
INTEROFFICE MEMORANDUM

TO: EXECUTIVE STEERING COMMITTEE
FROM: JOSEPH T. LOCASALE
SUBJECT: MINUTES FOR EXECUTIVE STEERING COMMITTEE –
INTEGRATION OF CAREER AND VOLUNTEERS FIREFIGHTERS
WITHIN UPPER PROVIDENCE TOWNSHIP.
DATE: JUNE 07, 2018
CC: BRVFC EXECUTIVE COMMITTEE AND TOWNSHIP MANAGER

Date/Location: The first meeting of the Executive Steering Committee for the Integration of Career and Volunteers Firefighters within Upper Providence Township was held on June 7, 2018 in the temporary Township offices starting at 10:00AM.

Attendees: Joseph T. LoCasale, President, Black rock Volunteer Fire Company
Timothy J. Tieperman, Township Manager
Bryan Bortnichak, Assistant Township Manager

Topics Discussed:

1. **Status of the Draft Project Plan:** Messrs. Tieperman and Bortnichak stated that Attachment B (Collaborative Agreement) and Attachment F (Integrated Fire Company/Department Organization) were currently under review by the Township Solicitor to ensure they were no in violation of the Second-Class Township Code and whether the Collaborative Agreement would need to be approved by the Board of Supervisors. Recommended changes to the draft documents are targeted to be presented at the next Steering Committee meeting.
2. **Career Staff Offices:** Mr. LoCasale stated that he has prepared sketches of the existing conditions and the recommended changes to the floor plan and electrical, HVAC and fire protection services for the proposed office. He stated that these sketches were provided pro bono and he had no intent to charge either the township or BRVFC for these services. Mr. Bortnichak stated that he needed a letter stating that the sketches were provided pro bono and that he would draft the building permit applications for BRVFC signature and forward the sketches for review.
3. **Standing Executive Steering Committee Meetings:**
 - a. Mr. Tieperman recommended this committee meet weekly on Thursday's at 10AM for the immediate future to ensure this project remains on track. The members agreed.
 - b. Mr. LoCasale asked that we set an agenda for each meeting and minutes be taken. Mr. Bortnichak recommend the Committee utilize the Timeline/List of Deliverables shown in the Draft Project Plan to guide the process. The members agreed.

4. **Subcommittee Assignments:** The Steering Committee agreed that there is a need to appoint two subcommittees immediately if the draft timeline is to be followed.
 - a. **Box Assignment Update:** Since the objective is to integrate the current Township Station 93 staff into the BRVFC Station 99 staff the Box Assignments related to the current Station 93 responses within the Royersford, Trappe, and Collegeville sections of the Township need to be updated since all apparatus, once the Stations are integrated, will be using the Station 99 identifier. It was recommended that BRVFC Chief James Daywalt and UPT emergency Management coordinator Richard Ressel staff this subcommittee.
 - b. **New Central Station Design Requirements:** Since the objective of the Board of Supervisors, as briefed to the residents at a Public Meeting held on April 4, 2018, is to build a new fire station on Black Rock Road adjacent to the Township Administrative Complex in 2019 a subcommittee needs to be assigned to develop the requirements. This subcommittee is to review the plans developed for the new Royersford, Limerick, Collegeville and East Whiteland Fire Stations and develop a set of requirements that include but is not limited to;
 - i. 4-double deep apparatus bays,
 - ii. Equipment maintenance room(s),
 - iii. Locker rooms for assigned staff,
 - iv. Bunkrooms for Stipend firefighters and Volunteers for overnight staffing,
 - v. Commercial grade kitchen with an eating space to accommodate a staff of 12 firefighters,
 - vi. Training room
 - vii. Physical training room
 - viii. Administrative offices for the fire officers, Emergency Management Coordinator, and EMS staff.
 Joseph LoCasale, Bryan Bortnichak, William Kasper, Ryan Colletti, and Don Kelly were recommended to staff this subcommittee.
5. **Actions for Next Meeting:**
 - a. Status of Attachment B (Collaborative Agreement) and Attachment F (Integrated Fire Company/Department Organization)
 - b. Status of Career Offices at BRVFC “Oaks” Station
 - i. Design approval
 - ii. Development of Cost Estimate
 - iii. Schedule for moving UPT Career staff
 - c. Confirmation of Subcommittee Assignments
6. **Adjournment/Next Meeting:** Meeting was adjourned at 10:55AM with the next scheduled meeting being Thursday, June 14th at 10:00AM at the Township Administrative Offices.