

HEMPFIELD TOWNSHIP BUREAU OF FIRE MONTHLY MEETING

NOVEMBER 7, 2017
7:00 PM

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

Staff Present: Ms. Anna Riddle

1. **CALL TO ORDER AND PLEDGE TO THE FLAG:** The monthly meeting of the Hempfield Township Bureau of Fire, held at the Hempfield Township Municipal Building, was called to order at 7:00 p.m. by Chairman Bruce Beitel.
2. **CITIZENS COMMENTS:** None.
3. **APPROVAL OF MINUTES:** Mr. Teacher made a motion, seconded by Mr. Storey, to approve the October 3, 2017 meeting minutes as presented. Vote: 7 – 0. Motion carried.
4. **FINANCIAL REPORT:** None.
5. **TRAINING:**
 - a. **Fall Essentials Update, Mr. Teacher** - Mr. Teacher stated the Fall Essentials Intro to Fire Service is complete. Fire Grounds Support has twelve (12) registered candidates and training will continue Tuesday, Thursday and two (2) Sundays in a row until the 19th of the month.
 - b. **Training Committee Update, Mr. Teacher** - The Training Committee has come up with a very aggressive training schedule for next year and is currently working on prioritizing and finalizing this schedule. Last week Mr. Teacher was given a request to bring a Flashover Simulator to the Township and he is working with the State Fire Academy to bring that in next year as well. The Training Committee meeting will be set and the date will be announced at a later time.
6. **RECRUITMENT AND RETENTION:**
 - a. **911 Enterprise Marketing Group, Mr. Beitel** – Mr. Beitel stated that 911 Enterprise Marketing Group has been retained by the Township Supervisors as a Marketing Coordinator for the SAFER Grant.
 - b. **Program Coordinator Update, Mr. Beitel** – Mr. Beitel stated that the grant funds a four (4) year temporary position of a Grant/Training Program Coordinator. The Township has advertised this position and is currently seeking applications. The applications will be accepted through November 13th. This individual will work to coordinate training in the Township as well as the SAFER Training Program.

7. SAFETY/OPERATING GUIDELINES:

- a. **Update on the SOG Committee, Mr. Storey** – Mr. Storey stated that a meeting was held this past Sunday. The Committee went over three (3) SOP's to be distributed prior to the next Works Session. The next SOG Committee meeting will be the first Sunday of the month at 4:00 p.m. at the Township Building.

8. EQUIPMENT/FLEET:

- a. **Update on the Rescue Pumper Equipment List, Mr. Storey** – Mr. Storey stated the Rescue Pumper Equipment List is still a work in progress. He apologized for the delay.
- b. **Update on Quint Project, Chief Thoma** – Mr. Thoma stated that he believed that the Quint Committee is ready to make a recommendation and it will be considered under the "Items for Action" on this agenda. Mr. Beitel added that at their meeting, the Committee had narrowed it to two (2) vendors, which was a split decision amongst the Committee, but those vendors will now be referred on to the Supervisors. Mr. Beitel also wanted to point out that Mr. Saunders shows concerns for the single-axle and 105 foot length, for the record.
- c. **Gas Meter Project Update, Mr. Beitel** - Mr. Beitel stated that a Committee of Mr. Storey, Mr. Teacher, and Mr. Wolford was formed to choose a Gas Meter. The decision was reached to order the Altair 4X MSA units set for 3-gas. The meters should be delivered in in about fourteen (14) days. He added that all the current meters in use were reviewed; and based on the need for calibrations, strict expiration dates, cost, and the desire to put a basic meter in the hands of every department, the decision for this meter was made.
- d. **Radio Committee, Chief Thoma** – Mr. Thoma added an update on the Radio Committee; they have taken on the task of reviewing and making recommendations for the purchase of minitors. He also stated he would request an update from the Health and Medical Committee for the next Works Session.

9. BUILDING AND GROUNDS:

- a. **Building Generator Service, Mr. Storey** – Mr. Storey stated the generator service is to be completed next week. The final schedule will be passed on once it is finalized. The service will be much more extensive than the Spring service was.
- b. **Fire Inspection Repairs, Mr. Storey** – Mr. Storey stated there is one (1) final station still awaiting inspection. The list will be reviewed and the contractor has been notified that repairs are to be started soon.
- c. **HVAC Annual Maintenance, Mr. Storey** - The annual maintenance has been completed. There were several issues that arose after the completion. Everything was serviced and operating at the time the report was completed; however now that temperatures have dropped it has become evident some of the older equipment is starting to fail. Luxor social hall is currently without heat and that issue is going to be addressed, as well as some other issues. Also, Mr. Storey added that he is aware there are some nagging repair issues at some of the fire houses. The issues are not being ignored, they will be handled; there are just many costly repairs that have been on-going issues for so long that everything cannot be tacked at once.

10. ITEMS FOR ACTION:

- a. **Consideration to approve the recommendation of the Quint Committee for the apparatus from Ferrara and 4Guys** – Mr. Thoma made a motion, seconded by Mr. Teacher, to approve the recommendation. Vote: 5 – Yes (Beitel, Teacher, Storey, Thoma, Werner), 2 – No (Saunders, Marquis). Motion carried.

11. OLD BUSINESS:

- a. **Update on Request for Service/Maintenance/Supplies, Mr. Beitel** - Mr. Beitel stated that there was a draft copy of an e-form for requests for service, maintenance, and supplies, and training that was circulated at the meeting this evening. The goal is to place the form on the website and make it accessible and easy to get the requests in and to the right person. The process will need refined and suggestions are welcome.
- b. **Fire Service Consultant Approval, Mr. Beitel** - Mr. Beitel stated there was a request from Chief Kline (Hempfield #2 Company) last month as well as a request for a consultant. The Township did retain the services of a consultant at the last Township meeting, and things will begin to move forward with their services.

12. NEW BUSINESS:

Mr. Teacher advised that the Training Committee Meeting will be on the 19th at 5:30 p.m., and November 12th at 9:00 a.m. would be Hazmat Awareness at Fort Allen Fire Station. In addition, he reminded everyone that all training should be facilitated through him and not on an individual basis. Going forward, any training not requested through Mr. Teacher will not be paid for or covered by the Township. He can be reached at fire.training@hempfieldtp.org. Mr. Beitel added that he would like to see the SOG Committee establish a policy regarding requests and procedures for training. He also wanted to add that the Bureau, along with the County, has narrowed down a department-wide, master station number. In conjunction with that, they have begun looking at an overall Township response and deployment mapping. There are some draft copies in the works with the County that are going to be reviewed in the Works Sessions and input is welcome on this topic as well. He stated he would like to see some of this completed by the end of the year. Ms. Riddle inquired about Knox Box applications, prompted by a phone call from a business owner that was filling out the application. She asked for clarification on what applicants should be using as the responding department and was informed by Mr. Beitel that there is one master key-code number under the Hempfield Bureau of Fire and that is the correct department for businesses to choose on that application.

13. COMMITTEE COMMENTS:

Mr. Storey asked that everyone please review the SOP's and provide feedback on them. He thanked the Essentials candidates for attending the meeting. Mr. Teacher stated he hoped people were reviewing their training records. He stated that the grant was going to provide many opportunities for everyone and he would be happy to assist with anyone's training needs. Mr. Thoma stated that he feels that there is a need for engagement and better communication with the Bureau and the departments. Mr. Teacher agreed that there is a lack of communication and would like to see members sign off on correspondence so everyone is acknowledging they have read it. Mr. Beitel said he knows that information is not getting out there, but it is not for a lack of trying. The Bureau still does not have contact information for a large number of members (only 70 response surveys were received out of 254). He encouraged attendance at the Bureau of Fire meetings and added that they are trying to get the information out there in as many ways as possible. Mr. Storey feels there is a need for improvement, but agreed that the Bureau only has limited resources to pass the information on to.

14. ADJOURNMENT: Meeting adjourned at 7:38 p.m.