

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

**APRIL 17, 2012  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular meeting on Tuesday, April 17, 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  
Cara Beth Zortman  
Richard Guyer

**MEMBERS NOT**

**IN ATTENDANCE:** John Fullmer

**ALSO IN**

**ATTENDANCE:** John Holman, Springettsbury Township Manager  
Greg Maust, Spring Garden Township Manager  
Steve Hovis, Solicitor  
Robert McCoy, YAUFRC Chief  
John Woods, YAUFRC  
Dan Hoff, YAUFRC  
Jay VanPelt, YAUFRC  
Sandy Ratcliffe, 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 p.m. He led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that an Executive Session had been scheduled for immediately following adjournment this date to discuss potential union negotiations.

**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 March 31, 2012

**MS. ZORTMAN MOVED TO APPROVE THE PAYABLES AS OF MARCH 31, 2012.  
MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**7. COMMUNICATION FROM COMMISSIONERS**

There were no Commissioner comments.

**8. COMMITTEE REPORTS**

A. Volunteer Committee

B. Building Committee

**ECKERT** Don Eckert reported that he had a Cashier's Check in hand to make settlement on the Commons Drive, Lot 17 property for the proposed new fire station and headquarters building. He indicated the settlement should take place within the next few days. He reported that he and Chief McCoy had been meeting with the architectural engineer moving through the initial list developed toward the needs for a 21<sup>st</sup> Century fire station.

**SCHENCK** Chairman Schenck congratulated Mr. Eckert on moving the process forward. He noted that the Springettsbury Township Volunteer Fire Company will hold an Open House on Saturday, June 16, 2012 from 10 a.m. to 2 p.m. on Market Street.

The purpose of the Open House was to thank the community for its support. There will be some public education offered by YAUFRR, firehouse tours, things for the children, French fries and hot dogs.

**ECKERT** Mr. Eckert indicated it was a community appreciation effort for all the support from residents in the township. He added that there will be a full display of the fire service, the regional department, all the volunteers and the fire police.

**SCHENCK** Chairman Schenck noted that the volunteers would appreciate it if members of the Commission could attend.

**HUNT** Mr. Hunt noted that during the original planning of YAUFRR, he was intended to be a board liaison for the building committee, but now the Springettsbury will be the owner of the building, he asked whether the board would want to reframe the committee. The board does not participate in the decisions the volunteers are making.

**ECKERT** Mr. Eckert noted that he and Chief McCoy had been working together as far as a Building Committee.

**MCCOY** Chief McCoy reported that he and Mr. Eckert had met with the architect several times. They believe they have a good, basic design of the firehouse with the office located on the second floor.

**HUNT** Mr. Hunt thanked him for his report. However, he questioned whether his role on the building committee was needed.

**MCCOY** Chief McCoy responded that he thought, as far as input from YAUFRR, that they had what was needed. Ultimately the plan will come back to the Springettsbury Board through the Manager. He noted that Scott Loercher will meet with Mr. Holman the week of April 23<sup>rd</sup>.

**HOLMAN** Mr. Holman stated that Chief McCoy and Don Eckert had been meeting with Scott Loercher and Charlie Lauer, and they had been keeping him updated.

**SCHENCK** Chairman Schenck stated that the whole idea of the Building Committee was to make sure that the YAUFRR needs were met, and if the Commission was satisfied, then Mr. Hunt's role had been completed.

**Consensus of the Commission was that the role of the Building Committee had been fulfilled.**

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

A. Approval of Minutes: March 20, 2012 – Fire Commission Meeting

**MR. BISHOP MOVED TO APPROVE MINUTES OF THE MARCH 20, 2012 FIRE COMMISSION MEETING AS PRESENTED. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

A. Administrative Position Update

**MCCOY** Chief McCoy presented an update of the work done regarding the administrative position proposed within YAUFRR. A summary follows:

- Job description drafted for a Director of Finance.
- Reviewed several outside job descriptions for Director of Finance including Springettsbury's.
- Also reviewed the YAUFRR responsibility for finance and human resources, payroll and billables process.
- Created flow charts for a potential contracted Finance Director for 10 to 12 hours a week and cost per hour. May not be enough work at this time.
- Discussed GASBE requirements with Accountant Mike Rinier.
- Considered separation of human resources and finance.
- Must interconnect with MUNIS system.
- Meeting with Stambaugh Ness for information gathering.
- Budget preparation during 2012 to be handled by Chief McCoy.

Commissioner comments, summarized:

- Administration of career development suggested handled by Battalion Chiefs.
- Take thought process to a higher level toward a business manager with financial expertise.
- Seek out retired executives who provide their expertise.

- Combine strength of fire service with creation of an entity to deliver service with a difference.

**Consensus of the Commission was to continue the investigation process.**

**12. NEW BUSINESS**

**A. Approval – Labor Agreement Amendment**

**MCCOY** Chief McCoy reported that a discussion was held with Pat Harvey, who was in the process of his final review. He has no issues with the changes. This related to the issue with 401K money from the previous Spring Garden account to the new account. He had discussed the matter with the union, and the union is taking steps to be sure every person will be moved over into the new account. Captain Sowers proposed that the language in the contract be changed at the same time. Chief McCoy also had discussed the matter with Scott Little, the President, and he had no issues. The retirement age was changed from 57 to 55 in the plan, which makes it equal between all the firefighters. The remaining conditions relate to union paperwork, as well as a phone call with the ICMA representative to change the age in the ICMA agreement.

**SOWERS** Lee Sowers noted that he had all the forms with him, with one exception who had indicated he would turn his in personally.

**HOVIS** Solicitor Hovis clarified that obtaining all the forms was one of the conditions and that a motion be made with conditional approval.

**SCHENCK** Chairman Schenck stated that it was to everyone's benefit and posed no risks.

**MR. BISHOP MOVED TO APPROVE THE LABOR AGREEMENT AMENDMENT  
CONDITIONALLY UPON SUCCESSFUL EXECUTION. MR. HUNT WAS SECOND.  
MOTION UNANIMOUSLY CARRIED.**

**SCHENCK** Chairman Schenck thanked Chief McCoy, Lee Sowers, Scott Little and all those involved in moving the process forward.

**13. ADJOURNMENT**

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**SCHENCK** Chairman Schenck reminded the board of the Executive Session immediately following adjournment. He adjourned the meeting at 7:35 p.m.

Respectfully submitted,

(Signature on file at YAUFRR Headquarters)

John Fullmer  
Secretary

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