



# Agenda

## Bureau of Fire

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Location:

Manoa Fire Company

115 S Eagle Road, Havertown PA 19083

**January 25, 2022 @ 7:00 p.m.**

**Treasurer Report:**

**Township Manager Report:**

**Police Report:**

**Township Commissioners Report:**

**EMS Report:**

**Fire Prevention:**

**Apparatus:**

**Training:**

**Recruitment and Retention:**

**Radio:**

**Codes Enforcement:**

**Old Business:**

**New Business:**

# Haverford Township Bureau of Fire

## January 2022 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, January 25, 2022

Time: 7:00 p.m.

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### **Attendees:**

W. Hatton, L. Lattanzio, C. Mann, M. C. Norman, M. E. Norman, S. Poole, J. Rothrock, A. Sivak, J. Viola, W. Wechsler

The meeting was called to order by Chief Hatton at 7:00 p.m.

The minutes from the December meeting were accepted as read.

M - J. Viola, S - M. E. Norman, V - Unanimous

### **Treasurer:**

J. Viola will send out the latest balance following the dinner.

### **Township Manager:**

No report

### **Police:**

There are new contractors handling road work.

### **Township Commissioners:**

W. Wechsler is remaining the Fire Commissioner for 2022.

### **EMS:**

No report

### **Fire Prevention:**

No report

### **Apparatus:**

G. Passetti sent out pump test results today. Any discrepancies will be scheduled for repair. J. Rothrock reported that specifications for Tower 34 are in progress. W. Hatton asked D. Burman for a definitive answer on the apparatus replacement plan.

### **Training:**

M. E. Norman has some leads out for Township-wide classes. W. Hatton reported there is an elevator rescue awareness class booked in June (tentatively 6/18). J. Rothrock inquired about active shooter training for the fire companies. We can aim for February or March for this session.

### **Recruitment and Retention:**

There is no date set yet for the Township awards ceremony.

**Radio:**

Christina Mann, the Township Multimedia Specialist, attended the meeting. Christina manages the Township website and coordinates the Township newsletter. She would like additional information from the fire companies on the website. W. Hatton has a representative in mind to handle communications from the HTBF and will email the details to the Chiefs. Christina's cell phone: 267-582-3733.

**Codes Enforcement:**

S. Poole will send out the updated Knox Box list. There are approximately 80 new businesses getting Knox Boxes. S. Poole is working on a new sprinkler ordinance that is more stringent than the building and fire codes. S. Poole is also working on an ordinance amending the inspection requirements for apartment complexes.

**Old Business:**

J. Viola saw in the zoning notes that the Amazon store is asking for a zoning variance. The property will be a traditional supermarket.

Manoa's new 5500 SCBA are in service and the fill station has been upgraded. Llanerch's SCBA were recently placed in service.

**New Business:**

M. E. Norman presented an updated map book proposal. The maps can be digital and placed on as many devices as needed. The total cost for the Township would be \$5600. The project would take 4-6 months.

The HTBF would like to proceed with the project. W. Wechsler will approach D. Burman to see if the Township has any available funding.

S. Poole reported that Firehouse Software is terminating December 31. Emergency Reporting is not currently taking new customers. ESO purchased Firehouse Software and Emergency Reporting. ESO's cost is \$14,000 start-up and over \$11,000 annually. Image Trend is an alternative NFIRS provider at a cheaper price. S. Poole will work on obtaining test access to both systems so we can make a decision quickly.

M. E. Norman reported that the Township will notify the home company when the Township is performing confined space jobs.

A. Sivak inquired about fire police policies. J. Viola will look into the procedure. W. Hatton believes the fire police should be utilized more for scene control than traffic control. The Chiefs have to agree on the scope of fire police responsibilities.

The meeting was adjourned.

M - L. Lattanzio, S - M. E. Norman, V - Unanimous

Respectfully submitted,  
Lou Lattanzio  
Deputy Chief  
Manoa Fire Company



# Haverford Township Bureau of Fire Agenda

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Location: Manoa Fire Company

Date: Tuesday, February 22, 2022

Time: 7:00 p.m.

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Treasurer Report:

Township Manager Report:

Police Report:

Township Commissioners Report:

EMS Report:

Fire Prevention:

Apparatus:

Training:

Recruitment and Retention:

Radio:

Codes Enforcement:

Old Business:

New Business:



# Haverford Township Bureau of Fire Minutes

---

Location: Manoa Fire Company

Date: Tuesday, February 22, 2022

Time: 7:00 p.m.

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**Attendees:**

W. Hatton, L. Lattanzio, J. McCans, M. C. Norman, M. E. Norman, S. Poole, A. Sivak, J. Viola, W. Wechsler

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The meeting was called to order by Chief Hatton at 7:00 p.m.

The reading of the minutes from the January meeting was waived.

M - M. E. Norman, S - A. Sivak, V - Unanimous

**Treasurer:**

J. Viola requested the bank statement from A. Cuthbertson.

**Township Manager:**

D. Burman is putting out a draft RFP for an emergency services survey. The draft will be sent out to the HTBF next month for review.

**Police:**

West Chester Pike road work is ongoing.

The DEP is drilling testing holes at the Llanerch Shopping Center.

**Township Commissioners:**

No report

**EMS:**

J. McCans reported that there is one more COVID vaccine clinic coming locally.

**Fire Prevention:**

No report

**Apparatus:**

Engine 56's primer was replaced following the pump test.

**Training:**

M. E. Norman reported a vendor is coming out to evaluate our training grounds and put together a Township-wide skills refresher.

**Recruitment and Retention:**

There is still no date set for the awards ceremony.

**Radio:**

W. Hatton spoke to C. Mann and put her in contact with Liam McCullough who will handle public communications from the HTBF.

**Codes Enforcement:**

No report

**Old Business:**

S. Poole is still working on the sprinkler ordinance and apartment code updates.

S. Poole spoke to D. Burman about the NFIRS software need. We are between Image Trend and ESO. There is enough money in the budget to cover Image Trend. If we can extend Firehouse Software until later in the year there might be surplus funds available to cover the cost of ESO.

**New Business:**

M. E. Norman spoke to the mapping company.

There was some discussion on accountability.

A. Sivak inquired about acquired structures for training.

M. C. Norman reported the SEPA Regional Task Force will be conducting a live drill on April 23.

The meeting was adjourned.

M - L. Lattanzio, S - M. E. Norman, V - Unanimous

Respectfully submitted,

Lou Lattanzio

Deputy Chief

Manoa Fire Company



# Agenda

## Bureau of Fire

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Location:

Manoa Fire Company

115 S Eagle Road, Havertown PA 19083

**March 22, 2022 @ 7:00 p.m.**

**Treasurer Report:**

**Township Manager Report:**

**Police Report:**

**Township Commissioners Report:**

**EMS Report:**

**Fire Prevention:**

**Apparatus:**

**Training:**

**Recruitment and Retention:**

**Radio:**

**Codes Enforcement:**

**Old Business:**

**New Business:**

# Haverford Township Bureau of Fire

## March 2022 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, March 22, 2022

Time: 7:00 p.m.

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### **Attendees:**

V. Berg, J. Ford, W. Hatton, L. Howard, L. Lattanzio, M. C. Norman, M. E. Norman, S. Poole, J. Rothrock, A. Sivak, W. Wechsler

The meeting was called to order by Chief Hatton at 7:01 p.m.

The reading of the minutes from the February meeting was waived.

### **Treasurer:**

No report

### **Township Manager:**

The Township approved the expenditure for ESO software for NFIRS. S. Poole and R. Maclary will discuss next steps with the vendor. Firehouse Software will be kept online during the transition period.

### **Police:**

No report

### **Township Commissioners:**

No report

### **EMS:**

No report

### **Fire Prevention:**

No report

### **Apparatus:**

All apparatus is in service.

### **Training:**

M. E. Norman reported a vendor will be reviewing our training grounds next week. The Incident Command class will be 16 hours. Half of the course will be open to everyone and the other half will be dedicated to officers.

L. Howard reported June 18 8-16:30 will be the elevator rescue awareness class from M. Dragonetti.

### **Recruitment and Retention:**



There is still no date set for the awards ceremony.

**Radio/Communications:**

W. Hatton reported that Liam McCollough met with C. Mann to review updates to the fire department section of the Township website. C. Mann will also be updating the HTBF Facebook page.

**Codes Enforcement:**

S. Poole reported that an occupancy permit has been revoked from a business on West Chester Pike.

**Old Business:**

M. E. Norman provided an update on the map books.

**New Business:**

L. Howard reported that the fire training tower is in service. Procedures were distributed to the chiefs. A training log sheet must be filled out each time the tower is used. The metal interior walls reflect a lot of the heat so we should be burning at lower temperatures.

M. E. Norman is asking for units to verbalize SCBA qualified staff numbers when responding.

There was some discussion on the emergency services study.

The meeting was adjourned.

Respectfully submitted,  
Lou Lattanzio  
Deputy Chief  
Manoa Fire Company



# Haverford Township Bureau of Fire Agenda

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Location: Manoa Fire Company

Date: Tuesday, April 26, 2022

Time: 7:00 p.m.

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Treasurer Report:

Township Manager Report:

Police Report:

Township Commissioners Report:

EMS Report:

Fire Prevention:

Apparatus:

Training:

Recruitment and Retention:

Radio:

Codes Enforcement:

Old Business:

New Business:

# Haverford Township Bureau of Fire

April 26, 2022 meeting minutes

Location Manoa Fire Company

Date April 26, 2022

Attendees:

W. Hatton, J. Rothrock, J. Viola, A. Sivak, M.C.Norman, J. McCanns, and S. Poole

The meeting called to order at 1900 Hours and reading on March minutes waived.

Treasurer: No report

Township Manager: No Report

Police: No Report

EMS: Discussion on Hospital System Closures and effect on the system.

Fire Prevention: Companies picked up smoke detectors from Operation Save a Life today.

Apparatus: All apparatus in service.

Training: Relief will fund the Elevator Rescue Class on Saturday June 18, 2022.

Recruitment and Retention: Checking for a date to schedule awards program.

Radio Communications: Chief Viola reports County awarding contracts and moving forward.

Codes Enforcement: No report.

Old Business: Transition to new NIFIRS system in progress.

New Business: None

Meeting adjourned 1920 hours

Respectfully submitted

M.C.Norman

Assistant Chief Manoa Fire Company



# Haverford Township Bureau of Fire Agenda

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Location: Manoa Fire Company

Date: Tuesday, May 24, 2022

Time: 7:00 p.m.

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Treasurer Report:

Township Manager Report:

Police Report:

Township Commissioners Report:

EMS Report:

Fire Prevention:

Apparatus:

Training:

Recruitment and Retention:

Radio:

Codes Enforcement:

Old Business:

New Business:

# Haverford Township Bureau of Fire

## May 2022 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, May 24, 2022

Time: 7:00 p.m.

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### **Attendees:**

L. Lattanzio, W. Maguire, J. McCans, M. C. Norman, S. Poole, J. Rothrock, J. Viola, W. Wechsler

The meeting was called to order by Chief Viola at 7:03 p.m.

The reading of the minutes from the April meeting was waived.

### **Treasurer:**

No report

### **Township Manager:**

No report

### **Police:**

Usual road work is underway. It is getting worse, not better.

### **Township Commissioners:**

No report

### **EMS:**

J. McCans attended a medical crisis management meeting today. Hospital closures were discussed. The DCMH ER will remain open for the time being.

### **Fire Prevention:**

No report

### **Apparatus:**

Tower 34 is OOS with a hydraulic issue. Parts are difficult to acquire.

### **Training:**

The Elevator Rescue Awareness class was moved to June 11.

M. E. Norman has received training proposals and will contact the chiefs.

### **Recruitment and Retention:**

The ceremony will be some time in October.

### **Radio/Communications:**

J. Viola reported that the County radio project is progressing. Once the County approves the project we can start buying radios to be ready for the transition.

**Codes Enforcement:**

No report

**Old Business:**

S. Poole reported the NFIRS project is progressing. S. Poole and R. Maclary are meeting with the ESO migration team next month. Training should be ready in the next few weeks.

J. Viola would like to revisit the RIT responses within the Township so that we have uniform responses.

Reminder to provide SCBA-qualified staffing when apparatus is responding.

**New Business:**

J. Viola reported that the County is working to address contact issues with the Health Department. If the County Health Department cannot be contacted, notify the Codes department.

Memorial Day service 11 AM at the municipal building.

The meeting was adjourned.

Respectfully submitted,  
Lou Lattanzio  
Deputy Chief  
Manoa Fire Company



# Haverford Township Bureau of Fire Agenda

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Location: Manoa Fire Company

Date: Tuesday, June 28, 2022

Time: 7:00 p.m.

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Treasurer Report:

Township Manager Report:

Police Report:

Township Commissioners Report:

EMS Report:

Fire Prevention:

Apparatus:

Training:

Recruitment and Retention:

Radio:

Codes Enforcement:

Old Business:

New Business:

# Haverford Township Bureau of Fire

## June 2022 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, June 28, 2022

Time: 7:00 p.m.

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### **Attendees:**

V. Berg, W. Hatton, L. Lattanzio, M. C. Norman, M. E. Norman, J. Rothrock, J. Viola

The meeting was called to order by Chief Hatton at 7:07 p.m.

The reading of the minutes from the May meeting was waived.

### **Treasurer:**

No report

### **Township Manager:**

W. Hatton reported that D. Burman indicated 6 companies responded to the RFP for the emergency services study.

### **Police:**

Roads are a mess.

### **Township Commissioners:**

No report

### **EMS:**

EMS has been busy. DCMH EMS coverage has been spotty.

### **Fire Prevention:**

No report

### **Apparatus:**

Tower 34 is still OOS waiting on a hydraulic pump for the main.

### **Training:**

M. E. Norman reported that the training quote came back and was approved by HTRA. The Incident Command class will be in the February timeframe.

### **Recruitment and Retention:**

W. Hatton reported that the committee is okay with holding the ceremony in October.

### **Radio/Communications:**



J. Viola reported that the radio project is in the hands of County Council. The Chiefs may be asked to attend a County Council meeting to express support for the project.

**Codes Enforcement:**

S. Poole emailed the Chiefs regarding ESO reporting software.

**Old Business:**

M. E. Norman reported that the draft map books have been delivered. We can make suggested changes before the books go to print.

M. E. Norman is still working on quotes for the command boards.

Reminder to provide SCBA qualified staffing when going responding.

**New Business:**

M. E. Norman reported that Llanerch Country Club fireworks will be Sunday, July 10. Dinner will be at 6 p.m. at Manoa.

W. Hatton reported that there is a House Bill being proposed that will allow first responders to purchase personal vehicles at Costars prices.

The Bureau of Fire voted to postpone meetings until September.

The meeting was adjourned.

Respectfully submitted,  
Lou Lattanzio  
Deputy Chief  
Manoa Fire Company



# Haverford Township Bureau of Fire Agenda

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Location: Manoa Fire Company  
Date: Tuesday, September 27, 2022  
Time: 7:00 p.m.

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- Treasurer Report:
- Township Manager Report:
- Police Report:
- Township Commissioners Report:
- EMS Report:
- Fire Prevention:
- Apparatus:
- Training:
- Recruitment and Retention:
- Radio:
- Codes Enforcement:
- Old Business:
- New Business:

# Haverford Township Bureau of Fire

## May 2022 meeting minutes

---

Location: Manoa Fire Company

Date: Tuesday, May 24, 2022

Time: 7:00 p.m.

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### **Attendees:**

L. Lattanzio, W. Maguire, J. McCans, M. C. Norman, S. Poole, J. Rothrock, J. Viola, W. Wechsler

The meeting was called to order by Chief Viola at 7:03 p.m.

The reading of the minutes from the April meeting was waived.

### **Treasurer:**

No report

### **Township Manager:**

No report

### **Police:**

Usual road work is underway. It is getting worse, not better.

### **Township Commissioners:**

No report

### **EMS:**

J. McCans attended a medical crisis management meeting today. Hospital closures were discussed. The DCMH ER will remain open for the time being.

### **Fire Prevention:**

No report

### **Apparatus:**

Tower 34 is OOS with a hydraulic issue. Parts are difficult to acquire.

### **Training:**

The Elevator Rescue Awareness class was moved to June 11.

M. E. Norman has received training proposals and will contact the chiefs.

### **Recruitment and Retention:**

The ceremony will be some time in October.

### **Radio/Communications:**

J. Viola reported that the County radio project is progressing. Once the County approves the project we can start buying radios to be ready for the transition.

**Codes Enforcement:**

No report

**Old Business:**

S. Poole reported the NFIRS project is progressing. S. Poole and R. Maclary are meeting with the ESO migration team next month. Training should be ready in the next few weeks.

J. Viola would like to revisit the RIT responses within the Township so that we have uniform responses.

Reminder to provide SCBA-qualified staffing when apparatus is responding.

**New Business:**

J. Viola reported that the County is working to address contact issues with the Health Department. If the County Health Department cannot be contacted, notify the Codes department.

Memorial Day service 11 AM at the municipal building.

The meeting was adjourned.

Respectfully submitted,  
Lou Lattanzio  
Deputy Chief  
Manoa Fire Company

# Haverford Township Bureau of Fire

## September 2022 meeting minutes

---

Location: Manoa Fire Company

Date: Tuesday, September 27, 2022

Time: 7:00 p.m.

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### **Attendees:**

L. Lattanzio, J. McCans, M. C. Norman, S. Poole, J. Rothrock, A. Sivak, J. Straub, W. Wechsler

The meeting was called to order by Deputy Chief Lattanzio at 7:08 p.m.

The reading of the minutes from the June meeting was waived.

### **Treasurer:**

Dues will be collected before the December meeting. J. Viola will email the chiefs.

### **Township Manager:**

No report

### **Police:**

No report

### **Township Commissioners:**

The commissioners are requesting the chiefs attend the October meeting for a proclamation celebrating 100 years of Fire Prevention Week.

### **EMS:**

J. McCans reported that DCMH is closed and Springfield will be opening as an urgent care, not accepting ambulances. DCMH May be opening for behavioral health but patients will need medical clearance first. EMS turnaround times are increasing. Upper Darby EMS is covered by Crozer South now.

### **Fire Prevention:**

Fire Prevention Week is in two weeks. Oakmont will have an open house on October 13. Llanerch, Brookline and Bon Air open houses will be on October 14. Manoa is conducting school visits only.

### **Apparatus:**

Tower 34 remains OOS.

### **Training:**

A contract was signed by the HTRA for an Incident Command class. The FF safety class was pushed to early next year.

### **Recruitment and Retention:**

W. Hatton sent an email about holding the ceremony the Monday night before Thanksgiving.  
M. C. Norman reported that Lower Merion increased their volunteer tax rebate to 100%.

**Radio/Communications:**

Delaware County Council approved the radio project. There is a significant municipal/company cost associated with the project.

**Codes Enforcement:**

There was some discussion on a 10-year sealed battery smoke detector ordinance.

**Old Business:**

There was some discussion on the ESO migration. The cutover will be planned for November 1.

**New Business:**

None

The meeting was adjourned.

M - J. Rothrock, S - A. Sivak, V - Unanimous

Respectfully submitted,

Lou Lattanzio

Deputy Chief

Manoa Fire Company



# Haverford Township Bureau of Fire Agenda

---

Location: Manoa Fire Company

Date: Tuesday, October 25, 2022

Time: 7:00 p.m.

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Treasurer Report:

Township Manager Report:

Police Report:

Township Commissioners Report:

EMS Report:

Fire Prevention:

Apparatus:

Training:

Recruitment and Retention:

Radio:

Codes Enforcement:

Old Business:

New Business:

# Haverford Township Bureau of Fire

## October 2022 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, October 25, 2022

Time: 7:00 p.m.

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### **Attendees:**

L. Lattanzio, J. McCans, M. C. Norman, M. E. Norman, J. Rothrock, A. Sivak, J. Straub, J. Viola

The meeting was called to order by Deputy Chief Lattanzio at 7:04 p.m.

The reading of the minutes from the September meeting was waived.

M - M. E. Norman, S - J. Viola, V - Unanimous

### **Treasurer:**

J. Viola will email the chiefs for HTBF dues.

### **Township Manager:**

No report

### **Police:**

Roadwork is ongoing.

### **Township Commissioners:**

No report

### **EMS:**

J. McCans sent information to the Chiefs for the latest COVID vaccinations. Registration will be required. The clinic will be held at the Township building. The CDC and other agencies have put out warnings for RSV. The illness is serious for children and infants.

J. McCans asked everyone to check their AEDs and reach out if anything is needed.

There was some discussion on hospital closures and specialty care destinations.

### **Fire Prevention:**

Fire Prevention week is over. There was some discussion on a combined Fire Prevention demonstration.

### **Apparatus:**

Tower 34 remains OOS. Engine 56 is at Fire Line getting a discharge relief valve installed. Pump tests are being conducted throughout the Township.

### **Training:**

February 25-26, 2023 will be the aggressive command class. The Saturday session is for everyone. The Sunday session will be for 7 officers per company. Bring your command vehicle.



**Recruitment and Retention:**

The awards ceremony will be in 2023.

**Radio/Communications:**

The radio project is three years out.

**Codes Enforcement:**

No report

**Old Business:**

There was some discussion on the emergency services study.

M. C. Norman reported that there was a miscommunication at the State with our NFIRS reporting number.

M. E. Norman reported that map books are complete. The command board project will be next.

**New Business:**

Manoa and Oakmont have banquets on November 5. Leedom will cover with their Squad from 6pm to midnight at Manoa.

The meeting was adjourned.

M - A. Sivak, S - J. Rothrock, V - Unanimous

Respectfully submitted,

Lou Lattanzio

Deputy Chief

Manoa Fire Company



# Haverford Township Bureau of Fire Agenda

---

Location: Manoa Fire Company

Date: Tuesday, November 22, 2022

Time: 7:00 p.m.

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Treasurer Report:

Township Manager Report:

Police Report:

Township Commissioners Report:

EMS Report:

Fire Prevention:

Apparatus:

Training:

Recruitment and Retention:

Radio:

Codes Enforcement:

Old Business:

New Business: