

Haverford Township  
Bureau of Fire  
2024 Agendas and Minutes

[January](#)

[February](#)

[March](#)

[April](#)

[May](#)

[June](#)

No July Meeting

No August Meeting

[September](#)

[October](#)

[November](#)

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 23, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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

Meeting: Tuesday, January 23, 2024

Time: 7:00 p.m.

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

---

## Minutes

---

### Attendees:

J. Viola, W. Baker, W.Hatton, Comm. Gondek, M.C.Norman, C.Millay, S. Poole. Meeting called to order at 7:07 by Chief Viola.

Motion by W.Baker second by W. Hatton to accept minutes of December 2023 meeting. Unanimous.

### Treasurer:

The treasurer to be reimbursed in the amount of \$300. For meeting expense last month.

### Police:

Road construction on West Chester Pike to be done at night in Manoa's Area, Also construction on Eagle Rd. area of St. Denis Cemetery in Oakmont's area during the day.

### Township Manager:

Looking to address other areas from the survey.

### Township Commissioner:

Recently appointed to Bureau of Fire and has nothing for this meeting.

### EMS:

No Report

### Fire Prevention:

No Report

## Apparatus:

Manoa has received the new Squad Engine. Old Squad to be sold by Township and the funds received are returned to Township General Fund. Tower 34 out of service because of hydraulic problems and Glick is now working on it.

## Training:

Township Committee would like a Fire Fighter 2 certification class and this would be in keeping with survey for documented training.

This may be the Relief Project for this year.

Recruitment and Retention. Mr. Connell and his committee should be complimented for the program last evening and their efforts during the year.

## Radio Communications:

County project on track. Brookline has purchased several of the combination pagers for use with current uhf system and will work on new 700-800 system

## Old Business:

Funding for group purchase of SCBA was discussed and new air packs for Oakmont and Bon Air with the other companies to augment their packs. Exact prices will be determined when the bulk purchase price is received from the vendor.

## New Business:

At a recent public school fire alarm activation a concern was raised about the response time to the school. It was learned that the district had instituted a policy that before calling the 911 Center for dispatch the alarm company was to call the school secretary to ask why the system was activated. Chief Viola will address this safety issue with the Superintendent of Schools as it would also effect response to active school shooter incidents. The School District is gradually changing over to swipe card access for all interior doors so that at night all rooms could be checked with a swipe card from knox box.

Motion to adjourn at 8:08 hours by W. Hatton Seconded ByW. Baker. Unanimous

Respectfully Submitted; Michael C. Norman  
A/C Manoa Fire Company

# Haverford Township - Bureau of Fire

Meeting: Tuesday, February 27, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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 2024 meeting minutes

---

Location: Manoa Fire Company

Date: Tuesday, February 27, 2024

Time: 7:00 p.m.

---

### **Attendees:**

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

Mike Murphy from the Haverford Township Civic Council presented a proposal to the HTBF requesting fire company membership in the Civic Council. Member organizations can post their community activities on [haverfordciviccouncil.org](http://haverfordciviccouncil.org).

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

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

Motion - L. Lattanzio, Scond - M. E. Norman, Vote - Unanimous

### **Treasurer:**

J. Viola reported on expenses for gifts of good will.

### **Township Manager:**

No report

### **Police:**

Road construction will begin on West Chester Pike from Manoa Road to the border.

### **Township Commissioners:**

No report

### **EMS:**

Let J. McCans know if anyone needs CPR training. New AEDs were delivered and other units are being dispersed throughout the Township. The HTPD has gone through additional Stop the Bleed training. Kits are available for placement with high-risk equipment.

### **Fire Prevention:**

No report

### **Apparatus:**

M. E. Norman reported there is a recall on the transmission cooler on the new Squad 56. It was taken to Fire Line today. Manoa is sending 4 members to E-One for pre-build for Rescue 56.

### **Training:**

W. Baker reported on a Fire Fighter II class that will be conducted in-town this year.

**Recruitment and Retention:**

No report

**Radio/Communications:**

The new radio system will be tested over the summer before shipping to the County.

**Codes Enforcement:**

S. Poole reported on a Use and Occupancy issue with St. Faith gym. There were also life safety violations noted at this location. There will be a meeting with the operator of a recovery residence at 17 Tenby Road. J. Celia put in his retirement papers. The new director will be an outside hire.

**Old Business:**

A. Sivak reported that the HTRA is developing a consistent system for measuring member activity. The insurance company looks for activity within the past 90 days.

W. Maguire asked if there was any update on the County tax rebate. There are discussions occurring at the County level.

New SCBA are on order for Oakmont and Bon Air.

**New Business:**

M. E. Norman presented a request to obtain an SCBA fit testing machine for the HTBF. The machine is approximately \$16,000. This includes a 5-year service agreement.

The HTBF voted to forward this request to the HTRA.

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

M. E. Norman reported Manoa will be OOS March 2 for Bingo.

W. Baker reported Llanerch will be OOS March 23 for their banquet.

M. E. Norman presented proposed run card changes for building fires in Manoa's district. Bon Air will be the engine for the entire district. Llanerch will send the ladder. Oakmont will provide the RIT.

J. Viola reported that Penn Wynne's ladder was added to Brookline's district on the other side of Karakung Drive. Brookline will run their engine in this area.

M. E. Norman suggested investigating a regional grant for turnout gear for next year.

The meeting was adjourned at 8:08 p.m.

M - W. Baker, S - A. Sivak, V - Unanimous

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, March 26, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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 2024 meeting minutes

---

Location: Manoa Fire Company

Date: Tuesday, March 26, 2024

Time: 7:05 PM

---

**Attendees:** E. Irizarry, C. Millay, J. McCanns, S. Poole, B. Maguire, J. Viola, Comm. Gondek, W. Baker, M.C. Norman

Meeting called to order at 7:05 PM by Chief Viola

Motion to waive reading of minutes waived Irizarry and M.C.Norman motion. Vote- Unanimous

**Treasurer:** No Report

**Township Manager:** No Report

**Police:** Road construction continuing throughout the Township by Utility Companies.

**Township Commissioner:** Nothing to report.

**EMS:** Chief McCanns reported that a few of life care facilities are putting a burden on EMS system by not utilizing routine transport services tying up emergency units.

**Fire Prevention:** No Report

**Apparatus:** M.C.Norman reported the new Squad 56 is now in service and that members had attended a pre-build meeting at the E-one factory for the new Rescue 56.

**Training:** W. Baker reported a Fire Fighter II class will be held in the Fall.

**Recruitment and Retention:** No Report

**Radio/Communications:** County system is on track

**Codes Enforcement:** S.Poole reported that there will a two story addition to the Chatham Park School with a fire sprinkler system and renovations to the Haverford Middle School.

Old Business: The relief will adopt the Township Tax Standard for active members.

If the Chiefs have any other suggestions please submit to the Relief Association.

Their next meeting is May 22,2024 at Manoa Fire Company. The relief also would like to know cost of the Fire Fighter II if they are going to fund it. The Relief will fund the FIT testing In next years budget. This will be in keeping with equipment to benefit all five companies.

**New Business:** C. Millay suggested a representative from each company to **coordinate** collecting data for the upcoming Insurance Service Organization report which is used to set insurance rates for properties in the Township. Each company will have a representative. Steve Poole will be point of contact.

The Township has the April 23, meeting as cancelled. It is the primary election day and First Night of Passover. **Chief Viola moved the meeting to April 24, 2024 at 7:00 PM at Manoa Fire Company.**

Motion to adjourn at 7:39 PM E. Irizarry second S. Poole. Unanimous.

Respectfully Submitted;

Michael C. Norman

Assistant Chief Manoa Fire Company

# Haverford Township - Bureau of Fire

Meeting: \*\*Wednesday, April 24, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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 2024 meeting minutes

---

Location: Manoa Fire Company

Date: Wednesday, April 24, 2024

Time: 7:00 p.m.

---

### **Attendees:**

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

The meeting was called to order by Chief Viola 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:**

The account is moving from the Township's name to Brookline's name. This was approved by Aimee Cuthbertson.

### **Township Manager:**

No report

### **Police:**

No report

### **Township Commissioners:**

B. Gondek talked to D. Burman about bringing all of the Chiefs in for lunch in the future.

### **EMS:**

No report

### **Fire Prevention:**

No report

### **Apparatus:**

The new apparatus has been ordered.

Pipeline 58 will be out of service for a minor repair.

W. Baker recognized G. Pasetti and the Township mechanics for their prompt service.

### **Training:**

M. E. Norman reported there will be a Township-wide drill on May 6 at the Township garage. The Township has a collection of vehicles available for training.

There will be a Township-wide burn drill on Saturday, April 27 at 9:00 a.m.

**Recruitment and Retention:**

The Skatium will be shut down from May into July. Skate night will need to be rescheduled.

**Radio/Communications:**

J. Viola is attending a meeting tomorrow. The project is progressing. The system will be tested in Texas in July.

**Codes Enforcement:**

S. Poole was not notified of the fire alarm being OOS at 2050 Old WCP. If you receive any similar notifications please notify S. Poole.

W. Baker inquired about fines for repeat offenders of fire alarms. A beam detector was disconnected at 2000 Old WCP.

S. Poole reported on the upcoming ISO inspection.

**Old Business:**

None

**New Business:**

M. E. Norman reported that Manoa reached out to several local politicians about funding for major equipment purchases.

J. Viola reported that they saw a lot of new equipment at FDIC, including an electric vehicle blanket and an under-vehicle waterflow system.

There was some discussion on Fire Dex turnout gear.

J. Viola reported that Brookline now has a gear washer and dryer, and will be pursuing an SCBA fill station and compressor.

Applications for the Main Line Chamber of Commerce scholarship are due next week.

The meeting was adjourned at 7:31 p.m.

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

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, May 28, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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 2024 meeting minutes

---

Location: Manoa Fire Company

Date: Wednesday, May 28, 2024

Time: 7:00 p.m.

---

### **Attendees:**

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

The meeting was called to order by Chief Baker at 7:05 p.m.

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

Motion - W. Hatton, Second - S. Poole, Vote - Unanimous

### **Treasurer:**

The new checking account was opened with a balance of \$1549.94. Checks were purchased for \$19.97 which should show on the next statement.

### **Township Manager:**

No report

### **Police:**

No report

### **Township Commissioners:**

No report

### **EMS:**

J. McCans thanked the crews who recognized the cardiac arrest at the MVA on WCP and administered life-saving care.

### **Fire Prevention:**

No report

### **Apparatus:**

Pipeline 58 is OOS. Bon Air will be utilizing the former Squad 56.

### **Training:**

The training event on May 6 was successful.

M. C. Norman reported the HTRA is awaiting information for the Fire Fighter II class.

### **Recruitment and Retention:**

The Skatium is shut down.

**Radio/Communications:**

Progress

**Codes Enforcement:**

W. Baker reported several codes violations at an apartment in Llanerch's local.

**Old Business:**

E. Irizarry inquired about the latest worker's compensation provider.

M. E. Norman met with several local politicians to inquire about funding.

The Main Line Chamber of Commerce grants are being distributed on June 6.

There was discussion on the ISO inspection. Representatives from each company met last Thursday to get on the same page. We need to have better recordkeeping to show ISO requirements. The additional suites in ESO would simplify the ISO process. The Chiefs requested the Township to fund annual hose and ground ladder testing in addition to the pump and aerial tests. Budget requests need to be submitted to Aimee Cuthbertson over the summer. Companies should inventory their hose and ground ladders and send it to S. Poole.

**New Business:**

M. C. Norman reported the HTRA is changing insurance carriers. Class 1, 3, and 3A members will remain at \$75,000. Pre-existing conditions will be covered. Members need to show activity within the past 90 days to receive the active payout.

The meeting was adjourned at 7:32 p.m.

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

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, June 25, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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 2024 meeting minutes

---

Location: Manoa Fire Company

Date: Wednesday, June 25, 2024

Time: 7:00 p.m.

---

### **Attendees:**

W. Baker, B. Gondek, E. Irizarry, L. Lattanzio, J. McCans, M. C. Norman, M. E. Norman, A. Sivak, J. Straub

The meeting was called to order by Chief Baker at 7:05 p.m.

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

Motion - A. Sivak, Second - E. Irizarry, Vote - Unanimous

### **Treasurer:**

The new checking account was opened with a balance of \$1549.94. Checks were purchased for \$19.97 which should show on the next statement.

HTBF dues are \$300 per company, payable to Brookline Fire Company.

### **Township Manager:**

No report

### **Police:**

No report

### **Township Commissioners:**

B. Gondek spoke to D. Burman about the logistics of a unified fire protection organization.

### **EMS:**

No report

### **Fire Prevention:**

Progress

### **Apparatus:**

The old Squad 56 is down at the Township yard for some repairs. There will be an in-service period for driver training.

The DEF sensor on the new Squad 56 is being replaced.

### **Training:**

Progress

**Recruitment and Retention:**

No report

**Radio/Communications:**

The system is progressing.

**Codes Enforcement:**

No report

**Old Business:**

Meetings with the ISO representative have been completed.

The remaining SCBA (3 each) for Llanerch and Manoa have been ordered.

The HTRA will be switching over to the new insurance carrier on July 1.

S. Poole needs the number of feet of ladders and hose for budget planning.

**New Business:**

E. Irizarry reported that A. Sivak will be Deputy 58 effective immediately. Ed will be having rotator cuff surgery on Monday.

Manoa will be hosting the fireworks dinner on July 7.

There was some discussion on the organization of the Bureau of Fire.

M. E. Norman asked J. McCans to relay to Narberth that the ambulance should not enter the fire block, and EMS equipment needs to be present when the crew comes to the scene.

There was some discussion on working fire dispatch cards.

The HTBF elected to suspend meetings in July and August.

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

The meeting was adjourned at 7:53 p.m.

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

Respectfully submitted,

Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, September 24, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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

## September 2024 meeting minutes

---

Location: Manoa Fire Company

Date: Wednesday, September 24, 2024

Time: 7:00 p.m.

---

### **Attendees:**

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

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

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

Motion - J. McCans, Second - S. Poole, Vote - Unanimous

### **Treasurer:**

HTBF dues are \$300 per company, payable to Brookline Fire Company.

### **Township Manager:**

There was some discussion on fire department budget needs. The Chiefs met with D. Burman over the summer.

### **Police:**

Darby Rd and Eagle Rd should be open in a few hours. There was a water main leak.

### **Township Commissioners:**

There was some discussion on decreased fund drive returns. J. McCans suggested investigating a Fire & EMS tax to replace fund drives.

### **EMS:**

J. McCans received a request from Stryker to conduct a case study on the AED save from the MVA. They would also like blurred body camera footage.

### **Fire Prevention:**

Manoa and Brookline will conduct a joint event at Brookline.

Haverford Township Day will be on October 5.

### **Apparatus:**

The old Squad 56 is in service at Station 58. The old Pipeline 58 will be donated to an upstate company recently affected by severe flooding. Larry Howard is gathering equipment donations.

W. Baker reported that UDFD is down to 1 ladder truck. Ladder 20 is currently at Station 37.

W. Hatton reported that pump and aerial testing is scheduled for the week of October 7. After that Glick will come out for pump and aerial preventative maintenance.

**Training:**

Progress

**Recruitment and Retention:**

E. Irizarry inquired why there have not been any recent meetings.

**Radio/Communications:**

J. Viola had a conversation with S. Castellano. The county Chiefs need to meet to determine zoning for fire channel assignments.

**Codes Enforcement:**

No report

**Old Business:**

None

**New Business:**

W. Baker raised a concern about Relief insurance rosters being updated in a timely manner. The other Chiefs raised similar concerns. M. C. Norman suggested sending a copy of insurance updates to the insurance representative.

Meet at 10:00 a.m. at Manoa Shopping Center for Haverford Township Day. Brookline will be holding their barbecue and will run tabs for the fire companies.

Manoa will be holding their banquet on October 12. They will be OOS until the following morning.

The meeting was adjourned at 7:30 p.m.

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

Respectfully submitted,

Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, October 22, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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 2024 meeting minutes

---

Location: Manoa Fire Company

Date: Tuesday, October 29, 2024

Time: 7:00 p.m.

---

### **Attendees:**

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

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

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

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

### **Treasurer:**

HTBF dues are \$300 per company, payable to Brookline Fire Company.

### **Township Manager:**

No report

### **Police:**

No report

### **Township Commissioners:**

No report

### **EMS:**

No report

### **Fire Prevention:**

Fire prevention activities were completed.

### **Apparatus:**

The order for Rescue 56 was committed by E-One for October of 2026.

The Pierce units will be 3-4 years out for delivery. There are some savings for prepayment. A. Cuthbertson thinks we can make more money investing the money instead of prepaying.

### **Training:**

S. Poole suggested that we bring back the training committee. We did not receive appropriate credit for training on the ISO report. S. Poole can contact the ISO representative with our rebuttal. There was additional discussion on the ISO report.

**Recruitment and Retention:**

The committee has not met recently. A date for the annual recognition ceremony has been set.

**Radio/Communications:**

There is a Chiefs radio meeting upcoming. Each company needs to send a radio designee.

**Codes Enforcement:**

No report

**Old Business:**

W. Baker raised a concern about Relief insurance rosters being updated in a timely manner. Updates should have been applied by the carrier this week. Members are covered as soon as we submit the form.

The annual dinner will be on Wednesday, December 11.

**New Business:**

M. E. Norman would like Manoa to march in Haverford Township Day for the 100th anniversary.

The meeting was adjourned at 7:30 p.m.

M - A. Sivak, S - W. Hatton, V - Unanimous

Respectfully submitted,  
Lou Lattanzio

# Haverford Township - Bureau of Fire

Meeting: Tuesday, November 26, 2024

Time: 7:00 p.m.

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

---

## Agenda

---

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: