

**LONDON GROVE TOWNSHIP
BOARD OF SUPERVISORS
SPECIAL MEETING MINUTES
February 15, 2017 – 6:00 PM**

MEMBERS PRESENT:

Richard Scott Harper
David Connors
Michael Pickel
Robert Weer
Stephen Zurl

STAFF PRESENT:

Shane Kinsey, Director of Public Works
Carolyn Kirby, Assistant Municipal Secretary
12 Audience Members

PLEDGE OF ALLEGIANCE

Mr. Scott Harper led the audience in the pledge of allegiance.

I. CALL TO ORDER:

Mr. Scott Harper called the meeting to order at 6:02 pm, and noted the meeting will conclude by 10:00 pm, and the next meeting is on March 1, 2017. The agenda deadline is February 22, 2017 by noon.

II. SPECIAL ANNOUNCEMENT:

Mr. Scott Harper announced the change in the Board's public comment policy with the first Public Comment session being about agenda items and the second Public Comment session being about non-agenda items or action items. Mr. Scott Harper also stated for the record that the Board did have a half hour executive session meeting this night of February 15, 2017, prior to the Special Meeting to discuss some personnel situations.

III. PUBLIC COMMENT: (Agenda Items)

Mr. Scott Harper asked for any public comments related to the agenda items. There were none.

IV. FIRST BUSINESS:

• **Review the "Fire & Emergency Medical Services Study & Plan" for London Grove Township, prepared by VFIS, dated September 2016**

Mr. Scott Harper explained the purpose of this meeting was to go over the results of a report that Mr. Bill Jenaway conducted on the Township's Fire Service, Emergency Medical Services, and Law Enforcement Services. Mr. Scott Harper introduced Mr. Bill Jenaway, who reported the assessment results and recommendations from the study. Mr. Jenaway started by saying, from a fire and EMS standpoint, what they found was two organizations who were better than the average traditional volunteer fire department in organization design and structure. Mr. Jenaway recapped the systematic evaluation process as looking at the financial operations, field operations, and planning. Mr. Jenaway said in this process they look at where the Township is today to establish benchmarks for the Township to monitor their performance going forward. The VFIS uses specific criteria or standards to establish benchmarks such as:

1. NFPA (National Fire Protection Association) Standard 1720 & 1201 that deal with volunteer and combination type operations.
2. Insurance Services Office Model for municipal fire suppression rating
3. Commission on Fire Accreditation Criteria. London Grove Township's fundamental system is very similar to what is occurring in the majority of the United States.
4. Pennsylvania HR/48 Report, which looks at the ability to consolidate the EMS Services.
5. NFPA – US Fire Department Profile, which compares like communities based on size and stature

Mr. Jenaway said that his study showed that London Grove Township has more equipment, more facilities, and more volunteer staffing than similar sized communities and that is a good thing. He also stated that the Township is above average in volunteer staffing with 3 people per 1,000. Mr. Jenaway continued, stating that 90% of the time, a qualified crew of 14 firefighters responding in 5 minutes and arriving within 10 minutes of dispatch. He said the average response time in suburban communities is around 10 minutes and in rural communities is around 15 minutes. He stated London Grove Township's response time to be recognizable and if staffing continues to be managed going forward, the township will be equal or better than the national experience.

VFIS and Mr. Jenaway's recommendations are as follows:

1. Management & Governance:

- ◆ Make sure bi-laws are as current as can be with regard to federal law & IRS regulations
- ◆ Make sure mission and vision statements are updated so everyone understands what the real goals and objectives are so that day to day operations are tight.
- ◆ Use current Standard of Response as a baseline to see what the Township is doing or not doing that's causing a reduction in service to the people. Mr. Jenaway said that right now the Township is at a good standard and to continue with it and monitor it. He suggested an annual report from each company be submitted to see the benchmarks.
- ◆ Communicate with the Chester County Department of Emergency Services and ask them to have ISO (International Organization for Standardization) come out and re-evaluate the communications center. This will give the Township more points and a lower ISO rating, which in turn lowers Insurance Premiums. ISO is okay with this request.
- ◆ Conduct annual Hydrant Inspections and make sure these inspections are documented.

2. Finances:

- ◆ Fire Companies should work with the Municipality and utilize the CoStars program to purchase products and services at significantly cheaper prices (from paper to fire apparatus).
- ◆ Develop and implement a dedicated "Fire Tax" over short term. Mr. Jenaway recommends the two fire companies come together and can use the "Fire Tax" up to 3 mils for long term capital planning.
- ◆ Annually, Fire Companies should provide certificates of insurance to the Township, in case of any problems.

3. Operations:

- ◆ Fire Companies should jointly develop a common set-up of standard operating guidelines (what's expected), related requirements and officer qualifications, and baseline training based on the Township's specific risks and specific skill level.
- ◆ Review "Box Alarm" System every other year. Make sure the Township has the right resources for specific types of calls that deal with unique hazards to this area.
- ◆ Document Fire Safety Education Activities. The Township did many activities, but it was not documented and not placed in the ISO report, therefore the Township did not earn any points. He stated that fire prevention and injury prevention training for the general public works!

4. Apparatus:

- ◆ Work with both Fire Companies to develop a long term apparatus replacement plan
- ◆ Discuss ISO Communication System deficiency points with the County.
- ◆ Conduct Rollover Prevention training for any apparatus operator (ambulances too). Mr. Jenaway highly recommends this training because of the Township's type of rural roadways, where in time the crowning of the road changes and the crown gets pushed from one side or the other. When a 68,000 lb vehicle, with a high-center of gravity, at a higher speed encounters roadways where the crowning has changed, rollovers are highly probable.

5. Personnel

- ◆ Specific processes should be implemented to assure State background checks are conducted. Mr. Jenaway recommended also looking at criminal history and motor vehicle record checks for accidents (both histories could be from another state). These are necessary precautions.
- ◆ Implement a specific Safety Officer and Health & Safety Officer Role in the Companies. This could be one person working with both companies tracking and documenting physicals and exposures. Cancer in fire fighters has become a big deal and so documentation is critical.

6. Facilities

- ◆ Upgrade facilities to include carbon monoxide detection equipment in living areas for both companies is critical. Both companies have the diesel exhaust systems, which is critical to cancer prevention.
- ◆ Long term, the West Grove Borough Station is cramped and requires replacement.

Mr. Jenaway concluded by saying that both Fire Companies have long tenured history in the communities and in the region that has leadership is strong and has put the right kinds of things in place. He said the types of recommendations that he is making is going to enhance the company's operations long term, make them safer, and give them some collective ability to work together as a team to move forward. Mr. Jenaway reminded the Board of the importance of the "Fire Tax" as the most efficient method that can be phased in to help finance the companies and keep them whole. Mr. Jenaway closed saying that he will be sending the Township a management manual, the rollover training program, a software package for tracking vehicle maintenance, a manual on recruiting & maintaining people, information about Workman's Compensation physicals for volunteer fire fighters, Safety Officers Standard Operating Guidelines, and Standard Operating Guidelines on whistleblower policy and conflict of interest (which are IRS guideline requirements).

Mr. Jenaway asked if there were any questions. Mr. Scott Harper asked Mr. Jenaway to please send the Board the requirements about Hydrant Inspections to make sure the Township is being compliant. Mr. Weer stated that he has spoken to the County and they are working to get us information for the ISO with the County. Mr. Jenaway said that the Township's ISO rating is what would be expected for this type of community. An audience member asked if there was a report on the assessment of the Township's Law Enforcement Services. Mr. Scott Harper replied that would be discussed at a different meeting, of which he did not have a date set yet. Mr. Weer spoke on behalf of Mr. Ken Battin, since he wasn't able to make the meeting, stating that Mr. Battin recommends forming a committee moving forward, with representatives from fire companies, residents, and board members. Mr. Weer said he personally thinks it's a good idea because it allows the Township to work on this issue as a group to meet the future objectives. Mr. Scott Harper asked audience fire fighter members if they would be willing and a member of the West Grove Fire Company replied in favor and a member of the Avondale Fire Company replied in favor. Mr. Scott Harper said to tell Mr. Battin to set it up. Mr. Jenaway said he thinks this concept is a great way to start. Mr. Weer expressed that he wants to make sure this continues to move forward. A motion was made by Mr. Weer to formally accept receiving the report as presented from VFIS and Mr. Jenaway, seconded by Mr. Connors, and approved by a 5-0 vote. Mr. Jenaway thanked and complimented the Board and the Fire Companies. Mr. Scott Harper commended both Fire Companies for the services that they give to their community. Audience Fire Fighter member thanked the Board on behalf of the West Grove Fire Company for being so progressive and supportive. Mr. Scott Harper also commended Mr. Weer for pushing this on the Board and provided us with Mr. Jenaway. Mr. Scott Harper also thanked Mr. Jenaway for his quick response and excellent work.

• **Inniscrone Golf Club Cart Path Paving Project, Bid Announcement**

Mr. Kinsey stated that the Board received the advertisement for bidding the cart path paving project for Inniscrone. Mr. Kinsey stated the cost for repairs is estimated at \$75,000 and said it was at the Boards pleasure if they wish to move forward. There was no discussion from the Board. Mr. Pickel made the motion to approve sending to bid the Inniscrone Golf Club Cart Path Paving Project, seconded by Mr. Weer, and approved by a vote of 5-0.

- **Purchasing Water Meters**

Mr. Kinsey stated that two water meters are in need of purchasing that will serve both the shop building and the brine production facility at the cost of \$1,757.82. The shop building will need a 1 ½” water meter and the brine production facility will need a 2” water meter. Mr. Kinsey told the Board that the brine production facility will only be charged water and the shop building will be charged water and sewer. Mr. Kinsey explained he just got this order in his hands and apologizes to the Board for the short notice. Mr. Connors made the motion to approve the water meter purchase request, seconded by Mr. Pickle, and approved by a vote of 5-0.

- **Change Order for Doors**

Mr. Kinsey is requesting a change order to the 2 front doors that were ordered in a primer gray. Mr. Kinsey said he does not feel this will look good, so \$450 of this change order is relative to the door. Mr. Kinsey stated that a miss by the engineer that the doors on the front of the building were to have been set up with an electric striker locks access control system for future use and they are not, so \$1,369.87 of this change order is relative to the electric strikers. Mr. Kinsey will keep track of this. Mr. Connors made the motion to approve the change order for the doors in the amount of \$1,819.87, seconded by Mr. Pickel, and approved by a vote of 5-0.

- **Board and Commissions Appointments**

Mr. Scott Harper explained there are openings on Committees and the public can submit their letter of intent with their qualifications, and then a brief interview would be set up with perspective people. Mr. Scott Harper said that at the March 1, 2017 meeting, the Board will meet with them to make an interview appointment.

V. PUBLIC COMMENT: (Non-Agenda Items)

Mr. Scott Harper asked if there were any public comments on non-agenda items. There were none.

VI. ADJOURNMENT:

A motion was made by Mr. Weer to adjourn the meeting at 6:50 pm, seconded by Mr. Pickel, and approved by a vote of 5-0.

Respectfully submitted,

Carolyn Kirby
Assistant Municipal Secretary