

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

**JUNE 17, 2014  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, June 17, 2014 at 7 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt, Vice Chairman  
Kathleen Phan  
Cara Beth Zortman  
Eric Lehmayr

**MEMBERS NOT**

**IN ATTENDANCE:** John Fullmer  
George Dvoryak

**ALSO IN**

**ATTENDANCE:** Greg Maust, Spring Garden Township Manager  
Steve Hovis, Solicitor  
Robert McCoy, YAUFRR Chief  
Sandy Ratcliffe, YAUFRR  
John Woods, YAUFRR Battalion Chief  
Dan Hoff, YAUFRR Battalion Chief  
Don Eckert, YAUFVFR  
Jean Abrecht, Stenographer

**1. CALL TO ORDER**

A. Opening Ceremony

1. Pledge of Allegiance

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

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that no Executive Sessions had been held following the last meeting. However, a Session will be held immediately following the meeting this date regarding Collective Bargaining and a personnel issue.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**12. NEW BUSINESS**

**SCHENCK** Chairman Schenck requested that the board agree to move the 2013 Audit Report up on the Agenda.

A. 2013 Audit Report, Mike Reiner – Sager, Swisher & Co., LLP

**REINER** Mr. Mike Reiner of Sager, Swisher & Co., LLP presented the 2013 Audit Report. Copies of the document had been provided to the board members. He reported a clean opinion report with modified opinion. He reviewed schedules representing the MBNA documents as well as additional schedules. He called attention to the Financial Highlights section. His comments are summarized:

- Current assets/operations and capital assets are under one reporting element, Single Purpose Reporting Format.
- No new capital additions, some retired and some sold assets during the fiscal year.
- At the end of 2014 we reported just over \$2 million in total assets.
- Liability Section – Accounts Payable and Accrued Wages are the current obligations.
- Larger obligations are compensated absences related to termination benefits from sick time.
- Actuarial report is reported as a liability on the financial statements.
- Operational Schedule includes revenues and expenses; operational revenues at 60/40.
- Pension Revenue of \$271,000 under Grants and Fire Protection.
- Insurance Reimbursements now being reported as revenue.
- Total Operating was slightly over \$4.7 million. Operating Expenses of \$4.4 million; Operating Revenue is \$237,000.
- Non-Operating Revenue relates to refund of Fund Balance. Springettsbury got \$301,000; Spring Garden got \$246,000.
- Pension Funds – All four pension funds had an increase in the Net Position. Total Pension Fund Balance shows an increase by \$693,000. All are disclosed in the notes.
- Management letter comment related to Pension Fund Accounting.

**REINER** Mr. Reiner indicated that YAUFRR is considered a quasi-government entity and is reported under the governmental rules.

**LEHMAYER** Mr. Lehmayer asked what the unfunded liability is at this point.

**REINER** Mr. Reiner responded that each Pension Fund is disclosed in the notes and it only affects the defined benefit plans. The Unfunded Liability of the Defined Benefit Firefighter Plan is \$533,000.

**SCHENCK** Chairman Schenck explained that the left over defined benefit plan related to some specific Springettsbury employees and that pension liability lies with Springettsbury to fund back to YAUFRR.

**RATCLIFFE** Ms. Ratcliffe indicated that they will be adding the liability for all accounting due from Springettsbury for the same amount because they are responsible for it.

**REINER** Mr. Reiner stated that Springettsbury has been funding it the last two years by submitting money into the organization to fund that pension liability. It is a separate revenue line.

**MCCOY** Chief McCoy noted for Mr. Lehmayers benefit that until another actuarial valuation is done, the unfunded liability for Springettsbury is about \$120,000 a year.

**REINER** Mr. Reiner indicated that as of January 1, 2015 there will be another actuarial report, and there will be a revised number based on the performances between now and 2015 so that will change. A receivable was set up from Springettsbury Township to fund the obligation.

**4. MANAGEMENT/ATTORNEY REPORTS:**

A. Steve Hovis, Solicitor

**HOVIS** Solicitor Hovis reported that subsequent to the May 20, 2014 meeting he had received notification from the union that they are taking the grievance that was presented to this board at the last meeting to arbitration. That related to properly compensating the firefighters acting in a Unit Officer capacity. Chief McCoy is working with Pat Harvey, and through due course this will be presented as part of the arbitration process, all of which is set forth in the Collective Bargaining Agreement.

B. Robert McCoy, Fire Chief

**MCCOY** Chief McCoy stated that he had nothing to add to his written report unless there were questions.

**PHAN** Ms. Phan brought forward a discussion concerning the Paytime data breach. She noted that Chief McCoy had mentioned he would continue to review the payroll

system process including the MUNIS system currently in use. She noted that moving forward with Paytime she had no problem with continued review. Paytime is doing everything right as a company in offering 233,000 individuals a year's supply of free credit checks. They accepted responsibility; they know exactly when the breach took place and how it happened. She felt comfortable as a board member moving forward with Paytime.

**MCCOY** Chief McCoy commented that Paytime was the first company they had met with, and he indicated that their reputation and future depended upon their reaction to the breach. In his opinion, they might be one of the safest ones to use at this point. From a practical standpoint, even in searching for payroll services outside YAUFRR, the process of paying bills will continue through the MUNIS system. They may look back internally and just transferring the payroll system to the Administrative Assistant and remove the HR from Springettsbury. Through the Finance Director, the payroll can be done internally. As far as Paytime, Manager Maust had been dealing with them for Spring Garden Township. He asked for his comments.

**MAUST** Mr. Maust commented that they met with Paytime last fall and they were very proactive in providing as much information as they could in a timely fashion, which included a one-year security measure for all employees. There had been some unique concerns, all of which had been dealt with very well. Thus far they have had no complications. Everything possible had been done in a timely fashion. They will continue to monitor the process, and employees had been reminded to monitor their own personal finances daily. In his opinion, he did not see any concern or immediate need to change direction.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of May 31, 2014

**MR. HUNT MOVED TO APPROVE ACCOUNTS PAYABLE LISTING OF MAY 31, 2014. MR. LEHMAYER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6 BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**7. COMMUNICATION FROM COMMISSIONERS**

There were no Commissioner communications.

**8. COMMITTEE REPORTS**

A. Volunteer Committee

- ECKERT** Don Eckert reported that the auction of firehouse items will be held on Monday, July 7<sup>th</sup> and 10 a.m. Professional Auctioneer Gary Deardorff will conduct the auction at no cost. There will be a time of previous the day before, the 6<sup>th</sup> from 4 p.m. to 8 p.m. Everything is marked and numbered
- MCCOY** Chief McCoy noted that having a meeting with the builders every two weeks is critical. They will learn an approximate date for the final move. However, during the auction there are some things, such as an exhaust system, that can't be moved until the move. Things need to remain operational until that time.
- SCHENCK** Chairman Schenck asked whether a target move date had been designated.
- MCCOY** Chief McCoy responded that once completion begins, the new furniture can be delivered and offices can be set up and everything can happen ahead of time. He was hoping the move could happen during the week of July 4<sup>th</sup>, but realistically it will probably take place the week after.
- HUNT** Mr. Hunt commented that it would be targeted dependent upon when the Occupancy Permit is issued.
- ECKERT** Don Eckert indicated that the targeted deadline is July 18, 2014. The settlement with the buyer for the Market Street firehouse is July 29<sup>th</sup>.
- HUNT** Mr. Hunt questioned the status of the box culvert and whether any delay would affect the fire service operation.
- MCCOY** Chief McCoy responded that if the culvert is not built, the plan is simply to turn right out of the firehouse and do a cut across, which will be just as fast. He added that the culvert is to be delivered the last week of June and installation to begin the first week of July.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

A. Approval of Minutes – May 20, 2014 – Fire Commission Meeting

**MR. HUNT MOVED TO ACCEPT THE MINUTES OF MAY 20, 2014 COMMISSION MEETING AS SUBMITTED. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

A. Approval – Lease Agreement for Station 891

**HOVIS** Solicitor Hovis stated that during the last meeting the discussion centered around identifying the square footage for lease purposes. He had provided the board with some information and Chief McCoy did a lot of investigation as to identifying the square footages attributed to many of the areas. He was asking for direction from the Commission as to the correct methodology for calculating the areas.

The Commission held an extensive discussion concerning the lease. Some of the main points are summarized:

- Use of square footage used as potential for rental; very minimal for EMS/VFC
- Portion of space for Springettsbury EMS use is original plan; proportion of use in question due to township's right to assign to a third party agency. Some type of rent would be needed to offset the collective Springettsbury/Spring Garden contribution to the building.
- VFC uses specific area but not a lot of common space; it is their space for life.
- YAUFRR pays all utilities for all four stations; same process should continue in the future.
- Springettsbury Township will own station with no intention that YAUFRR pay rent, only operating costs.
- Liability for entities and insurance coverage to be reviewed.
- YAUFRR does not control any ambulance negotiations.
- No third party ambulance should have free rent, free expense to be housed in the fire building unless agreed to by Springettsbury Township.
- Grantley Ambulance pays rent to be housed in the Victory Station; YAUFRR pays utilities for the same building.
- Springettsbury board needs to clarify uncertain matters.

Volunteer Fire Company issues:

- Last sentence in the lease relates to rental of any part of the premises to third parties or conduct any fundraising activities thereon. Should fundraising activity be eliminated?
- Lease is too stringent; handcuffs doing raffles, having a community group or a meeting.
- Community Days, gathering to prepare pledge drive envelopes equals a fundraising, revenue generating activity. Consider "passive" and "active" fundraising.

- Key word in the lease is “or.”
- YAUFRR will use room for training in fire related professional development.
- Meeting room is not set up for Bingo or dances. It is 1300 square feet. VFC is moving their hall rentals to Commonwealth
- The Office of the Chief and Administrative Assistant (Lisa) will coordinate schedule.
- Wording needs to be broadened to allow use by public entities or legislators, county commissioners; potential non-profit.
- Farmhouse use has a policy; first-come, first-served, application plus deposit; must be approved.
- YAUFRR is the tenant and leadership of fire and EMS for Springettsbury in their building. Decisions of the building will go through Chief McCoy’s office.
- Landlord and VFC can request to use it subject to the policies of the tenant.
- Parking issues may surface because it is limited.
- A point of contact is needed within Springettsbury Township for potential communication; initial contact would be the Manager.
- Solicitor Hovis should tweak the draft again for presentation to the Springettsbury Board of Supervisors.

**MS. PHAN MOVED TO ACCEPT THE LANGUAGE CHANGED IN THE LEASE AGREEMENT FOR STATION 891 CONDITIONED UPON THE LANGUAGE BEING ACCEPTABLE TO SPRINGETTSBURY TOWNSHIP. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**12. NEW BUSINESS**

A. 2013 Audit Report – Mike Reiner – Sager, Swisher & Co., LLP

This item was reviewed earlier during the meeting.

B. Approval – 2015 YAUFRR Budget Workshops and Joint Presentation

**SCHENCK** Chairman Schenck noted that Chief McCoy had issued a schedule for budget meetings, and the schedule and location needed to be advertised.

**MCCOY** Chief McCoy noted that the scheduled Commission meeting in August will be at the new firehouse.

**ZORTMAN** Ms. Zortman questioned if the July Budget Meetings would be held at the current YAUFRR headquarters.

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**MCCOY** Chief McCoy responded that the July Budget Meetings are just internal and the actual August one will be at the new facility.

**MS. ZORTMAN MOVED TO APPROVE THE PRINTED BUDGET COMMITTEE MEETINGS AND LOCATION. MR. LEHMAYER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**MR. HUNT MOVED TO APPROVE ADVERTISEMENT OF LOCATION CHANGE FOR YAUFRR MEETINGS STARTING IN AUGUST, 2014. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**13. ADJOURNMENT**

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

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

John Fullmer  
Secretary

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