

Emergency Services Committee
April 20, 2023

Call to Order: The meeting began at approximately 6:40PM at Township Building with the following Members in attendance: Michael Foltz, Chair, Terry Jones, Keith Gable, Barry Gross, and Mike Zomolsky. Also in attendance was Troy Bingaman, Township Manager. Mr. Terry Jones ran the meeting at the request of Mr. Foltz.

Approval of Notes: Mr. Bingaman distributed notes for the February 16, 2023, meeting. Mr. Jones asked if anyone had any concerns or changes. Hearing none, notes were approved.

Open Issues: Mr. Jones reviewed the following agenda issues with the committee members present:

- a) Status update on progress of **standardized SOG's/SOP's** –Chief Zomolsky and Chief Gable reported on progress of their coordination on standardizing many of the current existing policies but expressed some concern over how to incorporate standardized agency specific operational policies/procedures as well as Berks County policies such as task force specific policies. The recommendation was made by Mr. Bingaman to incorporate some of those policies as exhibits or appendices.
- b) Update on **Drug & Alcohol Policy** –Mr. Bingaman stated he has been in contact with various sources at Tower Health and is still trying to get in touch with someone who can provide clear direction on how such policy can be implemented along with the existing agreement the Township has with Tower Health's Occupational Health at CarePlex which will not cover urgent care facilities. He is anticipating a follow-up call from Tower Health's urgent care administration to provide more direction on formulating an agreement with those facilities in the event a volunteer needs to be tested.
- c) Status of **Mission Statement, Vision Statement, Standard of Response Cover, Dissolution Clause, Conflict of Interest SOG, Record Retention Schedules were discussed.** Mr. Foltz had produced and provided draft copies of the Dissolution Clause, Standard of Cover and Record Retention policies and Mrs. McGrath produced and provided a sample Conflict of Interest policy. All in attendance acknowledged receipt of same and after review still had legal concerns and questions about same. The committee agreed that the Record Retention Policy would simply follow that established under PA statute as per the established PA Historical & Museum Commission.

Based on these discussions amongst committee members, Mr. Bingaman suggested retaining professional services from John Muir, Attorney for Kozloff & Stoudt who specializes in these areas.

Action Items

- a) A motion was made by Mr. Jones and second by Mr. Gable to recommend the Board of Supervisors retain such services to aid the committee in reviewing, developing and producing all of the above proposed policies/statements and assist with the standardization of SOPs/SOGs in general. The motion was unanimously approved by the committee and Mr. Bingaman will list it on the BOS agenda for the May meeting.

Other Items:

No additional items were discussed.

Adjournment:

Terry Jones adjourned the meeting at 7:30 PM. Next meeting is tentatively scheduled for June 15, 2023 at 6:00 PM.

Notes for the meeting submitted by: Mike Foltz