

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

**FEBRUARY 17, 2009
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, February 17, 2009 at 7 p.m. at the Springettsbury Township Offices located at 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt, Vice Chairman
John Fullmer, Secretary/Treasurer, Spring Garden Member
Thomas Warman, Spring Garden Commission Member
Don Bishop, Springettsbury Commission Member

MEMBERS NOT

IN ATTENDANCE: Richard Guyer, Spring Garden Commission Alternate

ALSO IN

ATTENDANCE: Steve Hovis, Solicitor
Bob McCoy, Chief YAUFR
Barry Emig, Deputy Chief YAUFR
Tom Stees, Victory Merger Committee
Scott Curtis, Grantley Merger Committee
Don Eckert, Springettsbury Merger Committee
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Chairman Schenck called the meeting to order at 7 p.m. and led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session had been held immediately after the last meeting to discuss the progress on negotiations with the union. He announced that an Executive Session will be held following the meeting this date to discuss the same subject.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis stated that he had nothing to add to his written report.

B. Robert McCoy, Fire Chief – YAUFR

MCCOY Chief McCoy stated that he had nothing further to add to his written report; however, he indicated he would like to discuss item F7 in the Executive Session.

HUNT Mr. Hunt asked Chief McCoy to elaborate on the Pride program and the timeframe for it. He indicated that a strong emphasis should be placed on explaining what YAUFR is, and if the plan is to go door-to-door, a free-standing handout pamphlet would be necessary indicating that YAUFR is the fire department.

MCCOY Chief McCoy responded that the Pride program will tie several ends together. One is the advertising of the department. The other is the use of the Pride program. He explained the effectiveness of using the program in Maryland. The problem involved 20 fire fatalities in one year. The department highlighted and saturated the area with information and stressing the importance of smoke alarms. The next year there were no fatalities. He stated he was not sure of the timeframe with the size of the department. The opening of the prevention grant will provide a program to present and money for literature and smoke alarms for the entire community. Getting the packet together will help determine an appropriate timeframe as well as the percentage of citizens to visit.

HUNT Mr. Hunt asked whether he would project one or two years.

MCCOY Chief McCoy responded that they will apply for the grant the middle of March, followed by the awarding process. In the meantime there are things they can start as far as the framing of the plan, determining the target areas, and setting a timeframe goal. Funding had been an issue for information and smoke alarms, and in lieu of that, the department will go out door-to-door and talk to people.

STEEs Tom Stees asked whether career people would be doing this or an outside body.

MCCOY Chief McCoy responded that he anticipated coming to all three organizations and going after each department. All different stations, volunteer, career and departments would take on the whole project. In Maryland they had a five-year goal in a county that was a little smaller than this one with double the population. With the size of YAUFR he was not sure what a realistic goal for completion would be as far as years.

STEEs Tom Stees responded that he could almost guarantee that the volunteers would get behind the project.

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- SCHENCK** Chairman Schenck asked Chief McCoy about his concept for the stimulus package earmarked for the fire service. He had not yet seen final wording for it other than the township obligation would be zero for two years. The other portion of that was money allocated for fire stations.
- HUNT** Mr. Hunt asked whether the Chief would foresee any problem with YAUFR receiving money inasmuch as it is not a traditional municipal or volunteer company.
- MCCOY** Chief McCoy stated that he could not answer the question at this time as he did not know how the application process will work. He asked if Mr. Hunt was referring to building money.
- HUNT** Mr. Hunt responded that he was correct, along with grants. He referred to the Chief's mentioned that he had to get special a letter for the apparatus loan.
- MCCOY** Chief McCoy responded that federal money had just awarded fire engine funds and with federal money there should be no issue as far as approval was concerned.
- HUNT** Mr. Hunt asked him to elaborate on the labor-time records going to the UNIX system and potentially running the payroll through the UNIX.
- MCCOY** Chief McCoy responded that they had run a two-week test cycle to coincide with either Spring Garden or Springettsbury current pay weeks. Everyone put their records in. At the end of the two weeks they decided to continue the process as it had worked flawlessly. They are working closely with the Springettsbury finance department to bring compatibility to the program. The finance department requested that the fire company work be held until March in order to allow them to complete some on-going work with W2's and audits.
- HUNT** Mr. Hunt asked whether he had been able to connect with Spring Garden about the top side of the process as he had been working at the bottom side of getting the labor hours into the UNIX. He wondered about the top side of getting Spring Garden's funds back through the payroll.
- MCCOY** Chief McCoy responded that currently they are working on the existing situation. He needed to work through Springettsbury's in March and determine what it takes to combine the two and know what the UNIX system will do.
- FULLMER** Mr. Fullmer asked about the tax on fuel as it related to Edris Oil or York Oil.
- MCCOY** Chief McCoy responded that Edris and York Oil both are on the same invoices and do not show each transaction. Where York Oil is noted there's no tax imposed, but when Edris is listed there is federal and state tax.

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- FULLMER** Mr. Fullmer asked retro-actively what could be done to determine the amount involved.
- MCCOY** Chief McCoy responded that Linda Bayman had gone through the invoices and determined the amount YAUFR was due at \$800. It is also believed that Spring Garden has a charge due back to them. The company had been a little hesitant dealing with YAUFR and it is unsure whether it expands outside of the fire company. However, they are indicating that their IT person made a change in 2006, which is what caused the situation. They are working on getting it addressed.
- HUNT** Mr. Hunt asked where the money is and whether the refund would be due back from the state.
- FULLMER** Mr. Fullmer commented that YAUFR would go to Edris because they erroneously charged YAUFR.
- MCCOY** Chief McCoy stated that he thought the issue was that they don't know how to handle the next step. He added that Ms. Bayman is closely monitoring the situation and had been in communication with them.
- SCHENCK** Chairman Schenck asked why there were two different billings and whether there are two different locations.
- MCCOY** Chief McCoy responded that there are two locations: Camp Betty Washington Road location, which is Edris Oil and Loucks Road, which is York Oil.
- HUNT** Mr. Hunt asked about the dress uniform question. He asked whether the Chief wanted a departmental team photograph, as well as individual photographs for the employees.
- MCCOY** Chief McCoy responded that there had been individual photos for some of the newsletters, especially with Spring Garden's newsletter, which has pictures of every director. When Springettsbury's reports come out, many residents had not seen his photo.
- HUNT** Mr. Hunt asked whether he had thought about a full department team photo.
- MCCOY** Chief McCoy responded yes, but it would coincide with everyone in dress uniform. They are still in the process of trying to purchase uniforms, as well as dress uniforms.
- HUNT** Mr. Hunt asked when that could be possible.
- MCCOY** Chief McCoy responded that he hoped to have them ordered by summertime when they have the money to do that.

HUNT Mr. Hunt asked whether he would formally want to announce the volunteer patch.

MCCOY Chief McCoy responded that he was going to defer to Don Eckert to do so. He stated that the Commission members should have received documentation concerning it in their packet. The thought process in the design of the patch was to have one that enjoyed the same characteristics of the regular patch, but to be able to recognize the difference. They reversed the colors and added Volunteer Fire and Rescue, which gives their own identity. Chief McCoy stated that they had ordered 200 patches.

HUNT Mr. Hunt noted that he had reviewed a listing of things to do from February of 2008. He asked Chief McCoy if he had been keeping up with some of the items.

MCCOY Chief McCoy responded that he had and, in fact, had added some items to the list. He wanted to keep a record of all the items that had been dealt with as the merger became effective.

HUNT Mr. Hunt asked for an update of what was done and what Chief McCoy thought was most important to be done.

MCCOY Chief McCoy responded that he would do so.

5. ACCOUNTS PAYABLE

A. Payable Listing as of January 31, 2009

WARMAN Mr. Warman asked about the nature of the \$13,000 to Gordon's Body Shop.

MCCOY Chief McCoy responded that there was an incident with the rear compartment of the ladder truck. The item was reimbursed by the insurance company.

MR. WARMAN MOVED TO APPROVE THE PAYABLE LISTING AS OF JANUARY 31, 2009. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

SCHENCK Chairman Schenck stated that the Buracker contract would be acted upon during New Business.

7. COMMUNICATION FROM COMMISSIONERS

There were no Commissioner communications.

8. SUB COMMITTEE REPORTS

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A. Budget Subcommittee

FULLMER Mr. Fullmer stated that there were no budget items for discussion during the month.

B. Negotiation Subcommittee

BISHOP Mr. Bishop reported that there definitely are regular weekly meetings occurring and scheduled meetings have been scheduled into the future.

C. Volunteer Subcommittee

ECKERT Mr. Eckert reported that they are happy to have the patch completed. They are waiting for the attorney to finalize the documentation of the fire police. A meeting was held February 3rd with Spring Garden and Springettsbury Fire Police, the Chief and Deputy Chief. He reported that it was a productive meeting with follow up this past week. They are in the final stages of directing some SOP'S and that will enable the fire police organization to function as one unit.

9. RESOLUTIONS AND AGREEMENTS

There were no resolutions or agreements for action.

10. ACTION ON MINUTES

A. Approval of Minutes: January 20, 2009 Commission Meeting

MR. HUNT MOVED TO APPROVE MINUTES OF THE JANUARY 20, 2009 MEETING AS SUBMITTED. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Request for approval of the York Area United Fire and Rescue Public Records Policy.

SCHENCK Chairman Schenck brought forward the item concerning approval of the Public Records Policy. He indicated that Solicitor Hovis had worked on the creation of the policy.

HOVIS Solicitor Hovis stated that it is a policy that follows up on the new Right To Know law and incorporates a lot of the law of the state. It will provide authority to the Fire Chief as designated Open Records Officer. He will be the person responsible for reviewing and responding to all requests, which will be determined within five days. It also provides flexibility to the administrative person. His recommendation was to have Chief McCoy the designated Open Records Officer.

WARMAN Mr. Warman questioned a few paragraphs that mentioned third party contractors providing records. He questioned whether the contractors would be required to make statements that they will comply with that law. He questioned additionally whether that would mean that within the agreement that is being considered there should be a statement in there indicating that they will comply with YAUFR's Open Records Policy.

HOVIS Solicitor Hovis responded that would, in fact, be the recommendation given. It will reflect official agency business and in order to accept contracts, there would be a condition of acceptance with an acknowledgement they would comply with the Open Records Policy.

WARMAN Mr. Warman added that open records would be confidential.

SCHENCK Chairman Schenck noted that that law indicated that the information must be placed on the website as well.

HOVIS Solicitor Hovis mentioned that he has an appeal before the Open Records Office and Commonwealth Court. He noted that the Open Records Office is manned by inspectors and attorneys so it will be interesting to see what the track record will be.

MCCOY Chief McCoy mentioned the discussion held with regard to email addresses, and they had followed up on the discussion surrounding using their work emails. He stated that all Commission members have YAUFR emails and generic passwords as of this date, February 17, 2009.

HOVIS Solicitor Hovis stated that any email, when dealing with YAUFR business, should be treated as if it is a business communication and that communications are done in a professional manner. There are exceptions to what is considered public record, but there will be a definite statement as to whether it is or not. How an email will be interpreted will be important.

MR. FULLMER MOVED TO ADOPT THE PUBLIC RECORDS POLICY. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

12. NEW BUSINESS

A. Request for approval of service agreement with Buracker & Associates for the completion of a fire station study.

SCHENCK Chairman Schenck wanted to make sure that the Commission members were comfortable with the agreement.

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MCCOY Chief McCoy stated that the latest draft is for the building study, a project that was not in the original DCED submission because there were remaining funds added to DCED for approval. The original recommendations for building location will coincide with work done on the application process. Potential joiner candidates will be reviewed to make sure that they meet the building plan looking into the future. Mr. Adams also will be involved in any plan reviews and make recommendations. This work will be done in the same time period as the current project.

MR. BISHOP MOVED TO APPROVE SERVICE AGREEMENT WITH BURACKER & ASSOCIATES FOR WITH THE UNDERSTANDING THAT THEY WILL AGREE TO CONFORM TO OUR OPEN RECORDS POLICY. MR. WARMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

SCHENCK Chairman Schenck reminded the Commission members of the Executive Session to be held immediately following the meeting this date. He adjourned the meeting at 7:40 p.m.

Respectfully submitted,

John Fullmer
Secretary

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