

**HEMPFIELD TOWNSHIP BUREAU OF FIRE
MONTHLY MEETING
OCTOBER 3, 2017
7:00 PM**

1. CALL TO ORDER AND PLEDGE TO THE FLAG

The regularly scheduled meeting of the Hempfield Township Bureau of Fire was called to order at 7:00 p.m. by Mr. Bruce Beitel.

Committee Members Present:	Mr. Bruce Beitel	Mr. Shaun Teacher
	Mr. John Storey	Mr. Anthony Marquis
	Mr. Greg Saunders	Ms. Amber Werner
	Mr. Don Thoma	Mr. Andrew Walz

Staff Present: Mrs. Denise Rosak

2. CITIZENS COMMENTS:

- a. **Tom Kline** – Mr. Kline of 511 Westland Drive, Greensburg, Fire Chief of the Hempfield #2 Volunteer Fire Department, read the following letter into the record, “We, the members of Hempfield #2, have retained an attorney to help to aid and assist us with the process of joining the Bureau of Fire one hundred percent. After speaking with our attorney and several members of different organizations in the Township, we feel that it would be best if a consultant was hired to help us out in this process with the three different committees – The Chiefs’ Association, The Bureau of Fire, and the Supervisors. This way maybe things would go a little bit quicker with the other departments coming on board. That way they wouldn’t feel slighted and make sure everything is done fairly.”

3. APPROVAL OF MINUTES -- None

4. FINANCIAL REPORT

The attached financial report entitled “FY 2017-YTD Through October 3, 2017” was reviewed at the work session last Thursday, September 28th, 2017.

5. TRAINING

Mr. Teacher commented on the following training schedule:

- a. **Firefighter Survival Class – October 7 & 8, 8:30 a.m. to 4:30 p.m. – HEMA Building** – Mr. Teacher advised that as of this date there are only two (2) individuals registered for this class. A determination will be made on Thursday, October 5th, 2017 whether or not to have the classes. At least more than five (5) individuals must be registered in order to conduct the class. He encouraged any interested in participating to visit Hempfield Parks & Recreation’s website under Public Safety to register for the class.

- b. **Tanker Water Supply – October 21 & 22, 8:30 a.m. to 4:30 p.m. – HEMA Building** – Mr. Teacher advised that interested individuals **are not** required to belong to a company that has a tanker vehicle.
- c. **Fire Bureau Monthly Training – Solar Panel Awareness – October 24th, 6:30 p.m. – HEMA Building** – Mr. Teacher advised that Bureau of Fire’s monthly training will be in the Hempfield Municipal Building due to the fact that the HEMA Building is being used for the Essentials Program.
- d. **Essentials of Firefighting – October 17, 19, 24 & 26 – HEMA Building** – Mr. Teacher advised that the first class will be the Intro to the Fire Service which is a sixteen (16) hour course. He said that this will be the first program to be registered through the Recruit and Retention Grant.
- e. **2017 Essentials of Firefighting Graduate Presentation** – Mr. Teacher acknowledged the graduates of the 2017 Essentials of Firefighting and presented each individual with a certificate and a package of recognition from the Township. He said that these graduates put in almost 200 hours of their time and effort for the class. The Bureau of Fire’s recognition package includes items that it felt would be of benefit to the interior firefighter -- rescue gloves, fire safety glasses, linesman pliers, 11-way screwdriver, flashlight, etc. Mr. Teacher and Mr. Beitel said that the Bureau of Fire appreciates the time that the graduates dedicated to accomplish the training.

Graduates of 2017 Essentials of Firefighting		
In Attendance to Receive Certificate and Safety Package:		
Bryan Zywith	Thomas Doran	Madisyn Kush
Jacob Garris	Patrick Bittens	
Absent from Meeting:		
Aaron Dominick	Carl Ricketson	Molly Lukacs
Cameron Hutchinson	Ashley Lucas	Joe McLane

A group photo was taken of those graduates in attendance.

- f. **Training Committee Meeting – Sunday, October 8th, 2017, 5 p.m. – HEMA Building** – Mr. Teacher commented that this Sunday at 5 p.m. there will be a training committee meeting that will be in the HEMA building upon the completion of the Firefighter Survival class. The purpose of the meeting is to prepare the training schedule for next year. The meeting is open to everyone, not just those individuals that may be on a committee.

6. RECRUITMENT AND RETENTION

- a. **Recruitment and Retention** – Mr. Walz advised that the Township received more clarification on how the recruitment and retention grant works through FEMA. He said a meeting is scheduled with the Community College, which will be assisting the Township with some tracking of the county-wide grant and rosters. He stressed that the important thing is going to be determining the rosters for the sixty (60) participating departments as of either August 31st verses September 1st, when the grant was awarded. He also said tracking the levels of training and achievements from that point forward to unlock the certain benefits moving forth from that time period is very important.

- b. **Wellness Check Program – Saturday, October 21, 2017, 6:30 a.m. to 9:30 a.m. – Hempfield Township Municipal Building** – Mr. Walz said that once again the Township, in partnership with Excelsa Health, and the Bureau of Fire will be covering the costs for the firefighters participating in the Wellness Check Program. Just like last year, family members are also welcome to attend and the price for their different services that they will have to pay will be listed. He added that the committee will be meeting following the conclusion of this evening’s Bureau of Fire meeting.

7. SAFETY/OPERATING GUIDELINES

Mr. Storey advised the committee is still working on the current policies and that it is hopeful to have some updates to distribute at next month’s meeting.

8. EQUIPMENT/FLEET

- a. **Quint Project** – Mr. Thoma said that the committee is still in the process of reviewing the trucks and specs in order to make a recommendation to the Board of Supervisors as soon as possible.
- b. **Communications Committee** – Mr. Thoma advised that he would be at the Chiefs’ meeting, Wednesday, October 4th, 2017 to encourage members for the Communications Committee to discuss radios.

9. BUILDING AND GROUNDS

- a. **Fall Preventative Maintenance Program** – Mr. Storey said the Township currently finished up the fall preventative maintenance program for the fire companies that have generators, as well as the HVAC’s for the fall. The generator load testing and everything is in the process of being scheduled. In addition, he advised that there are two (2) items underway for repairs at Hempfield #2, boiler repairs, and High Park, roof repairs.
- b. **Compliance with Fire Code** – Mr. Storey said that it was discussed briefly at the work session meeting about getting the various companies up to date with the fire code. The Township will be scheduling some of that work relative to maintenance issue. Common violations being seen at the fires station are general housekeeping type items such as maintaining at least 24” down from the ceiling in all storage areas, making sure there is a clear pathway to all panel boxes, entrances, and exits, etc. It is imperative that the fire companies are in compliance with the fire code the same as is being required throughout the rest of the facilities throughout the Township. Mr. Storey said the maintenance issues will be handled by the Township. However, the general housekeeping concerns must be addressed by the responsible parties at the fire departments.

10. ITEMS FOR ACTION – None

11. OLD BUSINESS -- None

12. NEW BUSINESS:

- a. **Hempfield #2 Fire Chief Kline’s Comments and Consultant** – In response to Mr. Kline’s comments, Mr. Walz said that the Township has actually been in discussions with a consultant and it’s been discussed at the Supervisors’ August work session. He advised that he would pass the letter of request from the Hempfield #2 Volunteer Fire Station onto the Board of Supervisors.

13. COMMITTEE COMMENTS:

- a. **Chief Don Thoma** – None.
- b. **Amber Werner** – Ms. Werner advised that there is a Fire Prevention Program on Saturday, October 7th, 2017 at 9 a.m. at Home Depot in Pittsburgh. She said the anyone is welcome to attend.
- c. **Andrew Walz**— None.
- d. **Chief Greg Saunders** – Mr. Saunders asked for clarification on whether or not the Bureau of Fire was actively recruiting people and fire companies to merge. Mr. Walz responded that at the last work session it was discussed how somebody would be able to do just that and then prior to this evening, Hempfield #2 had approached the Township and asked what all would be involved. Was the Bureau actively recruiting them, Mr. Walz said no. However, he said the Township was approached by Hempfield #2 inquiring about the benefits to belonging. Mr. Beitel added that the Township has been very clear since almost 2 years ago about its long-range plans and what that would include.
- e. **Anthony Marquis** – None.
- f. **John Storey** – Mr. Storey congratulated the graduates of the Essentials of Firefighting course. He said he believes it's a very big step at the start of anyone's career and he looks forward to working more with them in the future. In another matter, Mr. Storey reminded everyone that Sunday, October 8th, 2017 is the National Fallen Firefighters Memorial Week in Emmitsburg, Maryland. He advised that there will be an email forthcoming about some things that we can do in our communities to honor our fallen firefighters.
- g. **Sean Teacher** – Mr. Teacher reminded everyone that the Essentials of Firefighting program is broken up into four (4) modules so that the attendees do not have to make the entire 200 hours at one time. The first 16 hour module, he said, is already listed on the Hempfield Parks & Recreation's website for registration. Mr. Teacher stressed the importance of interested individuals signing up as soon as possible in order to get a count.
- h. **Public Safety Director Bruce Beitel** – Mr. Beitel advised that Fire Prevention Day is next Tuesday, October 10th, 2017 at Westmoreland Mall. Any help that anybody can give, he said, would be appreciated. Set up will start at 4 p.m.

14. ADJOURNMENT

Greg Saunders made a motion to adjourn the meeting. Chairman Bruce Beitel adjourned the regular monthly meeting of the Hempfield Township Bureau of Fire at 7:22 p.m.

Chairman