

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

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

Staff Present:                              Mrs. Callie Krueger

**1. CALL TO ORDER AND PLEDGE TO THE FLAG**

The regular 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 Mr. Bruce Beitel.

**2. CITIZENS COMMENTS**

1. Miles Webb – 881 Dogwood Lane, Greensburg. Mr. Webb questioned the procedures of the purchasing policy. He had concerns regarding how this policy will be addressed. Mr. Beitel noted that the purchasing policy would be addressed during this meeting and discussed the processes which the policy will put in to place. It was also noted that individual stations making purchases on their own will be responsible for payment and maintenance of the equipment and this equipment must be maintained to the same standard as all other equipment.

**3. APPROVAL OF MINUTES**

**January 3, 2017 Meeting**

There are two corrections which need to be made to the minutes for approval. The first item is for the nomination of the Vice Chairman, the minutes say that Mr. Storey made the motion; however it was Mr. Wolford. The second item is “Item 10” in the minutes, one of the words is misspelled – it should read “an attack”. Mr. Wolford made a motion, seconded by Ms. Werner to approve the minutes from January 3<sup>rd</sup>, with the listed corrections. Vote: 8-0. Motion carried.

**4. FINANCIAL REPORT - NONE**

There is no financial report for this month. Mr. Beitel stated that future months’ reports will provide year to date for all fire budget spending, provided monthly.

**5. TRAINING**

Mr. Teacher noted that the training schedule has been published. There will be additional fire training which will be published in the near future. Mr. Beitel commented that there will be a training offered on the fourth Tuesday of February, “Scene Preservation for the First Responder.” Mr. Teacher also stated that there will be trainings offered every fourth Tuesday of every month. The Essentials Program started on Tuesday February 7<sup>th</sup>, 2017. There are 33 students enrolled.

**6. RECRUITMENT AND RETENTION**

Mr. Wolford discussed the ongoing process of working to find incentives for recruitment and retention.

## **7. SAFETY/OPERATING GUIDELINES**

Mr. Storey was not present. There was no update.

## **8. EQUIPMENT/FLEET**

Mr. Thoma noted that the comments made last month regarding the quint equipment list were taken back to the committee and they've come up with a final draft which was submitted on Friday.

## **9. BUILDING AND GROUNDS - NONE**

## **10. ITEMS FOR ACTION**

- a. **Consideration to Approve the Quint Apparatus Equipment List in Attachment 'A' as Provided from the Equipment Committee** – Mr. Walz made a motion, seconded by Mr. Teacher to approve the Quint Apparatus Equipment List in Attachment 'A'. Vote: 7-1 (Saunders) Motion carried.
- b. **Consideration to Approve the Spring 2017 Training Schedule** – Mr. Wolford made a motion, seconded by Ms. Werner to approve the Spring 2017 Training Schedule. Vote: 8-0. Motion carried.
- c. **Consideration to Authorize the Public Safety Director to Send A Letter Requesting a Roster of Members that have responded to a Minimum of 10% of Fire Calls for the 2016 Calendar Year** – Mr. Saunders made a motion, seconded by Mr. Wolford to authorize the Public Safety Director to send a letter requesting a roster of the members that have responded to a minimum of 10% of fire calls for the 2016 calendar year. Vote: 8-0. Motion carried.
- d. **Consideration to Approve a Ride along Request for Thomas Carnahan to Participate in a Training/Recruit Weekend with the Monroeville Fire Department** – Ms. Werner made a motion, seconded by Mr. Saunders to approve a ride along request for Thomas Carnahan to participate in a training/recruit weekend with the Monroeville Fire Department. Vote: 8-0. Motion carried.
- e. **Consideration to Approve Policies Previously Adopted by the Board of Supervisors to the Firefighters Safety Manual.**
  1. **Fuel Policy**
  2. **Knox Box Policy**
  3. **Sexual Harassment Policy**
  4. **Application for Membership Policy**
  5. **Apparatus Operators Policy**
  6. **Safety Vest Policy**
  7. **Seat Belt Policy**
  8. **Apparatus Response Policy**
  9. **Backing of Apparatus Policy**
  10. **Fire Apparatus Accident Reporting Policy**
  11. **Cell Phone/Camera Use Electronic Communication Policy**
  12. **Firefighter Injury Reporting Policy**

Mr. Saunders made a motion seconded by Mr. Wolford to approve the policies previously adopted by the Board of Supervisors to the Firefighters Safety Manual. Vote: 8-0. Motion carried. It was noted that these policies are the standard for all fire departments, not to be superseded by their own policies.

**f. Consideration to Sponsor the Recruitment/Retention Grant that the Community Foundation was Working On.** – Mr. Beitel discussed the grant which was headed by the County through the Community Foundation to give incentives for recruitment and retention. Hempfield Township is the only agency which has stepped forward to be a sponsoring agency. Mr. Saunders made a motion, seconded by Mr. Wolford to sponsor the recruitment/retention grant. Vote: 8-0. Motion carried.

**g. Consideration to Approve a Purchasing Policy.**

There was a discussion held regarding the purchasing policy including fundraising and maintenance of vehicles and a standardization between all departments. Mr. Walz made a motion, seconded by Mr. Wolford to approve the purchasing policy. Vote: 8-0. Motion carried.

***11. OLD BUSINESS – NONE***

***12. NEW BUSINESS***

Mr. Beitel addressed the issue of getting lists out sooner to the committee so that they have time to review before the meeting. The agenda will be done by Friday before the meeting, and the information for the work session would be available to the committee for the Monday before the work session meeting.

Mr. Teacher requested that the Rescue Tool Committee be addressed and assigned a Chair. Mr. Saunders and Mr. Wolford will get the Rescue Tool Committee up and running.

***13. COMMITTEE COMMENTS***

Mr. Walz requested that a letter be sent asking for rosters, purchasing priorities, and who to send official notification to for each department for accountability.

Mr. Wolford asked if there are any plans for future funding of the Bureau of Fire in light of the state requiring the Township to have its own Police Department. Mr. Walz responded that it will not affect the Bureau of Fire.

Mr. Marquis asked that a breakdown of all committees and those members be published. Ms. Werner suggested that the Bureau of Fire Committee should be included on the correspondence within those sub-committees.

***14. ADJOURNMENT***

The regularly scheduled monthly meeting of the Hempfield Township Bureau of Fire was adjourned at 7:40 p.m. with a motion made by Mr. Teacher and seconded by Mr. Beitel.

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CHAIRMAN