

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, JANUARY 30, 2017**

WORKSHOP SESSION

CALL TO ORDER – 6:30 p.m.

Vice Chairman Zimmerman called the workshop to order at 6:30 pm.

ROLL CALL

Harold Harman, Supervisor

Adam Klein, Chairman-Absent

Kyle Miller, Supervisor

Don Steinmeier, Secretary-Treasurer

Gloria Zimmerman, Vice Chairman

Fire Company Members Present: Bill Haig, Mike Keller, Tim Shatto

PUBLIC COMMENT: None

OLD TOPICS: None

NEW TOPICS

Fire Company 2016 Annual Report- Chief Shatto reviewed the following information from his 2016 report:

- The fire company responded to 338 calls for emergency service in 2016; 168 occurred in the township and 170 were for mutual aid to neighboring municipalities. Fifty-five members of the fire company responded to the incidents logging approximately 3,250 man hours.
- The fire company participated in and hosted numerous training programs. The 2016 training focused on the PA State Fire Academy programs. A total of 2064 hours were logged by 55 members.
- Projects in 2016 included: (1) Special Unit 36 was retrofitted with a new utility body and emergency warning lighting. (2) A comprehensive membership recruitment program was initiated and is in progress of completion. (3) Fire prevention events included the fall festival and 11 community events. Fire prevention activities resulted in contact with over 1300 members of the community. (4) Chief Officers from West, East and South Hanover township fire companies met and began to create a mutual aid alliance that will allow each fire company to better utilized the resources of all three fire companies. The planning will continue in 2017.
- The fire company operated and maintained the following equipment:
 - Three Class A Engines (pumpers)
 - One Heavy Rescue
 - Two Wildland/Forestry Units
 - One Special Service Unit
 - One Fire Police Unit
 - One Command Vehicle

- Chapter 19 testing was completed and all hoses, pumps, and ladders passed the testing and are certified for service to national standards. The approximate cost of the testing is between \$16,000.00-\$18,000.00.
- Projects/Goals for 2017 include: (1) The purchase of 12 used radios from Londonderry Township fire company at a cost of \$6,000.00. (2) The purchase of Support (Special Unit) vehicle. This would be a pick-up truck type vehicle to assist in transporting personnel and equipment to emergencies. The project would be funded from the fire tax capital reserve fund. (3) Initiate a Duty Officer Program. This program will have an Officer in Charge be assigned to a given Duty shift to respond to calls that do not require the response of the emergency apparatus. Examples include: wires down and road hazards. It is recommended that a second command type vehicle be obtained to fulfill this need.

Mike Keller, Vice President reviewed the following information:

- Mr. Keller thanked the board of supervisors and the board liaisons Mrs. Zimmerman and Mr. Harman for their support of the fire company.
- Over 8,631 man hours were logged in 2016 for support of the activities to maintain the daily operations of the fire station.
- There are currently 55 active members and 12 administrative and support staff.
- Thomas Murray has been hired to serve as a part time administrator. His function will be to review, revise, and create standard operating guidelines for the emergency services and administrative section of the fire company. Mr. Murray brings a wealth of knowledge and experience as having served as a career fire fighter with the Harrisburg Bureau of Fire and a paid Chief to the Carlisle Fire Department.
- The Live- In program is still in operation; there are currently two members living at station #1.
- The fire company was \$2,000.00 under budget for the 2016 fire tax budget.
- Projects in 2016 included: (1) Maintenance of the heating and cooling units at Station #1 (2) Replacement and repair of the flashing beacon light on Route 39 for Station #2 (3) Computer upgrades on apparatus for Engines 1 & 2 (4) Renovations/updates to the day room (5) Floor replacement at Station #3 (6) The mailer campaign received approximately \$35,000.00 in donations; the cost of the project was \$5,000.00.

There was discussion regarding how the Gaming Grant program has changed over the years.

There was discussion regarding creating a mutual aid alliance with East and South Hanover townships. Mrs. Zimmerman suggested that the three boards and fire companies meet in the future to help move the proposed program forward. She commented that she thinks the fire company is moving in the right direction with the intermunicipal program.

Bill Haig had the following comments:

- He thanked the board for their support and for the assistance with the maintenance at Station #1.
- He thanked the public works department for their help in paving the lot at Station #2 and their landscaping services at Station #1.

Mrs. Zimmerman thanked the fire company for their service. She commented that their meetings are very transparent and well run.

Other Business- Mr. Rosario reviewed the paperwork that needs to be submitted to Dauphin County to be reimbursed for HRG invoices for the Rt. 39/Devonshire Heights traffic signal project. The township paid the invoices directly to HRG and is now requesting reimbursement from the DCIB loan.

Mr. Rosario reviewed the scope of work that he designed for the township office renovation project. There was discussion of his plan and he asked the board for their comments. Mrs. Zimmerman stated that before any renovations are done the mold and heating/AC issues need to be repaired. She reviewed the suggestions from Darryl Hawk (Yingst Homes) who toured the office last week. Mr. Hawk will tour the office on February 1st with a commercial contractor to inspect the vents and pipes.

Mr. Rosario stated that he designed the scope of work for the project so contractors would know the specifications and therefore the bids would be consistent. Mr. Miller commented that it is necessary to have a scope of work in order to compare the same product. Mr. Harman asked for clarification of the work to be completed for the vestibule on the main level. Mr. Rosario stated that guests would be in a closed in area to speak to the receptionist prior to obtaining access to the offices on the main level. Mr. Harman commented that the receptionist would not be safe if someone came into that area with a gun.

It was brought up that the township building needs to be appraised before any decision is made on the renovation of the building.

ADJOURNMENT: 8:10 PM

An Executive Session was held immediately following workshop.