

**BOARD OF SUPERVISORS  
FIRE DEPARTMENTS  
JOINT MEETING**

**September 6, 2017**

The Board of Supervisors held an advertised joint meeting with the Fire Companies of North Lebanon Township which started at 6pm.

Richard E. Miller	Chairman
Edward A. Brensinger	Vice – Chairman
A. Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager
Lee F. Spencer	President Ebenezer Fire Co
Rusty Weitzel	Ebenezer Fire Chief
Barry Fisher	Resident Glenn-Lebanon Fire Co
Brian Vragovich	Glenn-Lebanon Fire Chief
Rich Werni	Glenn-Lebanon Member
Allen Firestine	Rural Security Fire Chief
Mike Michaels	President Weavertown Fire Co
Don Steiner Jr.	Weavertown Fire Chief

The meeting started with the Pledge of Allegiance to the Flag.

**MOU Draft Document**

A discussion was started on a Memorandum of Understanding which had been provided to the 4 volunteer Fire Companies of North Lebanon Twp. It was agreed by all present to discuss the MOU item by item as listed.

**Background Section:** It was agreed that the sections of the Second Class Township Code referenced would be included as an Exhibit to this MOU.

**Agreement:**

1. Use of Fire Protection Tax Revenues
  - a.) No discussion needed.
  - b.) No discussion needed.
  - c.) Fire representatives expressed concern about taking out a 20-yr loan for equipment and not having the assurance that the program will continue in the future. A suggestion would be to list verbiage that states a millage minimum of .15 mills (current millage rate). When considering the possibility of a catastrophic event it may be better to reference a millage rate rather than a dollar amount. Also, questions were raised and it was clarified the Capital Reserve funds are for equipment purchase ONLY.

## 2. Fire Company Agreement

a.) This deals with the Treasurer and Assistant Treasurer being Bonded and confirmation from the bonding company being provided to the Township. A Liability Insurance Certificate from Longley Insurance Agency was provided which lists "Blanket Employee Dishonesty" coverage of \$100,000 per incident with a \$1,000 deductible. Rosemary Longley confirmed ALL members of the Fire Company are covered by this not just the Treasurer or other Officers.

b.) Signatures on issued checks. This statement is regarding signatures from 2 members on all checks. Agreed by all. Discussion was held and it was agreed to add verbiage that no checks will be signed without a PAYEE name on the check.

c.) Annual audits performed by a CPA and submitted to Township by March 31. Discussion was held and it was agreed to change the due date to May 15. Also agreed, Township will receive a copy of the CPA Financial Report along with the completed 990 form that is submitted to the IRS.

d.) Applying for State Grant Funds. Brian Vragovich researched specific name on-line to be used for State Grant reference.

e.) Attendance at Fraud Prevention Classes. Fire representatives explained difficulties in having members, who work various shifts for their jobs, attend yet another training session. The requirement of a CPA audit and 2 signatures on checks provide better assurance to reduce fraud. Agreed to drop from MOU.

f.) Purchases of equipment from the Capital Reserve Fund being placed in Township's name. A lengthy discussion was held on this item. Fire Company representatives discussed this idea not working when applying for various Grants and/or funding from institutions. Supervisors expressed the concern over funds being used only for equipment when being purchased with taxpayers' funds. When considering the selling or using old equipment as a trade-in, equipment dollars must revert to the Capital Reserve Fund, not to be used for other uses.

g.) Possibility of Fire Company dissolving, what happens to the equipment and consideration of the funds provided by the Township to purchase this equipment.

h.) The following additional verbiage, at a minimum, was agreed on to be added to the MOU when Fire Company is making request for release of funds from the Capital Reserve Fund:

- A quote, proposal and/or contract.

- Copy of Minutes approving of the purchase at an “official” Fire Company meeting.
- Letter from President outlining the piece of equipment, purpose, approval by membership, length of loan, projected annual payments, money from Fire Company to be put towards piece of equipment.

i.) Also discussed was the timing of the request from the Fire Company for the Capital Reserve Fund money to submitted by October 1 of the preceding year, bonafide emergencies excepted. An outline of the Township budget process was provided to everyone.

3. Change in Governing Law. No discussion needed.

4. Integration and Modification. Minimal discussion.

- Suggestion to add the Joint Venture Agreement dated February 14, 1995, which remains valid, as a reference in this MOU agreement.

5. Rules of Interpretation. No discussion needed.

6. Effect and Term. There was some discussion with one suggestion of a Joint Meeting between the Board of Supervisors and the Fire Companies being required prior to any updates being approved for this current MOU.

7. Execution. No discussion needed.

After some discussion, the Supervisors and the Fire representatives were all in agreement that this MOU, after some revisions are completed per discussion this evening, should be ready for finalizing.

Conversation moved on to outdated equipment that is being stored in the fire houses that are no longer usable according to fire codes and regulations. Rich Werni mentioned that they are not permitted to sell or even give the equipment to another fire company. He mentioned the water tanker that they want to sell.

Suv Brensinger explained that the equipment might be usable to someone in private industry. He explained about the Township using Municibid to clean out old inventory and get a little bit of financial return on the equipment. The Township has been using Municibid for a few years and have experienced success with the program. The Fire Company representatives were told to try to create an account on their own at municibid.com.

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Suv Brensinger said if they are not able to create an account the Twp would be willing to list on the Twp account but would need to list a contact person for the Fire Company, as there are always questions that need to be answered.

Mgr Grumbine told the representatives listed on the agenda is a timeline that the Twp follows for budget time each year. A quick discussion determined November 1, 2017 @ 6pm for the Fire Departments to have their Budget Workshop with the Supervisors.

With no more business to discuss meeting adjourned.

Theresa L. George  
Recording Secretary