

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

**MARCH 18, 2014
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, March 18, 2014 at 7 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Kathleen Phan
Cara Beth Zortman
John Fullmer

MEMBERS NOT

IN ATTENDANCE: Austin Hunt
George Dvoryak
Eric Lehmayr

ALSO IN

ATTENDANCE: Steve Hovis, Solicitor
Robert McCoy, YAUFRR Chief
Sandy Ratcliffe, YAUFRR
Dan Hoff, YAUFRR Battalion Chief
Jay VanPelt, YAUFRR
Don Eckert, YAUFVFR
Jean Abrecht, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

SCHENCK Chairman Schenck called the meeting to order.

1. Pledge of Allegiance

SCHENCK Chairman Schenck led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck stated that no Executive Sessions had been held following the last meeting; however, one will be held immediately following the meeting this date to discuss a personnel matter.

3. COMMUNICATION FROM CITIZENS

TROTT David Trott, Springettsbury Township, brought forward a safety concern. He asked whether YAUFRR has a ladder truck with a hole in the gas tank where it cannot be filled to more than three-quarters full.

MCCOY Chief McCoy responded that there was a problem with the tank and the repair options are being evaluated with a vendor. They may have to replace the tank.

TROTT Mr. Trott noted that with the money that goes back to the townships at the end of the year perhaps that repair can be made.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis reported that he and Solicitor Rausch for Springettsbury Township had discussed the future lease for the new fire station. They determined that he, Solicitor Hovis, would create the first draft for his review. They hope to have a first draft for the Commission to review at the next meeting.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy stated he had nothing to add to his written report.

SCHENCK Chairman Schenck noted that he had submitted a very thorough report.

5. ACCOUNTS PAYABLE

A. Payable Listing as of February 28, 2014

MR. FULLMER MOVED FOR APPROVAL OF THE PAYABLE LISTING OF FEBRUARY 28, 2014. 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 there had been resolution to a complaint filed with the State Ethics Commission regarding former Commissioner, Don Bishop, providing website hosting to YAUFRR. He read their determination: "They have determined that the activity in question was diminimis in nature and that no further action shall ensue." That item is considered closed.

PHAN Ms. Phan asked what the reason was that it was sent.

SCHENCK Chairman Schenck responded that the threshold for an elected official to receive revenue from a Commission or board they sit on is \$500 without disclosing it. He

stated that does not mean it can't be done, but it must be disclosed to the Ethics Commission and the board has to publicly ratify it. That amount was \$600 a year.

PHAN Ms. Phan asked whether YAUFRR should have said \$500.

SCHENCK Chairman Schenck responded that if the Commission had formally taken a vote authorizing that expenditure with Mr. Bishop acknowledging that he owned the business and that it was in excess of \$500, then it would not have been an issue. There had been a meeting where it was discussed, but there was no formal action taken. It was more of a head nod to move ahead with it.

PHAN Ms. Phan commented that it was a lesson learned.

FULLMER Mr. Fullmer noted that the Ethics Commission did a very in-depth interview with many of the Commissioners just to determine if there was anything else being done.

SCHENCK Chairman Schenck agreed that the probe questioned whether there was anything more than the \$600 a year being paid, and there certainly was not.

PHAN Ms. Phan questioned whether the records of payments had been shown as well.

SCHENCK Chairman Schenck added that minutes were reviewed and many people were interviewed.

MCCOY Chief McCoy added they went through the Financial Disclosure filings.

SCHENCK Chairman Schenck stated again that they consider this case closed.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Don Eckert reported that the volunteers had begun the task of inventory and going through everything within the existing 891 station with the assistance of the career personnel. The new building is moving along with a lot of inside activity including the roof being installed. The bricks are delayed until April; however, he did not think placing the bricks would take much time because they are oversized bricks and the mason did an excellent job on the other part of the building.

MCCOY Chief McCoy reported that the HVAC crew has about three weeks' worth of work that had been delayed until the roof shingles were in place due to weather and water dripping into the building. They did not want the water getting into the circuit boards. With shingles on the administration side, they are working on the

second floor. The interior stairwell was put in, and concrete steps were poured into the framing. He estimated three weeks of work with the bricks. Once that is done then the final site work will begin. He stated that hopefully settlement will take place on the East Market Street property in June.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: February 18, 2014 – Fire Commission Meeting

MS. ZORTMAN MOVED FOR APPROVAL OF MINUTES OF THE FEBRUARY 18, 2014 MEETING AS PRINTED AND DISTRIBUTED. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

FULLMER Mr. Fullmer noticed a correction in that Dick Guyer is no longer a commissioner, and the new Spring Garden Alternate is Eric Lehmayer.

MS. ZORTMAN AMENDED THE MOTION AS CORRECTED THAT RICHARD GUYER IS NO LONGER THE ALTERNATE, BUT HE IS REPLACED BY ERIC LEYMAYER. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

PHAN Ms. Phan referred to her recent discussion with regard to maintenance on the vehicles. She noted that there are no warranty violations or liability issues. She asked whether there is a maintenance log kept and whether the logs are audited in any way.

MCCOY Chief McCoy responded that they are internally audited. Battalion Chief Woods is in charge of apparatus, and he works closely with the firefighters. There is a maintenance procedure within FIREHOUSE Software where a request can be placed for maintenance. The requests are reviewed consistently and the issues are dealt with as quickly as possible.

PHAN Ms. Phan questioned whether the software used would document savings.

MCCOY Chief McCoy responded that savings are not tracked in the FIREHOUSE Software. That is where the maintenance log is kept as to what is being done with the apparatus.

PHAN Ms. Phan asked whether that was in written format.

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MCCOY Chief McCoy responded that it only identifies a deficiency and then they make a request for repair or maintenance in the system.

PHAN Ms. Phan asked whether that software could maintain savings.

MCCOY Chief McCoy responded that it can; however, they had never put that into the program. If a minor repair is done, an exact figure would be difficult to track. He added that in the past, if a light went out, they brought a vendor in at \$85.00 an hour to replace it. Those types of items they are capable of doing in house for a substantial savings. He noted, as he had mentioned previously, that the in-house maintenance does not touch any item that is under warranty. They bring contractors in for the aerial testing, ladder testing or SCBA flow testing. Those are all contracted out.

PHAN Ms. Phan questioned whether they could provide documentation if a new pumper was needed.

MCCOY Chief McCoy responded that in his previous Department they reviewed the cost per call for maintenance. For accidents, they looked at whether or not the damage exceeded 50% of the value. He noted it is important to remember that his previous department had 93 pumpers. In a smaller department, such as YAUFRR, the ability to remove a pumper from service because it meets a specific plateau is not always available. As a department they attempt to do as much as possible and record as much of what they can do with regard to the apparatus.

PHAN Ms. Phan commented that it is a matter that can be discussed more during the Strategic Planning meetings. It will be extremely important to have maintenance savings documented with the goal toward the expansion of YAUFRR.

FULLMER Mr. Fullmer questioned how preventative maintenance is handled, such as after so many hours an oil change would be required.

MCCOY Chief McCoy responded that oil changes are contracted out. That is scheduled in the software keeping track of the engine hours and mileage. Battalion Chief Woods consistently rotates that through the process.

PHAN Ms. Phan commented that she just wanted to make sure that with the investment in the vehicles they are being maintained and that reports can be provided whenever needed.

SCHENCK Chairman Schenck stated that, if he understood what Chief McCoy reported, the software receives the request for maintenance. However, there are other logs where they are tracking the actual expense and activity.

MCCOY Chief McCoy responded that they have the expenses for each vehicle in the MUNIS system. Every vehicle has a radio ID number for County but each vehicle is assigned an apparatus maintenance identifier. So even though Engine 891 is a radio identifier, the apparatus maintenance number is 8935. So anytime we have a repair to that unit, that unit gets coded to 8935. When that MUNIS report is printed, he can see how much money was spent on every unit. He noted the experience with the ladder truck, 8912. They had nearly rebuilt that truck with motor and transmission work, and they can provide all that documentation through the MUNIS report. Some issues remain with the ladder truck, but they are hopeful that it will be useful for years to come.

PHAN Ms. Phan thanked him for the information.

SCHENCK Chairman Schenck added that the request for maintenance can be made by any firefighter into the system. He noted that it is a discipline that is critical that if a firefighter sees something on a vehicle that is not proper for whatever reason, they have that mechanism to report the problem, and it is tracked.

MCCOY Chief McCoy stated that it is getting the information into the system and passing the word up. Unfortunately, there is error in the process as well. If he does an apparatus check and something is missing and it is not noted in the FIREHOUSE Software, there is still human involvement. There have been some instances where something was missing for several days and no one can really pinpoint when it went missing or who used it last and/or did somebody indicate that it needed repair. So it's important to get that information into the system.

SCHENCK Chairman Schenck commented that there is a process in place with a procedure in place to handle the issues.

12. NEW BUSINESS

A. Approval of Non-Emergency Events for 2014 – Grantley Fire & EMS

SCHENCK Chairman Schenck brought forward the item to be approved for non-emergency events for Grantley. While YAUFRR is obligated to provide Workers Compensation Insurance for the volunteers, if they are operating outside of their scope of our area, we need to pre-approve it so that they are covered under Workers Comp. The lists are updated for some special events, and their participation in the events needs to be approved.

PHAN Ms. Phan questioned whether this would apply to certain firefighters or whether they would be rotated.

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- MCCOY** Chief McCoy responded that they are for Grantley EMS specific. The majority of the events are covered with their units and their volunteers. These are for the YAUFRR volunteer EMT's who participate specifically on Grantley's EMS.
- SCHENCK** Chairman Schenck noted that he had seen a similar list for the fire police if they are going to work somewhere outside of our area. They will need pre-approval for that.
- HOVIS** Solicitor Hovis clarified that it is not just working outside the area. They are automatically covered for fire duties. However, this is a non-fire related activity.
- SCHENCK** Chairman Schenck noted that this is for events where the ambulance unit sits at a high school football game where they are non-emergency volunteers.
- MCCOY** Chief McCoy stated that Grantley volunteers had covered many of the events for years. They do receive donations for long-standing events.
- SCHENCK** Chairman Schenck noted that Joe Myers was in the audience and asked whether he wanted to speak.
- MYERS** Joe Myers reported that instead of doing chicken dinners and other things like that, they charge for the service and that is a small part of their income for their operating budget. It is usually volunteers that help. There is no cost incurred other than a little bit of cost for fuel.
- PHAN** Ms. Phan questioned when they are at a football game and they are the only unit there and someone has to be transported, whether they stop the game or call someone in.
- MYERS** Mr. Myers responded that it all depended on the PIAA as far as high school football games. It's all up to the referees. He added that they usually have enough crew there if the ambulance would go, they would call their second unit in. If someone were injured and need transported, they would leave right away. They generally have enough crew to leave someone there with a radio and a med bag.
- PHAN** Ms. Phan responded that she had been reading about that and there is a lot of liability. She stated she was just curious how it was handled.
- MYERS** Mr. Myers added that they don't do a whole lot at high school football games because there are team doctors now, and a whole medical staff on the sidelines at pretty much every game.

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PHAN Ms. Phan thanked him for answering her questions.

MCCOY Chief McCoy added that all the expenses associated with Grantley belong to Grantley.

MR. FULLMER MOVED TO APPROVE THE NON-EMERGENCY EVENTS FOR 2014 FOR GRANTLEY FIRE AND EMS. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

SCHENCK Chairman Schenck reminded the board of the scheduled Executive Session to be held immediately following adjournment. He adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

John Fullmer
Secretary

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