

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

**FEBRUARY 20, 2018
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, February 20, 2018, 2017 at 7:00 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Kathleen Phan, Vice Chairman
George Dvoryak, Treasurer, Springettsbury Township
Dan Rooney, Secretary, Spring Garden Township
Dave Brosend, Manchester Township
Cara Beth Zortman, Spring Garden Township

MEMBERS NOT

IN ATTENDANCE: Austin Hunt, Chairman
Lisa Wingert, Chairman, Manchester Township

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Steve Hovis, Solicitor
Matt Arnold, YAUFRR
John Woods, YAUFRR
Jay VanPelt, YAUFRR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

PHAN Vice Chairman Kathleen Phan called the February YAUFRR Commission meeting to order and led the Pledge of Allegiance.

2. Awards Ceremony

HOFF Chief Hoff stated that for the last five years a practice had been established for using the February meeting to recognize individuals for exceptional performance and exceeding expectations. Chief Hoff noted that YAUFRR's work force has talented and motivated individuals, and he wanted to be sure to honor them. He recognized the following for milestone anniversaries: Captain Todd Heilman, 25 years of service; Firefighter Rich Godfrey, 15 years of service; Firefighter Jerry Stroble, 15 years of service; Firefighter Greg Harlacker, 10 years of service (including seven years with Springettsbury EMS); Firefighter Aaron Eckert, 10 years of service; Firefighter Ed Morin, 10 years of service; Captain Kris Shearer, five years of service; Captain Brett Graham, five years of service. He recognized several Firefighters who were unable to be present: Firefighter Rob Carpenter, 20 years of service; Firefighter Tony Sawyer, 15 years of service; and Firefighter Nate Tracy, 15 years of service.

Chief Hoff reported that 2017 had some memorable events for YAUFRR. Don Eckert, President of the volunteer fire company, was recognized for over 60 years of service. YAUFRR participated in the first Citizen's Fire Academy. Career development and leadership programs continued, and Firefighters were recognized for clinical saves. He recognized Steve Vrabel, Matt Brown, Captain Rick Brocius, Rich Godfrey, Todd Kroh, Chris Mowry, and Tony Sawyer earlier in 2017 for a clinical save in Manchester Township and Firefighter Craig Harlacker and Firefighter Ed Morin were recognized for a clinical save in Spring Garden Township. The entire B shift and Captain Wolfgang from Station 89-5 undertook a lighting replacement project in the apparatus bays and saved the township thousands of dollars. And collectively, the Station 89-5 crew undertook the renovation of their kitchen doing much of the work themselves and saved even more money.

Chief Hoff noted that Training is another area where several individuals had exceeded expectations. He noted that training is based not only on the needs of the community, but also benchmarks that are established by ISO. In 2017 YAUFRR's ISO rating was improved from a 4 down to a 3. The requirement is that each Firefighter must meet a total of 240 hours broken into five categories. He cited members of the department representing C shift had exceeded the minimum standards: Firefighter Aaron Eckert, 563.44 training staff hours; Captain Brett Graham, 571.25 training staff hours. Firefighter Jerry Stroble, 572.75 training staff hours; training over-achiever for the year: Les Rhoads, 636 staff hours for the year. He congratulated each individual for their efforts.

Chief Hoff noted that the Fire Chief's Award began in 2013 and generally had been presented to someone who had far exceeded expectations of the command staff. This year's recipient was selected based on training excellence, leadership, educational initiative and lead roles on numerous projects throughout the year, specifically the ladder truck committee and transition to "I Am Responding." He stated that Captain Brett Graham had demonstrated his commitment to the department and the fire service as a whole and presented him with the 2017 Chief's Award. He congratulated everyone for their efforts.

PHAN Ms. Phan thanked everyone for their service and noted that YAUFRR could not function without all of them. She issued a call for safety for them all.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

PHAN Ms. Phan announced that no Executive Sessions had been held since the last meeting. An Executive Session was scheduled for this date immediately following adjournment for updates.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

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

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff noted that he had provided several documents, which require board members' signatures. He asked the board members to please sign them.

Chief Hoff reported that the ladder truck is still under repair, and weekly status updates are provided every Friday. The rental truck is serving well.

PHAN Ms. Phan asked whether that was an unended rental or a monthly renewal.

HOFF Chief Hoff responded that the insurance covers 40 days of rental. After 40 days the insurance company will subrogate to the gentleman who caused the accident. However, they do have an offer from Victory Fire Company that if there is any type of problem with rental fees, Victory will step in and take care of a month's rent. Chief Hoff was very thankful for that.

PHAN Ms. Phan thanked Chief Hoff and the Battalion Chiefs for continuing to work with the Strategic Plan. Everyone worked very hard to get the Strategic Plan, and it is good to see everything that they are doing to move forward with the report.

5. ACCOUNTS PAYABLE

A. Payable Listing as of January 31, 2018

MR. BROSEND MOVED FOR APPROVAL OF THE PAYABLE LISTING OF JANUARY 31, 2018. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

DVORYAK Mr. Dvoryak reported that since the last meeting he had become somewhat educated on the Bill Pay service as a Level One Administrator. He thought that Mr. Rooney was in place as Level Two. Mr. Dvoryak planned to catch up with Ms. Einsig to understand going forward what the process and procedures are relative to bill pay but other things for which she needs approvals as well. He indicated he wanted to understand everything more thoroughly.

HOFF Chief Hoff stated he had been advised this date regarding Bill Pay security. The system will not currently prompt the user to go back in and change a password once set up. But, it can be done. They are doing a complete upgrade of the system

in April. That will fix that, so the user will actually be prompted, and it will require all Level One and Level Two users once set up to change their password every 60 days.

PHAN Ms. Phan indicated that had concerned her. To clarify, Mr. Dvoryak is Level One, and Mr. Rooney is Level Two.

HOFF Chief Hoff indicated that the entire commission could be Level Two. He added that they were planning to have Ms. Phan as a Level Two.

PHAN Ms. Phan agreed and suggested that those not familiar with Bill Pay to reach out to Ms. Einsig so she can schedule some time to review.

ROONEY Mr. Rooney commented that definitely would be a good idea.

HOFF Chief Hoff indicated he would mention that to Ms. Einsig and she can communicate with each member individually to schedule some time.

8. COMMITTEE REPORTS

A. Volunteer Committee

PHAN Ms. Phan stated that she sits on the committee. She asked whether anyone would be coming to the meetings because Mr. Eckert had in the past.

HOFF Chief Hoff responded that it was an issue that needed work with the umbrella organization and YAUFRR volunteers. He stated the next meeting will be in April and hopefully some headway can be made in gaining a direction for the future.

9. RESOLUTIONS AND AGREEMENTS

A. Discussion – 2018-01 Pension Fund Board Appointments

HOVIS Chief Hovis stated that the regulations indicate there are two Firefighters who sit on the board, as well as five members of the commission. Since the addition of more board members, the appointment is to be made for five of the seven commission members to sit on the board.

The following Commission members volunteered for the Pension Board:

Austin Hunt, Kathleen Phan, Cara Beth Zortman, Dave Brosend and Dan Rooney.

HOVIS Solicitor Hovis stated that two of the Firefighter Representatives are appointed by their peers to the Pension Board.

10. ACTION ON MINUTES

A. Approval of Minutes: January 16, 2018 – Fire Commission Meeting

MR. DVORYAK MOVED TO APPROVE THE JANUARY 16, 2018 MINUTES. MR. ROONEY WAS SECOND. MOTION CARRIED. MS. ZORTMAN ABSTAINED AS SHE WAS NOT PRESENT.

11. OLD BUSINESS

A. Approval – Bylaws of York Area United Fire and Rescue – Revision

PHAN Ms. Phan stated that the YAUFRR bylaws needed revision, and a copy had been sent to all board members to comment and discuss this date for approval.

HOVIS Solicitor Hovis stated that one revision that had been recommended by the board was in Section 4.01 to say *Secretary and Treasurer* not Secretary/Treasurer. All such references will be changed for consistency.

MS. ZORTMAN MOVED FOR APPROVAL OF THE REVISION OF BYLAWS OF YORK AREA UNITED FIRE AND RESCUE. MR. DVORYAK WAS SECOND.

DVORYAK Mr. Dvoryak asked Solicitor Hovis whether they stay internal or are filed with the state.

HOVIS Solicitor Hovis responded that they are solely internal.

MOTION UNANIMOUSLY CARRIED.

12. NEW BUSINESS

A. Approval – Non-Emergency Events for 2018 Grantley Fire & EMS

HOFF Chief Hoff indicated that the annual approval covers the non-emergency functions in which Grantley Fire and EMS take part. One additional item that comes up through the year covers the Fire Police details; however, those are handled on a case-by-case basis.

HOVIS Solicitor Hovis added for the new board members understanding that in order for Firefighters and EMS to be covered for worker's compensation purposes for events that are not the typical firefighting activities such as going to a parade, those activities must be approved by an overseeing governing body. That is the purpose for the annual events brought to the board for approval.

MS. ZORTMAN MOVED TO APPROVE THE NON-EMERGENCY EVENTS FOR 2018 FOR GRANTLEY FIRE & EMS. MR. BROSEND WAS SECOND. MOTION UNSNIMOUSLY CARRIED.

HOFF Chief Hoff asked whether the box number descriptions were satisfactory to Ms. Phan.

PHAN Ms. Phan responded that it was exactly what she wanted and thanked him.

HOFF Chief Hoff mentioned that he and Ms. Einsig did final interviews for the Administrative Assistant. They had narrowed the selection to two. They intend to make a selection.

13. ADJOURNMENT

PHAN Vice Chairman Phan reminded the board of the Executive Session to follow adjournment. She adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

Dan Rooney
Secretary

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