

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

**MARCH 21, 2017  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, March 21, 2017 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt, Vice Chairman  
Kathleen Phan  
Cara Beth Zortman  
Dave Brosend, Manchester Township  
Lisa Wingert, Manchester Township

**MEMBERS NOT**

**IN ATTENDANCE:** Blanda Nace, Springettsbury Township  
Eric Lehmayr, Secretary/Treasurer

**ALSO IN**

**ATTENDANCE:** Dan Hoff, YAUFRR Chief  
Sarah Doyle, Solicitor  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

- A. Opening Ceremony
  - 1. Pledge of Allegiance

**SCHENCK** Chairman Schenck called the meeting to order. He led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that an Executive Session had been held following the previous meeting for discussion of personnel issues. None had been planned for this date. He introduced Sarah Doyle, who is substituting for Solicitor Steve Hovis this date.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

- A. Steve Hovis, Solicitor

**DOYLE** Sarah Doyle had provided the board with Solicitor Hovis' draft of the Amendments to the Charter Agreement. His recommendation was that another working group meeting be scheduled before the document is forwarded to Spring

Garden and Springettsbury Townships. Ms. Doyle offered to respond to questions.

**SCHENCK** Chairman Schenck commented that the members of the working group included Austin Hunt, Kathleen Phan, Chief Hoff, Tim James and Solicitor Hovis. Chairman Schenck questioned whether anything had been changed after the last meeting.

**HOFF** Chief Hoff responded that Solicitor Hovis had changed the dates to January 1, 2018.

**SCHENCK** Chairman Schenck stated that an additional meeting was recommended for further discussion surrounding the budget. In order to pull the budgets together properly, it might make sense to make it effective the first of the year, 2018 due to the return of the Fund Balance scenario and the need for adjusting the YAUFR budget mid-year. However, the agreement can be solidified any time. Just for information the Charter Agreement is between the townships, and the intent is to bring Manchester in as a full Charter Member.

**Consensus of the working group was to meet on Tuesday, March 28<sup>th</sup> at 4:15 p.m.**

**HUNT** Mr. Hunt asked Ms. Doyle about the status of the Fire Alarm Ordinance.

**DOYLE** Ms. Doyle responded that it is in draft form. Solicitor Hovis is drafting a memorandum to explain the administrative function behind how the ordinance would operate, and he is going to send that to the Commission. He needed to add some final details, but it is ready to go.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff reported that he would discuss the sale of the Expedition under Old Business.

**HUNT** Mr. Hunt asked whether he had reached out to the Harrisburg Fire Chief.

**HOFF** Chief Hoff responded that he had done so along with others across South Central Pennsylvania. YAUFR had been present at both the Memorial Service and the Funeral Service, and he had a personal conversation with the Harrisburg Chief. On Sunday YAUFR had a guest speaker in for training and after some discussion the hat was passed in support of the family. Out of 124 people who attended the training, \$850 was sent to the widow.

**HUNT** Mr. Hunt asked what the Firefighter's connection was with him.

**HOFF** Chief Hoff responded that he had been a York County Volunteer Fireman, as well as a Harrisburg paid Fireman, and he was connected to a number of YAUFR

employees through teaching and through his involvement with York County Fire School too. He was known to a number of YAUFRR individuals.

**HUNT** Mr. Hunt asked about the response from the training presentation.

**HOFF** Chief Hoff responded that the presenter had spoken a lot about readiness, combatting complacency and, through his personal experience, touched on PTSD and doing the right things now helps to avoid complications later. His afternoon discussion was on unconscious competence. There were Firefighters from York, Adams, Lancaster and Baltimore County who attended. He noted that he had received many emails over the last few days with everyone raving about the program and the things they learned.

**PHAN** Ms. Phan commented that she liked the website, although she didn't find the agenda where she expected.

**HOFF** Chief Hoff commented that there still are some things to update. More people are signing up for the newsletter. He indicated that they were relying a lot on Mr. Bishop's expertise.

**BROSEND** Mr. Brosend asked whether Chief Hoff intended to address the Board of Governors' meeting.

**HOFF** Chief Hoff responded that, due to lack of attendance at that meeting, it was tabled for another month.

**5. ACCOUNTS PAYABLE**

**A. Payable Listing as of February 28, 2017**

**HUNT** Mr. Hunt asked whether the system was working well with Chairman Schenck and Mr. Lehmayr.

**SCHENCK** Chairman Schenck responded that there had been a slight hiccup, but basically the system was working well. They are investigating some of the procedures for the final approval system with the bank.

**MS. PHAN MOVED TO APPROVE PAYABLE LISTING AS OF FEBRUARY 28, 2017.  
MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**7. COMMUNICATION FROM COMMISSIONERS**

**PHAN** Ms. Phan thanked Chief Hoff and the staff for all they did to help everyone during the snow storm.

**HUNT** Mr. Hunt brought up the fact that Chairman Schenck's term will expire at the end of 2017. He expressed his personal feeling that, as a non-elected member, he would not be comfortable being Chairman. He will continue to help as he can. He encouraged everyone to give it some thought.

**8. COMMITTEE REPORTS**

**A. Volunteer Committee**

**SCHENCK** Chairman Schenck asked Don Eckert whether he had anything to report from the Volunteer Committee.

**ECKERT** Mr. Eckert responded that he had nothing to add.

**SCHENCK** Chairman Schenck asked if there was anything to discuss from the other fire companies that were present.

**PHAN** Ms. Phan asked Mr. Eckert whether he had his meeting with Solicitor Rausch.

**ECKERT** Mr. Eckert responded that he had contacted him but they had not had a meeting.

**HUNT** Mr. Hunt asked whether the TMI exercise will be held in the meeting room. He asked who would be present, and how much of a test of the facilities it will be.

**HOFF** Chief Hoff responded that TMI, in his opinion, is not necessarily a really good test of the EMA function because of how scripted it is. Chief Madzellan has put together an EMA staff for the drill. Evaluators do like to see municipal representation from the board. He commented that Ms. Phan indicated she would be present.

**WINGERT** Ms. Wingert stated that her husband would be there from Manchester Township.

**HOFF** Chief Hoff stated that there will be two townships that are within the 10-mile radius represented. It is expected they will walk the group through from alert to the different status, which normally takes about two and a half to three hours. They just want to be sure that staff is well versed in the flow of paperwork and information.

**HUNT** Mr. Hunt was interested in seeing how many people can be accommodated and whether all the WiFi bandwidth that is needed is in place.

**HOFF** Chief Hoff responded that they will learn that through the drill. The TMI drill will start at 6:30 p.m. on April 11<sup>th</sup>.

**SCHENCK** Chairman Schenck stated for clarification that the training is March 28th at 6:30 p.m.

**WINGERT** Ms. Wingert confirmed the March 28<sup>th</sup> 4:15 p.m. meeting for the working group.

**HOFF** Chief Hoff noted that the municipal leaders don't need to be at the training, but it is important to be present when the evaluators are here as they want to see the connection.

**SCHENCK** Chairman Schenck recognized Don Abrecht in the audience.

**ABREGHT** Mr. Abrecht questioned whether YAUFRR has the equipment to monitor radiation.

**HOFF** Chief Hoff responded that YAUFRR has the equipment through the EMA. They have the ability, not necessarily for atmospheric monitoring, but as far as contamination as it is our function as a decon center. Personnel are trained every year on how to monitor people that would be evacuated.

## **9. RESOLUTIONS AND AGREEMENTS**

There were none for discussion.

## **10. ACTION ON MINUTES**

A. Approval of Minutes: February 21, 2017 – Fire Commission Meeting

**MR. HUNT MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 21, 2017 FIRE COMMISSION MEETING AS SUBMITTED. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

## **11. OLD BUSINESS**

**HOFF** Chief Hoff brought forward an anticipated replacement of Chief VanPelt's vehicle, which is a 2006 model with over 100,000 miles on it. A quote was received from Hondru Ford of roughly \$3,000 for trade in. In addition, one of the Manchester Township vehicles is to be replaced, which also received a \$3,000 trade in value. The Manchester vehicle is listed on Municibid, and bids are already above that with another week and a half to go. Chief Hoff just wanted to be sure he had board approval to do the same thing with Chief VanPelt's vehicle.

**HUNT** Mr. Hunt commented that in his postings it was clear which of the support equipment is included.

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

**MARCH 21, 2017  
APPROVED**

**HOFF** Chief Hoff responded that it is very specific how it is listed. Whatever is shown in the picture is expected to be with the vehicle. Before the vehicle is listed the decisions are made as to what is included.

**SCHENCK** Chairman Schenck noted that his report indicated there is a \$3,000 minimum bid on Municibid. He had no issue with placing a reserve on it in that amount.

**HUNT** Mr. Hunt asked whether there was any issue with the timing.

**HOFF** Chief Hoff responded that there is a spare vehicle available in Manchester Township.

**12. NEW BUSINESS**

There was no new business for discussion.

**13. ADJOURNED**

**SCHENCK** Chairman Schenck adjourned the meeting at 7:40 p.m.

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

Eric Lehmayr  
Secretary

ja