

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
BUDGET MEETING  
October 4, 2023**

The duly advertised budget meeting of the North Lebanon Township Board of Supervisors was called to order at 6:00 PM by Chairman Brensinger at the North Lebanon Township Municipal Building located at 725 Kimmerlings Road, Lebanon, PA. The Pledge of Allegiance was recited. The following Board members and Township staff were present:

Ed Brensinger – Chairman  
Gary Heisey – Vice-Chairman  
Arden Snook, Sr – Treasurer  
Lori Books – Township Manager

The following NLT Fire Co. Representatives were present:

Mike Leonard – Ebenezer Fire Co.  
Wesley Keener – Ebenezer Fire Co.  
Randy Rhodes – Ebenezer Fire Co.  
Donald Steiner Sr. – Weavertown Fire Co.  
T. Kern – Weavertown Fire Co.  
Brian Vragovich – Glenn Lebanon Fire Co.  
Steven Matthews – Rural Security Fire Co.  
Jeremy Wenrich – Rural Security Fire Co.

Also, present were Bonnie Grumbine, Township Accounting Clerk, as well as 2 members of the public.

**FIRE COMPANY BUDGET ITEMS AND DISCUSSIONS**

**Standard Allocation**

The standard allocation will remain the same for 2024. This is the \$48,000.00 per fire company per year. The allocation will be disbursed in two payments (June and December).

**NLT Fire Co. Capital Reserve Funds**

The amount allocated for the NLT Fire Co. Capital Reserve Funds will remain the same for 2024, which is \$30,000 per fire company. Requests must be sent to the Township Office for disbursement of payment along with the minutes approving the payment.

**I am Responding Software**

2024 is the last year of the 3-year renewal for the I am Responding software. Next year the fire companies will need to decide if they want to renew this contract and on what terms.

**Data Plan (iPads unlimited data plan)**

The Township will continue with the unlimited data plan for the fire company iPads for 2024.

**Knox Box® Ordinance/Program**

All 2023 Annual Knox Box Renewals have been received. The Knox Box Program has

experienced a switch in personnel this past April, which has caused a few inconsistencies in how the program is run. The Office staff and the Fire Chief's are navigating the change and continuing to educate the newer staff on the Knox Box Program. It was discussed that for developments with multiple apartment building units, one box per building will be required.

### **Alarms**

The fire companies were reminded to keep a log when they are dispatched to a false alarm. The false alarm should be clearly noted, so the administrative staff can invoice the correct business, if required.

### **PEMA & Walmart Grants**

All fire companies agreed they will continue to apply for the PEMA grant and the Walmart grants.

### **Code Enforcement**

Manager Books reminded the fire companies to reach out to the Police Department when on site at a property that has code enforcement concerns so the Code Enforcement Officer can respond while they are still at the scene.

It was noted that if the Township would regionalize the police department, the Fire Chiefs would like a "meet and greet" to maintain a good working relationship between the fire companies and the police department.

### **Workers Compensation**

By law, the Township must provide worker's compensation insurance for fire police and volunteer fire company members. This insurance coverage is expensed from the Fire Protection Tax.

### **Annual Non-Emergency Listing (fundraisers, parades, etc.)**

Mgr. Books reminded the Fire Chiefs of the importance of prior approval for any non-emergency activities. Training is not required to be approved by the Board. Manager Books is asking the fire companies to provide the Township with this list by the end of the year so she can add it to the January 2024 agenda for the Board to approve. This is needed for insurance purposes.

### **EMA Coordinator**

The Township appointed Brianna Laliberte of the Lebanon County Department of Emergency Services (DES) as the Township's EMA Coordinator.

The Fire Chiefs relayed that the County DES is not very reliable, and they tend to change incident locations which causes great confusion and delays response times. The Fire Chiefs stated this affects their audit scores which is used in determining their insurance rates. All four fire companies have been doing hose and ladder testing with the goal of lowering the current rates. However, due to certain obstacles (dispatch and fire hydrant flow data) that are out of their control, they have been unable to lower their rates. They wanted the Board to be aware that they received zero (0) points for dispatch and zero (0) points for fire hydrant flow data. They have asked CoLA for this information, but they do not provide any data on fire hydrant flows.

### **Additional Funding Request**

The fire companies requested the Township fund the required inspection (testing) of their hoses, ladders, and other equipment. This needs to be done once a year for three years in a row to help lower their insurance rates.

They also requested funding for the Emergency Reporting system they use (ESO). This year, the Commonwealth of Pennsylvania has a new director of general services, and the new director cannot promise the Commonwealth will cover the cost for the ESO. Both Ebenezer Fire Company and Rural Security Fire Company would like to keep this system in its current capacity which would cost \$2,500.00 a year. Weavertown Fire Company and Glenn Lebanon Fire Company would continue to use the free version which doesn't have all the bells and whistles.

The fire companies also brought the condition of the private fire hydrants to the attention of the Board. They stated most private fire hydrants are not maintained annually like the public fire hydrants are. The private hydrants are rusty, the paint is chipping, and the flush has not been checked in many years.

#### **Submit 2024 Rosters**

Mgr. Books reminded the fire companies to provide the Township with a member roster list that separates auxiliary members from active fire fighters for 2024 by the end of this year. This is needed for insurance purposes.

#### **Other Topics for Discussion**

Chief Leonard of Ebenezer Fire Company discussed the ladder truck currently owned by Ebenezer Fire Company. He wanted the Board to know they are thinking about getting rid of the ladder truck due to staffing and the cost of repairs. Chief Leonard explained not every fire fighter can operate their ladder truck. There is additional certification needed to operate a ladder truck which a lot of his volunteers do not have.

Chief Vragovich of Glenn Lebanon Fire Company reported the training for all the fire companies together has been working well and is very beneficial. He explained the dispatching process and what first and second alarm dispatches mean.

All the fire companies continue to have volunteer issues. It was suggested to consider hiring a paid person (administrator) to help with grants, reports, Knox Box, code enforcement, etc.

Chief Vragovich thanked the Board for their continued support and stated the Township is a class act. He voiced his appreciation for the upgraded equipment.

Supv. Snook expressed his appreciation for everything all the Fire Chiefs and volunteers do for the Township.

Chief Leonard stated he could not do the job without support from the Township.

With no further business to discuss, the meeting was adjourned at 7:20 PM.

Respectfully Submitted,

Elizabeth M. Pedersen  
Recording Secretary