

**Upper Pottsgrove Township
Fire Committee Meeting
April 25, 2013**

Members in attendance were Chairman Pete Dolan, Keith Kachel, Jeremy Wozniak, President, Bill Marsden. Renee Spaide and Jeff Levengood, Fire Chief, was absent. Also in attendance were Russell Noll, Dennis Elliott, Martin Schreiber, and Jack Layne, Township Manager.

It should be noted that the February 2013 Fire Committee meeting was cancelled due to a fire emergency occurring at the beginning of the meeting.

I. Call to Order

Chairman Dolan called the meeting to order at 7:00 P.M.

II. Approval of Minutes

It was noted that on page 3 of the Meeting Minutes under Miscellaneous Items the sign cost should have been stated as being \$700 and not \$7000. Mr. Marsden moved that the February 21, 2013 meeting minutes be approved as amended to denote the correction for the sign cost. The motion was seconded by Mr. Kachel. The motion was approved.

III. Report

A. Operational Report

President Wozniak provided the February and March 2013 Operational Reports.

Highlights of these Reports included the following:

- There was 1 call in February, 7 calls for March and 11 for the year to date
- There were 0 structure fires in February and March
- There were 0 accidents with injuries in February and 1 in March
- There were 0 trash fires in February and March
- There was 1 automatic fire alarm in February and 2 in March
- There were 0 Fire Police only calls in February and 1 in March
- There were 0 vehicle fires in February and March
- Mutual aid was given 0 times in February and 1 time in March
- Mutual aid was received 0 times in February and 2 times in March
- There were 0 scratched calls in February and March

One municipality was serviced in February and 2 in March. Time in service was 10 minutes and one second and the total man hours were 1.16 hours in February and 10 hours and 47 minutes and total man hours were 69.39 in March.

B. Membership Report

President Wozniak reported that there were no new members appointed to the Fire Company in February but that one junior and two firefighters had been approved in March with two being under investigation. It was noted that one of the new members was a Township resident.

C. Treasurer's Report

The Treasurer's Report noted that the month end balance for February 28, 2013 for the Fire Company's Savings Account was \$5.11, the Checking Account was \$9,999.84, the Truck Fund was \$41,373.16 and the Property Fund was \$10,033.98. The Auxiliary Savings Account month end balance was \$334.10 and the Auxiliary Checking Account month end balance was \$928.11. The Treasurer's Report noted that the month end balance for March 31, 2013 for the Fire Company's Savings Account was \$5.11, the Checking Account was \$9,240.41, the Truck Fund was \$41,376.67 and Property Fund was \$10,035.66. The Auxiliary Savings Account month end balance was \$334.13 and the Auxiliary Checking Account month end balance was \$612.16. Chairman Dolan asked why a donation was made for the Junior ROTC. President Wozniak stated that the Fire Company had voted to provide this donation and that the amount provided was funded by donations. Chairman Dolan asked why the Junior ROTC would be supported by the Fire Company when the Junior Fire Company did not support the Fire Company. President Wozniak stated that the funds raised from the recent Easter Egg Hunt would be listed in the next month's report.

D. Fire Fund Budget Update

Mr. Layne distributed copies of the March 31, 2013 Fire Fund Report. He noted that the projected tax revenue had been received as budgeted and that the Fire Fund Budget was sound. He stated that the \$5,000 that had been incorrectly designated for the Pumper payment had been placed in the Miscellaneous Line Item. Mr. Schreiber asked why the mileage reimbursement for Stanley Hildenbrand, Fire Marshal, had been deducted from the Fire Fund and not the General Fund since the Fire Marshal is appointed by the Board of Commissioners. Chairman Dolan stated that he did not see any real problem with this being done because the Fire Marshal was handling fire-related duties. Mr. Schreiber also asked what would occur if the Fire Marshal was not reappointed by the Board of Commissioners annually. Chairman Dolan stated that the Fire Marshal would continue to serve in that capacity until removed by the Board of Commissioners.

E. Fire Relief Fund

President Wozniak provided the Fire Relief Fund Report for March 2013. The Checking balance was \$23,293.49, the Money Market balance was \$119,369.31, the CD balance was \$53,485.46 and the total Relief assets were \$196,148.26. President Wozniak noted that the Golden SAB \$304.50 Check had been previously listed under checks not yet cleared.

IV. Old Business

A. Opticom Traffic Signal Preemption Equipment

There was discussion regarding the desire to have Opticom Traffic Signal Preemption Equipment placed at the State Road and State Route 100 Intersection. Although grant funding will be pursued, it was noted that

potential grant opportunities were limited. It was noted that the cost for providing the Opticom system would be approximately \$10,000 per intersection with additional vehicular unit costs being \$1,300. Mr. Kachel emphasized the life safety aspects and benefits of this proposed endeavor. Chairman Dolan stated that he would discuss this item at the next Board of Commissioners’

B. Proposal to provide reflective street signs in the Township

President Wozniak stated that a vendor had been lined up to provide the proposed street signs. Mr. Noll inquired as to what the cost for these signs would be for the residents, the policy and procedures and the guidelines for charging the residents. Chairman Dolan stated that the street signs should be visible from the street. Mr. Schreiber stated that this is more of an ambulance and police issue as opposed to a firefighting matter.

V. New Business

A. Miscellaneous Items

- President Wozniak stated that the Fire Committee had contacted a Broker to sale the old Tanker Fire Truck. He further stated that the second option would be to place this Tanker on the MuniBid List of items to be sold if the Broker was unsuccessful. He added that the Fire Company had voted to transfer up to \$30,000 to the Truck Fund to be used towards the \$75,000 purchase of a new Tanker Fire Truck from the North Coventry Fire Company. President Wozniak made a motion to request that the Fire Company be authorized to transfer \$30,000 from the Truck Fund to the VFRA to be placed back into the VFRA account. Mr. Kachel seconded this motion. The motion was approved.
- Mr. Schreiber asked how much surplus funding was available in the Fire Fund. Mr. Layne responded by providing the information that was provided in the March 31, 2013 Monthly Financial Update.
- The Fire Committee discussed the request to have additional ambulance firms, e.g., Gilbertsville, Boyertown, provide service to Township residents that live in close proximity to where these ambulance firms are located: Mr. Kachel emphasized that this was a request from a private resident and not from the Fire Company. Mr. Elliott stated that he had initiated this request. Mr. Kachel stated that if the Boyertown ambulance firm was utilized that the Berks County 911 Office would be contacted to make the referral, which would significantly increase the response time for an emergency call. Following additional discussion on this matter, Mr. Kachel recommended that Gilbertsville be utilized as opposed to Boyertown. President Wozniak stated that he had been informed that the Township had an existing agreement with Goodwill. Mr. Layne stated that he would investigate this matter and follow-up with the Fire Committee. Chairman Dolan stated that he might

request that the Board of Commissioners establish an Ad Hoc Committee to review and resolve this issue.

- The Fire Committee discussed a proposed Fire Marshal Job Description: The Committee reviewed the proposed Fire Marshal Job Description. Mr. Schreiber requested that the Fire Marshal be mandated to have a physical examination prior to be approved to serve in this position. Following additional discussion on this issue, Chairman Dolan stated that he would further review this proposed Job Description.
- President Wozniak stated that there were four proposed By-Laws that he would like to present to the Committee. Following a brief discussion on this matter, Mr. Kachel moved that the public reading of these proposed By-Laws be waived and that they would be submitted to the Fire Committee for adoption. Mr. Marsden seconded this motion. The motion was approved.

VI. Public Comment

Mr. Noll asked how much funding was remaining in the Fire Company's Property Fund. President Wozniak informed him that there was approximately \$10,000 remaining and that the funding had been donated by the late Mr. Trainer. Mr. Wozniak stated that the intent of this funding was for a larger purchase in the future.

Mr. Noll then stated that Henry and Grace Bealer had requested that he inform the Fire Company that they had recently subdivided their property on Farmington Avenue. He stated that their first choice was that the portion of their property that had been subdivided would be procured by the Fire Company for the construction of a new facility. He added that this proposed land area consisted of approximately two acres. President Wozniak and Mr. Kachel stated that there was interest in reviewing this proposal and that they would discuss this matter with the Fire Company.

VII. Executive Session

The Committee moved into an Executive Session to discuss personnel matters.

VIII. New Business (cont.)

The Committee came out of Executive Session at 9:44 P.M. to possibly take action on the items discussed during this Session. Following a brief discussion, President Wozniak moved that Russell Smith be expelled from the Upper Pottsgrove Township Fire Company and that he would not be permitted to be on Township property. Mr. Kachel seconded this motion. The motion was approved.

Mr. Marsden made a motion that Wesley Howell be expelled from the Upper Pottsgrove Township Fire Company and that he would not be permitted to be on Township property. Mr. Kachel seconded this motion. The motion was approved.

IX. Adjournment

Mr. Kachel moved that the meeting be adjourned at 9:45 P.M. Mr. Marsden 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,
May 16, 2013**