

Haverford Township  
Bureau of Fire  
2025 Agendas and Minutes

[January](#)

[February](#)

[March](#)

[April](#)

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[June](#)

*No July meeting*

*No August meeting*

*No September meeting*

[October](#)

*November meeting canceled*

*No December meeting*

Disclaimer: Every document provided by the group is included in this archive packet. The boards, committees, and commissions are responsible for providing agendas and minutes for each meeting.

# Haverford Township - Bureau of Fire

Meeting: Tuesday, January 28, 2025

Time: 7:00 p.m.

Location: Manoa Fire Company, 115 S. Eagle Rd., Havertown Pa., 19083

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## Agenda

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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

## January 2025 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, January 28, 2025

Time: 7:00 p.m.

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### **Attendees:**

W. Baker, B. Gondek, W. Hatton, D. Johnston, L. Lattanzio, M. C. Norman, M. E. Norman, S. Poole, A. Sivak, J. Viola

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

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

Motion - M. E. Norman, Second - S. Poole, Vote - Unanimous

### **Treasurer:**

The account balance is \$2403. A reimbursement was made to J. Viola for the dinner in December. Deposits were made from each fire company.

### **Township Manager:**

No report

### **Police:**

West Chester Pike interchange work will start soon from Old West Chester Pike to I-476. PennDOT is adding a dedicated lane for the northbound onramp. The work will run from 0900-1500 and is expected to take two years.

### **Township Commissioners:**

B. Gondek asked to be notified of fire company events that can be communicated out to the public.

### **EMS:**

S. Poole reported that J. McCans requested access to the 5 stations and their WiFi passwords to set up maintenance notifications for the AEDs.

### **Fire Prevention:**

Progress

### **Apparatus:**

The Pierce apparatus is still several years away.

W. Baker asked about radio installation for the new radio system. The Township garage should be able to handle the switch.

W. Hatton reported that the pump and aerial PMs were not completed last year. G. Pasetti did not hear back from the vendor.

### **Training:**

S. Poole reported that the training committee is being reformed. We need two members from each company to participate. S. Poole drafted a guideline for the committee.

S. Poole reported that there is a firehouse.com webinar on February 5 covering ISO topics.

M. E. Norman requested that we ask the Township to cover the training on April 7 with \$2,000 out of the training budget.

J. Viola reported that the yellow house on Burmont Road may be torn down and available for training.

W. Hatton suggested members go through their training committee representative to communicate joint training opportunities.

### **Recruitment and Retention:**

W. Hatton will spearhead restarting this committee and getting them started.

W. Baker commented that the committee did a good job with the awards ceremony.

M. E. Norman suggested broadcasting the awards ceremony on the Township channel. B. Gondek indicated we should be able to do that if the ceremony is held at the Township building.

### **Radio/Communications:**

J. Viola reported that the system is on schedule. The county allocation is 7 portables for officers, 6 portables and 1 mobile for each piece of apparatus, and 1 mobile for each station. Companies can purchase additional radios on the County contract.

### **Codes Enforcement:**

S. Poole requested that we notify all officers to notify S. Poole if a fire alarm is set off by contractors.

S. Poole distributed a sample "after the fire" instruction booklet that can be distributed to homeowners.

S. Poole discussed at the last safety meeting if the Township can purchase the SCBA fit testing machine.

S. Poole will send the Chiefs a form from Human Resources that they want completed for all members. The Township will also be requiring and tracking the Child Abuse History Clearances.

### **Old Business:**

None

### **New Business:**

M. C. Norman reported that companies will need a Keystone login for state grants going forward.

W. Baker inquired about the parking pass incentive. The Chiefs agreed it is time to update the physical appearance of the tag and redistribute to current members.

J. Viola requested updated lists for the car wash incentive.

W. Baker suggested gathering donations for fire department members in California who were personally impacted by the wildfires.

W. Baker suggested a seminar reviewing the recent LODD in Lower Merion.

B. Gondek reported that a developer is interested in the Lowe property to construct a 10-unit apartment building.

The meeting was adjourned at 8:00 p.m.

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

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, February 25, 2025

Time: 7:00 p.m.

Location: Manoa Fire Company, 115 S. Eagle Rd., Havertown Pa., 19083

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## Agenda

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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

## February 2025 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, February 25, 2025

Time: 7:00 p.m.

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### **Attendees:**

W. Baker, E. Irizarry, L. Lattanzio, W. Maguire, J. McCans, C. Millay, M. C. Norman, S. Poole, A. Sivak, J. Viola

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

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

Motion - A. Sivak, Second - W. Baker, Vote - Unanimous

### **Treasurer:**

There is \$2096 in the account.

### **Township Manager:**

S. Poole reported that our ISO score improved from a 4 to a 3.

### **Police:**

No report

### **Township Commissioners:**

B. Gondek reported that D. Burman sent the insurance review out to the Chiefs today.

The discussion on the tax rebate will be pushed to the April meeting of the Board of Commissioners.

### **EMS:**

J. McCans requested access to each firehouse and WiFi to link the AEDs for monitoring.

The EMS system is taxed going to Upper Darby, Lower Merion, and Marple.

The outlook for Crozer Hospital has not improved. Keystone private ambulance has put in an offer to cover EMS if the Crozer EMS system collapses.

### **Fire Prevention:**

Progress

### **Apparatus:**

Pump and aerial testing started this week.

### **Training:**

S. Poole reported that the reformed training committee met last week. There are a number of classes upcoming. The committee discussed some requested changes to the training tower. The committee can bring suggestions to S. Poole and notify the Chiefs.

E. Irizarry recapped a training event that was conducted recently at Villanova University.

**Recruitment and Retention:**

W. Maguire reported that there is a committee meeting scheduled for March.

**Radio/Communications:**

J. Viola indicated that companies have additional radio purchases for the new system ordered.

**Codes Enforcement:**

S. Poole reported that Popeye's is moving into the Manoa Shopping Center.

There is a new development of 4 houses going in on Sproul Road. S. Poole is working with the planning commission to ensure a hydrant is installed and the street is wide enough.

There was additional discussion on the proposed 10-unit apartment complex on S. Eagle Road. B. Gondek did voice the concerns of the fire companies at the last meeting.

The Amazon property on West Chester Pike has been vacated.

**Old Business:**

J. Viola reported that the supplemental air pack purchase has been pulled from the budget. A. Cuthbertson indicated that the funds are not available. B. Gondek will discuss this with A. Cuthbertson.

**New Business:**

W. Baker reported that Company 34 will be OOS for their banquet this Saturday. Manoa also has Bingo that night. Company 38 will have a crew in station until midnight.

The meeting was adjourned at 7:35 p.m.

M - W. Baker, S - W. Maguire, V - Unanimous

Respectfully submitted,  
Lou Lattanzio



# Haverford Township - Bureau of Fire

Meeting: Tuesday, March 25, 2025

Time: 7:00 p.m.

Location: Manoa Fire Company, 115 S. Eagle Rd., Havertown Pa., 19083

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## Agenda

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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

## March 2025 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, March 25, 2025

Time: 7:00 p.m.

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### **Attendees:**

W. Baker, D. Burman, B. Gondek, W. Hatton, E. Irizarry, L. Lattanzio, C. Millay, M. C. Norman, M. C. Norman, S. Poole, J. Viola

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

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

Motion - M. C. Norman, Second - J. Viola, Vote - Unanimous

### **Treasurer:**

There is \$2092.85 in the account.

### **Township Manager:**

D. Burman was in attendance to discuss the burden on our fire and EMS services outside the Township, especially Upper Darby. There was discussion on the EMS situation with the pending closure of Crozer.

### **Police:**

PECO is starting their spring utility work.

### **Township Commissioners:**

B. Gondek reported that the additional SCBA for Manoa and Llanerch will be on the April agenda of the Board of Commissioners.

### **EMS:**

No report

### **Fire Prevention:**

Progress

### **Apparatus:**

Pump and aerial preventative maintenance was completed.

### **Training:**

M. E. Norman reported that there are 4 Township-wide training events over the next month: 3/31 - LODD, 4/7 - fire dynamics, 4/21 - 911 center operations, 4/28 - SEPTA hybrid bus. The training committee will meet again in April.

There was some discussion on teaming up with Lower Merion to utilize the Bucks County training program. S. Poole will collect the information and review with D. Burman.

W. Hatton suggested reviewing the Township incident command guidelines.

**Recruitment and Retention:**

There is a meeting tomorrow night at Oakmont. W. Hatton inquired about the remaining budget for R&R. We need to wait until the Township tax rebates are distributed.

M. E. Norman reported on a Pennsylvania municipality that is discussing tax rebates including school district taxes. There was some discussion on reengaging in conversations with the school district.

**Radio/Communications:**

J. Viola asked if everyone has submitted their county radio orders. Everything is on target.

**Codes Enforcement:**

No report

**Old Business:**

M. E. Norman thanked everyone who covered the Township while Manoa was OOS for Bingo.

**New Business:**

S. Poole reported that Belmont Hills is hosting a social this weekend.

S. Poole and W. Baker inquired if we want to attend the Bridgeport 100th anniversary parade as a department.

M. C. Norman reported that the HTRA wants input from the HTBF on active member definition and excusal criteria. Each company should review their criteria and bring it back next month for discussion.

W. Baker inquired about a request for fire gear that was not included in the budget. The budget process starts in August.

W. Hatton reported that the county was able to add additional resources to school responses.

J. Viola inquired if anything was in writing regarding companies assuming the title for apparatus that the Township is not going to replace.

The meeting was adjourned at 8:35 p.m.

M - W. Baker, S - M. E. Norman, V - Unanimous

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, April 22, 2025

Time: 7:00 p.m.

Location: Manoa Fire Company, 115 S. Eagle Rd., Havertown Pa., 19083

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## Agenda

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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 2025 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, April 22, 2025

Time: 7:00 p.m.

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### **Attendees:**

L. Baker, W. Baker, B. Gondek, W. Hatton, E. Irizarry, L. Lattanzio, J. McCans, M. C. Norman, M. C. Norman, S. Poole, M. Straub

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

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

Motion - W. Baker, Second - M. E. Norman, Vote - Unanimous

### **Treasurer:**

There is \$2092.85 in the account.

### **Township Manager:**

No report

### **Police:**

West Chester Pike construction will be starting soon.

### **Township Commissioners:**

No report

### **EMS:**

J. McCans provided an update on the closing of the Crozer health system. Upper Darby has an agreement with Stat Ambulance to provide EMS in Upper Darby Township in the short-term. Long-term it will probably be folded into the UDFD. Other municipalities are looking to pool resources. An additional ambulance will be stood up in Haverford Township to handle the anticipated increase in call volume. J. McCans or V. Berg will remain in the Township as much as possible to stabilize patients until transport units can arrive. Several municipalities are declaring states of emergency to assist in responding to the EMS crisis.

### **Fire Prevention:**

Progress

### **Apparatus:**

There have been no recent updates on the delivery of the Pierce apparatus.

### **Training:**

Several Township-wide training sessions have been conducted. The SEPTA hybrid bus training will be held at Manoa on April 28. Several additional training opportunities are in the works.

If we decide to proceed with the BCCC program, there will be additional classes available.

**Recruitment and Retention:**

M. Straub and L. Baker attended to provide a committee update. The committee has had two meetings and discussed several ideas:

- Family social on September 20. J. Straub will apply for a permit for Grasslyn Field.
- Gauge company interest in the Bridgeport, NJ parade on September 13.
- Recruitment video that could be broadcast on social media, Township TV, and the HHS morning television.
- Uniform ribbon program. There was also discussion on hosting the annual recognition ceremony at the Township building so it can be broadcasted.
- Family skate night is usually held in June.

We will have a better idea of the remaining R&R budget in May.

**Radio/Communications:**

Additional radio orders need to be into the County for the purchase order.

**Codes Enforcement:**

S. Poole reported that the alarm company will be at Merion Golf Club tomorrow to hopefully resolve the repetitive issue there. There is an issue with the keys in the Knox Box at U-Haul.

E. Irizarry reported the presence of a group home in the Bon Air local.

**Old Business:**

There was continued discussion on the active member definition requested by the HTRA. The Chiefs agreed on 10 points for a drill, 5 points for response to a fire call, and 1 point per hour of any other activity. 200 points, with provisions for long-term illness, military service, short-term disability or injury, or family obligations.

J. Viola provided an update on the car wash list. The list should be limited to active members who meet the 200 point Township criteria. J. Viola requested updated parking tag lists by June 15. Include license plate, make model, and vehicle color.

**New Business:**

None

The meeting was adjourned at 8:18 p.m.

M - W. Baker, S - M. E. Norman, V - Unanimous

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, May 27, 2025

Time: 7:00 p.m.

Location: Manoa Fire Company, 115 S. Eagle Rd., Havertown Pa., 19083

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## Agenda

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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 2025 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, May 27, 2025

Time: 7:00 p.m.

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### **Attendees:**

W. Baker, B. Gondek, W. Hatton, E. Irizarry, L. Lattanzio, C. Millay, M. C. Norman, M. E. Norman, S. Poole, A. Sivak, T. Straub, C. Viola, J. Viola

The meeting was called to order by Chief Irizarry at 7:02 p.m.

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

Motion - M. E. Norman, Second - A. Sivak, Vote - Unanimous

### **Treasurer:**

There is approximately \$2000 in the account.

### **Township Manager:**

No report

### **Police:**

West Chester Pike construction is underway.

### **Township Commissioners:**

No report

### **EMS:**

No report

### **Fire Prevention:**

Progress

### **Apparatus:**

There have been no recent updates on the delivery of the Pierce apparatus.

### **Training:**

The Chiefs discussed some confusion on a drill at an acquired structure that was scheduled by Bon Air.

S. Poole and M. E. Norman are meeting with Lower Merion in June to discuss joint training. Haverford Township will be obtaining the BCCC Gold Program for training.

S. Poole reported that the Township applied for a training center grant to make repairs and improvements to the training tower.



M. E. Norman reported that the training mannequins were approved for purchase by the HTRA.

**Recruitment and Retention:**

No report

**Radio/Communications:**

M. E. Norman presented a proposed configuration for the new radios. The Chiefs need to submit a spreadsheet to the County with their channel selections for the home bank.

**Codes Enforcement:**

S. Poole addressed a codes issue in the 800 block of WCP. The Knox box for U-Haul is pending. There was discussion on a few group facilities.

**Old Business:**

W. Hatton asked about inviting J. Mick to the HTBF meeting.

**New Business:**

M. E. Norman sent the uniform ribbon information to the R&R committee.

The meeting was adjourned at 7:51 p.m.

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

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, June 24, 2025

Time: 7:00 p.m.

Location: Manoa Fire Company, 115 S. Eagle Rd., Havertown Pa., 19083

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## Agenda

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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 2025 meeting minutes

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Location: Manoa Fire Company

Date: Tuesday, June 24, 2025

Time: 7:00 p.m.

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### **Attendees:**

W. Baker, E. Irizarry, L. Lattanzio, J. McCans, M. C. Norman, S. Poole, T. Straub, C. Viola, J. Viola

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

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

Motion - T. Straub, Second - J. McCans, Vote - Unanimous

### **Treasurer:**

There is approximately \$2000 in the account.

### **Township Manager:**

B. Gondek reported that the Township has started the budget process for 2026. Departments will need budget proposals in August. Let B. Gondek know about budget requests.

### **Police:**

All roads are now open following the storm.

### **Township Commissioners:**

No report

### **EMS:**

J. McCans provided an update on FD physicals at MLH. We need to request a new employee physical rather than a firefighter physical.

J. McCans provided an update from the safety committee. Negrey Eye Associates will be contracted to provide prescription safety glasses at a bulk discount. Contact J. McCans if anyone wants these prescription glasses.

J. McCans reported on a Haverford Township resident was transported by Narberth EMS. The patient's insurance covered part of the claim and the patient was billed for the balance. When the patient spoke to Narberth, they offered a \$40 annual membership to avoid balance billing. Narberth is not soliciting for dues, but is offering this on an individual basis.

### **Fire Prevention:**

Progress

### **Apparatus:**

E. Irizarry spoke to Glick recently. The prebuild meeting for the Pierce apparatus has been pushed to 2026.

C. Viola reported Engine 35 is OOS this week into next week for pump packings.

**Training:**

The next committee meeting will be in September.

The training mannequins have been ordered.

We are waiting to hear back on the grant application for training grounds improvements.

We are in need of additional wood pallets at the tower.

**Recruitment and Retention:**

The last meeting was postponed due to the weather.

**Radio/Communications:**

The radio project is proceeding according to schedule. The radios are being programmed and tested.

**Codes Enforcement:**

No report

**Old Business:**

None

**New Business:**

W. Baker reported that the retaining wall collapse at the training grounds is putting our hydrant system at risk of failure. D. Burman, D. Mariani, and Pennoni Associates are aware of the issue.

T. Straub inquired if there were any ways to communicate ongoing road closures. J. Viola will forward a list if one is available. The closures change frequently following a storm.

C. Viola opened a topic of discussion for enacting Township-wide policies and procedures in the HTBF. The emergency services study and the LODD post-incident analysis both recommended standardization. Topics include training requirements, apparatus response, driving requirements, etc. Changes would come to the Chiefs for approval first, then be presented to the Township Manager. We would like to form a committee of senior officers.

The HTBF elected to suspend regular meetings until September. The Chiefs will meet over the summer to prepare for the budget season.

M - L. Lattanzio, S - S. Poole, V - Unanimous

The meeting was adjourned at 7:39 p.m.

M - J. Viola, S - S. Poole, V - Unanimous

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, October 28, 2025

Time: 7:00 p.m.

Location: Manoa Fire Company, 115 S. Eagle Rd., Havertown Pa., 19083

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## Agenda

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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: