

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

**JANUARY 20, 2015
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Board Meeting on Tuesday, January 20, 2015 at 7:00 p.m. at the YAUFR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

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

MEMBERS NOT

IN ATTENDANCE: Mark Swomley

ALSO IN

ATTENDANCE: Steve Hovis, Solicitor
Robert McCoy, YAUFR Chief
Sandy Ratcliffe, YAUFR
Dan Hoff, YAUFR
John Woods, YAUFR
Jay Van Pelt, YAUFR
Don Eckert, YAUFR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Chairman Bill Schenck called the meeting to order and led the 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

MR. HUNT NOMINATED THE FULL SLATE OF OFFICERS FOR 2015. MS. PHAN WAS SECOND. NOMINATION UNANIMOUSLY CARRIED.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session had been held following the last meeting to discuss personnel issues. No Executive Sessions were scheduled for this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis stated he had nothing specific to report.

B. Robert McCoy, Fire Chief

Email Accounts

MCCOY Chief McCoy had provided an extensive report. A lengthy discussion/report took place, which has been divided in subjects:

- State Fire Commission Annual Grant – YAUFR awarded \$14,200; Volunteers received \$11,600 for all three stations.
- Email Addresses – Potential future expansion for emails; cost for each license is \$80.00 per year.
- Use of email addresses – Goal for a more clear Right-To-Know chain. Township/YAUFR emails preferred; not business related or personal emails.
- Hold the Citizen-at-Large license and use Township email addresses for remaining Commissioners.

AED's

PHAN Ms. Phan thanked Tom Stees and the Victory Fire Company for the donation of AED's. She added that she wanted to review the AED status with Springettsbury. The next time they are due for purchase/upgrade, she would like to see collaboration between YAUFR and the Police Department.

MCCOY Chief McCoy responded that they planned to purchase three more during January, and he planned to speak with Springettsbury and Spring Garden to see what they have.

PHAN Ms. Phan asked about the customer service on Workers' Comp.

MCCOY Chief McCoy reported that the issue they had related to combining the volunteer policies. He noted it may end up going back through Representative Gillespie's office to get help at the state level. This is the first to attempt to do this as a

combination department. The additional issue dealt with Grantley EMS. When the two policies of the townships were combined, it was filled out as Fire, which was on the form. Technically it was to indicate that there was a Volunteer Grantley EMS, which had an additional higher fee, plus a charge for each ambulance. They were to respond back to YAUFR but never did, and it had not been pursued. SWIFT had been overwhelmed by the state in the last year or two. YAUFR receives good customer service as far as claims are concerned. The issue is finding someone willing to sit down and put three volunteer policies together, along with Mt. Wolf and possibly North York.

PHAN Ms. Phan wanted to be sure of coverage if there was an accident involving Workers Comp. Proper documentation and communication is important to show due diligence.

MCCOY Chief McCoy responded that Lisa Einsig has an email trail with all the attempts to follow-up.

PHAN Ms. Phan asked if YAUFR was experienced rated.

RATCLIFF Ms. Ratcliff responded that it had gone up to 1.4 for a while and it went down to a .84.

MCCOY Chief McCoy indicated that with the career it is 1.013.

FULLMER Mr. Fullmer noted that will affect the cost.

Cadillac Tax

PHAN Ms. Phan stated she appreciated all the work Chief McCoy was putting into the Cadillac tax. A 40% penalty is high. She was curious about the family plans and whether there were many over the 27.5.

MCCOY Chief McCoy noted that firefighters in place have a sliding scale. Firefighters are at about \$30,100, and they are at \$28,000 right now. Chief McCoy stated that the insurance alone for a \$4.3 million dollar department is over \$1 million dollars. He specifically wanted to tie in the tobacco use.

Fire Police Monthly Meetings

HOFF Battalion Chief Hoff responded that during their monthly meetings they have discussions on policy, issues that come up, traffic control and training. They will bring the Manchester Township fire police in for the February meeting. Manchester's police department authority is Northern Regional.

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- HUNT** Mr. Hunt questioned whether they defined the chain of command as technically they are Fire Police but are called out by the Police Chief.
- HOFF** Chief Hoff responded that he communicated regularly with both police departments on non-emergency assignments, as well as any issues that do arise. The communication with Don Eckert at Springettsbury and Dean Saylor at Spring Garden is excellent. If there is an operational issue that involves a joint session, they involve the police departments. They understand the lines of authority.
- HOVIS** Solicitor Hovis noted that technically under the Fire Police Law they are under the direct supervision of the Police Chief.
- MCCOY** Chief McCoy added that operationally that was true; however, the men in charge like Don Eckert are very good at defining the gray area and transition back and forth.
- HOFF** Chief Hoff mentioned that they are set up in platoons with Don Eckert's platoon with primary responsibility for Springettsbury and Dean Saylor's platoon with primary responsibility for Spring Garden helping each other based on availability of volunteers. They have the ability to cross municipal lines if necessary.
- MCCOY** Chief McCoy noted they are all insured under YAUFR.

Safety Committee

- MCCOY** Chief McCoy reported that currently Manchester has its own Safety Committee because they are an individual member of the Susquehanna Municipal Trust. Even though Manchester has its own Safety Committee, they will come to YAUFR's Safety Committee and be certified through the SMT.
- HUNT** Mr. Hunt asked who chairs the meetings.
- MCCOY** Chief McCoy responded that Dan Hoff is the Safety Officer of the department and serves as the Department of Operational Safety Officer. Chief McCoy is listed as the Risk Manager and Coordinator through SMT. However, all the Chiefs are nationally certified ISO/HSO.

Codes Enforcement

- HUNT** Mr. Hunt asked for the status on expansion of the Codes Enforcement Laws.
- MCCOY** Chief McCoy responded that there had been a briefing during the Labor Management meeting concerning YAUFR's long-term plan. There is some immediate codes work to be done, and the Chiefs have been cooperating and dividing that amongst themselves. The responsibility is within the townships, and

the process is where one Battalion Chief handles all of the codes for all townships. Chief McCoy can step in as well.

A lengthy discussion took place, which is summarized:

- YAUFR can offer the townships to take over more of the codes work, development plans and inspections.
- During contract negotiations they asked for day work language. Civilian daytime code inspectors would be able to offset township staff and contract the service back to YAUFR.
- There are different levels of required certification for plan review and code, fire prevention or inspection.
- Civilian/non-firefighter inspector with certification cannot fight fires but would be cheaper in salary and benefits. Could be a part-time employee. Would be growth for YAUFR.
- Public buildings, blocked exits, over-occupancy monitored by Battalion Chief Masland.
- Codes can be picked up and monitored on the iPad in the fire trucks. YAUFR has enforcement authority through the International Fire Code.
- Codes work for Springettsbury, Spring Garden and Manchester is a long-term plan; however, currently each municipality does use a third party. YAUFR can become the third party; revenue neutral.
- Firefighters currently schedule building surveys and inspections on annual basis; identified as high, medium and low-risk buildings. Goal is to inspect every high-risk commercial property within five years.

Mt. Wolf Meeting

MCCOY Chief McCoy reported on the meeting that he, along with most of the Command Staff and Mr. Hunt attended with two officials and the Manager of Mt. Wolf Borough. Many questions were answered during the meeting. Following the meeting there was a unanimous vote of support.

East Manchester Township

MCCOY Chief McCoy reported on their visit with East Manchester Township, which was during a Public Meeting. A summary of main points follows:

- Fire service is operated within two boroughs where township is the predominant funding.
- Mt. Wolf and Eagle Fire Companies want to join YAUFR as an affiliate volunteer company and change the number to Station 89-6, an operational number.

- 911 requests that if company number changes, the box number changes. Half the boxes in East Manchester Township are the 22 box, which falls under the East Manchester Township assigned Fire Chief, who is also the Chief of Manchester Borough.
- Chief Chuck Yingling of 22 is working on getting the box number changed.
- Biggest concerns are that it does not change every day service delivery for East Manchester Township and any of the boroughs or that it does not affect the funding.
- Feedback from the East Manchester meeting was more confidence in having their questions/concerns answered.
- A signing ceremony is planned for February; invitations to county and state officials.
- Agreement identifies it as an affiliation, not a merger; support for a stronger organization.

Manchester Township – Funding Formula

HUNT Mr. Hunt asked for the status on the Manchester Township Funding Formula.

MCCOY Chief McCoy responded that he has the formula and had discussed it with Tim James. The Services Agreement is in place. There are some issues with their auditors and lawyers with regard to YAUFR doing their payroll. Their paychecks must be processed through Manchester Township. They will proceed with the operational funds/payables. Chief McCoy added that he will finalize his recommendations on the Strategic Funding Formula for the February meeting.

PHAN Ms. Phan requested that Chief McCoy add the year behind his comments.

MCCOY Chief McCoy responded that he would do so.

5. ACCOUNTS PAYABLE

A. Payable Listing as of December 31, 2014

MR. HUNT MOVED TO PROCESS THE PAYABLES AS SUBMITTED. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS AND CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

SCHENCK Chairman Schenck reported that during Springettsbury's Reorganization meeting Mark Swomley was appointed as the Springettsbury Alternate. Chairman

Schenck reported that he had been appointed for another two-year term, and Ms. Phan is in the middle of her two-year term.

PHAN Ms. Phan congratulated Eagle on the ice rescue effort that had been published in the newspaper. She noted it was well deserved.

MCCOY Chief McCoy commented that they have a boat coming. He noted he had taken their very strenuous rescue class.

YINGLING Chief Yingling commented that they are looking forward to offering those services for Springettsbury and Spring Garden.

MCCOY Chief McCoy noted that, in addition, Eagle was host to Governor Wolf's Inaugural breakfast.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Don Eckert reported that Bill Schenck was re-appointed a member of the Springettsbury Township Volunteer Fire Company board. He stated they were very pleased to have him as a board member.

Mr. Eckert reported that they are still working on some punch list items. The following items were noted: LED lights over the apparatus doors; track light adjustments; adjustments to men and ladies room doors; elevator door trim.

MCCOY Chief McCoy noted that an outstanding job is being done by Captain Matt Arnold, who keeps the punch list items up to date.

FULLMER Mr. Fullmer asked if there is financial retainage.

ECKERT Mr. Eckert responded that there is retainage money held by Springettsbury Township. He had discussed the issues with Manager Denne.

9. RESOLUTIONS AND AGREEMENTS

A. Resolution 2015-01 – YAUFR Professional Advisors

SCHENCK Chairman Schenck reported that the purpose of Resolution 2015-01 was to appoint the professional advisors as primary contacts. The advisors included Solicitor Steve Hovis, Personnel Attorney Pat Harvey of Ballard Spahr, Auditor Mike Renier of Sager, Swisher & Co., and Actuary Tom Zimmerman of Conrad Siegel.

MR. HUNT MOVED TO ADOPT RESOLUTION 2015-01, YAUFR PROFESSIONAL ADVISORS. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Resolution 2015-02 – YAUFR Chiefs Purchasing Authority

SCHENCK Chairman Schenck stated that the second Resolution defines the purchasing authority of the Fire Chief. Most of the agreements are renewed annually, but there are several that follow longer than one year up to five-year service contracts.

MR. HUNT MOVED TO ADOPT RESOLUTION 2015-02 – YAUFR CHIEF’S PURCHASING AUTHORITY. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

A. Approval of Minutes: December 16, 2014 – Fire Commission Meeting

MR. HUNT MOVED TO ADOPT THE DECEMBER 16, 2014 MINUTES AS SUBMITTED. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

HUNT Mr. Hunt complimented Chief McCoy on the Fire Safety article in The York Daily Record.

SCHENCK Chairman Schenck appreciated the consistent postings on Facebook, such as the reminder of home fatalities.

12. NEW BUSINESS

A. Approval – Advertisement of Sale – 1988 Grumman

MCCOY Chief McCoy brought forward the potential sale of the 1988 Grumman. He noted the new apparatus is expected to be in service by April 1, 2015.

A lengthy discussion took place, which is summarized:

- Potential sale of the 1988 Grumman – may be offered to a broker of used fire trucks.
- Must go through Municibid unless selling to a volunteer fire company.
- 72,000 miles on the Grumman, 750 feet long; not air conditioned; costs less than \$1,000 to insure; potentially may be offered at \$12,500.
- Prefer to retain rather than sell pump, transmission, motor component parts.

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- Potential sale of 1995 Freightliner – could bring \$20,000 to \$30,000; more than the '88; low mileage.
- Capital Fund will be expended by end of 2015 or into next year depending upon the timing of the purchase of SUV, hose and equipment.

MS. PHAN MOVED TO GIVE CHIEF MCCOY THE AUTHORITY TO REVIEW BOTH THE '88 GRUMMAN AND THE '95 FREIGHTLINER APPARATUS AND DETERMINE WHETHER TO LIST ONE OR BOTH TO SEE WHAT AMOUNTS MIGHT BE BID. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

John Fullmer, Secretary
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