

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

**FEBRUARY 17, 2015
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Board Meeting on Tuesday, February 17, 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
Kathleen Phan

MEMBERS NOT

IN ATTENDANCE: Mark Swomley
Eric Lehmayr

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
Greg Maust, Manager, Spring Garden Township
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Chairman Schenck called the York Area United Fire and Rescue Commission to order and led the Pledge of Allegiance.

2. Signing Ceremony – Eagle Fire Co.

SCHENCK Chairman Schenck stated that the York Area United Fire and Rescue Commission was excited to bring in the first Affiliate Member, Eagle Fire Company. Chairman Schenck acknowledged several elected officials who had taken time to participate and recognize the event. He acknowledged State Representative Keith Gillespie, a long-time supporter of the fire service; County Commissioners Chris Reilly and Doug Hoke, also great supporters; Springettsbury Township Supervisor George Dvoryak; East Manchester Township Supervisor Barry Rudisill; and Mayor of Mt. Wolf, Maureen Starner. He thanked each one for their presence.

MCCOY Chief Robert McCoy thanked everyone for coming. He provided some background of the process that had taken place to this date. He noted that Mt. Wolf/Eagle and YAUFR had been working together since 2011 through an Operational Agreement. Over the three years Eagle had progressed tremendously in membership, training, certifications, and response times. Their membership approached YAUFR to discuss the next step for their organization. Several meetings had taken place with their elected officials, corporate officials and operational officers to determine the goals of Eagle. They are truly committed to the concept of regional services, shared policies, common goals and the long-term future.

Chief McCoy explained that an Affiliation is a new relationship for YAUFR. Eagle is the first company to attain Affiliation status, which allows a long-term commitment to regional services. The agreement will remain intact to coincide with the charter and contract municipalities until 2017 when YAUFR will renegotiate renewals. Affiliation will allow Eagle Fire Company to keep its corporate identity; however, they have elected to assume the 89-6 number.

Chief McCoy stated that the cooperation will save each party through mutual training and purchasing opportunities, but each department will fund its operation separately. There is no funding from Springettsbury, Spring Garden or Manchester for Eagle, but there will be a lot of shared services. YAUFR was organized with two main ideas: (1) provide efficient services, and (2) experience savings through long-term capital. Affiliation provides the opportunity to participate in those two main goals.

Chief McCoy invited Eagle's Chief, Chuck Yingling to comment and introduce the officers and members of Eagle.

YINGLING Chief Yingling thanked everyone for their attendance, especially those from York County. He noted a lot of followers with residents, members and business owners, but most importantly Eagle's Firefighters. He introduced Assistant Chief Mark Shroyer, Captain Jason Johnson, First Lieutenant Norm Claybaugh, and Second Lieutenant Nick Davis. He announced that they will also be purchasing a boat to enhance water rescues and implemented a Captain for water rescue with Denny Lease, another added bonus for all the residents of Springettsbury, Manchester and Spring Garden Townships.

MCCOY Chief McCoy asked Chairman Bill Schenck and President Jen Smith to sign the agreements.

SCHENCK Chairman Schenck stated that this is a huge action for regional activity, but it focuses on public safety, and as Chief mentioned, firefighter safety as well; something that collectively can be brought into the equation.

SMITH President Jen Smith thanked everyone for the attendance and support, which had been just overwhelming. She stated that Eagle is not a big company, but one with a good spirit and a good group of Firefighters. She was very proud to be associated with the group and even more excited to be associated with YAUFR to move ahead.

Following the ceremony, a tour was conducted of the new fire building. The meeting reconvened at 7:30 p.m.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that there had been no Executive Sessions held and none had been planned for this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis had nothing to report.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy questioned whether the commissioners were pleased with the pension reports presented earlier during the evening.

SCHENCK Chairman Schenck responded that he thought the reporting was about the right timing.

HUNT Mr. Hunt responded that he had some difficulty following along on the electronic version.

MCCOY Chief McCoy added to his report that he planned to update and clean up his Chief's report. Chief McCoy reported that YAUFR sent out an invoice in December for quarterly payments due in January. There had been some issues with Springettsbury this time, and he had worked with Mr. Hadge for monthly payments.

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

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SCHENCK Chairman Schenck asked if it had gone through the Manager or just through Mr. Hadge.

MCCOY Chief McCoy responded that he didn't know whether it had gone through the Manager or not.

SCHENCK Chairman Schenck asked if the Charter Agreement states when payments are due.

HOVIS Solicitor Hovis responded that it identified quarterly payments.

MCCOY Chief McCoy indicated this had just started this year, and one of the issues attributed to it was extra payments made to the fire building because there had been no settlement on the old building.

SCHENCK Chairman Schenck apologized for Springettsbury and indicated it would be addressed.

MCCOY Chief McCoy added that he advised Mr. Hadge he would discuss quarterly payments with the board, with the first payment due in January. The biggest issue that he and Ms. Ratcliffe had discussed was if there would be any consideration of any change in payment timeframe there would have to be a change in how the fund balance is returned as it goes hand in hand.

SCHENCK Chairman Schenck noted that he was somewhat upset that Springettsbury would ask for that consideration because there is no reason for it.

HUNT Mr. Hunt noted that it had been spelled out. He did not think it was negotiable.

SCHENCK Chairman Schenck agreed.

MCCOY Chief McCoy noted that if he had overstepped his bounds he apologized because he told Jack he would work with him.

SCHENCK Chairman Schenck noted that he is in that awkward position where he had to keep many people happy.

MCCOY Chief McCoy noted their biggest issue from Ms. Ratcliffe's position and his standpoint was that the investments recently put into play wouldn't have to be broken.

HUNT Mr. Hunt asked for a status report on the Strategic Plan bullet points.

MCCOY Chief McCoy responded that they are working on it and the board will have the first quarterly update report in April. They began to work on the assignments, and he added an extra assignment. He had emailed the board regarding a project one

of the Firefighters did to show that they have people who really want to participate and move YAUFR down the road.

HUNT Mr. Hunt asked about a newsletter or a platform for some hot topics like the Eagle signing.

MCCOY Chief McCoy responded that everything is social media. One item, as far as a newsletter is with statistics, they are transitioning the new records management system and fire programs. The IT committee is attempting to design all the written formats.

5. ACCOUNTS PAYABLE

A. Payable Listing as of January 31, 2015

MR. FULLMER MOVED TO APPROVE THE PAYABLE LISTING OF JANUARY 31, 2015. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

There were no commissioner comments.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Don Eckert reported the volunteers are beginning to work on another upcoming Community Appreciation Day with an Open House with all the fire equipment. It had been well received by the public during the initial one. Mr. Eckert reported that the lights over the apparatus doors had been corrected. They still are working on a few odds and ends to finish the building.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: January 20, 2015 – Fire Commission Meeting

MS. PHAN MOVED TO APPROVE THE MINUTES OF JANUARY 20, 2015 OF THE FIRE COMMISSION MEETING. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

There was none for discussion.

12. NEW BUSINESS

A. Discussion – Emergency Management Coordinator.

MCCOY Chief McCoy stated that Rob Bissey, the Emergency Management Coordinator, notified him that he does not have the time to be the EMC anymore. Several years ago Mr. Bissey was brought in under YAUFR and he then became EMC for Spring Garden, Springettsbury and Manchester Townships.

Chief McCoy recommended that he is in a position now to be able to assume the EMC role and that he could be the Director of Emergency Management for the three townships. Battalion Chief Hoff would be the Deputy Director. In addition, Mike Fetrow at the county is available as a resource. Chief McCoy thought it would be a step backwards to have each municipality find individuals to fill this role.

Chief McCoy noted that everything that Mr. Bissey did, YAUFR participated with him as well. YAUFR had been maintaining the NIMS records and everything that is required of the EMC. The work was being facilitated within YAUFR.

FULLMER Mr. Fullmer asked when Mr. Bissey indicated he needed to step down.

MCCOY Chief McCoy responded that he did not give a timeframe. However, he had notified Mike Fetrow to begin sending communications to him in the interim. As far as the Governor's Office, it could take several months before approval. The municipalities will have a Resolution for the EMC so it would be presented before each municipal body.

FULLMER Mr. Fullmer noted that it would be greatly appreciated if Chief McCoy would visit each municipality with his proposal.

HUNT Mr. Hunt asked about the Police Chief's thoughts.

MCCOY Chief McCoy responded that both Police Chiefs, George Swartz and Tom Hyers, stated that if YAUFR assumes the role they would provide their assistance. Chief McCoy had not had an opportunity to speak with Mark Bentzel from Northern York Regional. He asked Mike Fetrow if there was a limit as to the amount of Deputy Directors. There is no limit, and YAUFR has a solid support structure.

**YORK AREA UNITED FIRE AND RESCUE COMMISSION
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- HUNT** Mr. Hunt asked how he would see that playing out if a future Charter Member opts out, and wanted their own EMC.
- MCCOY** Chief McCoy responded that YAUFR would work with them and try to support them as a volunteer company.
- HUNT** Mr. Hunt asked whether it would require the need to recreate a job description to add duties to the Chief's job.
- HOVIS** Solicitor Hovis indicated he would just add to his job description the authority to be the Emergency Management Coordinator for participating municipalities.
- MCCOY** Chief McCoy mentioned that the Battalion Chief's descriptions could be changed to name them as possible Deputies.
- HUNT** Mr. Hunt asked if there would be any reason the YAUFR structure couldn't be the EMC for other municipalities.
- SCHENCK** Chairman Schenck indicated there is nothing prohibiting that. However, the Emergency Management Coordinator has to be a person as opposed to an entity. He noted, however, that he had a slightly different opinion. He stated that he did not agree with the Police Chief or Fire Chief being the Emergency Management Coordinator because in a true emergency they need to be available to do their primary job. He would rather there be someone below Chief named as that individual. Obviously the Chief is still going to be running the department.
- MCCOY** Chief McCoy responded that the roles could be reversed to where the Battalion Chief is the EMC and he would be the Deputy. Multiple Deputies are allowed, and he would name all three. He would name one as the Director and himself and the other Battalion Chiefs as assistants or deputies.
- SCHENCK** Chairman Schenck indicated he had spoken with Ms. Denne, Springettsbury Township Manager and asked her thoughts, which were fairly consistent with his thoughts. Another comment that she made was accessibility or availability in making sure the Director would be a person who could get here quickly physically.
- MCCOY** Chief McCoy noted that when an incident happens, there will be a Chief first on that scene immediately. Chief McCoy added that there will be a TMI drill soon, and this year the thought was that the new fire building would be a good place to have it. To become the EOC, the drill will help determine what the needs are. Grants can be formulated for an EOC building.
- HUNT** Mr. Hunt asked if Mr. Bissey was compensated in any way.

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

**FEBRUARY 17, 2015
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- MCCOY** Chief McCoy responded that four years ago when Mr. Bissey first came in YAUFR set up about \$4,000 just for EOC needs/supplies, his membership to PSATS as the EMC, and whatever memberships he had for that service. He rarely used any of that money.
- HUNT** Mr. Hunt noted that he liked Mr. Schenck's idea that the Director should not be the Fire Chief. If there is a heavily fire related emergency, there is a need for the Fire Chief.
- MCCOY** Chief McCoy noted it was understandable. He stated that when Mr. Bissey was adopted as EMC under YAUFR he came in under Springettsbury. They had completed the Emergency Ops plan for Spring Garden. Chief McCoy, Chief Swartz and the Manager had been discussing a time for review since it had been five years.
- PHAN** Ms. Phan noted it was important to understand the whole of this, why it is necessary and having as many Deputies available is a benefit. If everyone is working for the same goal it is necessary to have many command centers. Education of procedures and policies need to be the same. It is important to review and update the plan.
- SCHENCK** Chairman Schenck noted that the state requires a lead person, who has to sign off on different events, etc. to make sure townships can get grants. He added that the idea of having depth and a bench of deputies is a huge win. He did not know of any other municipality that would be able to draw upon this kind of staff.
- MCCOY** Chief McCoy noted that every EOC is different. He had seen some that would do a full activation for a snowflake, and he had seen some that would never activate even on a hurricane.
- SCHENCK** Chairman Schenck noted that he had been a Supervisor for 20 years and there had been ice storms and hurricane events, earthquakes, and ours was never activated. He wasn't saying it should have been, but he noted Springettsbury had been lucky.
- MCCOY** Chief McCoy noted that he and Battalion Chief Hoff had discussed it. Training is all on line, and they may have a lot of the training already. This will be the opportunity to dissect this from the ground up and determine what is needed. For instance, if there was a partial activation, where is anyone going to call, and who is going to answer the phone, being able to answer questions, etc. This facility with a few enhancements provides the perfect place to do that. He added that if YAUFR were to grow into a metro department, the EMC may need to be a paid position.

MAUST Greg Maust, Spring Garden Township Manager, provided a few comments. He noted he had seen the Emergency Management Coordinator position as a difficult role to fill. The responsibility will grow over time, and it should not be underestimated. It goes hand in hand with a lot of other volunteer functions where the interest is there, the passion is there, but the time is not available. He thought it would be very challenging for anyone in the volunteer role to take on that responsibility in consideration of the merged service area that he thought was the right approach developed through Mr. Bissey. Mr. Maust stated that when seeking to fill the position to look hard and not just through the primary person but creating depth. The best approach is to look at this in a consolidated way, break it down and develop an emergency operation plan. Having Mr. Bissey as the Director under YAUFR was the right approach, and the continuity of the entire function was better.

SCHENCK Chairman Schenck asked Chief McCoy if he would come up with a plan of how to approach it. It will be important to provide the plan to each municipality and come back next month with a report.

MCCOY Chief McCoy asked if the board would want the opportunity to see the plan before he informed the supervisors and commissioners of each municipality.

SCHENCK Chairman Schenck responded that he would be open to his meeting with the managers before going to the elected people. He wouldn't go much further than that. He commented that in his meeting with Ms. Denne she mentioned that one place where she went, they activated it as a test and discovered they didn't have any pencils. His thought is reaching out generally speaking with here's what we're thinking about doing and ask for their thoughts.

FULLMER Mr. Fullmer noted that it would go beyond the township managers because the police chiefs should be involved.

HOVIS Solicitor Hovis noted that Mr. Bissey needed to understand that if something were to occur that requires the coordinator's action, he will be required to do so in the interim. Obviously YAUFR is coordinating behind the scenes.

MCCOY Chief McCoy noted that his name is still on record. The approval process is through the Governor's Office and it would not happen within six months or so.

Consensus was for Chief McCoy to meet with the Township Managers and Police Chiefs to discuss the possibilities and to handle the EMC activities in the interim.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 8:12 p.m.

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Respectfully submitted,

Signature on file at YAUFR Headquarters

John Fullmer
Secretary

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