

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

**MAY 18, 2010
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, May 18, 2010 at 7 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Austin Hunt, Vice Chairman
Don Bishop
John Fullmer
Tom Warman

MEMBERS NOT

IN ATTENDANCE: Bill Schenck, Chairman
George Dvoryak
Richard Guyer

ALSO IN

ATTENDANCE: Brooke Say, Solicitor
Robert McCoy, YAUFR Chief
Dan Hoff, YAUFR Battalion Chief
Tom Stees, YAUFR
Gary Lauer, YAUFR
Justin Hovis, YAUFR
Don Eckert, YAUVFC
Sandra Ratcliffe, Finance Officer, Assistant Treasurer
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Vice Chairman Austin Hunt called the meeting to order at 7 p.m. He welcomed the attendees to the May YAUFR Commission meeting. He led the Pledge of Allegiance. He reported the Chairman Schenck was out of town on business.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Mr. Hunt announced that no Executive Sessions had been held since the last meeting; however, one was scheduled for immediately following adjournment this date with regard to personnel issues.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

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A. Steve Hovis, Solicitor

SAY Solicitor Brooke Say stated that she had no report in Attorney Hovis' absence. He hoped to attend the June meeting.

HUNT Mr. Hunt noted that there had been a Resolution from the Spring Garden board congratulating YAUFR and recognizing the signed contract. He asked whether there was a similar document from Springettsbury.

MCCOY Chief McCoy responded that Springettsbury's Resolution was similar, and action had been taken on Thursday, May 12, 2010; however, he received it too late to include on the agenda this date.

SAY Solicitor Say indicated she had not seen a copy.

A. Robert McCoy, Fire Chief

MCCOY Chief McCoy stated he had nothing further to add to his monthly report unless there were questions.

HUNT Mr. Hunt asked him to elaborate on the item in his report regarding the Harrisburg Expo.

MCCOY Chief McCoy responded that there had been a potential opportunity to showcase the new pumpers. The manufacturer had hoped to have a pumper available for the expo but the possibility existed that one might not be ready and they had requested that YAUFR's be used. However, that had changed and the use of YAUFR's pumper was not necessary. He noted that the event was a large gathering of fire vendors.

HUNT Mr. Hunt asked about the Captain's badges and whether he intended to have an official recognition ceremony.

MCCOY Chief McCoy responded that a ceremony during a Commission meeting will take place as soon as all the badges are received. Currently the titles and all the available badges are being used. He hoped to have the entire YAUFR department involved.

HUNT Mr. Hunt asked about the incident percentages as he noted that Spring Garden was up year-to-date and substantially up in April from the long-term average. He asked whether that was a significant trend.

MCCOY Chief McCoy responded that Spring Garden was holding steady. Springettsbury was considerably low, but year-to-date and inception numbers were close to the previous month. There had been a significant decrease in the amount of

Springettsbury's call response, which may have impacted the Spring Garden report. He added it was likely due to weather and traffic incidences.

5. ACCOUNTS PAYABLE

A. Payable Listing as of April 30, 2010

HUNT Mr. Hunt noted that there seemed to be significant activity shown in the payables listing.

MCCOY Chief McCoy responded that there was contract work with Ballard Spahr.

RATCLIFFE Ms. Ratcliffe responded that Spring Garden personnel got uniform allowances.

MCCOY Chief McCoy added that in the contract all the YAUFR employees receive \$350.00 for clothing allowance. Springettsbury employees got theirs in January. Spring Garden had already received \$190.00 so a run was done of \$160.00 each to complete that batch.

HUNT Mr. Hunt indicated that he was sure that Messrs. Fullmer and Schenck had reviewed and authenticated it. He called for action from the board.

MR. WARMAN MOVED TO APPROVE THE PAYABLE LISTING AS OF APRIL 30, 2010. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

MCCOY Chief McCoy reported on the DCED Salary Assistance Grant. He had provided documentation in the board packets. He stated that DCED had requested financial input that could be used across the state dealing with the consolidation. This was the first document sent to them releasing figures as far as apparatus savings including the maintenance category. Additionally, a full presentation will be made during the June meeting for the officials.

HUNT Mr. Hunt indicated that he and Chief McCoy had discussed some text for the website. Mr. Hunt recommended that the reduction of fleet vehicles should specifically include why there was redundancy and the fact that the fire service still would be effectively covered.

7. COMMUNICATION FROM COMMISSIONERS

BISHOP Mr. Bishop asked whether there had been any discussion regarding identification of the stations with signage.

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- MCCOY** Chief McCoy responded that they had not addressed that to date. He noted that it would involve discussion with the volunteer company leadership at each station because they are still volunteer-owned property.
- HUNT** Mr. Hunt noted that there could be an opportunity to fly a YAUFR flag if there were multiple flag poles at any two stations.
- MCCOY** Chief McCoy mentioned that currently a flag is being designed. He was not sure of the flag pole availability and had not approached the idea of affixing anything for YAUFR on the outside of the buildings.
- BISHOP** Mr. Bishop indicated he thought it would be helpful in the community to see some type of identification unless there's a reason not to do so.

8. COMMITTEE REPORTS

A. Negotiation Committee

- HUNT** Mr. Hunt congratulated the Negotiation Committee on the signed contract agreement.

Consensus was to remove the Negotiations Committee as a standing committee report.

B. Volunteer Committee

- ECKERT** Mr. Eckert reported that since the last meeting he had officially signed a listing agreement for the property at East Market Street, and the property is being marketed up and down the east coast. The particular real estate agency is associated with all the major retailers and businesses in that area.
- HUNT** Mr. Hunt commented that a target buyer would likely be a retail establishment.
- ECKERT** Mr. Eckert responded that it could be a bank. There are more than one interested parties already. They are looking into property with Home Depot, which is a key to being able to sell the existing property and the ability to purchase the land behind them. They are dealing with the Home Depot corporate office in Kentucky as the local people don't have the authority as far as the real estate is concerned. Mr. Eckert elaborated on his frustration with getting names changed since the merger in 2001. Technically as a result of an ordinance written by Springettsbury Township there are no assets, no members, nothing. However, the name remains in the state of Pennsylvania as a corporate entity.
- HUNT** Mr. Hunt suggested that it would be an opportunity to have the discussion on buildings, item 11A at this time on the Agenda.

11. OLD BUSINESS

A. Buildings

MCCOY Chief McCoy stated that he met with Don Eckert to discuss the new building with Springetts Fire Company. They had talked about the need to establish an actual committee. Chief McCoy indicated he would like to include a representative from the board if the board would determine that is appropriate, as well as a representative from YAUFRR and some volunteers for input.

A lengthy discussion took place and the main points are summarized.

- Springetts Volunteer Board of Directors voted to use their “full assets” in this project.
- Don Eckert had listed the current facilities for sale.
- Ownership of the facilities needs to be clarified; legal entanglements exist.
- Project must be a cooperative mission in order to move forward.
- YAUFRR to take an ownership role in project.
- YAUFRR should have a seat at the table for discussions with Home Depot
- Volunteers always will have a place at the new facility.
- Fire service to continue during transition.
- Building Committee should have one or two members to help facilitate the transition. Committee charged to study and facilitate the replacement of Springetts Fire Company. Suggested members: Chief McCoy, Don Eckert, appropriate volunteer representatives and one or two board members; access to John Holman.
- Financial aspect questions only the board can answer.
- Les Adams recommendation for facilities – only suggestions; not officially adopted nor disregarded.
- Location target is back parking lot behind Home Depot; behind existing firehouse.
- New sites investigated but issues with flood plains, elevation, etc. might be difficult.
- Listing of requirements for headquarters facilities is available.

HUNT Mr. Hunt suggested that a motion be made to create the Building Committee with a subsequent motion to appoint member or members of the board to that committee. He asked Solicitor Say if that process was satisfactory.

SAY Solicitor Say responded that the process would be appropriate; for nomination, a second and a vote.

MR. FULLMER MOVED TO FORM A COMMITTEE TO PARTICIPATE WITH THE VOLUNTEERS AND CHIEF MCCOY IN LOOKING AT THE SPRINGETTSBURY TOWNSHIP MOVE OF THE SPRINGETTS FIRE STATION. MR. WARMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

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HUNT Mr. Hunt called for a motion to appoint commission members to the Building Committee.

MR. FULLMER MOVED THAT AUSTIN HUNT AND TOM WARMAN PARTICIPATE IN THAT COMMITTEE. MR. HUNT WAS SECOND.

MCCOY Chief McCoy asked whether Springettsbury should have a participating member or whether the committee would simply work with Springettsbury to get the documentation that is needed.

FULLMER Mr. Fullmer responded that he viewed the Commission's responsibility as YAUFR and not township related.

HUNT Mr. Hunt noted that with the Springettsbury board members there is good working relationship and knowledge with regard to potential issues and there is full access to John Holman.

BISHOP Mr. Bishop commented that he thought one person would be better than two in order to simplify the process as much as possible.

HUNT Mr. Hunt called for the vote.

FULLMER, HUNT, BISHOP VOTED IN FAVOR AND WARMAN VOTED OPPOSED. MOTION CARRIED.

FULLMER Mr. Fullmer asked Mr. Warman if he was seriously opposed, and if so, he really should not be on the committee. He stated that the project is one in which an individual has to be serious and if he did not want to be included then he would agree with Mr. Bishop that only one person from the Commission should participate.

WARMAN Mr. Warman agreed and suggested an amendment to the motion.

MR. FULLMER MOVED TO RESCIND THE PREVIOUS MOTION AND REPLACE IT WITH A MOTION TO APPOINT ONLY AUSTIN HUNT TO THE BUILDING COMMITTEE, JUST ONE PERSON FROM THE COMMISSION. MR. HUNT WAS SECOND.

WARMAN Mr. Warman stated that one person works better than two, and he thought Mr. Hunt was the right person because of his previous experience. He had participated in this process before with setting up the Charter and within the Commission.

MOTION UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

- A. Approval of Minutes: April 20, 2010, Fire Commission Meeting**
- B. Approval of Minutes: April 29, 2010 – Special Meeting**

MR. WARMAN MOVED TO APPROVE THE MINUTES OF THE APRIL 20TH REGULAR COMMISSION MEETING AND THE APRIL 29TH SPECIAL MEETING. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Buildings

This item was discussed earlier during the agenda.

12. NEW BUSINESS

A. Request approval to advertise Engine 891 for sale

MCCOY Chief McCoy requested approval to advertise Engine 891. He noted that they had attempted to sell 895, which has a blown motor, as well as the 1988 ladder truck from Victory. There had been no success so with the help of the Apparatus Committee, they discussed the options. There is a buyer interested in 891, and they recommended that sale at this time. Five pumpers remain in the fleet, as well as a ladder truck that can serve as a pumper. The 1988 Front Line, 892 at Grantley, is constantly reviewed, and it is stable enough to serve as a reserve until it won't run any more. Following the advertisement of 891, the interested party wants to be contacted, and they can potentially receive another \$50,000 with that sale.

WARMAN Mr. Warman questioned whether that might reduce the fleet capabilities.

MCCOY Chief McCoy responded that they were comfortable that the equipment will be sufficient. When the new pumpers are placed in service, engine 892 will be put in reserve and they have a pumper and ladder truck available as well.

MR. WARMAN MOVED FOR AUTHORIZATION TO ADVERTISE ENGINE 891 FOR SALE. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Request approval of YAUFR Fire Captain Job Description

MCCOY Chief McCoy noted that they had updated the job description to reflect YAUFR's signing of the contract.

HUNT Mr. Hunt noted that on the job descriptions a Pennsylvania driver's license is required. He asked what would happen if a Firefighter loses his driver's license.

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- MCCOY** Chief McCoy responded that his position is that the employee must have a license and be capable of driving at work.
- HUNT** Mr. Hunt commented that it would be an essential function of the job to be able to drive the vehicle. He asked whether a CDL is necessary.
- MCCOY** Chief McCoy responded that the fire department has the ability to waive CDL.
- HUNT** Mr. Hunt asked whether Solicitor Say believed that the document was legal and the wording was correct.
- SAY** Solicitor Say responded that it was legal and correct and should be advertised. She added that the more detail the better.

Consensus of the Commission was to excuse Solicitor Say to allow time to vote in the primary election.

- MCCOY** Chief McCoy stated that, with regard to the Captain's job description, they had used the Captain's job description that had been in place in the former Springettsbury Fire Company. With the signing of the contract, there is language in the contract that changes the job of the Captain with the new YAUFRR department. Those changes were made to reflect serving on a fire truck and serving in the future Battalion Chief role when the Battalion Chief is not available. There are just a few job responsibility changes. This has been reviewed by the attorney and also by the union and there were no concerns.
- HUNT** Mr. Hunt asked how it would apply to the Firefighters and Captains upon board approval.
- MCCOY** Chief McCoy responded that the Captains are serving in similar roles with the signing of the contract within their assigned stations. The Spring Garden officers are still on the fire truck. The former Springettsbury Captains still have the vehicle assigned. Since the contract was signed, they had taken the Duty Officers down to one for the entire department, and he responds to all four areas. A date will be named when the Battalion Chief will take effect. Chief McCoy's goal was to reflect riding the fire truck more instead of being a command officer in a car. That is what the Captains will be doing.

MR. WARMAN MOVED TO APPROVE THE FIRE CAPTAIN JOB DESCRIPTION AS PRESENTED. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

C. Request approval of YAUFRR Firefighter Job Description

- MCCOY** Chief McCoy stated that there were very few changes other than language as far as York Area United. They updated some of the older First Aid language to Emergency Medical Services.

WARMAN Mr. Warman asked how experience for a Firefighter is defined.

MCCOY Chief McCoy responded that it could simply be a volunteer membership.

MR. WARMAN MOVED TO APPROVE THE YAUFR FIREFIGHTER JOB DESCRIPTION AS PRESENTED. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

MCCOY Chief McCoy stated that he planned to sit down with each employee to make sure they understand what is expected of them.

D. Presentation – YAUFR Apparatus

MCCOY Chief McCoy introduced Captain Gary Lauer for a presentation on YAUFR apparatus and especially with apparatus maintenance costs. They had been able to really get a good understanding on the process.

LAUER Gary Lauer presented a PowerPoint overview of the YAUFR Apparatus.

13. ADJOURNMENT

HUNT Acting Chairman Austin Hunt reminded the Commission members of an Executive Session scheduled to discuss personnel matters immediately following adjournment. He adjourned the meeting at 8:05 p.m.

Respectfully submitted,

John Fullmer
Secretary

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