

LOWER ALLEN TOWNSHIP

1993 HUMMEL AVENUE • CAMP HILL, PENNSYLVANIA 17011

DEPARTMENT OF PUBLIC SAFETY

MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: FRANK E. WILLIAMSON, JR., DIRECTOR
DATE: April 21, 2008
RE: MONTHLY REPORT FOR MARCH 2008

March continued the 2008 pattern for busy months. As the new Municipal Services Building nears completion, work with the contractors and with vendors for out of contract products. It was also the month that Walsh Construction began the construction work on the Rt 15/581 project.

The Rt 15 project will be having a dramatic impact on transportation infrastructure within the Township. Work on Rt 15, Simpson Ferry Rd, Hartzdale Dr., Lower Allen Dr. and Hummel Ave will make getting to and from areas of the Township a challenge. Lower Allen Officers began "que car" details during the night time construction on Rt 15. That will eventually wind down, as the "cattle chutes" are finished and work moves to the shoulder areas of the highway.

Lower Allen Fire Company offered an excellent training and timely opportunity on March 5th. Firefighter Jeff Peters presented a Highway Incident Response Safety training class through VFIS. The session was attended by members from EMS, Public Safety, Police as well as Lower Allen and Lisburn Fire.

Meetings on the progress of the new Municipal Services Building, from door keying, security, apparatus bay doors, telephones, electronic equipment for the various meeting/training rooms and office furniture consumed a lot of time for members of the Department of Public Safety. Processing of furniture quotes was a huge undertaking, with several state contract vendors.

EMS Captain Yohn, Sergeant Crone, Lower Allen Assistant Fire Chief Dave Warren, Commissioner Christ and I attended the dedication ceremony for the VFW's new building. The dedication actually occurred on the one year anniversary of the new facility at 4545 Westport Dr. The membership has a right to be proud of the new building, which significantly expands on the available space compared to their old building.

Spring firearms qualification began during the month, will all officers completing the training on department authorized weapons. This included both daylight and dim light qualifications.

This year, the Township participated in the State-wide Weather exercise. I acted in the capacity of a facilitator, with Sgt. Greg Thomas, Captain Chris Yohn and Lower Allen Captain/Duty Chief Tim Sheely acting as the Command and Operations sections. This year, a tornado or at least some of the strong winds associated with it came through Cumberland County. Theoretical damage was incurred in one wing of the Health South Rehab Center on Lancaster Blvd. The EOC Staff was activated and basically observed this table top exercise. John Eby and Tom Vernau, both Deputy Emergency Management Coordinators began going through the LEMC's check list.

An After Action Review for the County was completed. Discussion among our EOC staff was for additional training exercises, since most of the EOC staff training is geared around Three Mile Island events.

Sgt. Crone and I attended a mini conference sponsored by the Pennsylvania Law Enforcement Accreditation Commission. This was held locally at the Holiday Inn – Harrisburg West and provided updates on accreditation standards, etc. Assistant Chief Dave Holl of Derry Township and I presented a session on preparing for a mock on-site. The conference was a success and showed a significant increase in the interest in accreditation across the state. There are several new agencies interested in moving to the CALEA program as well. This is something that we had hoped for all along, that as agencies saw the benefit of accreditation, they would use the PLEAC program as a stepping stone towards the CALEA program.

I attended an informational session on the West Shore School District's new student/parent alerting system. This is the same vendor the Township has selected for our Community Alerting system. However, at the school level, the software interacts with their attendance software and will automatically make truancy notifications based on the submitted attendance.

After the Board meeting on March 24th, we notified Connect-CTY that we were moving ahead with them as our Alerting vendor. Contracts were prepared and returned. They are to be downloading our phone listings. We have been working with CED to provide the proper files for their GIS system to locate our Township and the phone numbers within it. We will be having a conference call in late April to set up training for the individuals who will be using the system.

March 31st marked the end of our providing law enforcement and security services at the Capital City Mall. After almost two decades, PREIT, LLC, decided not to renew our MOU. For the last three years at the mall, we had been providing 24/7 coverage and provided for the hiring of two full-time Community Service Officer specifically for the mall program.

CSO Ken Crane developed a demobilization plan for the satellite office. This was approved and executed so as to provide no lapse in coverage for the mall. Allied Barton, a private security firm with contracts at PRIET malls, began overnight coverage about two weeks prior to the end of our MOU. The transition occurred at 11:00 pm on March 31st.

On the last day of our official presence at the mall, Officer Morgan organized coffee and donuts for the earlier morning "mall walkers," as a thank you and a good-bye. It was well received and appreciated by both the police staff that attended and our regular early morning friends.

A new MOU is being worked on for the Police to provide law enforcement services at the mall on Friday and Saturday nights. This is to be a reimbursed overtime based on a single reimbursement. Data from the last three years has been collected and will be compared with data on call volume and coverage at the mall from April 1 forward to see what impact the loss of the office and CSOs at the mall has on our day to day operations.

In closing, I would like to thank the Board on behalf of all of the Public Safety Divisions for your attention at our Strategic Planning session on March 22nd. Everyone involved is committed to make this program work to provide our citizens with the best emergency services we can provide.

The reports from the other Divisions follows. As always, my staff and I are available to answer any questions or concerns you may have.

POLICE DEPARTMENT OPERATIONAL SERVICES BUREAU

The total number on calls handled by the Police Department in March 2008 was 1,399. The Lower Allen Twp Police Dept had the highest number of dispatched calls from Cumberland County Communications with 1,258. Silver Spring Twp. had the second highest number of dispatched calls at 965.

There were no CSO's or Police Officers injured in March 2008. There were no CSO's or Police Officers assaulted during the month of March.

There were 58 traffic accidents reported to LATPD in March 2008. Of these, 20 were reportable traffic accidents and 38 were non-reportable traffic accidents. Four of these traffic accidents were DUI related.

MAJOR INCIDENTS

ROBBERIES (1)

There were no Robberies reported during the month of March 2008.

BURGLARIES (1)

03/02/08 800 Block Sheely Lane

DOMESTIC ASSAULTS (1)

03/18/08 100 Block Locust St. (1 Arrest)(Ofc. Coffey)

ASSAULTS (2)

03/05/08 900 Block Lisburn Rd. (1 Arrest)(Ofc. Curtis)

03/10/08 3500 Block Hartzdale Dr.

HARASSMENT (4)

03/01/08 5200 Block Simpson Ferry Rd. (1 Cited)(Ofc. Martinez)

03/06/08 1300 Block Carlisle Rd. (1 Cited)(Ofc. Curtis)

03/28/08 1100 Block Carlisle Rd. (1 Cited)(Ofc. Stevenson)

03/30/08 10 Block Hummel Ave. (1 Cited)(Ofc. Martinez)

AUTO THEFTS (1)

03/21/08 3300 Block Hartzdale Dr.

THEFTS (14)

03/01/08 300 Block Belaire Dr.
03/03/08 1300 Block Carlisle Rd.
03/05/08 1300 Block Carlisle Rd.
03/07/08 100 Block Lancaster Blvd.
03/09/08 2900 Block Glenwood Rd.
03/10/08 1400 Block Maplewood Dr.
03/10/07 5200 Block Simpson Ferry Rd.
03/13/08 100 Block Wesley Dr.
03/14/08 3500 Block Hartzdale Dr.
03/15/08 10 Block Argali Ln.
03/17/08 5100 Block Simpson Ferry Rd.
03/20/08 3500 Block Hartzdale Dr.
03/22/08 100 Block Park Ave.
03/26/08 1300 Block Carlisle Rd.

RETAIL THEFTS

There were 7 retail thefts reported during the month of March with 10 arrests made.

THEFT FROM AUTO (5)

03/01/08 10 Block Ovis Dr.
03/01/08 200 Block Ewe Rd.
03/04/08 100 Block Fineview Rd.
03/16/08 2100 Block Cedar Run Dr.
03/25/08 5000 Block Ritter Rd.

DUI ARRESTS (15)

03/01/08 5100 Block Simpson Ferry Rd. (Ofc. Justh)
03/02/08 Norman Rd. @ Kingsley Rd. (Ofc. Justh)
03/03/08 Simpson Ferry Rd. @ Wesley Dr. (Ofc. Gelnett)
03/06/08 3800 Block Glenwood Ave. (Ofc. Martinez)(Crash)
03/07/08 Cobblestone Dr. @ Wilson Ln. (Ofc. Justh)
03/09/08 3300 Block Hartzdale Dr. (Ofc. Justh)
03/11/08 1300 Block Carlisle Rd. (Ofc. Claeys)
03/14/08 3100 Block Gettysburg Rd. (Sgt. Thomas)
03/14/08 3100 Block Gettysburg Rd. (Ofc. Claeys)(Crash)
03/15/08 Hartzdale Dr. @ Bellmore Rd. (Ofc. Foltz)
03/16/08 40th St. @ Gettysburg Rd. (Det McNair)

03/21/08 Lisburn Rd. @ Cedar Run Dr. (Ofc. Claeys)
03/25/08 Wesley Dr. @ Woodland St. (Ofc. Gelnett)
03/25/08 Simpson Ferry Rd. @ Gettysburg Rd. (Ofc. Foltz)(Crash)
03/29/08 Rt. 15 @ MM 40.6 (Ofc. Martinez)

PUBLIC DRUNKENNESS ARRESTS (5)

03/01/08 3000 Block Gettysburg Rd. (1 Cited)(Ofc. Heckler)
03/01/08 300 Block 18th St. (1 Cited)(Det. McNair)
03/02/08 1700 Block Carlisle Rd. (1 Cited)(Cpl. Williams)
03/12/08 3500 Block Hartzdale Dr. (1 Cited)(Cpl. Williams)
03/31/08 Rt. 15 @ Gettysburg Rd. (1 Cited)(Ofc. Gelnett)

DRUGS (1)

03/18/08 1300 Block Carlisle Rd. (1 Arrest)(Ofc. Curtis)

UNDERAGE DRINKING ARRESTS (7)

03/24/08 Woodbox Ln. @ Kylock Rd. (2 Cited)(Ofc. Gelnett)
03/28/08 Sna Ln. (4 Cited)(Cpl. Tamanosky)

DISORDERLY CONDUCT / PRACTICES (11)

03/03/08 3000 Block Morningside Dr. (1 Cited)(Ofc. Martinez)
03/05/08 2100 Block Cedar Run Dr. (1 Cited)(Ofc. Gelnett)
03/06/08 1300 Block Carlisle Rd. (1 Cited)(Cpl. Sentman)
03/08/08 1100 Block Carlisle Rd. (1 Cited)(Ofc. Justh)
03/09/08 5200 Block Simpson Ferry Rd. (1 Cited)(Ofc. Stevenson)
03/14/08 900 Block Lisburn Rd. (1 Cited)(Ofc. Calaman)
03/16/08 1100 Block Lowell Ln. (1 Cited)(Ofc. Scarlato)
03/22/08 1500 Block Cedar Cliff Dr. (1 Cited)(Ofc. Calaman)
03/23/08 4500 Block Linden Ave. (1 Cited)(Ofc. Scarlato)
03/24/08 3500 Block Hartzdale Dr. (2 Cited)(Ofc. Curtis)

CRIMINAL MISCHIEF (7)

03/07/08 5300 Block Oxford Cir.
03/13/08 900 Block Lisburn Rd. (1 Arrested)(Ofc. Gelnett)
03/21/08 5300 Block Oxford Cir. (4 Arrested)(Ofc. Scarlato)
03/23/08 200 Block Ewe Rd.
03/24/08 Creekwood Dr.
03/22/08 10 Block Argali Ln.
03/24/08 Robin Ct.

POLICE DEPARTMENT SUPPORT SERVICES BUREAU

General (Sgt Crone's activities):

As of 4/1/2008, the Community Service Officer Program will fall under this Bureau as a result of the closing of the Capital City Mall Satellite office. I was on hand for the final morning in which our employees provided coffee and donuts to the morning walkers at their own expense. I was pleased to hear nothing but positive comment after positive comment regarding the time the mall program has been there. The "mall community" truly cared about our officers, and it is safe to say that their caring was reciprocated. Officer Morgan and CSO Crane had been the heart and soul of the program for the last several years, and it closes out honorably. I look forward to working with the CSOs in the immediate future in the hope that that level of professionalism can continue .

Twelve General Orders remain to be finalized and moved to DOCMGR. Of these, all but 2 or 3 are in draft form.

Work continues on collecting the proofs and development of a matrix to allow tracking of which proofs are completed for the CALEA accreditation process.

A Department Head Meeting, Public Safety Chiefs' Meeting and various building related meetings were attended.

There have been several visits to the new building, assessing move-in needs and simply checking on progress. As the building takes shape, it becomes easier to visualize the changes in our processes that will need to be implemented once we move.

Stored equipment continues to be packed up for the move and purchases of gear and office equipment that needs to be duplicated or tripled over our three floors of office space is being planned.

Quartermaster:

All requests for uniforms were met. Progress continues on the revision to the uniform and appearance standards orders.

Uniform committee members met to continue to refine the order and examine some potential equipment changes. A "hot topic" leading into the finalization of the order is a proposed tattoo policy. It is hoped that this takes shape prior to hiring additional personnel.

Vehicles:

All maintenance requests were met.

Sprint air cards were installed in the mobile computer equipped vehicles with spectacular results. Officer are very pleased with the units and are now able to dedicate more time on the streets and out of

the office than was previously possible.

Training Function:

All but two officer have attended mandatory in-service training. The remaining two will be picked up later in the year.

A CSO refresher class was conducted. This was assembled, primarily by CSOs Ken Crane, Greg Ramberger and John Young. The aim was to get CSOs who had not worked the street in a long time on the same page in preparation for the loss of mall hours. The class was well attended and well conducted.

Sgt Crone, Sgt Thomas, EMS Captain Yohn, Cpl^r Sentman and Arlene Lenker attended a teleconference on problem employees. This class was universally panned and classified as a wasted hour by all who attended. A refund was requested and, after jumping through some hoops, was granted.

All officers completed range training.

Chief Williamson and Sgt Crone attended the PLEAC (Pennsylvania Law Enforcement Accreditation Coalition) conference held in Mechanicsburg.

Sgt Crone and Officer Curtis attended and advance Watchguard user training program, increasing knowledge of various aspects of our in-car camera systems.

Officer Justh attended the first in a series of Accident Investigation schools on the road to becoming an accident reconstructionist.

Technical Services (Tech Ickler):

Call Out 03-30-05 Orchard Road – Death Investigation

Processed five cases for latent fingerprints

Evidence Custodian

7 counterfeit cases were sent to the United States Secret Service

5 handguns were destroyed

Fifty plus cases were purged from the Evidence

2007 Audit for the PA Department of Unclaimed Property was turned in on March 14th.

3 pieces of jewelry and \$222.72 were turned over to the Pa Dept of

Unclaimed Property

Projects

Continuing to photograph the progress of the new Township building

Packing equipment in the Lab for the move to the new building

Special Investigations (Cpl Huff, Det McNair and Det Spaulding)

ARRESTS: Two juvenile females were cited for Retail Theft from Victoria's Secret and two other juvenile females were cited for Retail Theft from Sears at the Capital City Mall. Two juvenile males were cited for Retail Theft for shoplifting from Sears. A female adult township resident was cited for violation of the Township Dog Law Ordinance. An adult female student at Cedar Cliff High School was cited for Disorderly Conduct after marijuana residue was found inside her car in the school lot. Two juvenile males were cited for Disorderly Conduct for a fight at Cedar Cliff High School. An adult female was arrest for DUI during a DUI Blitz. An adult male was cited for Public Drunkenness at a business on 18th Street.

INVESTIGATIONS: Criminal Investigations Unit investigated two deaths of adult males in the township, both appear to be of natural circumstances even though they were 27 years and 46 years of age. Several fraud cases are being investigated including the use of an infant's social security card for tax purposes. A fraudulent use of a resident's visa credit card occurred over the Internet and several transactions were attempted and occurred. Theft and cashing of a paycheck occurred at McDonalds in Lower Allen Township. We are investigating a theft of money from a room at Bethany Towers by a contract employee. Charges were filed on an adult for a bad check and theft by deception case from 2006.

MEETINGS: During the month of March members of the Criminal Investigation Unit attended the monthly Cumberland County Drug Task Force Meeting, the West Shore Crime Meeting, and the Stop Violence Against Women Meeting.

LOWER ALLEN FORENSIC PROCESSINGS: Criminal Investigation Unit processed a burglary at Bethany West's new construction site, a burglary of a residence on Wesley Drive, a DUI automobile accident on Gettysburg Road, a restaurant for Criminal Mischief.

CUMBERLAND COUNTY FORENSICS: Det. McNair assisted the County Forensics Team for a reported burglary and shooting in New Cumberland.

PUBLIC RELATIONS: Det. McNair presented a date rape drug training for a womens rape defense class at Messiah College.

Records Section:

Records continues the daily tasks of maintaining our files and reports and repairing those needing it. Donna Roberts has been supplementing the staff and filling in for vacations and such with excellent results. As progress is made on the new building, considerations being given to layouts of the records area and issues regarding the move.

Purge days have been proving quite successful. Discovery of long forgotten and no longer needed documents has been the common theme among all who are purging.

Respectfully submitted,
Sgt. Leon G. Crone, Jr.

**LOWER ALLEN TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT
February 2008
SUMMARY**

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
COMPLAINTS	1254	1307	2576	2837	-261
GROUP A – OFFENSES	28	34	63	91	-28
GROUP B – OFFENSES	7	16	17	38	-21
REPORTABLE ACCIDENTS	12	16	25	31	-6
CRIMINAL ARRESTS	49	39	96	104	-8
TRAFFIC ARRESTS	240	171	441	477	-36
WARNING NOTICES	40	37	51	101	-50
TICKETS ISSUED	43	50	93	125	-32

**LOWER ALLEN TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT
February 2008**

CALLS FOR SERVICE

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
GROUP A - OFFENSES	28	34	63	91	-28
GROUP B - OFFENSES	7	16	17	38	-21
911 HANG-UPS	16	20	32	34	-2
ABANDONED VEHICLES	7	11	25	21	+4
ACCIDENTS-REPORTABLE	12	14	25	29	-4
ACCIDENTS-NON-REPORTABLE	48	42	83	73	+10
ALARMS	43	70	89	130	-41
ANIMAL COMPLAINT	11	11	35	31	+4
ASSIST AMBULANCE	86	75	166	170	-4
ASSIST FIRE COMPANY	7	27	15	61	-46
ASSIST OTHER DEPT.	39	33	71	64	+7
COUNTY COURT	1	0	2	1	+1
DISTRICT JUSTICE COURT	4	10	17	15	+2
DOMESTIC	17	19	59	43	+16
JUVENILE	9	10	17	20	-3
LOCKOUTS	11	17	21	32	-11
MENTALLY ILL	7	3	13	8	+5
MOTORISTS ASSIST	24	28	33	50	-17
SPECIAL DETAIL	256	264	505	546	-41
SUBPOENA SERVICE	0	0	0	0	0
SUSPICIOUS ACTIVITY	30	21	77	55	+22
TRAFFIC STOPS	258	216	472	566	-94
SUSPICIOUS VEHICLE	5	9	14	18	-4
TRAFFIC RELATED	61	92	108	181	-73
WARRANT SERVICE	8	5	22	10	+12
OTHER	259	240	598	503	+95
TOTAL	1254	1307	2576	2837	-261

**LOWER ALLEN TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT
February 2008**

GROUP A OFFENSES

Group A Offenses	Code	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
Murder	09	0	0	0	0	0
Sex Offenses	11	0	1	0	1	-1
Aggravated Assault	13A	0	0	0	0	0
Simple Assault/Intimidation	13 B/C	2	9	8	9	+1
Theft Offenses	23	9	27	14	27	-3
Fraud	26	1	3	2	3	+1
Narcotics Violations	35	5	3	3	3	+5
Gambling	39	0	0	0	0	0
Prostitution	40	0	0	0	0	0
Kidnapping	100	0	0	0	0	0
Robbery	120	0	0	0	0	0
Arson	200	0	0	0	0	0
Extortion	210	0	0	0	0	0
Burglary	220	1	3	0	3	-2
Motor Vehicle Theft	240	0	1	0	1	-1
Forgery	250	0	1	0	1	0
Embezzlement	270	0	0	0	0	0
Stolen Property	280	0	0	0	0	0
Vandalism	290	9	8	5	8	+6
Pornography	370	0	0	0	0	0
Bribery	510	0	0	0	0	0
Weapons Violation	520	1	0	0	0	+1
Total Group A Offenses		28	56	32	56	+7

**LOWER ALLEN TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT
February 2008**

GROUP B OFFENSES

Group B Offenses	Code	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
Bad Checks	90A	0	0	1	0	+1
Curfew/Loitering	90B	0	0	0	0	0
Disorderly Conduct	90C	1	3	2	3	-1
Driving Under the Influence	90D	5	11	7	11	-4
Drunkenness	90E	1	0	1	0	+1
Family Offenses	90F	0	0	0	0	0
Liquor Law Violations	90G	0	2	2	2	0
Peeping Tom	90H	0	0	0	0	0
Runaway	90I	0	0	0	0	0
Trespass	90J	0	2	1	2	-1
All Other Offenses except traffic	90Z	0	4	3	4	-1
Total Group B Offenses		7	22	17	22	-5
Total Offenses (A+B)		35	78	80	78	+2

**LOWER ALLEN TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT
February 2008
TRAFFIC SAFETY UNIT**

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
Traffic Citations	41	57	72	202	-130
Non-Traffic Citation	3	0	5	2	+3
Driving While Intoxicated	0	1	0	1	-1
Custodial Arrests	0	0	0	0	0
Warrants Served	1	1	1	5	-4
Traffic Complaints	9	13	18	36	-18
Calls Covered	7	11	11	26	-15
Back-up Patrol	3	13	8	27	-19
Shifts Covered	12	0	19	2	+17
MCSAP Inspections	1	1	1	3	-2
Trucks taken out of service	0	0	0	0	0
Driver(s) taken out of service	0	0	0	1	-1
MCSAP related citations	0	0	0	5	-5
Reportable Crashes Inv.	1	3	4	5	-1
Percentage of Reportable Crashes for the Month	9%	26%	16%	20%	-4
Non-Reportable Crashes Inv.	4	11	7	17	-10
Percentage of Non-reportable Crashes for the Month	8%	21%	8%	19%	-11
County Accident Reconstruction Team Activity					
County Forensics Team Activity					

Details for the Month:

02/06-08& 02/20/08 – ENRADD Details Rt. 15 PennDot Smooth Operator

02/03/08 – DUI Blitz

02/21/08 – Motor Carrier Safety Advising Committee Meeting

**LOWER ALLEN TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT
February 2008
SUPPORT SERVICES BUREAU**

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
Shifts Covered	1	1	2		
Complaint Involvement	132		258		
Incidents Initiated	0		20		
Incident Involvement	15		16		
Traffic Citations	6		10		
Non-Traffic Citations	10		21		
Criminal Arrests	12		100		
Warrants Served or Satisfied	73		82		
Prisoner Transports	5		10		
Drug Task Force Activity	6		7		
Technical Services – Evidence Tech	1		4		
Technical Services - Investigators	4		14		
Local Background Checks	0		0		
County Forensics Team Activity	2		2		
County Accident Reconstruction Team Activity					

This information covers Sgt. Crone, Cpl. Huff, Det. McNair, Det. Spaulding and Specialist Ickler.

EMERGENCY MEDICAL SERVICES CAPTAIN'S REPORT

The Month of March was very busy for the EMS Division. The EMS Division handled 194 calls for service. The breakdown of the calls for service are as follows: Ambulance 174 handled 52 calls for service. Ambulance 274 handled 142 calls for service.

During the Month of March, the second due ambulance handled 9 calls for service. Three of the calls were handled by Ambulance 174. And the other six calls for service were handled by Ambulance 274.

I attended a Highway Incident Response Safety Class at Lower Allen Fire Station #2. the class was attended by members of the Fire Department and other members of the Department of Public Safety. FireFighter Jeff Peters was the instructor for the class.

Pre-planning continues for Health and Safety Day being held at Allen Middle School and hosted by Lower Allen Township. I have been assisting Executive Assistant Dianna Knisley with measuring spaces for the vendors and the vehicles on display.

I attended a meeting with other members of the Township in reference to the Route 15/581 Incident Management. The purpose of the meeting was to make sure all the participants were all working together in the event of an emergency in the area of the construction on Route 15 or Route 581. Also attending the meeting were representatives from Walsh Construction, Baker Consulting, Penn Dot, District 8, Camp Hill Police Department, Upper Allen Police Department, Hampden Township Police Department, and Pennsylvania State Police.

I attended the Safety Committee along with other members of the Safety Committee. Report were given by each of the departments, no loss of work time was reported by the EMS Division. The next meeting for the Safety Committee is scheduled for Monday, April 14th. At this meeting, the Safety Committee is scheduled for a walk through of the new Municipal Building.

I attended the Route 15/581 Project Meeting held at Allen Middle School. This meeting gave the public to see the project up close and ask the contractors and construction representatives any question they and regarding the project.

I attended the EMS Council Meeting held at The Cumberland – Goodwill Fire, Rescue, EMS Station in Carlisle. Other members of the EMS Council attended as well. Council Vice President Brian Metzger gave a report for the new radios. The new 800 portable radios should be ready for distributing in the second quarter as soon as the software is approved by the Commonwealth.

I participated in the Annual Weather Exercise along with other members of the Lower Allen Township EOC. The weather exercise started around 10:30 and concluded shortly after lunch time. The weather exercise depicted severe weather starting the Western part of the County with funnel clouds touching down in the Carlisle Area, with structural damage to Health South Rehab, in Lower Allen Township.

Lower Allen Township EMS hosted the annual PEMA Medical Services Radiation Training "MS-1" classroom training. Michelle Parsons from the County along with EMT-II Amy Nye coordinated getting the class to be held in the Board of Commissioners Meeting. Lower Allen EMS will be participating in the MS-1 Drill scheduled for Wednesday April 9th. Lower Allen EMS will be sending a BLS unit and a crew to the County and will be transporting the patient to Carlisle Regional Medical Center for the evaluation of the MS-1 Drill. Carlisle Regional Medical Center is the MS-1 reporting Hospital in our area.

Saturday March 15th, was the dedication of the New VFW building on West Port Drive. I attended this event along with Chief Williamson, Sgt. Crone, Assistant Chief Warren and Commissioner Christ.

EMT-III Marie Calaman hosted a CPR Class for the Township Staff on Tuesday March 18th and Thursday March 20th. Both of the classes were held in the Board of Commissioners Meeting Room.

I attended the Public Safety Strategic Planning Meeting the the Board of Commissioners and other members of the Township. The meeting was held in the Board of Commissioners Meeting Room. This meeting was to further expand the vision of the Department of Public Safety and the needs of each Division that makes up the Department of Public Safety.

I hosted a meeting the representatives from the Police Department, Sgt. Crone, Lower Allen Township Fire Department, Capt. Tim Knepp and Lt. Justin Hoyer, Lower Allen Township EMS, Division Chief Yohn, EMT-III Marie Calaman and EMT-III Ken Hivner. This meeting was held to discuss the Cedar Cliff High School Mock DUI Crash, to bring everyone up to speed on the progress of the event and passing the assignments along to the division on what is needed from each part of the emergency services to make this a event a success. The DUI Mock Crash is scheduled for Thursday May 15th.

I attended the Homeland Security Conference, held at HACC at the WildWood Conference Center. The conference ran from Tuesday March 25th, through Friday March 28th. I attended numerous workshops during the week. I attended the opening ceremony with keynote speaker Retired Fire Chief Alan Brunacini from the Pheonix Fire Department.

I attended a meeting along with Assistant Manager Faust, Chief Williamson, Sgt. Thomas and Sgt. Crone to discuss different options for keying the new municipal building.

Dates of Interest:

03-05-2008: Highway Incident Response Safety Class, LA Fire Station #2.

03-06-2008: Route 15/581 Incident Management Meeting.

03-10-2008: Safety Committee Meeting.

03-11-2008: Health and Safety Day Planning, Allen Middle School.

03-13-2008: Cumberland County Weather Exercise.

03-15-2008: VFW Building Dedication.

03-18-2008: EMS Command Staff Meeting.

03-19-2008: EMS General Staff Meeting.

03-22-2008: Public Safety Strategic Planning Meeting with the Board of Commissioners.

03-24-2008: Cedar Cliff High School DUI Mock Crash Meeting with Township Personal.

03-25-2008 – 02-28-2008: Homeland Security Conference.

03-31-2008: Keying of new building meeting.

In addition to the ambulance crew's being very busy handling calls, EMS Division Chief Yohn responded on the following calls to assist:

03-04-2008: 860 Wesley Drive, Kohr Building Products, Assist Ambulance 174 with Smoke in a building and Assist LAFD, Command 12 with Manpower Pool.

03-05-2008: Lisburn Road in the area of Hempt Quarries, Assist LAFD, drove Engine 2-12 and staffed along with PSO Landis, Transformer Fire.

03-05-2008: Area of Highland Elementary School, 1325 Carlisle Road, Assist Ambulance 274, Ambulance 14 with an auto accident vehicle overturned. Also Assist LAFD, staffed and drove Engine 2-12 along with PSO Landis.

03-07-2008: BJ's WholeSale Club, 3805 Hartzdale Drive, Assist Ambulance 274 with an ill diabetic.

03-07-2008: 600 Blk. of Cumberland Pointe Circle, Assist Ambulance 274 with a shooting victim.

03-10-2008: South 18th, Street in the area of Letchworth Road, Assist LAFD, drove Engine along with Lt. Hoyer with a car fire.

03-10-2008: 5200 Blk. Oxford Drive, Assist Ambulance 274 with an ill person.

03-10-2008: 3525 Gettysburg Road, Bon-Ton Parking Lot, Assist Ambulance 274 with a fall victim.

03-10-2008: 30 Blk. Drexel Place, Assist Ambulance 274 with an unconscious person.

03-10-2008: 1700 Blk. of Chatham Road, Assist Ambulance 274 with an odor of gas in a structure.

03-11-2008: 2200 Cedar Run Drive, Assist Ambulance 274 with abdominal pain.

03-12-2008: 5300 Oxford Drive, Assist Ambulance 274 with a cardiac arrest, expiration and LAFD with an odor of gas in a structure.

03-13-2008: Route 15 North Bound Area of Mile Marker 41.9, Assist Ambulance 274 and LAFD with a car fire, all units canceled while responding.

03-13-2008: Bethany Village East, 325 Wesley Drive, Assist Ambulance 274 with a cardiac arrest, expiration.

03-14-2008: 1700 Blk. Olmstead Way, Staffed and drive Engine 2-12 along with Fire Inspector Ritcher for an automatic fire alarm.

03-14-2008: 900 Lisburn Road, Cedar Run Elementary, Assist Ambulance 274 with an ill person.

03-14-2008: Bethany Towers, 335 Wesley Drive, Assist Ambulance 274 with a fall victim.

03-14-2008: 4709 Gettysburg, Moes Bar, Assist Hampden Township EMS, Ambulance 271 with an ill diabetic.

03-14-2008: Gettysburg Road in area of Beckers Service Center, Assist Ambulance 274, Camp Hill EMS, Ambulance 14, Hampden Township EMS, Ambulance 171 with an auto accident with multiple injuries and.

03-20-2008: Route 15 at Rossmoyne Road, Assist Ambulance 274 and Hampden Township EMS, Ambulance 371 with an auto accident with entrapment.

03-25-2008: 1100 Blk. Columbus Ave, Assist Ambulance 174 with trouble breathing.

03-25-2008: 2100 Blk. of Wentworth Road, Assist Ambulance 174 with a ill person.

03-25-2008: 800 Blk. of Lisburn Road, Assist Camp Hill EMS, Ambulance 14 with an ill diabetic.

03-25-2008: 1301 Carlisle Road, Cedar Cliff High School at the football field, Assist Ambulance 174 with a leg laceration.

03-27-2008: Spangler Mill at the Creek Bridge, Assist Ambulance 174 and Ambulance 274 with an auto accident.

03-29-2008: Interstate 83 North Bound Mile Maker 39.9, Assist Ambulance 174 with a ill female.

03-30-2008: 2200 Blk. Orchard Road, Assist Camp Hill EMS, Ambulance 14 with an expiration.

Breakdown of EMS Division Chief Yohn's Assists:

Total Number of Assists for the Month of March: 33

Assist to Lower Allen Township EMS Crew's: 23

Assist to mutual aid ambulance company 14: 3

Assist to mutual aid ambulance company 71: 3
Assist to Lower Allen Twp. Fire Department: 3
Assist to Lower Allen Twp. Police Department: 1

Total number of second due ambulance calls for the month of March: 9

The Second Due Ambulance was staffed by Part-time EMT's and the Public Safety Officers.

Vehicle Maintenance Report:

Ambulance 174: Sent to Bob Ruth Ford to have engine cooler repaired.

Ambulance 274: Normal Preventative Maintenance.

EMS Division Chief's Expedition: Normal Preventative Maintenance.

Respectfully Submitted:

Christopher Yohn
EMS Division Chief

LOWER ALLEN TOWNSHIP E.M.S. MONTHLY REPORT February 2008

SUMMARY

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
AMBULANCE 1-74 CALLS	91	48	215	133	+82
AMBULANCE 2-24 CALLS	84	142	149	235	-86
ASSISTS TO LOWER ALLEN	39	30	99	65	+34
ASSISTS TO OTHER DEPTS.	37	38	105	64	+41
PART TIME EMT HOURS	219.50	116	460.50	120.50	+340
VOLUNTEER EMT HOURS	181.50	0	0	0	0
VOLUNTEER CALLS	0	0	0	0	0

*Due to 24-hour staffing with full-time EMTs and PSOs, 2007 stats show a drastic decrease in part-time EMT hours. February 2008 stats are much higher because of staffing a second ambulance. The second ambulance project began in April, 2007, so the first three months of this year will appear to have a higher difference when comparing first quarter 08 and first quarter 07 stats.

LOWER ALLEN TOWNSHIP E.M.S. MONTHLY REPORT February 2008

ASSISTS INTO LOWER ALLEN TOWNSHIP

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
NEW CUMBERLAND	2	0	4	1	+3
CAMP HILL	11	8	19	18	+1
WEST SHORE EMS (CO. 85)	1	2	1	7	-6
WEST SHORE EMS (CO. 82)	5	5	7	9	-2
HAMPDEN TWP.	18	15	36	30	+6
EAST PENNSBORO TWP.	0	0	0	0	0
FAIRVIEW TWP.	2	0	2	0	+2
OTHER	0	0	0	0	0
TOTAL	39	30	69	65	+4

ASSISTS TO OTHER DEPARTMENTS

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
NEW CUMBERLAND	0	1	5	2	+3
CAMP HILL	6	3	12	4	+8
LEMOYNE	7	4	12	8	+4
UPPER ALLEN	14	17	27	26	+1
MECHANICSBURG	1	2	1	3	-2
HAMPDEN	7	5	8	9	-1
SHIREMANSTOWN	2	0	2	3	-1
DILLSBURG	0	0	0	0	0
OTHER	2	6	6	9	-3
TOTAL	37	38	71	64	+7

LOWER ALLEN TOWNSHIP E.M.S. MONTHLY REPORT February 2008

AMUBLANCE RESPONSE

HOURS	CLASS 1	CLASS 2	CLASS 3	FIRE	ROUTINE	OTHERS
0700-1500	38	13	34	0	0	0
1500-2300	27	15	14	0	0	0
2300-0700	17	5	12	0	0	0
TOTALS	82	33	60	0	0	0

KEY: *Class 1 – Emergency Response, BLS and ALS*
Class 2 – Emergency Response, BLS only
Class 3 – Non-emergency Response, BLS only
Fire – Response with a fire company to a 911 call
Routine – Transfer of a patient between health facilities
Other – Stand-by, medical assists, drills, etc.

CALL ANALYSIS BY SHIFTS

HOURS	LOWER ALLEN EMS	ASSISTS	MUTUAL AID	TOTAL
0700-1500	78	2	17	95 Calls/0 Assists
1500-2300	59	2	14	73 Calls/0 Assists
2300-0700	38	0	8	46 Calls/4 Assists
TOTALS	175	4	39	214 Calls/4 Assists

“Assists” denotes another ambulance company responding to a call with multiple patients in Lower Allen Township with Lower Allen Township EMS. “Mutual Aid” denotes another ambulance company responding to an emergency call in Lower Allen Township while Lower Allen EMS was committed to another call.

PUBLIC SAFETY OFFICERS

The Public Safety Officers have been very busy assisting the Department of Public Safety. The Public Safety Officers divide their time between the Police Division, EMS Division, Lower Allen Fire Department and the Lisburn Community Fire Company.

I assisted Public Safety Officer Keri Nace on Friday March 7th, with a child safety seat installation.

When the Public Safety Officers are not busy handling emergency calls, they are at one of the three fire station performing the daily rig checks on the fire apparatus. This is to make sure that the apparatus is ready to respond in case of an emergency call.

The Safety Officers were very busy in the month assisting the Police Department with School Crossings. This gives the Police Department extra manpower for school crossings, and assisting the Police Department with other duties as they are needed.

The Public Safety Officers rounded out the month of March with a training day at Fire Station #2. The PSOs spent the first half of the day viewing videos on ventilation techniques and held an open discussion on the ventilation operations. During the afternoon, the PSOs took part in ventilation exercises. Public Safety Officer Ron Nye was the instructor for the training day.

Respectfully Submitted;

Christopher Yohn
EMS Division Chief

LOWER ALLEN TOWNSHIP PUBLIC SAFETY OFFICERS MONTHLY REPORT February 2008

Service Type	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
EMS					
Hrs Dedicated to EMS	73.5		139		
# of Dedicated EMS Calls	9		17		
Total # of EMS Calls	66		126		
# of EMS Calls as provider	5		12		
EMS Training Hours	5		5		
LA Fire					
# hrs on LAFC assist	17.35		27.85		
# of Fire Calls	26		48		
# PR Hours	8		8		
# Fire Prevention Hours	5		5		
# Hrs Apparatus Maint	4.5		126		
LAFC Training Hrs	37.25		56.25		
Total LAFC Events	33.5		55.5		
Lisburn Fire					
# hrs on LFC assists	.75		2		
# of Fire Calls	2		3		
# PR Hours	0		0		
# Fire Prevention Hours	0		0		
# Hrs Apparatus Maint	7		43.5		
Lisburn Training Hrs	2		2		
Total LFC events	3		4		
Police					
# Hrs assisting PD	241.75		313		
# of PD calls handled	92		205		
# of PD Calls Assist	73.5		131.50		
PD, FD, EMS Administrative Hours	218.75		268.50		
Total PD events	165.5		336.50		

LOWER ALLEN FIRE COMPANY CHIEF'S REPORT

March 2008 we responded to 63 alarms. 724 alarms for the last 12 months. Two responses to Fairview Township for building fires and two more serious accidents which required tools for extrication.

We now have 30 active members with the 10% alarm response requirement. We have not seen numbers like this since the late 80's & early 90's.

Specifications for the new Truck 12 were sent to the Township for review and now on the agenda for advertisements and awards in the end of May. We are very excited to have a new aerial for the Township. The new aerial should be in our possession towards the end of the first quarter in 2009. The Fire Department is grateful to be part of a Township that supports the protection needs of the community and the opportunity to work with the most modern equipment in this area.

We received money from the State Fire Grant Program and plan to purchase new computers and mapping programs for the fire apparatus. The new enhanced programs will allow for GPS and detailed layouts of all of our streets and hydrants. With the program from On-Scene Explorer, we will have all of Cumberland County at our fingertips along with the western end of Dauphin County and the northern end of York County. The programs will eventually allow us to access other documents through the wireless internet and enter fire reports from the scene when necessary. We also will purchase 3 new gas/CO meters to outfit all of the first due fire trucks.

We are moving forward to have our 2008 fundraiser to be mailed out in the beginning of May. We look forward to the continued support from the residents of the Township.

LOWER ALLEN TOWNSHIP FIRE DEPARTMENT MONTHLY REPORT February 2008

TYPE OF SITUATION

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
FIRE/EXPLOSION	12	7	20	15	+5
GOOD INTENT CALL	13	26	39	46	-7
HAZARDOUS CONDITION	4	5	5	8	-3
MALICIOUS FALSE CALL	0	0	0	1	-1
OTHER FALSE CALL	6	9	16	20	-4
OVER PRESSURE RUPTURE	3	0	5	2	+3
RESCUE	7	6	12	9	+3
SERVICE CALL	1	10	1	12	-11
SEVERE WEATHER/NATURAL DISASTER	0	0	0	0	0
TOTAL	46	63	98	111	-13

**LOWER ALLEN TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT
February 2008
SITUATION BREAKDOWN**

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
STRUCTURE FIRE	12	4	20	10	+10
OUTSIDE OF STRUCTURE FIRE	0	0	0	1	-1
TREES, BRUSH, GRASS FIRE	0	2	0	2	-2
REFUSE FIRE	0	1	0	1	-1
VEHICLE FIRE	0	0	0	1	-1
RESCUE CALL	2	4	2	6	-4
AMBULANCE CALL	5	2	7	2	+5
HAZARDOUS CONDITION	3	2	4	2	+2
POWER LINE DOWN	0	1	0	2	-2
SPILL/LEAK-NO IGNITION	2	2	3	4	-1
AIRCRAFT STANDBY	0	0	0	0	0
SERVICE CALL	0	8	0	9	-9
ANIMAL RESCUE	0	0	0	0	0
WATER EVACUATION	0	1	0	1	-1
COVER ASSIGNMENT	1	1	1	2	-1
GOOD INTENT CALL	12	24	30	39	-9
SMOKE SCARE	0	2	0	7	-7
STEAM, OTHER GAS FOR SMOKE	1	0	8	0	+8
CONTROLLED BURNING	0	0	0	0	0
FALSE CALL	0	0	1	7	-6
SYSTEM MALFUNCTION	0	3	7	6	+1
MALICIOUS/MISCHIEVOUS FALSE CALL	0	0	0	1	-1
UNINTENTIONAL FALSE CALL	6	4	8	4	+4
ARCING/SHORTED ELECTRICAL EQUIPMENT	2	0	2	0	+2
EXTRICATION	0	0	3	1	+2
LOCK OUT	0	0	0	0	0
ASSIST POLICE	0	0	0	0	0
OTHER	0	2	2	3	-1
TOTAL	46	63	98	111	-13

**LOWER ALLEN TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT
February 2008**

FIRE COMPANY RESPONSES

COMPANY	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
LOWER ALLEN TWP.	24	38	50	63	-13
CAMP HILL BOROUGH	2	1	5	6	-1
DICKINSON TWP.	0	0	0	0	0
EAST PENNSBORO TWP.	0	0	0	1	-1
FAIRVIEW TWP.	4	4	6	7	-1
HARRISBURG CITY	2	2	4	2	+2
HAMPDEN TWP.	3	4	8	6	+2
LEWISBERRY BORO	0	0	0	0	0
LEMOYNE BORO	5	4	9	4	+5
MECHANICSBURG BORO	0	0	1	1	0
NEW CUMBERLAND BORO	1	0	3	2	+1
SHIREMANSTOWN BORO	0	0	0	1	-1
SILVER SPRING TWP.	0	0	0	0	0
UPPER ALLEN TWP.	4	9	10	17	-7
WORMLEYSBURG	0	0	0	0	0
OTHER	1	1	0	1	0
TOTAL	46	63	98	111	-13

**LOWER ALLEN TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT
February 2008
UNIT RESPONSES WITHIN LOWER ALLEN**

	THIS MONTH	THIS MONTH LAST YEAR	THIS YTD	LAST YTD	YTD CHANGE
CANCEL PRIOR TO RESPONSE	5	5	11	7	+4
CAMP HILL FIRE DEPT.	2	4	7	9	-2
CAMP HILL E.M.S.	0	0	0	0	0
FAIRVIEW TWP. FIRE DEPT.	3	3	4	4	0
LEMOYNE FIRE DEPT.	0	0	0	0	0
HAMPDEN TWP. FIRE DEPT.	3	3	9	7	+2
HAMPDEN TWP. E.M.S.	0	0	0	0	0
NAVY SHIPS PARTS CONTROL CTR.	1	3	3	6	-3
NEW CUMBERLAND FIRE DEPT.	3	0	6	2	+4
NEW CUMBERLAND E.M.S.	0	0	0	0	0
UPPER ALLEN TWP. FIRE DEPT.	3	11	10	19	-9
WEST SHORE BUREAU OF FIRE	6	5	11	8	+3
CHIEF'S VEHICLE	1	6	5	12	-7
ENGINE 1-12	10	16	18	29	-11
ENGINE 2-12	13	16	22	31	-9
ENGINE 3-12	8	16	29	26	+3
ENGINE 4-12	0	0	0	0	0
NO RESPONSE	0	1	0	1	-1
FAILED TO RESPOND	1	3	2	5	-3
PERSONAL VEHICLE	0	0	0	1	-1
SQUAD 12	13	15	28	24	+4
TRUCK 12	14	6	30	25	+5
UTILITY 12	5	3	7	7	0
ENGINE 24	0	0	0	0	0
TANKER 24	0	1	0	3	-3
UTILITY 24	0	0	0	0	0
LOWER ALLEN E.M.S.	0	0	0	0	0
OTHER FIRE COMPANY	2	2	5	6	-1
OTHER E.M.S. COMPANY	0	0	0	0	0
TOTAL	90	116	204	229	-25

LISBURN FIRE COMPANY MONTHLY REPORT February 2008

SUMMARY

TYPE OF RESPONSE	Lisburn	Lower Allen	Upper Allen	Monaghan	Fairview	Lewisberry	New Kingston	Other
AUTO ACCIDENT			1		9			
AUTO ALARM			2		2			
C.O. ALARM								
EMERG. SERVICE	1		1					
FIRE-ANY TYPE					1			2
HAZMAT								
INVESTIGATION								
RESCUE								
STANDBY								
TRANSFER								1
OTHER					1			
TOTAL	1	0	4	0	13	0	0	3

EMERGENCY SERVICE MAN HOURS	73
TRAINING MAN HOURS	0
AVERAGE PEOPLE PER CALL	3
FAILED CALLS	0
CANCELLED CALLS	10
TOTAL NUMBER OF CALLS	21

Dianna Knisley

From: Tamara Bieler
Sent: Thursday, March 27, 2008 4:50 PM
To: LA_FIRE
Subject: March minutes

**Lower Allen fire Company No. 1
Monthly Business Meeting Minutes
March 2008**

Meeting called to order by : Mark Urich, President at 7:16pm, March 12, 2008

Special interest: none

Officers and members in attendance:

Bill Bani	Tom Cook	Justin Hoyer	Bryan Kisner
Chelsea Kisner	Jeff Kisner	Tim Knepp	Dave Murdoch
Steve Overmiller	Jeff Peters	Jim Polly	Greg Pro
Mark Richter	Tom Trayer	Mark Urich	Dave Warren

Bill Zorn

Presentations of Applications for Memberships: none

Previous Minutes: approved as published

Communications:

Lancaster County Fireman's Association Convention Invitation -June 6-7

Shiremanstown Antique Fire Parade Invitation -Sept 5-6

FOP and IAFF Bowling Tournament - April 25-26

Fire Chief's Report: no report

Officer's meeting - State grant money deposited

Safety Day in April

Apparatus Maintenance: D. Warren

Eng 1-12 – new hose back on, various hand light repairs

Training Report: T. Knepp

Flashover simulation in April – 3 spots open, see Tim if interested

Billing Committee: J.Polly

no report

Fundraising Committee: J. Polly

no report

Fire Prevention/Public Education:

Safety Day in April

Maintenance Committee: B. Zorn

no report

Fire Fighter's Activity Committee: M. Urich

Look for upcoming date for summer activity

Membership Committee:

no report

Presentation of Bills: J. Polly

January: Comcast - \$81.90

February: Comcast - \$83.40

Credit card - \$690.97

Postmaster - \$175.00

Credit card - \$521.71

Haas Printing - \$3,664.80

Duty night/Storm expenses - \$74.25

Cumb. County dues - \$20.00

Expense allowance – 3@\$300.00

Credit card - \$748.00

Postmaster - \$104.00

Equip Maint - \$82.36

Motion to approve both reports – Mark Richter. 2Nd – Chelsea Kisner. Passed 6/0

Treasurer's Report: J. Polly

Motion to approve January and February reports – Mark Richter. 2Nd – Tom Cook. Passed 8/0

Unfinished Business:

none

New Business:

Motion by Dave Warren to purchase (6) Vulcan light boxes. 2Nd – T. Cook. Passed 6/0

Motion by B. Kisner to enter West Shore Slow Pitch Softball League for \$300.00. Motion tabled until April meeting.

Motion by T. Knepp for C. Kisner to attend Pa Women's FF Weekend for \$35.00. 2nd – C. Kisner. Passed 8/0

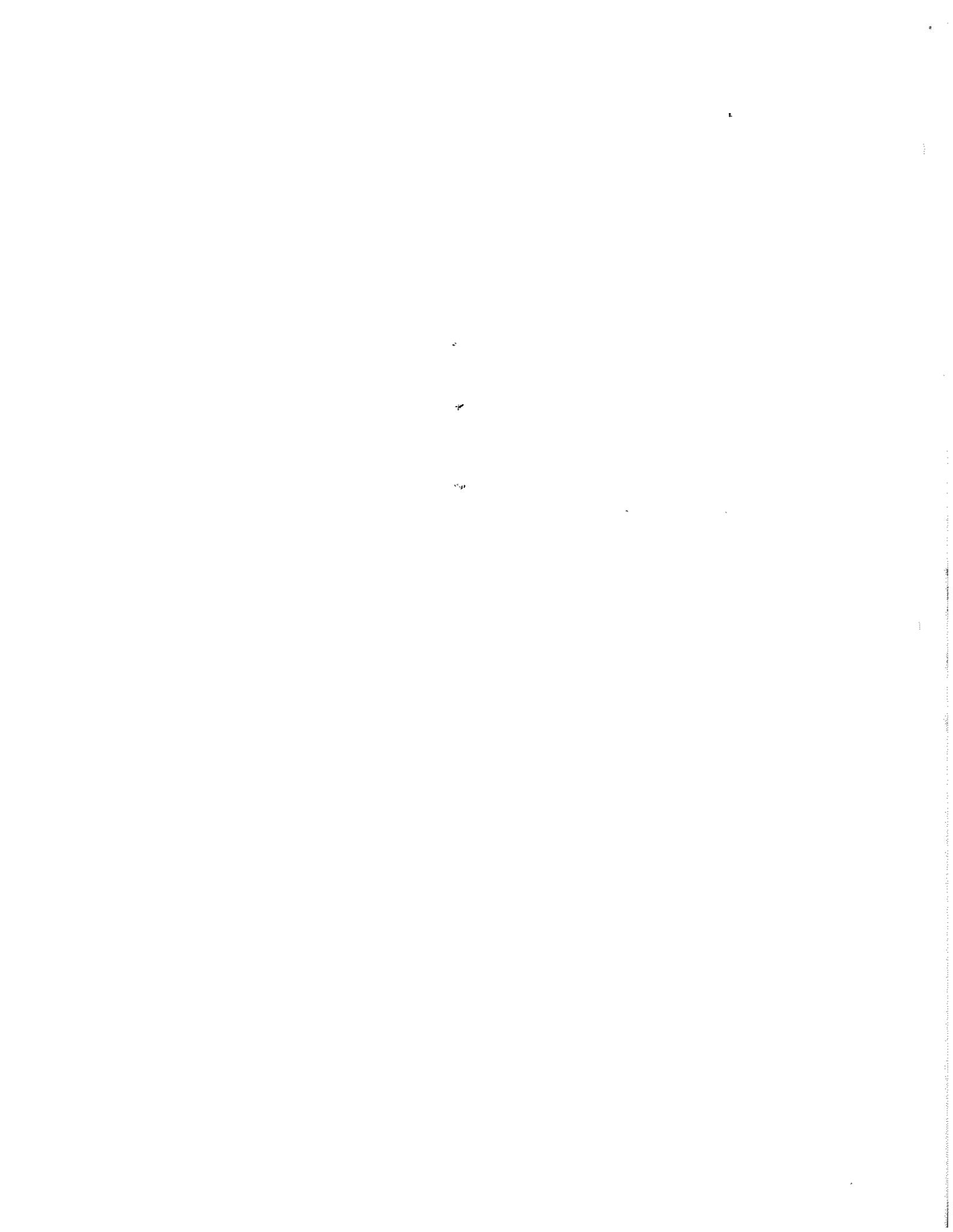
Motion by T. Knepp to give away camera from Truck 12. 2nd – M. Richter. Passed 8/0

Motion by J. Polly for 2007 taxes to be completed for \$1350.00. 2nd – D. Murdoch. Passed 8/0

General Remarks:

If you have gear in your car, please present for inspection by T. Knepp

Adjournment: Motion by M. Richter, 2nd B. Kisner, passed 8/0 at 7:45 pm.



Lisburn Community Fire Company General Meeting Minutes

Date	March 6, 2008, 7:00 PM
X beside Officer's name indicates attended.	<input type="checkbox"/> President: Harold Turbett, <input checked="" type="checkbox"/> 1 st Vice President: Brian Kline, <input checked="" type="checkbox"/> 2 nd Vice President: Thomas Banks; <input checked="" type="checkbox"/> Treasurer: Matt Briggs, <input checked="" type="checkbox"/> Financial Secretary: Ruth Landis, <input checked="" type="checkbox"/> Secretary: Mary Ellen Banks, <input checked="" type="checkbox"/> Chief 24: Jack Souders, <input checked="" type="checkbox"/> Deputy Chief 24: Joshua Keller, <input checked="" type="checkbox"/> Assistant Chief 24: Bryce Landis, Directors: <input checked="" type="checkbox"/> Thomas Banks, <input type="checkbox"/> Marty Landis, <input checked="" type="checkbox"/> Jack Souders, <input checked="" type="checkbox"/> Larry Zook
X beside Member's name indicates attended.	<input type="checkbox"/> Lori Davis <input type="checkbox"/> Bernie Draisey, <input type="checkbox"/> Esther Draisey, <input checked="" type="checkbox"/> Doris Hoffman (Sis) <input type="checkbox"/> Arlene Lenker <input checked="" type="checkbox"/> Dianna McQuirk <input type="checkbox"/> John Titzel <input type="checkbox"/> Doris Turbett <input checked="" type="checkbox"/> Elaine Cady <input checked="" type="checkbox"/> Steve Cady, <input type="checkbox"/> Glenn Heller
# Attended	13
Location	LCFC Social Hall
Facilitator	Vice President Brian Kline for President Harold Turbett
Recorder	Mary Ellen Banks, Secretary

1. Agenda:

1. Meeting Called to order with devotions and Pledge to the flag (Special prayer by Ruth for Turby's swift recovery)
2. Minutes from February 7, 2008 were Read and Approved

2. Cor response:

Bought Fruit basket for Turby and Dorie and Tom and Mary Ellen delivered
--

3. Re ports:

President – Harold Turbett – Not Present
1st Vice President – Brian Kline
President Harold Turbett came home from hospital today – much better. Elaine thanks Bryce, they didn't know what they would have done without him. Now he needs to rest, take things easy and get better. Easter egg hunt is on March 22 nd @ 1:00. Fire Police will help with traffic control. Is the ladies aux. going to do hot dogs, etc?? Dianna will check – if so, please cook @ 12:30. Public really liked having sandwiches, etc.
2nd Vice President – Thomas Banks
Congratulate fire fighters for award by L/A. They were presented with a certificate and also a gift card to Texas Roadhouse as a show of appreciation.
Treasurer – Matt Briggs
Financial report is attached. No questions. <ul style="list-style-type: none"> • Block shoots are listed differently showing expense and income so profit will show correctly at EOY. • Jack didn't attend fire chief dinner so check was not cash and was sent back. • Partial payment from NSF check from DJ is showing on report. • Reimbursement for \$1403.96 for heating oil. Thank you Mr. Titzel. • Expenses look larger because of fundraiser transferred to MM. • There was \$25.00 service charge from bank Jan. & Feb. Check with bank and there was no explanation. Bank will refund this money. They are also going to check to make sure we are in the best checking act.

- Bryce made motion to approve financial report, Tom Banks 2nd. Motion carried.

Financial Secretary – Ruth Landis

In today's mail – we received 2nd payment for NSF check from DJ of \$47.00. We have received quite a few bills lately. Remind everyone we need income. Interstate waste – last year was \$61.00; beginning of year was increased to \$63; now at \$72.69. Neither Ruth nor Mary Ellen or Matt have or have seen a contract to check if we were locked in for any amount of time. Jack says there was a contract and should be in file. Suggested Ruth call and ask if we have contract and request copy.

Secretary – Mary Ellen Banks

Reviewed & Handed out authorized activities for Fire Company from Lower Allen for W/C Information Rec'd email from Jan this week – using sign-up sheet with heading of "The following are associate members assisting Lisburn Community Fire Company Fundraiser". This has been approved by Lower Allen and Insurance. Showed book made up to keep sheets in. Will be in utility room office on book shelf. During any fundraisers if helpers are not active members, please have them sign book.

Gave everyone Annual Reports that Ruth and I did for the financial part. (Note: No Fire Police Rpt, no municipal marketing report nor festival rpt) Please review and any questions, please ask at next general meeting. Took a lot of work to put together for the first time in a few years so please take the time to read – very good information for all of us.

At dinner, will put sign-up sheet by cashier for email addresses if OK.

Double-checked with Bob Herr on the Active Members life insurance. The fire department determines who is an "active member" and those are covered – does not have to be firefighters. However, should be actual "Active", not someone that just helps once a year at Festival. Can't discriminate and not do members "over 60" or not do men or those with gray hair. Mr. Herr is getting me information in writing saying this can be paid by Fireman's Relief.

Chief 24 – Jack Souders

Had to put a lot of transmission fluid in engine; is not working very well; trying to nurse it along so we don't have to put a transmission in before we get new engine.

There are problems with new radios.

Deputy Chief 24 – Joshua Keller

We received fire house software that we ordered.

We still have not been turned down for the exhaust removal system or the turn-out gear grants.

Trim needs painted. Thanks Bryce for doing the caulking. Thank you to Tom & Mary Ellen for the office furniture.

Kolva invoice was a little higher for engine bay lights/ 3-way switch put in after the proposal per Jack.

Assistant Chief 24 – Bryce Landis

21 calls in Feb. 73 man-hours; training 0 hours. Average 3 people per call; no failures;. 10 canceled. 1 in Lisburn area, 4 in UA, 13 in Fairview, 1 in Lebanon County, Zero in L/A

Dates: 4/26 is Health & Safety Day in Lower Allen School. It is for public. We are going (2 fire fighters) will be doing recruiting and public relations.

May – fire expo at farm show. Committee will be going to check out new equipment.

Director: Thomas Banks

There was a special Directors meeting to review audit for fire police. Marty then met with the fire police and gave them copies of the findings and discussed with them. Jack stated "They are going to take it under advisement."

Committee for dues/membership committee. Real good meeting. Have good ideas – get them out on floor, get them passed and get it done. These were our recommendations:

- Membership Roster – Keep current (Elaine has volunteered to help Marty with membership committee.)
- Eliminate Fire Company dues; implement \$2.00 application fee
- In place of completing new application each year, send out Renewal Letter to all members. (See attached example) These will be mailed each year by November 1 and must be returned December 1 in order to keep status as active member. (Not returned, can be followed up with phone call)
- All members should have new membership cards according to by-law specifications.
- Remove sentence in by-laws that you had to pay dues for 20 years to be a life-time member
- During Festival have all workers sign in before reporting to work. Could tie in with free meal tickets or do paper stick-on badges "Festival Worker". This is to protect the volunteers that help us every year.

(Elaine volunteered to be in charge of this) If sign in will not pass Lower Allen & Insurance company, we must have them fill out simple application. (NOTE: This was approved by L/A – see Secretary's note above.)

Review and amend by-laws once again for above changes and updating of membership types per list:

1. Active (Firefighter or social)
2. Junior (Firefighter or social)
3. Associate (Helps occasionally, but does not want to be active member – Festival or dinners, etc.)
4. Sustaining Member

Some action items resulting from this meeting:

- Elaine has volunteered to assist Marty with the Membership Committee
- Mary Ellen has stated she will continue to keep roster updated with current information as received
- Mary Ellen will print new membership cards following by-laws with purchase of colored ink cartridges. Will use own card supplies and laminating supplies until exhausted with no expense to fire company.
- Elaine has volunteered to be in charge of signing up workers at the Festival and hand out meal tickets. Jack stated there are people that want to be "sustaining members". If people donate during festival and want to be a sustaining member, there is no problem with giving them one of our "blue membership" cards. Can add to by-laws when they are amended for membership list – see list above.

Matt –Doesn't think we should be eliminating dues because that brings in money for paying for membership cards and expense. He also mentioned should not spend money sending reminder notices each year. This will be expensive. Brian suggested putting in municipal marketing flyer. Will check closer time when flyer goes out?

Motion to accept all recommendations made by Jack; Bryce 2nd. Motion was unanimous.

Another item that was discussed by committee after the meeting – the general consensus is if you are a 20-year member you deserve the bronze membership card. Jack made motion to purchase; Elaine 2nd. Motion unanimous.

Day of Caring – April 25th. Will be high school students from W/S area, may be 30-40 of them. (Day before yard sale.) All outside work; sweep out pavilions and clean grounds including BBQ pit, etc. We have to feed them. Esther will make lunch for them –pizzas will be fine. 10:00-2:00. If anyone can assist, let me know. If anyone has items for on the list for them to do, please let me know. I have also asked Bryce to talk to the group during lunch about volunteerism and the fire company. He is working that day and all PSO's are training. We contacted Dianna Knisley to check if could be approved for all of them to come out for an hour and we would give lunch.

Director: Marty Landis – Not Present

Director: Jack Souders

Parking lot lights at fire hall are now fixed. They are better lighting than they were. Please don't leave lights on.

We need to get a price on an 8X8 overhead garage door. Steve will check at Myers'.

We need all new doors put on pavilion. Brian says he will ask daughter's significant other to help install.

Director: Larry Zook – No Report

President, Ladies Auxilliary: Dianna McGuirk

Who is going to help on Saturday? Dianna took down names. Come at 10:00 to carve and pick turkeys.

Also, who is going to help on Sunday? Jack and Josh will put turkeys in at 5:00.

Membership Committee - Marty Landis, Chairman – Not Present

Block Shoot Committee – Steve and Elaine Cady, Co-Chairpersons

Only 2 more weeks; had to cancel one week because of ice storm. Had meat in refer and it spoiled. However, per Ruth – profit is still past \$1000 for the season.

Festival Committee - Brian Kline, Chairman – No Report

House and Grounds - Marty Landis – No Report

Bingo Committee – Dave Lenker – No Report

Ways and Means Committee - Tom Banks, Chairman

Nobody volunteered to do anything on list yet.

Fireman's Relief: Nothing

4. Old Business:

Item:
Sis got a price to strip floor from person that did it last time. His quote is \$1845.00 to strip and re-wax floor in utility, kitchen and social hall. Decision made to go for two more bids.
New Engine committee meeting on Saturday @ 8:00. Pierce representative will be here. 4 reps set up in March and April. Came up with generic specs and then companies will get back what they will do for us. Trying to keep apparatus cost @ \$400,000 which is reasonable during these times. Meeting dates are March 8, 7:00; April 11 – 6:30; March 22 nd 8:00; April 5 th 8:00.

5. New Business:

Item:
Jack made motion to get 2 rolls of screen at Myers' for the Pavilion for \$116.95/roll. Tom has lathe to attach the screen. Bryce 2 nd . Motion Unanimous.

6. For the Good of the Fire Company:

Item:
Sis – setting up meeting with scouts again.

7. Action Items

Action Item #		Responsible	Due Date if any
A.1.	Dianna checking if Aux. is going to cöök at Easter Egg Hunt	Dianna	
A.2.	Ruth check on Interstate Waste – contract?	Ruth	
A.3.	Review EOY reports	All members	
A.4.	2 more proposals for doing Social Hall floor	Sis	
A.5.	Set up another meeting with scouts	Sis	
A.6.			
A.7.			

8. Closing:

Item:
<ul style="list-style-type: none"> • Matt made motion to adjourn meeting, 2nd Bryce. Motion unanimous. • Meeting adjourned 8:20 PM.

Respectfully Submitted: Mary Ellen Banks