

**HEMPFIELD TOWNSHIP BUREAU OF FIRE  
MONTHLY MEETING  
OCTOBER 2, 2018  
7:00 PM**

Committee Members Present:      Mr. Anthony Kovacic                      Mr. Greg Saunders  
   Ms. Amber Werner                      Mr. Anthony Marquis  
   Mr. Don Thoma                              Mr. Ricky Manley

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 Chairman, Anthony Marquis.

**2. CITIZENS COMMENTS - *NONE***

**3. APPROVAL OF MINUTES**

**a. September 4, 2018** – Ms. Werner made a motion, seconded by Mr. Thoma to approve the September 4, 2018 meeting minutes. Vote: 6-0. Motion carried.

**4. FINANCIAL REPORT – *SEE ATTACHED***

Ms. Werner asked Mr. Kovacic to clarify what is in the “Materials and Supplies” section since the numbers have such a large range. Mr. Kovacic stated that this is more of a general category that acts as a “catch-all” for charges that may not fit a specific category. Mr. Manley made a motion, seconded by Mr. Saunders, to approve the Financial Report. Vote: 6-0. Motion carried.

**5. TOWNSHIP UPDATE**

**a. Drug and Alcohol Policy Update** – Mr. Kovacic made one addition to the Drug and Alcohol Policy. Under “General”, the letter “D” was added where it explains that during a station sponsored event where alcohol is served, a roster must be completed prior to the event, showing who is responsible for responding to calls during the event. Mr. Kovacic will read the addition at the Chiefs meeting and move forward with adopting the policy.

**b. 24 Attended the Wellness Program** – The program was held on Saturday, September 22, 2018 at the Municipal Building. Mr. Kovacic is hoping to expand in future years.

**6. TRAINING**

**a.** Mr. Kovacic gave handouts to the committee members for the West Penn Power training that will showcase the different positions on poles, different voltages, etc. for electrical training. This training will be held in Youngwood and extra fliers will be handed out at the Chiefs meeting.

**b. Western PA Fire Instructors Training** – November 3<sup>rd</sup> and 4<sup>th</sup>. Mr. Kovacic will be attending the Cancer Awareness Program on the morning on November 4<sup>th</sup> in anticipation of bringing a cancer presumption program to the Township for policies on facial hair and breathing apparatus. He will have a report at the next Bureau of Fire meeting.

**c. Elevator Training Update** – Mr. Kovacic reached out to Mr. Hawksworth to schedule a date for the program. He has not yet heard back.

**d. Electrical and Solar Panel classes** – October 23<sup>rd</sup>, no location or time was stated.

**e. ICS 300** – November 11<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>. Mr. Manley said that he will confirm the dates and times and bring back the information for the November Bureau of Fire Meeting.

## **7. RECRUITMENT AND RETENTION**

a. Approval to Accept the Following Individuals Contingent Upon Required Background Checks and Physical and to be Forwarded to the Hempfield Township Board of Supervisors for Final Approval

1. Kaitlyn Faith Black                      Jr. Firefighter                      Ft. Allen

Mr. Saunders made a motion, seconded by Ms. Werner to accept the above listed individual contingent upon the required background checks and physical and to forward to the Hempfield Township Board of Supervisors for final approval. Vote: 6-0. Motion carried.

It was also noted that Mr. Kovacic received an application for Harry Henry to move from Junior status to Senior status. This application will be presented to the Board of Supervisors for approval.

## **8. SAFETY/OPERATING GUIDELINES**

a. See Township Update section for Alcohol Policy Update

b. Mr. Kovacic is still looking into the items that need to be resurrected and move forward on those specific items.

c. Mr. Thoma asked about the Junior Policy and Mr. Kovacic noted that each station will receive all information via hand-delivery. It was also noted that each station will need to sign for the packet.

## **9. EQUIPMENT/FLEET**

a. Apparatus – Aerials – Mr. Kovacic would like to move forward with the Apparatus.

b. Hempfield #2 Aerial was damaged and is currently out of service.

c. SCBA Testing – Ms. Werner asked if Mr. Kovacic had followed up with KAZA. There has not yet been follow-up for this testing.

d. Waterway – Mr. Marquis asked if Mr. Kovacic had a chance to follow-up with Dante from Waterway. There has not yet been follow-up, however Mr. Marquis will reach out to him again.

e. A brief discussion was held regarding a Gear Program to issue new gear to members. There was a demonstration held at Luxor to show the new gear which is now lighter and has upgrades from previous gear. The Township is currently waiting to hear back from Premier Safety for pricing.

## **10. BUILDING AND GROUNDS**

a. Hannastown is in need of an oil delivery. A discussion was held as to how the delivery is set up.

b. Mr. Manley stated that the project at Fort Allen is officially complete and all trucks will be able to move back into the garage.

## **11. OLD BUSINESS**

a. Mr. Marquis asked for a report on the status of the Township All Call with 911. Mr. Kovacic stated that he has asked about it but the county said the Township is “next up.” He will follow-up again next time he is there.

## **12. NEW BUSINESS**

a. **Fire Prevention Night – October 9, 2018, 6:30 to 8:30 pm at Westmoreland Mall.** All materials have been received but the Township has not received a popcorn donation because AMC theater has a new policy.

b. **Fire Prevention – October 6, 2018, 9 am to noon at Home Depot.**

c. Ms. Werner asked for clarification on the Township’s policy regarding insurance and firefighters responding to calls on other station’s vehicles. Mr. Kovacic stated that he will have to look further into this because he was unsure of the policy but would get more information.

d. Ms. Werner also asked for clarification from Mr. Kovacic on the mold issue in the trailer. Mr. Kovacic stated that he never referred to the Township’s trailer having mold, but rather, the old trailer where he used to work being full of mold. There was a miscommunication from firefighters at a meeting that misheard what he said and told Ms. Werner the wrong information. Ms. Werner was concerned that other departments might shy away from using the trailer because they heard there was mold. It was clarified and suggested that to get rid of the rumors, the trailer could be pulled out and a walk-thru could be completed.

## **13. 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. Saunders and seconded by Mr. Manley.

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**CHAIRMAN**