

**YORK AREA UNITED FIRE AND RESCUE COMMISSION
REGULAR MEETING**

**JANUARY 17, 2012
APPROVED**

The York Area United Fire and Rescue Commission held a Regular meeting on Tuesday, January 17, 2012 at 7:00 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt, Vice Chairman
John Fullmer
Richard Guyer

MEMBERS NOT

IN ATTENDANCE: Don Bishop
Cara Beth Zortman

ALSO IN

ATTENDANCE: Greg Maust, Spring Garden Township Manager
Steve Hovis, Solicitor
Robert McCoy, YAUFR Chief
Sandy Ratcliffe, YAUFR
John Woods, YAUFR
Dan Hoff, YAUFR
Jay VanPelt, YAUFR
Don Eckert, YAUVFC
Vijay Kapoor, PFM Consultant
Pat Harvey, Personnel Attorney
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Acting Chairman, Bill Schenck, called the meeting to order at 7:05 p.m. He welcomed everyone and led the Pledge of Allegiance.

2. Reorganization and Election of Officers

- a. 2011 Officers**
Chairman – William Schenck
Vice Chairman – Austin Hunt
Secretary/Treasurer – John Fullmer
Asst. Secretary – Fire Chief Robert McCoy

SCHENCK Mr. Schenck noted that the slate of officers could be handled in one nomination as opposed to individual nominations.

HUNT Mr. Hunt noted that he assumed the Chairman of the Nominating Committee presented the slate of officers. He asked whether there were any additions to the slate of officers. There were none.

MR. GUYER MOVED THAT THE SLATE OF OFFICERS PRESENTED FOR VOTE BE CLOSED.

SCHENCK Mr. Schenck stated that there were no other nominations. He stated the nominations were closed.

MR. SCHENCK CALLED THE VOTE AND ASKED ALL THOSE IN FAVOR OF THE SLATE OF OFFICERS PRESENTED TO INDICATE BY SAYING AYE. NOMINATIONS UNANIMOUSLY CARRIED.

SCHENCK Chairman Schenck stated that Commissioner Don Bishop advised that he was not feeling well and could not be present this date. In addition, Spring Garden Township had appointed Cara Beth Zortman as its representative. He reported that Mr. Hunt had been appointed by Spring Garden as Citizen At Large. He reported that a full Quorum was present with Mr. Guyer serving as a voting alternate from Spring Garden Township.

3. Swearing in of Battalion Chief Richard Anderson and Fire Fighter Benjamin Barstow

MCCOY Chief McCoy requested that item 3 be moved down on the agenda as the gentlemen to be sworn in had been called out to a fire.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session had been held just prior to the meeting this date to discuss personnel and labor issues.

12. NEW BUSINESS (Moved ahead on the agenda)

A. PFM Funding Project

SCHENCK Chairman Schenck introduced Vijay Kapoor, PFM representative, who had been retained to conduct an analysis of funding formulas and the potential for new municipalities joining YAUFR.

KAPOOR Mr. Kapoor presented his report, which paperwork had been given to the board for review. He reported that, from his perspective based on the demographics, call volume, budget review and other factors, it appeared that exploring the opportunity for Manchester to merge with YAUFR was a worthwhile opportunity. He reviewed the potential of different funding formula scenarios. As long as the

information is fair and good data, the board would be able to make a determination regarding mergers.

SCHENCK Chairman Schenck noted that YAUFR had received notice from Manchester Township expressing a desire to discuss a merger into YAUFR. They requested YAUFR to respond with some terms and conditions that might be proposed. Chairman Schenck noted that Manchester Township is very much like Springettsbury and Spring Garden and that fact would make a transition of this nature more adaptable than some other municipalities. He noted that Chief McCoy already has an inventory and value of equipment and has been working on the numbers.

JAMES Tim James, Manchester Township Manager indicated that they appreciate the opportunity for consideration and if there was anything needed for review they will be happy to provide that. He added that Lisa Wengert, Chairperson of the Manchester Board, was present with him.

SCHENCK Chairman Schenck asked whether they had an expectation of timing for the Manchester Board to have a public presentation; i.e., the first or second quarter.

WENGERT Ms. Wengert noted that she would like to see some type of funding formula by April.

FULLMER Mr. Fullmer commented that consideration should be given to the expiration of their union contract and to have it coincide with YAUFR's contract.

KAPOOR Mr. Kapoor mentioned that, based on the comments, he would like to come back with several different scenarios that could apply if Manchester Township were to be brought in to YAUFR. He has budget data and call volume data. He would design several scenarios based on call, location, budget, or a blend to determine what it would look like. He added that there would be no magic formula.

SCHENCK Chairman Schenck thanked him for his report.

3. Swearing in of Battalion Chief Richard Anderson and Fire Fighter Benjamin Barstow

HUNT Mr. Hunt provided the Oath of Office to Fire Fighter Barstow and to Battalion Chief Anderson.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis noted that he had nothing further to add except what was on the agenda.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy reported that he met with the Solicitor to discuss several points listed in the Charter Agreement with respect to Manchester Township. He asked for members of the board to volunteer to work with him for a review of some of the questions regarding assets. He suggested that they could review the funding formula options in a workshop of the Commission members, advertise it and make decisions as a board.

HUNT Mr. Hunt suggested that a committee be formed to prepare issues to present to the Commission for decisions at a workshop.

MCCOY Chief McCoy indicated he would like to begin working on the information needed to provide Manchester in connection with Mr. Kapoor's project.

SCHENCK Chairman Schenck agreed with Mr. Hunt that the information should be presented to the full board for discussions and recommendations. He asked Solicitor Hovis what kind of questions he would propose.

HOVIS Solicitor Hovis responded that there are many issues to be determined as it applies to Manchester joining as a participating municipality through the Charter Agreement.

- How to formulate and structure the package under which they join.
- How to deal with the equipment, leases, contract items, capital contributions.
- How to determine any financial contribution.

He noted that the YAUFR Commission will need to first formulate its position and make sure everyone is in agreement. He requested that a committee be formed for this initiative.

MR. FULLMER AND MR. HUNT VOLUNTEERED TO SERVE ON THE COMMITTEE.

MCCOY Chief McCoy stated that he would set up a meeting date to begin working.

HUNT Mr. Hunt commented that it would be good to start an email conversation followed with some face to face meetings.

5. ACCOUNTS PAYABLE

- A. Payable Listing as of December, 2011

MR. FULLMER MOVED TO APPROVE THE PAYABLE LISTING OF DECEMBER, 2011. MR. GUYER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

SCHENCK Chairman Schenck reported that he and Solicitor Hovis met with the City of York officials. This was the second meeting, which was very productive. They asked for a follow up meeting, and some budget information is being shared.

8. COMMITTEE REPORTS

- A. Volunteer Committee

ECKERT Don Eckert reported that there was nothing new with the volunteer organization.

- B. Building Project

ECKERT Mr. Eckert reported that the escrow deposit remained intact for the purchase of 3013 East Market. In addition, there had been some encouragement on the purchase of land through some contact with the seller's attorney. He hoped to move that portion of the Building Project off dead center as spring is coming and will be time for the owner to do all the improvements on the property. He noted that they had been working on this since 2009.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

- A. Approval of Minutes: December 20, 2011 – Fire Commission Meeting

MR. HUNT MOVED FOR APPROVAL OF THE DECEMBER 20, 2011 MINUTES. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

- A. Volunteer Services Agreement with Union Fire Company

SCHENCK Chairman Schenck asked Chief McCoy to discuss the Volunteer Services Agreement with Union Fire Company.

MCCOY Chief McCoy introduced Chief Joe Stevens of Union Fire Company. He reported that they had been working with Chief Stevens and Union Fire Company in Manchester Borough since the beginning of 2011 and had discussed their long-term planning and shared services. They are sharing Chief services, and YAUFR had provided Union with a copy of its Operational Policies. All YAUFR stations, Manchester Township and Manchester Borough all follow the same Operational Procedures on the fire ground. The agreement will be renewed each year and outlines shared services, shared policies, and joint training. There is no financial impact. Chief McCoy added that this gives the ability to show that YAUFR is available for the volunteers.

SCHENCK Chairman Schenck thanked Chief Stevens for coming to the meeting. He stated that the original Charter Agreement that formed YAUFR specifically was directed at encouraging support of the volunteer stations.

STEVENS Chief Stevens thanked him. He noted it was their honor and they have developed a very good working relationship. He indicated it had been a real thrill the past year as they had developed the process, and their people are very excited.

MR. HUNT MOVED TO APPROVE THE VOLUNTEER SERVICES AGREEMENT WITH UNION FIRE COMPANY. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Acknowledge Receipt of Request – Manchester Township

MR. FULLMER MOVED TO ACKNOWLEDGE RECEIPT OF THE REQUEST FROM MANCHESTER TOWNSHIP. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

C. York City Update

This item had been covered item C under Commissioner Communications.

12. NEW BUSINESS

A. PFM Funding Project

This item had been handled earlier on the agenda.

Administrative Support for YAUFR

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FULLMER Mr. Fullmer brought forward a discussion held during December concerning growth of YAUFR and the need for a review into the Administrative Support needs.

MCCOY Chief McCoy responded that they had been working on a draft for the Finance Director Job Description and a review of all the duties that Ms. Ratcliffe performs for YAUFR. Additionally they are working with Mrs. Speicher regarding the work she does for YAUFR. He added that a review is underway for the IT work as well. He hoped to bring the draft forward in February.

FULLMER Mr. Fullmer requested that the subject be made part of and remain under Old Business on the agenda.

13. ADJOURNMENT:

SCHENCK Chairman Schenck adjourned the meeting at 8:10 p.m.

Respectfully submitted,

(Signature on file at YAUFR Headquarters)

John Fullmer
Secretary

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