

**HEMPFIELD TOWNSHIP BUREAU OF FIRE  
MONTHLY MEETING  
NOVEMBER 6, 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                      Mr. Jason Winters

**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. October 2, 2018 – Mr. Saunders made a motion, seconded by Mr. Manley to approve the October 2, 2018 meeting minutes. Vote: 6-0. Motion carried.

**4. FINANCIAL REPORT – ATTACHED**

Mr. Saunders made a motion, seconded by Ms. Werner, to approve the Financial Report. Vote: 6-0. Motion carried.

**5. TOWNSHIP UPDATE**

Mr. Kovacic noted that he is continuing to work on projects and ISO testing will be discussed at tonight's meeting.

**6. TRAINING**

- a. **Cancer Awareness Program** – Saturday, December 8<sup>th</sup> at 9:00 a.m. Mr. Manley noted that he will need a head count from each department by December because Ed Mann will be bringing handouts and a sample SOP that he created for this program. The program will last 2-3 hours depending on the interaction from the group.
- b. **Elevator Rescue Program** – Mr. Manley has received names of two instructors but the details are still being worked out for this program.
- c. **IS – 300** – November 11<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup> from 8:00 a.m. to 4:00 p.m. at the Township Municipal Building. Mr. Manley handed out fliers and said there will be more available at the Chiefs meeting.
- d. **Essentials** – Mr. Manley stated that he still needs a head count from each department because he's only heard back from 3 departments so far.

Mr. Kovacic mentioned that Mr. Manley worked hard to get Ed Mann for the Cancer Awareness Program and wanted to tell everyone that he did a good job scheduling this program for the township.

## 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. Joseph J. Arcuri	Junior Firefighter	Carbon VFD
2. Richard A. DeFrank III	Junior Firefighter	Carbon VFD
3. James P. Shaw	Fire Police	Carbon VFD
4. Justin W. Streets	Sr. Firefighter	Grapeville VFD
5. Cody J. Gridler	Sr. Firefighter	Adamsburg VFD
6. Zachary M. Hafer	Sr. Firefighter	Adamsburg VFD
7. John J. Funa	Sr. Firefighter	Adamsburg VFD

Mr. Thoma brought 3 applications (numbers 5-7) to add to the agenda for approval. Numbers 5 and 6 are transfers from High Park to Adamsburg. Mr. Saunders made a motion, seconded by Mr. Thoma to approve the listed individuals contingent upon required background checks and physical and to forward to the Hempfield Township Board of Supervisors for final approval. Vote: 6-0. Motion carried.

## 8. SAFETY/OPERATING GUIDELINES

a. **Drug and Alcohol Policy – Update** – See Attached

Mr. Kovacic noted that the “Disciplinary Action” section was added and read the section aloud after handing out copies to committee members. He also stated that prior to putting the standard in the book, there will be a program held designed on how to handle drug and alcohol situations, “reasonable suspicion.” There was a short discussion regarding Mr. Marquis’ request to have a line in the section on how to handle non-compliant and non-cooperative members. Other committee members agreed that the Disciplinary Action section covers all aspects of offenses and they should be handled as necessary.

## 9. EQUIPMENT/FLEET

a. **Hose Testing** – Mr. Marquis reached out to several vendors but none could fit the testing into their schedules except for Fire One. The testing will be held December 3<sup>rd</sup> through December 7<sup>th</sup> – pending weather.

b. **Pump Testing**

c. **Ground Ladder Testing**

d. **SCBA – Flow Testing**

Mr. Kovacic discussed Pump Testing, Ground Ladder Testing, and SCBA – Flow Testing to be held by KAZA all at the same time. Mr. Bob Illig told Mr. Kovacic that there will be a trailer on site for the flow testing. Mr. Kovacic asked that committee members check hydrostatic test dates when they’re at their respective stations.

e. FIT Testing Machine – Mr. Marquis believes this goes out in December for calibration, this will need looked into so that it is sent on time.

f. Mr. Kovacic stated that the specifications for the two ladder trucks are still in the works. It was mentioned that Hempfield #2’s ladder is still out of service, they’re currently waiting to hear from the insurance company.

g. Aerial update – Mr. Kovacic is hoping to have these specifications for November.

**10. BUILDING AND GROUNDS**

- a. Mr. Saunders sent in a request to have a garage door repaired.
- b. Mr. Thoma asked for an update on the roof repair pricing. Mr. Kovacic recommended patching the roof and turning in the receipts for the repairs.

**11. OLD BUSINESS – *NONE***

**12. NEW BUSINESS – *NONE***

**13. ADJOURNMENT**

The regularly scheduled monthly meeting of the Hempfield Township Bureau of Fire was adjourned at 7:21 p.m. by Mr. Marquis.

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**CHAIRMAN**