

HEMPFIELD TOWNSHIP BUREAU OF FIRE MONTHLY MEETING

MARCH 7, 2017
7:00 PM

Members Present: Mr. Bruce Beitel Ms. Amber Werner
Mr. John Storey Mr. Greg Saunders
Mr. Mike Wolford 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:** The following citizens spoke during the meeting:
 - **Bob Cammarata** of 143 Tippecanoe Drive, Greensburg stated that he is a member of the Fort Allen V.F.D. He spoke regarding controversy over correspondence that was circulated among the fire departments regarding training and recruitment.
 - **Mr. Mike Errett** of 139 White Church Lane, Greensburg also spoke about his disappointment with members of the Board and their responses to the aforementioned training and recruitment concern.
3. **APPROVAL OF MINUTES:** None.
4. **FINANCIAL REPORT:** There was nothing additional to the report given at the Work Session.
5. **TRAINING:**
 - a. **Update from Training Officer, Mr. Teacher** - Mr. Teacher stated that the training schedule is out for registration. He added that West Point added a First Aid/CPR course for next Tuesday. The limit for the class is ten (10), but he stated that if a station has expiring members and they need the class, a class can be scheduled at that station to include all of those members.
6. **RECRUITMENT AND RETENTION:**
 - a. **Update from Mr. Walz, Recruitment Committee** – Mr. Beitel stated that Mr. Walz is the Chairman of this Committee and is not in attendance this evening. He added that Mr. Walz asked him to give an update that there was a committee meeting after the March Fire Chief meeting and they are working to partner with the school district on assemblies, an EMS club, and a Junior Firefighting Program to recruit new members. It is also a priority to get the

Township Fire Bureau website up and running. Lastly, the Township is looking to partner with other agencies in the County to obtain a grant for volunteer recruitment and retention. The grant has been submitted and we are awaiting an outcome.

7. SAFETY/OPERATING GUIDELINES:

- a. **Update from Safety Officer, Mr. Storey** – Mr. Storey stated that twenty-two (22) policies are in progress. The policy number, name, section, status, and date of action were listed in the agenda for viewing. Thirteen (13) of the policies are being prepared for distribution by administrative staff at the Township. Once finalized, they will be distributed to the local fire companies so they have a working copy with a revision sheet that will be accessible to everyone. There are also three (3) policies that are currently under review by the Township Solicitor. Once they are reviewed by the Solicitor and Board of the Bureau of Fire, they will be distributed to the Chiefs' Board, any changes needed will be made and then they will be forwarded on to the Board of Supervisors. In addition, Mr. Storey stated he formed a S.O.P. Committee and they met for the first time on Sunday. The Committee includes Ricky Manley, Jake Garris, Jeremy Gamble, Steven Zyvith, John Howell, and Kristin Kuchar. The Committee will be moving forward with various additional Standard Operating Policies. There are approximately eight (8) in Committee development at this time. They are reviewing approximately four (4) of them, and developing an additional three (3). Mr. Storey then verbally went over the outline for development of new Standard Operating Policies, which was included as an attachment in the meeting agenda (see Attachment "A"). He added that if there is anyone that would like to review the various policies, he could be more than happy to discuss them.

8. EQUIPMENT/FLEET:

- a. **Update from Equipment Committee, Chief Thoma** – Chief Thoma stated that the first draft was sent out a rough first draft of the Rescue Pumper Equipment to the Committee. He added Chief Kline was added to the Equipment Committee, as requested. Chief Thoma stated that it is a large list and they are hoping to have an in-person meeting soon after all members have had a chance to review the list and the decision will be brought back to the Board. He added that the Committee and several members of the Board had finished one (1) of three (3) demos for a thermal-imaging camera. A final decision was made and forwarded to the Chairman for review and discussion at the next Work Session.
- b. **Update from Equipment Committee, M. Saunders** – Mr. Saunders provided an update on the Rescue-Tool Sub-Committee. He stated there was one committee meeting in which various tools available on the market were discussed. He stated that due to the many differences in hydraulic tools and battery tools, the decision was made to select the various tools one at a time. A demo was scheduled for Saturday, February 25th, however it was cancelled because a tool manufacturer was not able to attend. The committee plans to hold off decisions until members are able to handle the tools themselves after they re-schedule the demo day.

9. BUILDING AND GROUNDS: No updates.

10. ITEMS FOR ACTION: None.

11. OLD BUSINESS: None.

12. NEW BUSINESS: Mr. Teacher introduced thirty-one (31) students enrolled in the Essentials of Firefighting training course. He stated that to have that many people in the class was very commendable. Mr. Beitel thanked them all for taking the time to attend.

13. COMMITTEE COMMENTS:

- **Mr. Thoma** stated he had nothing additional to add.
- **Mr. Saunders** took the opportunity to mention the four (4) winners of the 2016-2017 Westmoreland County Fire Chiefs' Association Poster and Essay Contest. The winners were: Jack Guy, Maximilian Marcieski, Hunter Cemuska, and Sadie Kuhns. He commended their efforts.
- **Mr. Wolford** added that the Bureau and firefighters need to work together in order to benefit the community.
- **Mr. Storey** stated he appreciated the turnout at the meeting and looked forward to seeing more attendance at future meetings.
- **Mr. Beitel** agreed with Mr. Storey and reminded everyone that the majority of the discussion occurs at the Work Session and this meeting is to move those decisions along through a formal voting process. He encouraged attendance at the Works Sessions which occur on the third Thursday of the month. There is no citizen comment or feedback at those sessions, but there is much more discussion on items at that time. He added that correspondence was also received from the Fire Chiefs' Association, which will be taken to the next Work Session for discussion.

14. ADJOURNMENT: The regular meeting of the Hempfield Township Bureau of Fire was adjourned at 7:17 p.m. by Chairman Bruce Beitel.

CHAIRMAN

Hempfield Bureau of Fire

Standard Operating Policy Development Outline

Action Number	Action Item	Area of Responsibility
1	Identification of needs	SOP Committee
2	Development	SOP - Sub Committee
3	Review	SOP Committee
4	Distribution	HBF Board
5	Comment Period	Public
6	Review	SOP Committee
7	Adoption	HBF Board
8	Review/Comment	Chiefs Board
9	Review	HBF Board
10	Final Adoption	Board of Supervisors
11	Final Distribution	Township Staff
12	Revision	SOP Committee

