

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

**MAY 26, 2009  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, April 21, 2009 at 7 p.m. at the Springettsbury Township Offices located at 1501 Mt. Zion Road, York, PA.

**MEMBERS IN ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt, Vice Chairman  
Don Bishop, Springettsbury Commission Member

**MEMBERS NOT IN ATTENDANCE:** John Fullmer, Secretary/Treasurer, Spring Garden Member  
Thomas Warman, Spring Garden Commission Member  
George Dvoryak, Springettsbury Commission Alternate  
Richard Guyer, Spring Garden Commission Alternate

**ALSO IN ATTENDANCE:** Steve Hovis, Solicitor  
Bob McCoy, Chief YAUFRR  
Don Eckert, YAUFRR  
Tom Stees, Victory Merger Committee  
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. He stated that a Quorum of three members was present. He announced that this meeting had to be rescheduled from May 21, 2009 due to some health and attendance issues last week. He thanked everyone for adjusting their schedules.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that there was an Executive Session following the April 21<sup>st</sup> meeting. No additional meeting had been scheduled following the meeting this date.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

**A. Steve Hovis, Solicitor**

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**HOVIS** Solicitor Hovis indicated he had nothing additional other than Agenda items.

**B. Robert McCoy, Fire Chief, YAUFR**

**MCCOY** Chief McCoy reported that he had a few things to discuss under New Business on the Agenda.

**5. ACCOUNTS PAYABLE**

**A. Payable Listing as of April 30, 2009**

**MR. BISHOP MOVED TO APPROVE ACCOUNTS PAYABLE AS SUBMITTED.  
MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**7. COMMUNICATION FROM COMMISSIONERS**

There were no commissioner communications.

**8. SUB COMMITTEE REPORTS**

**A. Budget Subcommittee**

**SCHENCK** Chairman Schenck indicated that the committee had nothing to report. He thanked Chief McCoy for attaching the meeting schedule as a result of the discussion last meeting.

**B. Negotiation Subcommittee**

**BISHOP** Mr. Bishop reported that negotiations are at a standstill. Mediation had been suggested on three different occasions, which had been turned down. The big picture approach of both sides is to focus efforts on the individual municipalities, which will have to get a contract by the end of 2009. In the last communication with the union, they wanted to focus on individual contracts other than spend any more time on a joint agreement. The municipal contracts expire at the end of 2009.

**HOVIS** Solicitor Hovis added that matters would continue under the terms of that contract until a new contract is negotiated, which would be effective January 1, 2010.

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- HUNT** Mr. Hunt noted that the advantage to the overall process is that if the individual unions have tangible issues, they can be taken to arbitration.
- BISHOP** Mr. Bishop noted that he did not think there was an advantage one way or the other. It is absolutely imperative that there be negotiation with the individual municipalities because those contracts already exist where the joint contract doesn't have the imperatives because it can be ignored.
- HOVIS** Solicitor Hovis noted that it is imperative so at the end of that they have the ability to go to arbitration with the individual municipality, which moves toward a final contract.
- HUNT** Mr. Hunt commented that nothing needs to be done by the Commission.
- BISHOP** Mr. Bishop stated that the Negotiating Committee took the position that they are ready to re-start negotiations at any time and should these other two sets of independent negotiations get started and then all of a sudden there's time and inclination in September or whenever to start talking together about a joint contract, the Committee is ready to do that. That may not be totally unrealistic.
- HUNT** Mr. Hunt asked whether the municipal managers were made aware of it.
- BISHOP** Mr. Bishop responded that both managers and Mr. Fullmer are fully aware.
- BISHOP** Mr. Bishop stated that this would not really change anything as far as the Commission is concerned. It was preferable to have one contract, but it does not diminish the effectiveness and ability to go forward and be successful with two contracts.

**C. Volunteer Subcommittee**

- ECKERT** Mr. Eckert stated that they are ready to begin receiving new members into the new YAUIFP, York Area United Fire Police moving forward toward the united effort. There were some mandates that were said to have existed, and that had been clarified. Everything is moving forward.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

**A. Approval of Minutes: March 17, 2009 Commission Meeting**

**MR. HUNT MOVED TO ACCEPT DRAFT MINUTES OF THE MARCH 17, 2009 COMMISSION MEETING AS SUBMITTED. MR. SCHENCK WAS SECOND. MOTION CARRIED. MR. BISHOP ABSTAINED AS HE WAS NOT PRESENT.**

**B. Approval of Minutes: April 21, 2009 Commission Meeting**

**MR. HUNT MOVED TO ACCEPT MINUTES OF THE APRIL 21, 2009 MEETING AS SUBMITTED. MR. SCHENCK WAS SECOND. MOTION CARRIED. MR. SCHENCK ABSTAINED AS HE WAS NOT PRESENT.**

**11. OLD BUSINESS**

**A. Met Ed Pre-Payment Proposal**

**MCCOY** Chief McCoy reported that the Solicitor had reviewed the proposal from Met Ed for pre-payment options. Fronting the funds for a period of time would result in minimal savings, about \$150.00. If for some reason the line up of the charter organization were to change, that would change the percentage of the bills. He recommended that it would not be useful.

**Consensus was to take no action.**

**B. Springetts Volunteer Reimbursement Request 2008**

**MCCOY** Chief McCoy brought forward the issues related to the Springetts Volunteer Reimbursement Request. A lengthy discussion took place with regard to how it had been handled in the past, issues that were resolved and potential solution for the 2008 request. A summary of that discussion follows:

- 2008 Budget was established for YAUFR from the Springettsbury fire fund.
- Springettsbury Township budgeted \$140,000 and forecasted \$10,000 interest for \$150,000 total for the year. Springettsbury's share is 55%.
- Previously Springetts volunteers prepared all fire service bills, submitted quarterly for reimbursement.
- 4<sup>th</sup> Quarter of 2007 was paid in first quarter of 2008 - \$66,426.
- Reimbursement requested from volunteers for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters 2008 - \$139,959.
- Chief McCoy ascertained they are legitimate expenses.
- Question is whether it is paid by YAUFR up to \$150,000 level or level of actual bills.
- \$147,000 paid in 2008 for pumpers normally paid by volunteers.
- Springetts station roof totaled \$32,000; \$8,000 downpayment not yet reimbursed.
- At the completion of 2008 reimbursements, there will be no more reimbursable items.

- A 4<sup>th</sup> quarter 2008 submission for \$16,000 was worked through with Mr. Eckert.
- Timing of expenses an issue; Springettsbury to pay invoices prior to YAUFR start date.
- Volunteer company provides printed budget for the year.
- YAUFR is paying everything they are supposed to.
- Apparatus repairs – Logs established and spending controlled.
- Commonwealth roof repair estimated at \$35,000. Capital funds to be established for facility repairs. Need terms of leases for decision.
- Grantley could need structural repairs.
- Victory – relatively new building.

**HUNT** Mr. Hunt noted the matters for decision; the near-term issue of the volunteer reimbursement; unresolved long-term issue, mid-term issue of substantial roof repairs. He suggested that Chief McCoy make his personal recommendations in the budget, which will present some discussion and conclusion.

**SCHENCK** Chairman Schenck stated that facility repairs are expected to be a 2009 expense and should be a matter of discussion.

**STEEs** Mr. Stees commented that Grantley had applied for a grant for \$8,000 towards roofing. Victory applied partially for new speakers, amplifiers. Commonwealth may be able to apply for a grant for \$10,000.

**SCHENCK** Chairman Schenck responded that if there is \$10,000 saved due to a grant, it would go to YAUFR. If the roof repairs are completed, grants help pay for it.

**MCCOY** Chief McCoy noted that every day is a learning experience in dealing with three corporations with different parameters. Commonwealth is one station that will be a future station. There are questions to deal with over the next three to four budget processes to try to get the parameters more closely aligned.

## **12. NEW BUSINESS**

### **A. Approval of Sale of Air Truck**

**MCCOY** Chief McCoy reported that no bids had been received for the ladder truck or the air truck. However, The Nippanose Valley Volunteer Fire Company expressed interest in the air truck and sent a contingent of six people to look at the air truck. They had offered \$47,000 for the vehicle. Based on the history and knowledge of the vehicle, it was determined to be a valid offer. There are several items with the truck, the 17-year-old cascade system, the light bar and air conditioner for which the

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Springettsbury Relief Association will be reimbursed. The official appraisal for the truck was \$58,000, which Chief McCoy indicated was somewhat inflated. Because a volunteer company has offered to purchase the truck, their offer can be accepted directly.

- HUNT** Mr. Hunt pointed out that he agreed with the sale of the vehicle, but he cautioned where that the money should be directed.
- MCCOY** Chief McCoy responded that one of the recommendations of the auditor is to separate Operational and Capital funds. He had discussed the issues with Mr. Fullmer. Sandy Ratcliffe indicated that she had a line item for sale of assets. How the money is used is a matter to discuss in the future, but \$47,000 definitely provides funding and the vehicle can be removed from the fleet.
- SCHENCK** Chairman Schenck noted that the Relief Association does not consider depreciation of items.
- MCCOY** Chief McCoy added that they want full value for something they paid for 17 years ago.
- HOVIS** Solicitor Hovis questioned whether YAUFRR is bound to reimburse the Relief Association.
- SCHENCK** Chairman Schenck responded that it must be reconciled. The Association has an inventory that they must maintain of everything they own. The value is real but undefined as to how it is valued.
- HOVIS** Solicitor Hovis asked whether there was a regulation in place.
- SCHENCK** Chairman Schenck responded that there is no regulation or depreciation specified.
- ECKERT** Mr. Eckert noted that the Association could write it off.
- SCHENCK** Chairman Schenck agreed and hoped that they would be reasonable about it, which they had been in the past. He did not expect a major problem.
- HOVIS** Solicitor Hovis noted that the real issue could be that they're subject to an audit. The question might be whether they were reasonably reimbursed for an item.
- SCHENCK** Chairman Schenck responded that he had not seen that question asked but rather whether it was sold or otherwise with a yes or no answer.

**ECKERT** Mr. Eckert stated that it had been so long ago, they might not even know what was paid for it. He personally had purchased a light bar for \$3,000.

**MR. HUNT MOVED TO AUTHORIZE SALE OF THE AIR TRUCK FOR \$47,000 TO NIPPANOSE VALLEY VOLUNTEER FIRE COMPANY. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**B. Approval of 2010 Budget Year Schedule**

**SCHENCK** Chairman Schenck asked the commissioners how the schedule fits with their calendars.

**Consensus was that any conflicts could be handled for specific dates moving forward.**

**MR. HUNT MOVED TO ACCEPT THE SCHEDULE AS PRESENTED ON ATTACHMENT 12.B. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**C. EMS Merger Study Committee**

**MCCOY** Chief McCoy indicated that, following a discussion during the previous meeting, the item was placed on the Agenda for discussion concerning the future preparation for Springetts or Grantley EMS merging into YAUFR. Chief McCoy asked whether the Commission was prepared for a discussion or would like to set up a committee. A lengthy discussion took place, which is summarized:

- YAUFR is up and running; timing is right to look at EMS involvement.
- Springettsbury EMS level of service is acceptable.
- Grantley may have excess capacity; gives them a chance to pull it together.
- EMS activity currently exists with fire trucks responding to some medical emergencies.
- Commissioners need to be involved along with Chief McCoy and staff.
- Revenue will be biggest issue; one is township and other is private corporation.
- Both services operate under the Teamsters union.
- Chief McCoy to take the lead and provide thoughts for discussion.
- Subcommittee to be formed.

**D. Approval of Battalion Chief Job Description**

**SCHENCK** Chairman Schenck asked whether the drafted Job Description would give him the assistance he needed.

**MCCOY** Chief McCoy responded that it would begin the process. The draft was reviewed and presented for approval.

**HUNT** Mr. Hunt asked whether it had been reviewed by Pat Harvey.

**MCCOY** Chief McCoy responded that he was correct.

There were several questions by Commissioners which comments are summarized:

- “Oversee” including reviewing and resolving grievance process. – Deputy is the first in the line of the grievance process.
- “Prepare and deliver performance evaluations for Captains and Lieutenants” – Will work now and apply in the future as well.
- “Provide oversight and coordination of budget preparation.” – Deputy will begin the budget process for their functional area.
- “A valid Pennsylvania Driver’s License upon hiring.” – Is such license a condition of employment? – Yes, they have to be able to drive fire trucks. Issues such as DUI’s have not been tackled as far as the legalities. Will research this further.

**MR. BISHOP MOVED TO APPROVE THE BATTALION CHIEF JOB DESCRIPTION SUBJECT TO ANY SUGGESTED CHANGES BY LABOR COUNSEL WITH RESPECT TO THE ISSUE CONCERNING A VALID DRIVER’S LICENSE AS IT RELATES TO PENNSYLVANIA AS WELL AS DURING EMPLOYMENT. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

### **3. Building Committee**

**MCCOY** Chief McCoy brought forward the issues related to the design of a new fire house. He noted that there are legislative answers needed of the Commission as far as ownership and funding.

**HUNT** Mr. Hunt stated that he would be willing to put together a list of discussion points and potential remedies. Some of the issues surround potential new members within YAUFR and their ownership. He offered to work with Tom Warman to start with a list of questions for discussion. He did not want to get into any operational or site selection programs or theoretical ownership and payments.

**SCHENCK** Chairman Schenck noted that there would be multiple scenarios.

**BISHOP** Mr. Bishop commented that the issues raised are of such magnitude that it will be something that should be discussed by the Commission on a



regular basis. It should not be called a “Building Committee” because it sets the wrong tone.

**HOVIS** Solicitor Hovis noted that in a sense it is to analyze building.

**SCHENCK** Chairman Schenck questioned what would happen the first time a half million dollar piece of equipment has to be purchased.

**HUNT** Mr. Hunt responded that there is a working model.

**BISHOP** Mr. Bishop added that the ownership of the equipment is known; the unknown is who will own the stations.

**SCHENCK** Chairman Schenck agreed with Mr. Bishop that it should be an issue that is discussed every month as far as the thought process so that the full Commission will have input.

**HUNT** Mr. Hunt accepted the idea the that committee will identify questions and potential solutions.

**BISHOP** Mr. Bishop suggested it could be a Building Strategy Committee.

**HUNT** Mr. Hunt thanked the commissioners for their endorsement and indicated he and Mr. Warman will move forward.

**F. Part Time Assistant**

**MCCOY** Chief McCoy brought forward an item with regard to looking for a part time assistant for Linda Bayman. The Solicitor had recommended that the individual be made a W2 employee. Chief McCoy noted that when Ms. Bayman is off, there is no one to fill her position. He did not necessarily want to use a temp agency. He was hoping to hire a part time employee, an individual they have in mind, and estimating about 200 hours a year. The focus could be training that one person to fill in and perform the basic office duties, paperwork, daily mail, telephones, etc. Chief McCoy met with Mrs. Speicher in Human Resources to draft a part-time Job Description which will come back to the commission for approval. A lengthy discussion followed, which is summarized:

- Looking for part-time, on-call work by an individual trained for consistency.
- There is less than \$2,000 in the existing annual budget for this item. Workers Comp contribution would be based on 200 hours.
- 90% of Ms. Bayman’s day is financial between PO’s, billing, UNIX system.
- Position must be approved within YAUFR; Chief McCoy needs authorization to proceed with hiring.

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- Analyze the amount of administrative activity in order to eliminate and minimize.
- Is there a need for part-time bookkeeper?
- Temp agency has about a 70% mark up.
- Could be approved on a 200 hour basis, not to exceed \$2,000.

**HUNT** Mr. Hunt asked Chief McCoy whether he would be comfortable with the commission asking him to return next month with a Job Description and a financial parameter for the year.

**MCCOY** Chief McCoy responded that he would be glad to do so.

**HUNT** Mr. Hunt suggested that Chief McCoy make sure that Ms. Bayman enjoys doing the financial work.

**MCCOY** Chief McCoy responded that she enjoys it.

**MCCOY** Chief McCoy asked for an Executive Session to discuss a labor issue.

**MCCOY** Chief McCoy asked whether any action is needed by the commission to establish a capital fund within the budget; referring to the sale of the air truck.

**SCHENCK** Chairman Schenck responded that any money that comes in could sit in the General Fund and should be there at the end of the year.

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck reminded the Commissioners of the Executive Session to be held immediately following adjournment. He adjourned the meeting at 8:55 p.m.

Respectfully submitted,

John Fullmer  
Secretary

*Created in Mr. Fullmer's absence by Jean Abreght, Stenographer*