

The regular meeting of the Upper Pottsgrove Township Fire Committee was held on Thursday, July 14, 2016. Members in attendance were Chairman Martin Schreiber, William Marsden, Don Raudenbush, France Krazalkovich, Keith Kachel, Jeff Levengood and Township Manager Carol R. Lewis. Also present was Alex Zentmyer.

**Approval of Minutes** – Motion by K. Kachel seconded by W. Marsden and unanimously carried to approve the minutes of June 9, 2016 as presented. F. Krazalkovich abstained.

### **Reports**

- A. Operational Report** – The Operational Report was presented by J. Levengood. There were 14 calls for the month with 121 year to date.
- B. Membership Report** – Two new members were read but no votes were taken at this time.
- C. Treasurer’s Report** – The Treasurer’s Report is available in the packet.
- D. Fire Fund Budget Update** – We are ahead in collections. They discussed the purchase of dri spread, towels and flares. Flares will be purchased and split with the Police.
- E. Fire Relief Report** – W. Marsden presented the Fire Relief Financial Report. He reported that they got the money back from the bank.

### **Old Business**

- A. SOP’s-** A. Zentmeyer presented an SOP for the utility truck. The Board reviewed it. In the second paragraph they made a change from granting permission from any officer to granting permission by Fire Officer or Secretary of the Company. They also added that seatbelts must be worn when in use.
- B. Safety Committee** – A memo will be sent out to everybody that all gear must be worn when on a call. The Committee then discussed the use of flares when there is a gas spill.
- C. UTV** – Still waiting for the skid unit. Wild Boar is waiting for the blueprints for the tank. Should be in by the end of the month. A quote was faxed in and received for the UTV and utility for lights so everything can be done at one time.
- D. PEMA Grant** – The 2016 grant was closed out for the UTV. D. Raudenbush is getting prices for the 2017 grant.
- E. Fundraising** – They are waiting for the letter. Once it is approved it will be sent out to all the residents.
- F. Radios** – Delivery is anticipated at the end of August. The Board discussed whether they had budgeted for installation. They did not but there are other line items that could cover this expense.
- G. Training** – New videos were ordered for CPR and First Aid. There will be a radio class upcoming as well. The Board discussed basketball hoops in the road and shooter training. The Chief is looking into giving the Fire Company their old bullet proof vests. It was suggested that they have joint training with the Police.

### **New Business**

- A. Burn Ordinance** – The Board discussed the Burn Ordinance. In Chapter 122 they do allow for recreational use.

- B. **Fire Marshall Duties** – The Board discussed the Fire Marshall’s duties. It was suggested that he rejoin the Fire Company and they will waive his back dues. He also needs to turn in his background checks and clearances.
- C. **Budget** - The Board reviewed the budget presented by C. Lewis and discussed their upcoming needs.

**Executive Session** - The Board adjourned to Executive Session at 7:59 p.m. to discuss personnel. They reconvened at 8:11p.m.

**Adjournment** - Motion by C. Lewis seconded by K. Kachel and unanimously carried to adjourn the meeting at 8:12 p.m.

Respectfully Submitted:

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Carol R. Lewis, Township Manager