

The regular meeting of the Upper Pottsgrove Township Fire Committee was held on Thursday, May 11, 2017 at 7 p.m. Members in attendance were Chairman Martin Schreiber, William Marsden, Don Raudenbush, Tom Mattingly and Township Manager Carol R. Lewis. Also present was Keith Kachel.

Pledge – Those in attendance pledges allegiance to the flag.

Approval of Minutes –Motion by W. Marsden, seconded by T. Mattingly and unanimously carried to approve the minutes of the April 13, 2017, meeting as presented.

Reports

- A. Operational Report** – Report was provided by Chief Mattingly. There were 15 calls for the month and 105 YTD.
- B. Membership Report** – W. Marsden reported that one (1) member was accepted who is not a resident and action on another was tabled. K. Kachel feels there is a flaw with our background checks. A report came back with no history but there were summary offenses for which they were convicted. Someone, somewhere is not integrating the necessary reports. It was questioned if the Justice data base is not communicating with the State Police? No one is doing control number verification. D. Raudenbush stated we need to do more due diligence. Go to the District Justice Office and type in name to see if there are any docket numbers. M. Schreiber added K. Kachel to the Investigating Committee.
- C. Treasurer's Report** - D. Raudenbush reported that the President and Treasurer have ATM cards. They will be going to a purchase order system. A new policy was rolled out last night. Another Administration person needs to know or there needs to be two (2) signatures on the purchase order.
- D. Fire Fund** - P-cards were acquired for the President and the Chief Engineer. A bill list will be provided to the Treasurer prior to the Fire Committee meeting.
- E. Fire Relief** - They have people on accounts and checks can be signed. The Treasurer will meet with the former Treasurer; hopefully this weekend. There was a discussion regarding handwritten checks, computer checks and printers.

Old Business

- A. By-Laws** – M. Schreiber emailed concerns from one of the Commissioners. The chains of command need to be defined by a flow chart. The Chief feels the Fire Police fall under the Police on the scene but they do fall under the Fire Chief. K. Kachel entered Exhibit A, Law from Title 35. T. Mattingly questioned what the definition of a member in bad standing entails. It was discussed that it is someone who owes money, discipline, etc. A question was asked as to the length of time a member stays on the books if the dues are not paid. The annual dues are due by March 31st. There was discussion regarding inactive members coming back. They need to submit all clearances before they can get gear or participate, etc. W. Marsden will have them sign the background sheet and have the Investigating Committee review them. The Committee discussed what to be done if member don't pay their annual dues. Exceptions need to be spelled out such as active military. After March 31st if dues are not paid they would be considered a member in bad standing. If not paid by June 30th they would be gone and need to reapply.
- B. SOP's** – T. Mattingly advised he has been working on them and is making footnotes until the SOP's are done.

- C. Radios** – M. Schreiber reported that Bob Charlanza installed the radios for the police for \$100 per car. This price was cheaper than TRM.
- D. Training** - T. Mattingly advised there will be Air pack basketball on May 27, 2017 at the Gilbertsville Fire Company. There are four (4) members enrolled in classes at the Fire Academy. M. Schreiber has a list of in-house training.

New Business

- A. Tax Credit** – The Committee discussed Whipain’s Ordinance. They discussed the number of volunteers and how it may affect the General Fund. The State Fire Marshall will be rolling out a model ordinance. M. Schreiber stated the Board of Commissioners could do the requirements by Resolution which could be changed easily.
- B. Replacement of Fire Committee Member** – M. Schreiber reported that G. Harmansky filled out an application to fill the vacancy on the Fire Committee. The Board wants the position to be a resident.
- C. Billing** – There was discussion on whether the Township could bill out for accidents. They can. C. Lewis will be provided with the procedure and Fire Company letterhead.

There was no **Public Comment**.

Executive Session – The Board adjourned at 7:57 p.m. to discuss matters of personnel. They reconvened at 8:31 p.m. Motion by M. Schreiber seconded by W. Marsden and unanimously carried to send a letter to member A describing expectations and his actions.

The Fire Relief only has three (3) officers; need one. There was a discussion regarding getting a picnic table for out back so the neighbors don’t honk.

Garages – C. Lewis got some literature from B & B Pole. The cost for a 24’x32’ with two doors is \$8,000; this does not include any site work. The cost of the pad is approximately \$6,000 plus electricity to it, lights, key for doors and heat. The Fire Company is considering applying for a PEMA grant for next year the same as this year. C. Lewis pointed out that they still have to identify what they are using the funds for.

Adjournment – Motion by C. Lewis seconded by M. Schreiber and unanimously carried to adjourn the meeting at 8:40 pm.

Carol R. Lewis, Township Manager