

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

**JANUARY 19, 2016
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, January 19, 2016 at 7 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt
John Fullmer
Kathleen Phan
Cara Beth Zortman
Eric Lehmayer

MEMBERS NOT

IN ATTENDANCE: Mark Swomley

ALSO IN

ATTENDANCE: Robert McCoy, YAUFR Chief
Steve Hovis, Solicitor
Greg Maust, Spring Garden Township Manager
Sandy Ratcliffe, YAUFR
Dan Hoff, YAUFR
Jay Van Pelt, YAUFR
Don Eckert, YAUFR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance
2. Reorganization of Officers
 - a. 2015 Officers
Chairman – William Schenck
Vice Chairman – Austin Hunt
Secretary/Treasurer – John Fullmer
Asst. Secretary – Fire Chief Robert McCoy

SCHENCK Chairman Schenck called the meeting to order and led the Pledge of Allegiance. He noted the first order of business was to elect positions/officers.

MS. ZORTMAN MOVED TO RE-ELECT CHAIRMAN WILLIAM SCHENCK, VICE CHAIRMAN AUSTIN HUNT, SECRETARY/TREASURER JOHN FULLMER AND ASSISTANT SECRETARY CHIEF MCCOY. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

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SCHENCK Chairman Schenck announced that an Executive Session had been held following the December meeting with regard to personnel. An additional Executive Session was scheduled for this date immediately following adjournment to discuss a personnel matter.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis reported that the Cadillac Tax, which originally was to be effective January 1, 2018, has now been bumped ahead two years. With the deferment this will be an issue to be dealt with in negotiations.

MCCOY Chief McCoy stated that this will provide the luxury of allowing one more contract without having to deal with that language. However, negotiations will begin this year for either a two or three year contract.

B, Robert McCoy, Fire Chief

MCCOY Chief McCoy noted several updates to his report. They are summarized:

- Smoke alarms were received from the gas company (390) and 40 had been distributed.
- Action was taken on the audit contract for 2016, Act 68. Discussions had taken place with Tom Zimmerman, Actuary and Mike Reiner, Auditor to deal with the DB Pension Plan and initial setup of reporting a one-time fee. The invoice will be broken out so that YAUFR can bill the pension fund. YAUFR won't be responsible for the \$400.
- YAUFR is up and running with Paytime. Chief McCoy suggested another services agreement be submitted to Springettsbury to drop the amount from \$18,000 to \$15,000, which would cover the \$3,000 cost of Paytime itself.

MR. HUNT MOVED TO AMEND THE SERVICES AGREEMENT WITH SPRINGETTSBURY TOWNSHIP TO OFFSET THE \$3,000 COST OF THE PAYTIME PAYROLL SYSTEM. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

5. ACCOUNTS PAYABLE

A. Payable Listing as of December 31, 2015

**MR. HUNT MOVED TO APPROVE PAYABLE LISTING AS OF DECEMBER 31, 2015.
MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

6. BIDS, PROPOSALS & CONTRACTS

A. Approval – Vijay Kapoor Proposal

**MR. HUNT MOVED TO APPROVE THE PROPOSED AGREEMENT. MR. FULLMER
WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

7. COMMUNICATION FROM COMMISSIONERS

PHAN Ms. Phan questioned whether the stats with regard to types of calls and ratios is in report form.

MCCOY Chief McCoy responded that the reports are in the Records Management System. He stated that Chief Hoff had printed some reports, which will be submitted to the board. He added that the report breaks the information down by box area, by company, by call type, etc.

PHAN Ms. Phan noted that it would be very important information to share on the website as well.

MCCOY Chief McCoy added that one of the items that was discussed during the Strategic Planning was the possible newsletter. He is working with an individual on graphic arts to get it set up.

HUNT Mr. Hunt mentioned that the Spring Garden newsletter had improved recently.

MAUST Mr. Maust responded that they are using Print-O-Stat to put the final newsletter together with formatting and layout. Staff provides the articles.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Don Eckert reported that the new York 10-ton capacity heating and air conditioning unit was installed on the rooftop at Commonwealth station. Additionally, they added a Wi-Fi thermostat that can raise and lower the temperature in the hall from a smart phone. The entire installation was slightly over \$13,000.

SCHENCK Chairman Schenck thanked him and added thanks to the volunteer company for hosting YAUFR in this headquarters building.

9. RESOLUTIONS AND AGREEMENTS

There were no Resolutions and Agreements.

10. ACTION ON MINUTES

A. Approval of Minutes: December 17, 2015 – Fire Commission Meeting

**MR. FULLMER MOVED TO APPROVE THE MINUTES OF DECEMBER 17, 2015.
MR. HUNT WAS SECOND. MOTION CARRIED. MS. ZORTMAN ABSTAINED AS
SHE WAS NOT PRESENT.**

11. OLD BUSINESS

A. Strategic Planning Update

MCCOY Chief McCoy reported that the update had been provided to the board in the event there were questions. He will provide quarterly updates.

B. Approval – Emergency Management Coordinator Joint Agreement

SCHENCK Chairman Schenck indicated that the agreement provides documentation for the townships with a request for adoption.

HOVIS Solicitor Hovis stated that York County, Manchester, Spring Garden and Springettsbury Townships agree to form the joint EMA and identify YAUFR as the EMA.

MCCOY Chief McCoy stated that the YAUFR Commission had approved the agreement, which was sent to PEMA and the County for clarification on grant funding and Emergency Incident funding. The state approved the YAUFR Commission having a separate meeting following adjournment of the Commission meeting and move into the YAUFR EMA meeting. Additionally the state clarified that YAUFR will be able to accept grants or donations as far as the Emergency Management Coordinators. In an individual incident, such as Manchester Township, the EMC would report for the township and any reimbursement payment from the state, York County, or federal funding would go to the municipalities directly. The agreement reflects that.

ZORTMAN Ms. Zortman raised the question of having a Manchester representative.

MCCOY Chief McCoy responded that Manchester has two liaison's set aside for that purpose.

HOVIS Solicitor Hovis commented that one area to watch is the timing when Manchester becomes part of the YAUFR board. Language will be added to indicate that the agency would include the Commission along with two appointed Manchester

representatives. The municipalities are agreeing to appoint members of the YAUFR Commission as members of the Regional Emergency Management Agency.

HUNT Mr. Hunt asked whether this would be considered an ala carte service that could be offered to Mt. Wolf.

HOVIS Solicitor Hovis responded that it is not an ala carte service because the EMA provisions are dealt with by the state. The actual EMC is approved by the Governor. Any changes would have to be amended in the agreement and sent back through the state.

Additional discussion took place, which is summarized:

- Minimum of two year memberships – Time needed to get up and running, purchasing computers, cots, supplies, etc.
- Rob Bissey's approval took six to eight months
- Immediate contribution of \$3,000 covers administrative costs; targeted plans and priorities will be forthcoming. YAUFR Capital Plan approved funds for one-time buildup of EOC.
- Additional funds were budgeted by Manchester to have their room set up as backup.
- Agreement includes statement to each municipality to expect a bill depending on type of disaster.
- If Manchester is not yet a member of YAUFR, two of their people participate and sit in on the YAUFR EMA meeting.

Consensus of the board was approval to move forward with presentation to municipal boards within the next month.

12. NEW BUSINESS

There was no New Business for discussion.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

John Fullmer
Secretary
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