BB & T and the account number was changed when it was shifted from one to the other. The CD technically had not even expired at the time it was asheeted. C. Lewis recommended that they work with Bill Bushnell from Representative Toepel's office as he can help accelerate the process.

## **Old Business**

- A. SOP's-** The Fire Company voted at their last meeting to keep the old SOP's for ninety (90) days with the caveat that they must make updates every thirty (30) days. A motion by C. Lewis seconded by K. Kachel and unanimously carried to approve this plan of action.
- B. Safety Committee** – The Board discussed the wearing of safety gear at all times. M. Schreiber will send a memo out to the Membership in regards to this matter.
- C. UTV** – The UTV is in and the grant is closed. A check will be needed for White Bear within the next six (6) weeks. The Board discussed the payment for the lights as half of it will come from the Township and half will come from the Relief. It was decided to submit two (2) separate checks.
- D. PEMA Grant** – This year's PEMA Grant has been closed out. For next year they are looking at two (2) gas meters and two (2) thermal imaging cameras. They would also like to purchase drive cams if there is any money left over.
- E. Fundraising** – M. Schreiber will have fundraising letter the middle of next week.
- F. Training** – Alex Zentmeyer is working on training for this week. The Board discussed the need for documentation. They are working on lining up a CPR/First Aid class for refresher.

**New Business**

M. Schreiber brought to the Board's attention that there was an ad in the paper for a garage. He suggested that it be put in the grass behind the current building. It is a 24' x 24' modular and could be used to store the UTV and other associated items. The Board also discussed the cost of raising the roof.

**Basketball hoops** – The Board discussed the fact that there was an issue with a basketball hoop in the street and a firetruck which impacted it. These items are not technically allowed in the street but if there are no complaints they are usually handled on a case by case basis. Addresses will be provided to the Township Manager to look into.

**Drug Testing** – The Board discussed using Home drug test kits for minor incidents such as the one mentioned above. C. Lewis recommended that a procedure be drafted outlining when this would be done and how it will be done. The Board discussed which items should be in that procedure.

**Maintenance** -The window in the women's bathroom is broken and needs to be repaired and the air conditioning in the meeting room is not working. C. Lewis will forward the quote from Eddinger's.

**Billing** –Billing is not done as Police Reports are needed. C. Lewis will provide Mary Goheen's contact information to D. Raudenbush so he can look into the matter.

**Executive Session** -The Board adjourned into Executive Session at 7:59 P.M. They reconvened at 8:16 P.M.

**Adjournment** - A motion by C. Lewis, seconded by K. Kachel and unanimously carried to adjourn the meeting at 8:17 P.M.

Respectfully Submitted:

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Carol R. Lewis, Township Manager