

June 3 , 2015
Curtis Hall

A regular meeting of the **PUBLIC SAFETY COMMITTEE** was held tonight, Commissioner J. Andrew Sharkey Chairman, presiding. Members present were Commissioners Holland, McKeown, Norris, Rappoport, and Simon. Also present was Ex-Officio Member Portner.

Staff present were Alyson Elliott, Assistant Township Manager; Kenneth Hellendall, EMS Director; Kevin O'Brien, Deputy Chief of Police; Joseph O'Neill, Fire Marshal; Henry Sekawungu, Director of Planning/Zoning, and Bryan T. Havir, Township Manager. Also present was Joseph Bagley, Esq., Solicitor. A Public Attendance List is attached.

Mr. Sharkey called the meeting to order at 7:30 p.m. and announced that prior to the meeting, the Commissioners held an Executive Session to discuss pending litigation and acquisition of real estate.

1. Under Report of the Police Chief, Deputy Chief O'Brien reported the following:
 - a. He reviewed the Police Activity/Community Policing Unit, Clearance and Juvenile Contact Reports for the month of April, 2015.
 - b. He recommended the following amendments to the Traffic Code, which were approved by Staff:

Add: Ashmead Road - Handicap Parking at 101 Ashmead Road, 2 spaces in front of the Holy Trinity Church.

Deputy Chief O'Brien explained that the church has a handicap accessible walkway in this area.

Recommendation to the Board of Commissioners: Upon motion of Mr. McKeown, the Committee unanimously recommended to the Board of Commissioners the adoption of an Ordinance amending Chapter 285 of the Traffic Code entitled "Vehicles and Traffic" (see attached).

- c. Deputy Chief O'Brien reviewed proposed changes to the Police Civil Service Regulations relating to Recruit Testing; the results and of the random selection process as a result of the 2010 changes; the cost of the two (2) agility tests were between \$20,000 and \$30,000 for each test; very few minority candidates and women have been recruited as a result. Chief Norris met with the NAACP and representatives were amenable to the proposed changes.

Mr. Sharkey noted that in 2010, the Civil Service Regulations were changed but in the succeeding years, the changes did not have the results anticipated.

Ms. Rappoport questioned the flip-flop between percentages and if there were any other alternative percentages considered. Mr. Simon believed that the new 60% oral and 40% written was best for computational reasons.

Mr. Holland asked about impact. Deputy Chief O'Brien responded that the impact on the new procedure is not yet known. It is hoped that those candidates who do not do well on the written test will come out for the oral exam, and their presentation can be seen at that time.

Mr. Norris asked about the percentage of minority applicants. Deputy Chief O'Brien responded that he did not have the exact number but it is not a very high number of candidates.

Ms. Rappoport asked if not requiring the Policy Academy open up the pool of candidates. Deputy Chief O'Brien responded that it will since some candidates cannot afford the Police Academy. The same applies to the lack of requirement of college credits.

Recommendation to the Board of Commissioners: Upon motion of Mr. McKeown, the Committee unanimously recommended to the Board of Commissioners the adoption of a Resolution authorizing changes to the Police Department Civil Service Regulations regarding Recruit Testing (see attached).

Upon motion of Mr. McKeown, the Committee unanimously accepted the Police Activity/Community Policing Unit, Clearance and Juvenile Contact Reports for the month of May, 2015.

2. Mr. O'Neill reviewed a Federal Assistance to Firefighters Grant recently received by the Glenside and Cheltenham Fire Companies in the amount of \$231,000, ten percent (10%) of which will be matched by the two (2) companies. Said funds will replace self-contained breathing apparatus.

In response to a question from Mr. Holland, Mr. O'Neill stated that 40 tanks will be purchased. Mr. Sharkey asked if the apparatus was standardized for all companies. Mr. O'Neill advised that it was not since the other fire companies have not had their apparatus wear out.

Mr. O'Neill gave an update on the new County radio system. Funding requirements should be available sometime in July. Funding for new compatible radios by the Township will have to be factored into the 2016 Budget. Mr. Sharkey commented that the Township will have to consider how these radios will be funded and what is actually needed to be funded.

Mr. McKeown asked about the status of the County communications tower planned for the Cheltenham Elementary School property. Mr. O'Neill advised that the County has applied for a waiver from land development from said tower.

Joseph Stuckert, Chief of the Glenside Fire Company, gave a PowerPoint Presentation update on the Fire Companies' Long Range Plan (see attached). He reviewed the current training program; training; recruitment/retention of volunteers; revenue sources; standardization of policies/procedures; evaluation of current facilities and apparatus; expansion of public relations/marketing/efforts; strategic planning; the next steps to be taken.

Mr. Holland asked about fundraising. Mr. Stuckert explained that fundraising has been difficult and non-productive. Most of it is done through mailings.

Mr. Sharkey asked if the Fire Companies needed any help from the Township.

Mr. Stuckert did not believe it was necessary at this time. It was Mr. Sharkey's opinion that the Fire Companies need to list their accomplishments and low hanging items.

Mr. Simon asked about 'cascade capabilities' that was listed as a Fire Company resource. Mr. Stuckert explained that it is the ability to refill air packs.

Upon motion of McKeown, the Committee unanimously accepted the Report of the Fire Marshal for the month of April, 2015.

3. Mr. Hellendall gave an update on the Bickley Road properties slated for buyout. The documentation for two (2) of the four (4) properties has been completed, and the documentation for the other two (2) properties is currently being prepared. He reported that there were concerns from neighbors about the future of the properties being bought out, and suggested that there be a public meeting to address these concerns, specifically what might replace the homes when they are demolished. Mr. Hellendall will coordinate a community meeting with the neighbors and coordinate it through the Township Manager's Office.

Upon motion of Mr. McKeown, the Committee unanimously accepted the Report of the Emergency Management Coordinator for the month of May, 2015.

4. For EMS, Mr. Holland noted that the write-off on collectibles is currently higher in 2015 than in 2014. Mr. Hellendall stated that changes in insurance rules and the inability of people to pay what their insurance does not cover are factors. Mr. Holland asked what was being done to address the situation. Mr. Hellendall stated that turning accounts over to collections actually loses money for the Township so the EMS staff is making phone calls to those individuals. Most individuals who do not pay have given wrong contact information. Mr. Holland inquired about learning opportunities at the recent EDITS conference, a regional training opportunity developed by the Eastern Montgomery County PA emergency managers. Mr. Hellendall reported that many of the ideas suggested at the conference are currently being used in Cheltenham.

Upon review of the EMS report regarding Receiving Agencies, Mr. Portner noted that the name Elkins Park Moss Rehabilitation Hospital is erroneous, and it should be Einstein Elkins Park Hospital. He asked why the low number of calls to that hospital. Mr. Hellendall stated that it is state law that a patient must be taken to the hospital of choice. Mr. Holland asked about the hospitals that a patient can select. Mr. Hellendall stated that EMS transports to 26 hospitals of choice unless the situation is life threatening, and in that situation, the patient has to be taken to the nearest hospital.

Upon motion of Mr. Portner, the Committee unanimously accepted the Report of the Emergency Services Director month of May, 2015.

5. Report of the Township Manager – None.

6. Old Business – None.

7. New Business – Mr. Norris asked that the Highway Safety Unit perform an evaluation of the intersection of Windsor and Woodlawn Avenues for a 4-Way Stop Sign.

8. Citizens' Forum – None.

There being no further business, upon motion of Mr. Portner, and unanimously approved by the Committee, the meeting was adjourned at 8:30 p.m.



Bryan T. Havir
Township Manager

as per Anna Marie Felix

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF CHELTENHAM,
CHAPTER 285 THEREOF, ENTITLED VEHICLES AND TRAFFIC, BY AMENDING CERTAIN
STREET AND PARKING REGULATIONS.

The Board of Commissioners of the Township of Cheltenham hereby ordains:

SECTION 1. The Code of the Township of Cheltenham, Chapter 285, Article IV, entitled
Schedule of Traffic Regulations, Section 285-43 thereof is hereby amended by **ADDING** the following:

ASHMEAD ROAD (c) HANDICAPPED PARKING, at 101 Ashmead Road
2 spaces in front of Holy Trinity Church.

SECTION 2. That in all other respects Chapter 285 of the Code of the Township of
Cheltenham is hereby approved and accepted as amended, and shall continue in full force and effect.

SECTION 3. This Ordinance shall take effect and be in force from and after its approval as
required by law.

ENACTED into an Ordinance this 17th day of June, 2015.

BOARD OF COMMISSIONERS
TOWNSHIP OF CHELTENHAM

By _____
Harvey Portner, President

ATTEST: _____
Bryan T. Havir, Township Manager

CHELTENHAM TOWNSHIP
RESOLUTION NO. _____-15

BE IT RESOLVED this 17st day of June 2015, that the Cheltenham Township Police Civil Service Personnel Rules and Regulations shall be amended as follows:

WHEREAS, a change in Civil Service Rules and Regulations has been recommended by the Police Chief and the Township Manager; and

WHEREAS, this change affects the Civil Service Rules and Regulations Sections: 5.01 E Written Examination, 5.01 F Agility Test, 5.01 G Oral Examination, 5.01 I Explanation of Scope Compilation, 5.01 K Public Notice, 5.01 L Eligible List, 5.02 B Police Training School.

NOW THEREFORE, the Cheltenham Township Police Civil Service Personnel Rules and Regulations shall be amended as follows:

Section 5.01E. Written Examination

Applicants for appointment to the Police Department must pass with a grade of seventy percent (70%) or better and must have one of the top one hundred fifty (150) scores in a written general adaptability examination for police officers, which examination shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the employment sought by them. In case of ties among candidates, all those candidates tied at the top levels will be allowed to continue testing. Upon cause shown, assessment centers may be given as an alternative or complement to the written examination, the nature of which will be determined according to need on a case-by-case basis.

Section 5.01F. Agility Test

The top ranking one hundred and fifty (150) applicants for appointment to the Police Department who have passed the written examination shall undergo and successfully complete a Physical Agility Test. The number of applicants given the Physical Agility Test may vary depending upon cause shown and Departmental need. Said test shall be administered by the Consortium or by the Cheltenham Township Police Department (CTPD) and must be accomplished prior to the oral examination. The test will be pass/fail. Said Agility Test shall consist of the following:

(1) Bench Press – All applicants will be required to complete one full repetition of a bench press using free weights at the designated percentage of their body weight as determined by the MPOETC 30th percentile age and gender standard.

(2) Sit-Ups – All applicants will be required to complete a number of sit-ups in one minute as determined by the MPOETC 30th percentile age and gender standard.

(3) 300 Meter Timed Run – All applicants will be required to complete a 300 meter run. The time allowed for completion of the run is determined by the applicant's MPOETC 30th percentile age and gender standard.

(4) 1.5 Mile Timed Run – All applicants will be required to complete a 1.5 mile timed run. The time allowed for completion of the run is determined by the applicant's MPOETC 30th percentile age and gender standard.

Requirements 1 through 4 are age and gender normed as dictated by the Municipal Police Officers Education and Training Commission ('MPOETC'). The standards for completion of these events are supplied by MPOETC. Applicants must pass the test at the MPOETC 30th percentile. Applicants will be expected to pass the same examination at the 50th percentile to successfully complete Act 120 (Basic Police Academy) training. Successful completion of all events is required to pass the Physical Agility Test.

Applicants must sign a "Hold Harmless Agreement" releasing Cheltenham Township, the CTPD and the test administration personnel from liability for any injuries that might occur and verify that the applicant is medically and physically able to perform the physical task test safely.

Section 5.01G. Oral Examination

All applicants that pass the written and agility test will be eligible for the oral examination. The first ranking Fifty (50) candidates for appointment to the Police Force must pass, with a minimum grade of seventy (70%), an oral examination to be given by the Department, or outside vendors. If the first Fifty (50) is exhausted, then the remaining persons on the list will be given an oral interview until it is exhausted, or expires.

Section 5.01H. Explanation of Scope Compilation

The examination of applicants for the position of patrol officer shall include, in addition to the written, oral and agility test, the physical and psychological examinations, and background checks. The following parts to which the following weights shall be applied:

- | | | |
|-----|--------------------------------|-----|
| (1) | Written Examination | 40% |
| (2) | Oral Interview and Observation | 60% |
- But must successfully pass all tests to qualify

Examination shall be marked on a scale of one hundred percent (100%). The passing grade for the whole examination and for each part shall be seventy percent (70%).

The Township's Human Resources Director shall post in its office the eligible list containing the names and grades of those who have passed the foregoing examinations, which list shall be effective for one year if during that one year period, the Civil Service Commission votes to extend the list, the list is valid for an additional year.

Section 5.01K. Public Notice

Public Notice of the time and place of the written examination, together with information as to the kind of position to be filled, shall be given in accordance with Section 8.05 of the Personnel Code which states that it must be advertised Thirty (30) days prior to the date of the test.

Section 5.01L. Eligible List

The Township's Human Resources Director shall post in its office the eligible list containing the names and grades of those who have passed the foregoing examinations, which list shall be effective for one year if during that one year period, the Civil Service Commission votes to extend the list, the list is valid for and additional year.

Section 5.02B. Police Training School

All appointees shall be required to attend a course of police recruit training as required by the Commonwealth of Pennsylvania and any other police recruit training school when assigned by the Chief of Police. They must successfully complete the Police Academy and be certified and be Act 120 certified. Or their employment will end. Said appointee will agree in writing, prior to attendance at said school, to remain with the Cheltenham Township Police Department for three (3) years after graduation, or reimburse the Department the full cost of training.

ADOPTED this 17st day of **June, 2015.**

CHELtenham TOWNSHIP
BOARD OF COMMISSIONERS

By: _____
Harvey Portner, President

Attest _____
Bryan T. Havir, Secretary



**Cheltenham Township
Fire Department**

Long Range Planning Update

June 2015



Strategic Planning Update- Training

- **Evaluate Current Training Program**
 - Identify high priority training (i.e. High Rise response, Mayday, Collapse, etc)
 - Explore quarterly operational, (hands-on), drills between 2-3 companies per session.
 - Schedule, promote and conduct township wide presentations on specialty subjects (i.e. Autism, Hoarding, MCI, etc)
 - Develop Township wide checklist for probationary candidates to documents requisite required skills prior to active response.



Strategic Planning Update- Training

General Update On Activities

- Plan on conducting Training and Exercise Planning Workshop" and "Strategy and Tactics Tabletop Exercise"



Strategic Planning Update- Recruitment/Retention

- **Improve Recruitment Process**
 - Re-Install Recruitment Banners throughout Township
 - Institute Recruitment Events: "Ask One Person". "Recruit Your Neighbor."
 - Develop Letter for Township's Welcome Basket for New Residents
 - Formalize Attendance Schedule at Township Events
 - Recruitment for Daytime from Businesses In Township
 - Recruitment from Colleges and Universities



Strategic Planning Update- Recruitment/Retention

- **General Update On Activities**
 - Coordinating Efforts with Public Relations and Technology Committees
 - Developing Member Survey to Update and Expand Results from Previous Survey
 - Developing Exit Interview to Better Understand Volunteer's Needs and Identified Reintegration for Candidates
 - Identify Non-Traditional Recruitment Opportunities
 - Develop Incentive Programs to Retain Members, including Length of Service Awards, etc.
 - Investigate Paid Incentive Program(s) Similar to SAFER Activities



Strategic Planning Update- Admin/Finance

- **Identify Additional Revenue Sources**
 - Approach owners of businesses/non-profits for contributions or "in kind" service (such as free membership or services)
 - Township capital reserves/budget/acquisition (bonds, etc) where available
 - Grants (Federal, State, Corporate/Other)
 - All Five Companies Received Office of the State Fire Commissioner Grant (\$14k ea)
 - Applied for Assistance to Firefighter Grant, awaiting response
 - Traditional and non-traditional financial opportunities on a local level where appropriate



Strategic Planning Update- Admin/Finance

- **General Update On Activities**
 - Future Meeting with Township Manager and Director of Fiscal Affairs to discuss:
 - What information Township wants from CTFD; specific forms (budget)
 - Ensure Township understands Active funds versus Relief funds- cannot simply look at raw numbers and assume money is available for all expenses
 - Analyze insurance coverage issues for potential savings
 - Standardization of equipment and group purchases to reduce expense and maximize savings
 - Money required for Long Range Planning goals (printing costs, etc)
 - Presentation on actual costs to operate CTFD



Strategic Planning Update- Fire Board

- **Standardization of Policies, Procedures and Standard of Cover**
 - Listed, reviewed, and prioritized policies submitted for consideration of Township-wide standardization.
 - Included standardization of response to each county defined incident type.
 - Submitted list of operational incident response types for standardized procedures. Prioritized same. (Based on risk and frequency of events) Number one is response to *High Rise Fire Incidents*.
 - Reviewed proposed new county response types and agreed protocols should apply Township-wide.



Strategic Planning Update- Fire Board

- **General Update On Activities**
 - Meetings on above strategic planning goals.
 - Prioritized the top three policies of all submitted
 - Social Media
 - Standardization of probationary member requirements and capabilities
 - Standardized response/Standard of Cover
 - Distributed work and timeframe for formulating



Strategic Planning Update- Apparatus/Facilities/Equipment

- **Evaluate Current Facilities and Apparatus Towards Standardization**
 - Compiling inventory of all frontline equipment
 - Apparatus
 - Tools; saws, hand tools, fans etc.
 - Equipment; air packs, air cylinders, ladders, hose etc.
 - Compiling inventory of all reserve equipment
 - Same as above



Strategic Planning Update- Apparatus/Facilities/Equipment

- **Evaluate Current Facilities and Apparatus Towards Standardization**
 - Compiling database of all 5 station resources:
 - Bay square footage
 - Emergency power capabilities
 - Cascade capabilities
 - Exhaust removal systems
 - Ability to hold additional equipment during weather emergencies



Strategic Planning Update- Public Relations/Education

- **Expand Public Relations and Marketing**
 - Completed pamphlet providing information on CTFD for the public
 - Prepared list of Township events to consider attending on behalf of CTFD & to distribute CTFD pamphlet to the public
 - Actively working with Technology Subcommittee on CTFD website and social media issues
 - Prepared Fire Prevention and Safety Tips for Township's October 2015 Calendar
 - General Update On Activities
- Will continue working with Technology Subcommittee with the goal of a CTFD website that is up to date and functional
- The CTFD website will provide the public with information on the CTFD as well as fire prevention and education information



Public Relations and Education

The Cactus-Township Fire Department (CTFD) is an all volunteer fire department that is made up of the fire companies located throughout the township. Approximately 175 volunteer firefighters serve the township 24 hours a day, 7 days a week, 365 days a year. CTFD provides a range of public safety and emergency safety services within jurisdiction.

- Control the automobile - Insurers liability
- Search and rescue - 100 miles
- Wildfire and forest - District fire response
- Medical - Emergency medical services
- Fire rescue - Fire safety education
- Fire by accident

Visit WWW.CTFD.NET to learn more!



Public Relations and Education

The all-volunteer fire department is made up of about 200 firefighters who serve the township 24 hours a day, 7 days a week, 365 days a year. CTFD provides a range of public safety and emergency safety services within jurisdiction.

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Strategic Planning Update- Technology

- **Implement Regular Reporting Process/Data Tracking**
 - Standardize all reporting information across township companies.
 - Keep website information current.
- **General Update On Activities**
 - All companies are reporting to township wide database.
 - Assisting education and recruitment committees with website changes



Target Status Update

Item	Objective Goal	Assigned To	Priority	Target Date	Current Status
1	Standardize reporting process	Steve	L	0-2010	Completed
	Standardize reporting process	Steve	L	0-2010	Completed
2	Standardize reporting process	Steve	L	12-2010	In Progress
	Standardize reporting process	Steve	L	12-2010	In Progress
3	Standardize reporting process	Steve	L	12-2010	In Progress
	Standardize reporting process	Steve	L	12-2010	In Progress
4	Standardize reporting process	Steve	M	12-2010	In Progress
	Standardize reporting process	Steve	M	12-2010	In Progress



Target Status Update

Item	Objective Goal	Assigned To	Priority	Target Date	Current Status
1	Standardize reporting process	Steve	L	0-2010	Completed
	Standardize reporting process	Steve	L	0-2010	Completed
2	Standardize reporting process	Steve	L	12-2010	In Progress
	Standardize reporting process	Steve	L	12-2010	In Progress
3	Standardize reporting process	Steve	L	12-2010	In Progress
	Standardize reporting process	Steve	L	12-2010	In Progress
4	Standardize reporting process	Steve	M	12-2010	In Progress
	Standardize reporting process	Steve	M	12-2010	In Progress



Next Steps

- Continue Progress On Goals
- Update SWOT Analysis
- Update Plan As Needed





PUBLIC ATTENDANCE LIST
PUBLIC SAFETY COMMITTEE – 7:30 P.M.
PUBLIC AFFAIRS COMMITTEE – 7:45 P.M.
BUILDING AND ZONING COMMITTEE – 8:00 P.M.
Wednesday, June 3, 2015
Curtis Hall

NAME <i>(Please Print Clearly)</i>	ADDRESS <i>(Please Print Clearly)</i>	E-MAIL and/or TELEPHONE <i>(Please Print Clearly)</i>
IRAN PRANSKY	Wesley RD EIP	
S Strahs		
Al Chapman	Waverly Road	
Mary Gibson	200 Gribbel Rd	
Lee Simon	200 Gribbel Rd	
MAURICE WRIGHT	215 GRIBBEL RD	
Earl Stamm	209 Gribbel Rd	estamm@ verizon.net
DAVID L. CARLEN	321 GELBOW AVE	



PUBLIC ATTENDANCE LIST
PUBLIC SAFETY COMMITTEE – 7:30 P.M.
PUBLIC AFFAIRS COMMITTEE – 7:45 P.M.
BUILDING AND ZONING COMMITTEE – 8:00 P.M.
Wednesday, June 3, 2015
Curtis Hall

NAME <i>(Please Print Clearly)</i>	ADDRESS <i>(Please Print Clearly)</i>	E-MAIL and/or TELEPHONE <i>(Please Print Clearly)</i>
Joe & Diane Hanson	196 Gribble Rd	