

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

**APRIL 21, 2015
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Board Meeting on Tuesday, April 21, 2015 at 7:00 p.m. at the YAUFR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Vice Chairman
Kathleen Phan
John Fullmer
Cara Beth Zortman

MEMBERS NOT

IN ATTENDANCE: Bill Schenck, Chairman
Mark Swomley

ALSO IN

ATTENDANCE: Steve Hovis, Solicitor
Robert McCoy, YAUFR Chief
Sandy Ratcliffe, YAUFR
Dan Hoff, YAUFR
John Woods, YAUFR
Jay Van Pelt, YAUFR
Mike Freet, YAUFR
Don Eckert, YAUFR
Greg Maust, Spring Garden Township Manager
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Vice Chairman Austin Hunt called the meeting to order. He led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Mr. Hunt announced that there had been no Executive Sessions since the last meeting. However, an Executive Session was scheduled this date to discuss some labor negotiation updates.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis presented a document to the board for their review. He indicated that Chief McCoy is considering the use of a helmet cam, and it will be necessary to have a

policy for its use. He noted that the documentation identifies some legal issues surrounding the helmet cams. However, he approved the use of the policy.

HUNT Mr. Hunt asked how developed the conventional wisdom is on the subject.

HOVIS Solicitor Hovis responded that there are different views on the subject. One issue involves the Eavesdropping Statute in Pennsylvania and obtaining permission to record an individual; this applies to both Police Departments and Fire Departments.

MCCOY Chief McCoy indicated that any incident audio can be obtained from 911.

HOVIS Solicitor Hovis noted that with the difficulties involving the Pennsylvania Statute, the Legislature needs to provide a statute specifically dealing with all the circumstances so that the firefighters and police officers know the rules.

PHAN Ms. Phan commented on her concern regarding lawsuits.

HUNT Mr. Hunt asked whether a deadline had been established for camera policy.

MCCOY Chief McCoy responded that the policy will go into effect May 6, 2015. The union will be given two weeks' notice to review the policy. He had moved forward inasmuch as four of the cameras had been assigned to officers out in the field. They had been instructed to use them only on arrival at fire scenes as an investigative and training tool. The filming instructions include no car accidents or EMS scenes; only fire videos and training. All recordings will be kept in-house, and the policy will direct retention.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy reported that a process had been developed for reducing heat from a fire damaging a lapel microphone. The radio is worn on the outside of the coat. Captain Freet and Firefighter Kris Shearer worked on a project where they came up with a prototype involving another layer of heat protection for the cords. They had a seamstress fit it and seam around it. They plan to cover all the radios with this protection. He added that it had been an outstanding project.

HUNT Mr. Hunt noted that some personnel had been moved to different stations. He asked if that was a standard move.

MCCOY Chief McCoy responded that it was part of a continuing project. Captain Freet was moved over to Victory as Captain Higgins had returned to Station 89-2. Additionally, the department had rotated personnel from Springettsbury to Spring Garden and vice versa to find right combinations of employees working together, learning different areas and apparatus.

HUNT Mr. Hunt asked about combining contracts with Manchester.

MCCOY Chief McCoy responded that with a merger, Manchester would be joining YAUFR's labor contract, which does not mean a full negotiation is opened. Benefits are provided across contracts but with no arbitration rights..

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- HUNT** Mr. Hunt asked about progress with Grantley's firehouse.
- MCCOY** Chief McCoy met with Grantley and suggested that, as an organization, they be prepared to move forward with a building project if Spring Garden or York College came forward. They were given a copy of Springettsbury's agreement for a home for life with YAUFR.
- HUNT** Mr. Hunt asked Spring Garden Township Manager, Greg Maust, what could be done as far as moving forward for an updated facility for Grantley.
- MAUST** Mr. Maust responded that the timetable for Chief McCoy's Capital Planning should be established. He indicated it was a matter for continuing discussions with the college.
- HUNT** Mr. Hunt commented that Don Eckert had worked very hard to drive the agenda in Springettsbury and noted that every time there is a discussion about an upgrade for Grantley everyone agrees that something should be done.
- MAUST** Mr. Maust added that when it was discussed with the college Ken Martin had given a very positive reception.
- FULLMER** Mr. Fullmer stated that during the discussion with the President of York College, she indicated she wanted to hold any planning until a later date. He indicated it might be time to have another meeting with some questions and concerns to obtain her feedback.
- HUNT** Mr. Hunt noted it might be helpful to present the framework of an idea for dorm space for volunteer college students and a sketch of what it might look like with questions of the use of the land, etc.
- FULLMER** Mr. Fullmer noted that the potential is not in Spring Garden Township's immediate radar. They currently are undergoing a very large study on a municipal complex with a high priority.
- PHAN** Ms. Phan thanked Chief McCoy and Lisa for making sure of accuracy with the bank accounts. In addition, she asked if the insurance plan administrator had been changed from CBIZ to Glatfelter.
- MCCOY** Chief McCoy stated that it was only a transfer of the administrator; nothing in the policy was changed.
- PHAN** Ms. Phan questioned the 2014 Workers Comp audit and recording of the \$5,000. She asked if the \$5,000 is owed and where the money was budgeted.
- MCCOY** Chief McCoy responded that the \$5,000 was not recorded correctly, as overtime and part-time had to be included. The funds will come out of the existing budget.
- FULLMER** Mr. Fullmer noted that Ms. Ratcliffe was the driving force of looking at the interest rates on the accounts. She sent information in advance saying that it's time for a sit-down with the bank to see the best rates.

PHAN Ms. Phan thanked everyone for their participation in the bridge dedication. It was a really good day.

MCCOY Chief McCoy reported that they will be involved in the services in the loss of the Wrightsville Fire Police Officer on Thursday. That was ruled a line-of-duty death.

5. ACCOUNTS PAYABLE

A. Payable Listing as of March 31, 2015

MR. FULLMER MOVED TO APPROVE ACCOUNTS PAYABLE LISTING AS OF MARCH 31, 2015. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

PHAN Ms. Phan noted that everyone was doing a great job.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Mr. Eckert reported that settlement on the property at 3013 East Market Street is getting closer. They have their project approval by the township, and he had given them an extension to defer any default. They are anxious to settle. Mr. Eckert met with their demolition contractor as they must remove the building and excavate the entire parking area and large detention pipes. Mr. Eckert noted that he will have to go back to the courts again and they are waiting for the Judge to set a time for the hearing. He did not want to have demolition started before ownership changed.

Mr. Eckert reported that they are planning another Community Appreciation Day scheduled for June 13th starting at 10 a.m. Rain Date will be the following week on June 20th. That will be a combination between the fire company, Springettsbury Township and YAUFR and the building will be opened up and all the equipment on display along with the fire police.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: March 17, 2015 – Fire Commission Minutes

MS. PHAN MOVED TO APPROVE MINUTES OF THE MARCH 17, 2015 FIRE COMMISSION MEETING AS SUBMITTED. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Discussion – Emergency Management Coordinator

- MCCOY** Chief McCoy provided a synopsis of the process he had been moving through with regard to YAUFR absorbing the Emergency Management Coordinator duties. He recommended that Battalion Chief Dan Hoff be established as Emergency Management Coordinator for YAUFR with all the Battalion Chiefs, Lisa, and himself named as Deputies. Following board approval, each municipality will be presented an Intergovernmental Cooperation Agreement.
- FULLMER** Mr. Fullmer noted that he had provided the Emergency Management Handbook for Elected Officials, and the matter was tabled for further input from Mr. Schenck. He stated that York Township has a paid individual specifically to handle Emergency Management, it might be important to join forces with them.
- PHAN** Ms. Phan commented that YAUFR has the staff and capability to handle the EMC. She did not want to use YAUFR money to pay a fee to someone else when the capabilities are in house.
- HUNT** Mr. Hunt noted that York Township is not currently in YAUFR but in the true spirit of regionalization, if they have a functional system it might be more efficient to build on top of that foundation.
- MCCOY** Chief McCoy responded that York Township would have a need to come to YAUFR for any EMC information in any case. Chief McCoy was tracking the training, tracking the NIMS assets, bulldozers, trucks, etc. and had been doing so over the last six years. He added, however, he had no problem with getting a proposal from York Township.
- HUNT** Mr. Hunt indicated he was comfortable with the way it had been left, i.e., keep an open mind about coordinating and looking for opportunities to work closely with the York Township individual.
- FULLMER** Mr. Fullmer commented that he was just bringing up other options for discussion before granting approval. He noted that Solicitor Hovis previously brought up some legal issues and Ms. Phan had brought up the Funding Formula. He questioned how funds would be solicited from other municipalities.
- PHAN** Ms. Phan noted that was her main concern and concluded that if the tragedy happened in a specific township, that is that municipality's financial obligation.
- HOVIS** Solicitor Hovis noted that would be included in the language of the Intergovernmental Agreement.
- FULLMER** Mr. Fullmer noted that he would be willing to allow moving forward; however, he would want to see the Intergovernmental Agreement to determine how it would work.
- HOVIS** Solicitor Hovis noted that each municipality appoints the agency, and the agency within itself appoints the Coordinator. The Battalion Chiefs, the Chief and the Administrative

Assistant will be the Emergency Management Agency, with Battalion Chief Hoff as Coordinator.

MCCOY Chief McCoy commented that he would like approval to go to each of the townships for approval.

HOVIS Solicitor Hovis noted that the agreement indicates each municipality will provide financial support on a per capita basis. Basic administrative expenses will be split equally or per capita. The three municipalities will have to negotiate that to include equipping an Emergency Management Center with radios, tables, chairs, etc. It may be important to make YAUFR a party to the Intergovernmental Agreement for the use of YAUFR's employees.

MS. PHAN MOVED TO GRANT CHIEF MCCOY PERMISSION TO NEGOTIATE WITH OTHER TOWNSHIPS FOR THE CREATION OF A REGIONAL EMC UTILIZING YAUFR BATTALION CHIEF OR ADMINISTRATIVE ASSISTANT. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

12. NEW BUSINESS

A. Presentation – Fire Ground Operations – Captain Michael Freet

MCCOY Chief McCoy indicated that during the past YAUFR had provided some presentations with training, apparatus, equipment, etc. The presentations will begin again on a regular basis for understanding of their discussions and reporting. He introduced Captain Michael Freet with a presentation of Fire Ground Operations.

FREET Captain Freet presented a PowerPoint of the ABC's of Structural Fires.

13. ADJOURNMENT

HUNT Vice Chairman Austin Hunt reminded the board of the Executive Session scheduled for an update on negotiations. He adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

John Fullmer
Secretary

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