

# BUCKS COUNTY CONSORTIUM

Thursday, June 1, 2006

## Meeting Minutes

A meeting of the Bucks County Consortium was held at Buckingham Township on June 1, 2006. The following individuals were present:

Chuck Barrett, Commerce Bank  
John Boyle, Newtown Township  
Eileen Bradley, Wrightstown Township  
Katie Braun, Warrington Township  
Dana Cozza, Buckingham Township  
Joe Czajkowski, Upper Makefield Township  
John Davis, Doylestown Borough  
Dave Drye, Chalfont Borough  
Frank Farry, Middletown Township  
Wayne Fultz, New Britain Township  
Deb Gentile, Penndel Borough  
Mark Goldberg, Warwick Township  
Tim Hagey, Warminster Municipal Authority  
Don Harris, Newtown Township  
Tom Harwood, Newtown Township  
Rick Lee, Delaware Valley Insurance Trust  
Linda McNeill, Tinicum Township  
Ted Middleman, Wrightstown Township  
Bob Pellegrino, Newtown Township  
Richard Sabol, Upper Southampton Township  
Herb Schoell, Upper Southampton Township Sewer & Water Authority  
Daniel Sharapan, Warwick Township  
Ray Stepnoski, Buckingham Township  
Elizabeth Sunday, Plumstead Township  
Jeff Vey, Milford Township  
Gail Weniger, Warwick Township

### **Preliminary Remarks**

Gail Weniger called the meeting to order, announced the morning's agenda, and thanked Buckingham Township for sponsoring the June meeting of the Bucks County Consortium.

### **Approval of Minutes**

Joe Czajkowski made a motion, seconded by Eileen Bradley, to approve the *Minutes of May 4, 2006*. Motion carried.

## **Treasurer's Report**

Richard Sabol presented the Treasurer's Report, prepared by Treasurer Vivian Bell, for May. A motion was made by Bob Pellegrino, and seconded by Joe Czajkowski. Motion carried.

## **Presentation: "NIMS: National Incident Management System"**

Don Harris, Director of the Newtown Township Emergency Services Department, presented. Mr. Harris explained the evolution of the NIMS program, provided details concerning its administration, defined many different levels of NIMS training and certification (eg., ICS 200, 300, and 400), and explained how online testing is conducted.

One item of particular note in regards to NIMS training is that elected officials and anyone expected to respond to an incident is required to complete the basic NIMS course. To complete the basic course, as well as one advanced course, Consortium members are encouraged to contact him by e-mail at [donh@twp.newtown.pa.us](mailto:donh@twp.newtown.pa.us).

Mr. Harris, a certified instructor, will then be able to notify Consortium members about class offerings including one that will be given in the near future at a Council Rock School District facility. Mr. Harris' presentation concluded with a discussion of the local government NIMS role. He described the following: the role in relation to both large and small scale emergency incidents, the goal of a "unified command", what comprises a command (including the incident commander, finance officer, logistical officer, etc.), and how personnel might optimize results in an emergency situation.

After a discussion of other municipal organizations such as BCATO that is sponsoring NIMS training, as well as offers by members to include other members in previously scheduled training sessions, Joe Czajkowski made a motion, seconded by Bob Pellegrino for the Consortium to sponsor a weekday NIMS training. Motion carried.

## **Presentation: "Playground Design and Maintenance"**

Daniel Sharapan, Warwick Township's Park & Recreation Director and a certified playground inspector, presented. Mr. Sharapan began his presentation by distributing copies of a pamphlet called "The Dirty Dozen: Twelve Playground Hazards" by the US Consumer Product Safety Commission. The twelve hazards are as follows: improper protective surfacing, inadequate fall zone, protrusion and entanglement hazards, entrapment in openings, insufficient equipment spacing, trip hazards, lack of supervision, age-inappropriate activities, lack of maintenance, pinch and other edge hazards, platforms with no guardrails, and equipment not recommended for public playgrounds. Mr. Sharapan discussed each of these hazards in some detail. One item of particular note is that he informed the membership that only one state requires playground inspections and that is California.

## **Picnic Announcement**

Jeff Vey notified the membership that the annual picnic of the Bucks County Consortium will be held on July 21st at Milford Township. Mr. Vey discussed this year's planned activities, anticipated donations, and an e-mailed invitation that would be mailed to all members. Joe Czajkowski stated that he would contact Comcast in order to request a donation.

### **New & Old Business**

Joe Czajkowski and Jeff Vey discussed a formalized meeting - on a regular basis - of member Public Works Directors.

John Davis notified the Consortium membership of his municipality's interest to hold a formal document shredding day.

Linda McNeill discussed Tinicum Township's need to obtain water usage data. She asked that any member having data about water consumption per household share it with her municipality.

Gail Weniger asked that members forward arbitration award information to the Consortium's webmaster, and bring ideas forward about future meeting topics.

Bob Pellegrino announced that Perkasio Borough completed and distributed the Consortium's annual salary survey.

### **Adjourn**

Linda McNeill made a motion, seconded by Bob Pellegrino, to adjourn the meeting at approximately 10:15AM. Motion carried.

Respectfully Submitted,

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