
INTEGRATION OF CAREER AND VOLUNTEERS FIREFIGHTERS WITHIN UPPER
PROVIDENCE TOWNSHIP MEMORANDUM

TO: EXECUTIVE STEERING COMMITTEE MEMBERS
FROM: JOSEPH T. LOCASALE
SUBJECT: MINUTES FOR EXECUTIVE STEERING COMMITTEE –
DATE: JUNE 14, 2018
CC: BRVFC EXECUTIVE COMMITTEE AND TOWNSHIP MANAGER
Date/Location: June 14, 2018/BRVFC Oaks Station
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. Solicitor comments are due by June 21st.
2. **Career Staff Offices:** Permits are drafted and signed. Held meeting to discuss options since the original concept would not meet the ADA and other code issues. The revised concept is to utilize systems furniture. BRVFC has furniture that can be utilized and there is the potential for additional systems furniture from the Township. Mr. LoCasale contacted the BRVFC HVAC PM Contractor (N.B. Rogers) who confirmed the unit supplying the current TV Room can also supply conditioned air for the temporary offices. BRVFC needs to get an estimate for running the additional ductwork and to control the conditioned air two doors would need to be installed between the targeted space and the apparatus bays on each side of the space. Post Committee Meeting, Messrs. Bortnichak and LoCasale meet with William Dingman, P.E., Township Engineer and reviewed the plan and submitted the Permits Application for approval. It was agreed that the targeted date for the career firefighters moving the BRVFC Oaks Station would be NLT July 15, 2018.
3. **Subcommittee Assignments:** The Steering Committee confirmed that the targeted staff assignments to the Box Assignment and New Central Station Design Requirements Subcommittees. The Committee also recognized the potential need for a Training Subcommittee and a Standardization Subcommittee.
 - 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 Colledgeville 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, Colledgeville 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.

- c. **Training:** The integration of career and volunteer staff will require the various firefighters to be comfortable with the training and capabilities of their fellow firefighters; therefore, there should be at least a Quarterly joint training day, preferably on a Saturday morning. This training day will be scheduled to allow the career and volunteer firefighters to train on common tasks and gain familiarity with the apparatus and equipment. Examples of this joint training would be vehicle extrication, vehicle fires, hose advancement, water supply, etc. No recommendations were made for assignments to this subcommittee, but discussions will be held with the Chief Officers as to who should be appointed.

- d. **Standardization:** Currently the apparatus assigned to the career firefighters and the volunteer firefighters differs as to the appliances and equipment carried and the why in which the attack lines are packed. To aid in the integration it is recommended that a subcommittee be established to review what appliances and equipment is carried on the apparatus and the various hose lays used for the attack lines. No recommendations were

made for assignments to this subcommittee, but discussions will be held with the Chief Officers as to who should be appointed.

- e. **Personal Protective Equipment (PPE):** Mr. Bortnichak reported that the PPE for the Public Works staff and new PPE for the career staff is on order and he will verify delivery date, so the Township employees will have one set of PPE at the Public Works garage and one set at BRVFC.
- f. **Selection of a Project Manager for the New Central Station:** It was agreed that there should be a Project Manager assigned to work with the New Central Station Design Subcommittee and eventually manage the construction of the new facility. A meeting is to be set for Tuesday, June 19, 2018 with the Project Manager utilized by Upper Dublin Township to discuss the scope of work utilized for the new Upper Dublin Fire Station.

4. Other Items of Interest:

- a. On Wednesday, June 13, 2018 the on-duty career staff and the available Public Works staff attended an initial orientation to BRVFC apparatus conducted by FF Joseph LoCasale (Fire Officer II & Instructor I Certified). Each attendee was provided with a booklet that gave an overview of each piece of apparatus and a by compartment inventory of equipment; additional copies was provided for those who could not attend. The attendees went compartment by compartment on Squad 99 and Tower 99 removing the equipment and having an opportunity to ask questions and make recommendations. After the orientation session Battalion Chief Dan Mille and FF/Driver Joe LoCasale demonstrated how to setup Tower 99 and allowed all attendees to operate the ‘main” and drive the apparatus around the BRVFC facility.
- b. **Physical Training:** Currently the career staff conducts physical fitness training on Tuesday at 4:30PM at the Township Recreation Center. It was recommended that the Township evaluate moving this training to 7:00AM to allow the Public Works employees to participate. It was also discussed moving the training to BRVFC to allow the participants to train in their PPE and use various equipment to supplement the training that would damage the gym floor at the Rec Center. This would also allow the BRVFC volunteer an opportunity to participate in the training. BRVFC is also looking to institute a physical training program but their training would need to be either in the evening or on the weekend due to the members work schedules.

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
- c. Confirmation of the PPE order for Township employees

- d. Confirmation of a date to start drives training for the Township employees targeted to operate BRVFC apparatus.
6. **Adjournment/Next Meeting:** Meeting was adjourned at 11:15AM with the next scheduled meeting being Tuesday, June 19th at BRVFC.

DRAFT