

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

**MARCH 20, 2012
APPROVED**

The York Area United Fire and Rescue Commission held a Regular meeting on Tuesday, March 20, 2012 at 7:00 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt, Vice Chairman
Don Bishop

MEMBERS NOT

IN ATTENDANCE: John Fullmer
Cara Beth Zortman

ALSO IN

ATTENDANCE: Steve Hovis, Solicitor
Robert McCoy, YAUFRC Chief
John Woods, YAUFRC
Dan Hoff, YAUFRC
Jay VanPelt, YAUFRC
Don Eckert, YAUFVFC
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Chairman Schenck called the meeting to order at 7:25 p.m. He apologized for the late start, which was due to an alarm issue. He led the Pledge of Allegiance. He stated that the Commission normally has five members; however, two members were unable to be present. He reported that a Quorum was present. He noted that Chief McCoy had a presentation to make.

MCCOY Chief McCoy asked Battalion Chief Hoff to come forward. Chief McCoy stated that Chief Hoff had completed the Executive Fire Officer Program at the National Fire Academy. The program is designed to provide Chief Officers and future Chief Officers with a broad perspective of fire service leadership. The course was provided over a four-year period and was a tremendous commitment, and Chief Hoff had done very well on each assignment. He presented Battalion Chief Hoff with his Certificate of Completion and congratulated him on behalf of YAUFRC, himself and the staff.

HOFF Battalion Chief Hoff responded that Chief McCoy had inherited his enrollment and he wanted to thank him and the Commission for their support. He introduced

his family members who supported him as well. He thanked Battalion Chiefs Woods and Van Pelt for their support.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck stated that there had been no Executive Sessions since the last meeting; however, a session was scheduled at the conclusion of this meeting to discuss personnel.

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 report.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy stated he had nothing to report.

5. ACCOUNTS PAYABLE

A. Payable Listing as of February 29, 2012

MR. HUNT MOVED TO APPROVE THE PAYABLES AS SUBMITTED. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

There were no Commissioner communications.

8. COMMITTEE REPORTS

- A. Volunteer Committee
- B. Building Committee

ECKERT Mr. Eckert reported on matters regarding the building projects. A due diligence had been completed on the purchase of the proposed property for the location of the new fire and headquarters station. Public Works and the Township Engineer, along with a backhoe laid out a tentative building footprint on the lot and dug a hole inside each corner. He had acquired a 1989 drawing that showed the original mansion house, motel, additional rooms and swimming pool built behind the original drive-in theater. With the drawings in hand they had been able to locate where the swimming pool had been, dug a six-foot hole there and found concrete. All of the test holes indicated a good compaction of earth, no debris, and the Township Engineer was very satisfied. On the west north corner, the closest to the stream at stream level, down six feet had filled up with a foot of water. They will have to fill that area before construction. Settlement is scheduled around April 24th.

HUNT Mr. Hunt asked whether the cash flow from the sale of 3013 will be in place.

ECKERT Mr. Eckert responded that he hoped that both will come together. He noted that there is a short time left on the due diligence for 2013 East Market Street property, but the buyer was very serious about the purchase and had put \$30,000 in escrow for the property. He did not foresee any problems or issues.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

- A. Approval of Minutes: February 21, 2012 – Fire Commission Meeting

MR. BISHOP MOVED TO APPROVE THE MINUTES AS PRESENTED. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

- A. Administrative Position Update

MCCOY Chief McCoy reported that he had received the Human Resources job duties and estimated time duration for a week or a month. Information is being compiled and a drafted Financial Officer/Financial Director Job Description. In addition, they had created a Job Description where they combined the duties of a Finance Director and a Human Resources Director. He planned to provide both in April. They are reviewing current job responsibilities that Springettsbury provides to YAUFRR inside the Springettsbury Township Finance Department. There are considerations with pension contributions and payroll. A recommendation is under review for proposing either a full time position or contracting out. More information will follow in April.

12. NEW BUSINESS

There was New Business for action.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Created by the stenographer in the absence of Mr. Fullmer.

John Fullmer
Secretary

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