

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

**FEBRUARY 18, 2014  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, February 18, 2014 at 7 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, Secretary/Treasurer  
Cara Beth Zortman  
Kathleen Phan

**MEMBERS NOT**

**IN ATTENDANCE:** George Dvoryak  
Eric Lehmayer

**ALSO IN**

**ATTENDANCE:** Greg Maust, Spring Garden Township Manager  
Steve Hovis, Solicitor  
Robert McCoy, YAUFR Chief  
Sandy Ratcliffe, YAUFR  
Dan Hoff, YAUFR Battalion Chief  
John Woods, YAUFR Battalion Chief  
Jay VanPelt, YAUFR  
Don Eckert, YAUFR  
Jean Abrecht, Stenographer

**1. CALL TO ORDER**

1. Pledge of Allegiance

**SCHENCK** Chairman Schenck called the meeting to order at 7 p.m. He welcomed the attendees. He led the Pledge of Allegiance.

2. Reorganization of Officers
  - a. 2013 Officers  
Chairman – William Schenck  
Vice Chairman – Austin Hunt  
Secretary/Treasurer – John Fullmer  
Asst. Secretary – Fire Chief Robert McCoy

**SCHENCK** Chairman Schenck stated that the first order of business was the reorganization of the Commission. He called for nominations.

**MS. ZORTMAN NOMINATED CHAIRMAN, WILLIAM SCHENCK; VICE CHAIRMAN, AUSTIN HUNT; SECRETARY/TREASURER, JOHN FULLMER AND ASSISTANT SECRETARY/FIRE CHIEF, ROBERT MCCOY AS OFFICERS FOR 2014.**

**SCHENCK** Chairman Schenck called for additional nominations. Hearing none, the nominations were closed. He called for the vote.

**NOMINATIONS UNANIMOUSLY CARRIED.**

3. Promotion Ceremony

**MCCOY** Chief McCoy provided some background information on the promotional process for the rank of Fire Captain. He stated that process itself is a very difficult competition and he is very proud of the individuals who reached the rank of Fire Captain. Chief McCoy read a letter that he had sent to each recipient congratulating them on receiving this milestone in their career. He presented the promotional award to Captain Matthew Arnold, Captain Brett Graham and Captain Richard Higgins. Each recipient was given a recognition pin and congratulations. They introduced members of their families and they thanked them for their support.

Chief McCoy noted that during 2013 the first Citizen's Award had been presented, and the department wanted to recognize an employee who provides a great deal of service and support. He invited Battalion Chief Woods forward and noted that his primary responsibility is the apparatus maintenance, which involves a great deal of work. Chief McCoy noted that Firefighter Kevin Keough assists Battalion Chief Woods with apparatus and equipment repair. His work has saved the Department numerous hours of out of service time. He congratulated Firefighter Keough for his efforts and presented him with the Fire Chief's Award for 2013.

Chief McCoy thanked everyone for attending the promotion and award presentations.

**SCHENCK** Chairman Schenck thanked everyone as well and noted they were honored that everyone came for the ceremony.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that there had been no Executive Sessions in the recent past; however, an Executive Session was scheduled for this date immediately following adjournment to discuss personnel and contract negotiations.

**3. COMMUNICATION FROM CITIZENS**

There were no public comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis/Solicitor

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**HOVIS** Solicitor Hovis stated he had nothing to report.

B. Robert McCoy, Fire Chief

**MCCOY** Chief McCoy had provided a written report. He stated that he had a discussion with Solicitor Hovis with regard to hardware for the new fire building. He indicated that it was important to begin creating the actual lease agreement, which would entail the responsibility for costs. He recommended that Solicitor Hovis and Solicitor Rausch work together to begin drafting the lease.

**SCHENCK** Chairman Schenck asked whether the attempt would be to address all four buildings or just the newest building.

**HOVIS** Solicitor Hovis responded that it would address just the newest building because it is a township asset that will be leased to YAUFR.

**MCCOY** Chief McCoy stated that he had several discussions with Don Eckert and it is their belief that since this will be the first township-owned fire station, the expense of the volunteers within the station should cease. The expenses of normal day-to-day repairs and major building repairs will be where the fine line is drawn.

**SCHENCK** Chairman Schenck asked the board for comments.

**PHAN** Ms. Phan commented that equipment is to be ordered, and it would be good to have a lease agreement before an order for furniture, etc. is placed.

**MCCOY** Chief McCoy agreed. He stated that as they get into the actual budget items, in order to stay within budget, some changes have been made, one of which is on the agenda this date. It is important to be very clear on the process.

**HOVIS** Solicitor Hovis commented that he looked at the AV item and noted that it needed to be clarified as to whose asset it is. He indicated he was more than happy to work with Solicitor Rausch to put a draft lease together.

**Consensus was authorization to Solicitor Hovis to move forward in collaboration with Solicitor Rausch to create a draft lease agreement.**

**HUNT** Mr. Hunt asked Chief McCoy about the Plymovent System.

**MCCOY** Chief McCoy responded that the Plymovent System is the diesel exhaust removal system.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of December 31, 2013

B. Payable Listing as of January 31, 2014

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

**6. BIDS, PROPOSALS & CONTRACTS**

A. Approval – Advanced Audio Visual Proposal – New Fire Station

**MCCOY** Chief McCoy provided some background information surrounding the AV equipment. During the building process it was one of the main issues addressed. The following points are summarized:

- Two areas are involved: First floor public meeting room and second floor office area.
- Pennsylvania State Fire Commissioner's Office presented YAUFR with the Annual State Grant.
- Some priorities were rearranged and on the second floor an interactive white board was installed in the conference room. This can be used with a computer system and used by everyone on the second floor.
- Advanced AV separated the invoice, and YAUFR will commit the grant money to pay the second floor portion of the AV. He asked the board to approve the contract in order for YAUFR to pay the invoice, \$6,239.00. This includes all wiring, installing the white board plus labor for a total cost of \$9,285.00. That amount will be deducted from the township cost for the AV proposal. In addition, for clarification, this is not purchased out of 60/40 township funds but rather a YAUFR grant. Should YAUFR ever relocate in the future, the board belongs to YAUFR.

**PHAN** Ms. Phan asked about the maintenance on the whiteboard.

**MCCOY** Chief McCoy responded that the maintenance will be YAUFR's responsibility.

**SCHENCK** Chairman Schenck asked for the amount of the grant.

**MCCOY** Chief McCoy responded that it was \$13,161.

**SCHENCK** Chairman Schenck asked what the original thought was for that grant money.

**MCCOY** Chief McCoy responded that it was to assist YAUFR with reimbursement for costs that were budgeted for the transfer of the Records Management System. The equipment is important for use in the Conference Room and YAUFR was willing to pay for it.

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- FULLMER** Mr. Fullmer noted that in the future, that item must be properly documented.
- HOVIS** Solicitor Hovis stated that would be part of the lease to identify the furniture and fixtures. That will document the YAUFR assets.
- HUNT** Mr. Hunt responded that everything is budget money except for the clearly-identified Springettsbury liability payments. He commented that if the grant weren't received and YAUFR bought it, it would still be at the 60/40 split.
- MCCOY** Chief McCoy agreed, but indicated that what was being replaced is the fact that the township was paying for it as a fixture of the new facility.
- HUNT** Mr. Hunt asked why Spring Garden wouldn't let Springettsbury buy 40% of a whiteboard for YAUFR.
- MCCOY** Chief McCoy responded it is because of the efforts to stay within budget, as well it is within Springettsbury's right to disapprove that purchase. They feel it is important to have the equipment on the second floor. He noted that the last costs to be dealt with are for furniture. There have been some increases and some decreases in value engineering along with some unforeseen items, and the budget currently is about \$18,000.
- HUNT** Mr. Hunt commented that the proposal was split in half so there is some sort of AV equipment in the meeting room.
- MCCOY** Chief McCoy responded that the AV equipment is set up in the public training room and an additional grant had been applied for on behalf of YAUFR as an EOC. That room can double as an Emergency Operation Center. They had eliminated multiple screens but left the infrastructure. All the framing will be done in the ceiling where additional screening could be added. Most of the township's responsibility is the microphones, projectors and everything needed within that training room to conduct meetings and operate as an EOC.
- HUNT** Mr. Hunt commented that some clarification will have to be done by Solicitor Hovis and Solicitor Rausch as they create the lease agreement.
- HOVIS** Solicitor Hovis responded to his observation. The AV equipment will go into the YAUFR asset list.
- FULLMER** Mr. Fullmer asked whether the Records Management System remains as a project to be done.
- MCCOY** Chief McCoy responded that, yes, the project had been funded within the budget.

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**PHAN** Ms. Phan commented that they need to work quickly on the lease in order not to be premature with purchases and how they are allocated.

**HOVIS** Solicitor Hovis responded that there will be a draft ready for the next meeting.

**SCHENCK** Chairman Schenck indicated that the joint asset list will be maintained, and will be referenced in the lease detail. YAUFR currently has assets that are tracked.

**RATCLIFFE** Ms. Ratcliffe added that those assets are identified in the audit which is done by Springettsbury, Spring Garden and YAUFR.

**HUNT** Mr. Hunt asked whether the audit shows an asset list or just a dollar amount.

**RATCLIFFE** Ms. Ratcliffe noted it shows a total.

**HUNT** Mr. Hunt asked whether there is a subordinate list that actually showed items.

**RATCLIFFE** Ms. Ratcliffe responded that there is.

**SCHENCK** Chairman Schenck commented that it would be smart to start using old-fashioned asset tags at some point.

**MCCOY** Chief McCoy responded that they had been doing that. Anything purchased by YAUFR has a YAUFR sticker on it one way or another.

**HUNT** Mr. Hunt asked whether there are any time pressures on this and where it stood on the Construction Gant Chart.

**MCCOY** Chief McCoy responded that technically the AV contract on both sides, Springettsbury and YAUFR, needs to be signed because they need to start working with the electrical engineers on all the conduit and the wiring before the walls are closed up. The contractor needs to be able to sit down with the General Contractor at this point.

**HUNT** Mr. Hunt asked whether Springettsbury had seen the meeting room portion of this proposal.

**MCCOY** Chief McCoy responded that Springettsbury's previous meeting was cancelled because of snow. He did not know if it was on the next agenda.

**MR. HUNT MOVED TO APPROVE THE CONTRACT TO INSTALL THE WHITEBOARD IN THE SECOND FLOOR PRESENTATION ROOM. MS. ZORTMAN WAS SECOND.**

**SCHENCK** Chairman Schenck asked for questions on the motion.

**PHAN** Ms. Phan wanted to make note that the grant money would be used for the AV.

**MR. HUNT MOVED TO APPROVE THE CONTRACT TO INSTALL THE WHITEBOARD IN THE SECOND FLOOR PRESENTATION ROOM SPECIFYING THAT THE GRANT MONEY WILL BE USED FOR THE AV EQUIPMENT. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**MCCOY** Chief McCoy clarified that an additional grant had been submitted through the federal government for the EOC, and a number of things had been trimmed out so that the room may be made possible if the grant is received.

**ZORTMAN** Ms. Zortman asked when that grant might be received.

**MCCOY** Chief McCoy responded that it is in the fall; later in the year. There are periodic announcements of awards.

**ZORTMAN** Ms. Zortman questioned whether that would be too late to add the other items back in to the project.

**MCCOY** Chief McCoy responded that Springettsbury will vote on the basic equipment in the room. However, even though the second screen was removed, the infrastructure is there to support additional items.

## **7. COMMUNICATIONS FROM COMMISSIONERS**

There were no Commissioner Communications.

## **8. COMMITTEE REPORTS**

### **A. Volunteer Committee**

**ECKERT** Don Eckert reported several things. His comments are summarized:

- An agreement, signed by the Board of Supervisors, had spelled out the terms of the future of the volunteers to provide fire service and use the facilities of the new fire building.
- The volunteers had applied for and received a grant of \$11,000 for all the electronic alerting systems, which is all visual. That money had been paid to the provider. An additional grant was applied for, which they expect to receive, will pay for the balance owed on that system, about \$22,000.
- The Auditor General's office approved Relief money to be earmarked for the Plymovent Exhaust System. The \$200,000 that the volunteers pledged of the Relief Association funds will be paying for the installation of the Plymovent System in the new building. In addition, also approved by the Auditor General's

office is the use of state funds for the floor covering finish also earmarked for the \$200,000.

Mr. Eckert is working toward the possibility that the volunteers might be able to provide furniture for the new building, which is an additional reason to meet and discuss the language in documenting these points. He would like to be able to do that with the Board of Directors of the Volunteer Fire Company and whatever people or source YAUFR wanted to use of the Township.

Mr. Eckert reported that the building project is moving along, and during the construction meeting they announced they hoped to get the snow off the roof deck, put the wood system on and that will receive the finished asphalt shingles and all the roofing. The bricks are due in by the end of March. He noted that would likely move quickly because of the oversized bricks and the masons doing an excellent job. They had put sufficient manpower on the job. Internal work is being done by subcontractors despite the weather.

**SCHENCK** Chairman Schenck stated that what the volunteers are offering is great news, and he did not want that to go unnoticed.

**ECKERT** Mr. Eckert noted that the volunteers own the land at this time at approximately \$600,000, which will be conveyed to the township. With reference to the assets of YAUFR, the volunteers donated all the apparatus including the ladder truck when the regional department was created. The volunteers were happy to be able to hand over those assets. Financially, in terms of asset value to York Area United Volunteers, he was not sure how that was handled, but added that it is very important to sit down and have something designated.

**HOVIS** Solicitor Hovis noted that he and Chief McCoy had discussed that in conjunction with the lease in an attempt to clarify and document the entire relationship with the volunteers, and it is on their list to address.

**SCHENCK** Chairman Schenck added that currently there is an agreement for the volunteers to be in the building and have their place there. Having the assets and ownership in place, along with future costs, is the plan.

**ECKERT** Mr. Eckert mentioned that the Volunteer Board of Directors will continue to maintain two fire stations. They are accustomed to managing and maintaining facilities. He wanted to make sure where the volunteers stand in relationship to their position in the new building. For example, YAUFR will have the responsibility of expense. If the volunteers furnish the building, they will own the furniture, all of which must be documented and clarified in the language.

## **9. RESOLUTIONS AND AGREEMENTS**



There were none for action.

**10. ACTION ON MINUTES**

A. Approval of Minutes: December 17, 2013 – Fire Commission Meeting

**MS. ZORTMAN MOVED TO APPROVE THE DECEMBER 17 MINUTES OF THE YAUFR REGULAR MEETING. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

A. Discussion of Strategic Planning Sessions

**MCCOY** Chief McCoy brought forward the subject of Strategic Planning Sessions, which had been held in the past. The purpose of the meetings was to discuss how to present YAUFR in the future to potential municipalities and get to the core issues.

- A lengthy discussion took place, and the board agreed to schedule Strategic Planning Meetings on the same date as the regular Commission meetings at 6 p.m. with the exception of dates scheduled for the Pension Board.
- Importance will be placed on having an agenda and meeting minutes created by the stenographer.

**MS. ZORTMAN MOVED TO AUTHORIZE ADVERTISEMENT OF STRATEGIC PLANNING MEETINGS OF YORK AREA UNITED FIRE AND RESCUE COMMISSION TO BE HELD AT 6 P.M. PRIOR TO THE REGULARLY SCHEDULED COMMISSION MEETINGS, EXCEPT FOR PREVIOUSLY SCHEDULED PENSION BOARD MEETINGS FOUR TIMES EACH YEAR. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**12. NEW BUSINESS**

A. Approval – Volunteer Services Agreement – Eagle Fire Company

**MCCOY** Chief McCoy reported that during 2011 YAUFR had an agreement in place with Manchester Borough and Mt. Wolf Borough for services. The agreement was basically operations oriented and no funds exchanged hands. The Firefighters respond on a good portion of their calls on a daily basis and are all following the same policies. Chief McCoy would like to see that continue to spread across York County where Firefighters run mutual aid with each other and know exactly what everyone is going to do instead of having individual game plans. This had worked very well where YAUFR works with Station 22 and 23. Chief Kane indicated he would like to renew the agreement. Chief McCoy had discussed it with the Solicitor. It was a one-year agreement.

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- SCHENCK** Chairman Schenck asked Chief John Kane of Eagle Fire Company in Mt. Wolf for some comments and/or questions.
- KANE** Chief Kane thanked everyone in YAUFR for the support provided to Eagle. He appreciated the working relationship with many of the YAUFR people that had been working very well. They respond to a lot of vehicle accidents, AFA's and they treat every call with utmost importance. He noted that they have 18 volunteers who show up for every call, and he added they are a good staff of individuals.
- PHAN** Ms. Phan commented that 18 on each call is really good.
- HUNT** Mr. Hunt asked him what he considered to be some of the tangible benefits they receive from YAUFR.
- KANE** Chief Kane responded that the training they receive and free smoke detectors. A lot of their men have different work schedules and many of them ride along with the engines just to get more experience. They participate in as much joint training as possible, all the live training at the Fire School, Vehicle Rescue, and Hazmat refresher. In addition, since this began, they had gained more and more people and had them stay instead of leaving. He noted it's a great venture.
- MCCOY** Chief McCoy added for Ms. Phan's benefit that, even though no money exchanges hands and there is no additional cost, the opportunities exist when equipment is ordered, it is ordered in bulk at much less cost. He noted that they are looking at changing the Records Management System that is more user-friendly and would be able to take stations like Stations 22 and 23 and combine them all under one system. Each company itself can partition the program where everyone can't see the other's information, but then the cost of that can be shared between the four municipalities. From an operational standpoint there are policies that state that all show up on a fire scene and each knows exactly what every company will do, where to go, so the benefits are enormous at really no cost. In addition, they want to assist them to sustain their volunteers as long as possible and be a resource. YAUFR is prepared to assist municipalities with a career department.
- HUNT** Mr. Hunt commented that he had heard the Chief say that with the added training and organized professionalism, it is easier to retain volunteers, which extends the life of a volunteer company.
- SCHENCK** Chairman Schenck stated that they should be very proud of what Eagle is doing with its volunteer department. They are looking into the future, and he was glad to hear it is motivating people.
- MCCOY** Chief McCoy noted that for the low call volume, they do an outstanding job with aggressive young volunteers.

**PHAN** Ms. Phan stated that she thought the mentoring program was incredible as it's important to keep the volunteer firemen active as long as possible. It originated many, many years ago and they are dedicated to what they do. No one is paying them to run into that fire. Whatever can be done to help them is wonderful.

**MS PHAN MOVED TO ENTER INTO A NEW ONE-YEAR AGREEMENT WITH EAGLE FIRE COMPANY. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**SCHENCK** Chairman Schenck asked if there was anything else for discussion.

**HUNT** Mr. Hunt asked whether the Apparatus Maintenance Budget was exceeded by 120 % percent of its 2013 allocation.

**MCCOY** Chief McCoy responded that it did in 2013 due to a \$12,000 motor job in November/December. He added that in the past they had spent \$110,000 in one year, and now are spending from \$55,000 to \$60,000 each year.

**HUNT** Mr. Hunt clarified that it was rated in percentages.

**PHAN** Ms. Phan questioned the fact that the engine and pumper equipment is maintained by the YAUFRR people. She asked what the liability would be by doing maintenance in-house, and whether that would affect any guarantees/warranties.

**MCCOY** Chief McCoy responded that in-house maintenance is done on things up to capabilities. If it is something that involves safety, it would be sent out to a vendor. Anything warranty-wise Battalion Chief in charge of apparatus handles that within the warranty.

**PHAN** Ms. Phan asked whether the Battalion Chief is licensed to do that or whether it is not necessary.

**MCCOY** Chief McCoy responded that it is not necessary to be licensed.

**HUNT** Mr. Hunt noted that there are some attributes that are certified, such as the hydraulic system. There is an outside firm that comes in and certifies. The pump body and the hydraulic systems get certified; also the ladders and hoses.

**HUNT** Mr. Hunt noted that there was a time when everything was sent out and there would be a \$70 sales call to replace a light bulb, which was unreasonable. Chief found a good, happy medium where simple preventive maintenance items are handled in-house very efficiently and he has been very knowledgeable knowing what we don't know and indicating not to get into certain areas.

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**PHAN** Ms. Phan questioned that when new pumpers are purchased, there are no warranty violations or liability issues that Chief McCoy would see.

**MCCOY** Chief McCoy responded that they are current and up-to-date on all pumper issues and/or anything that could potential void a warranty.

**PHAN** Ms. Phan thanked him for the information.

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck reminded the Commissioners of the Executive Session scheduled immediately upon adjournment. He adjourned the meeting at 8:05 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

John Fullmer  
Secretary

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