

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

**JUNE 19, 2012  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular meeting on Tuesday, June 19, 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  
John Fullmer  
Cara Beth Zortman

**ALSO IN**

**ATTENDANCE:** John Holman, Springettsbury Township Manager  
Greg Maust, Spring Garden Township Manager  
Steve Hovis, Solicitor  
Robert McCoy, YAUFRC Chief  
John Woods, YAUFRC  
Jay VanPelt, YAUFRC  
Dan Hoff, YAUFRC  
Sandra Ratcliffe, YAUFRC  
Don Eckert, YAUFVFC  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

**A. Opening Ceremony**

1. Pledge of Allegiance

**SCHENCK** Chairman Bill Schenck called the regular meeting of the York Area United Fire and Rescue Commission to order and led the Pledge of Allegiance.

2. Swearing in Ceremony – Fire Fighter Kristopher Shearer

**MCCOY** Chief McCoy introduced Fire Fighter Kristopher Shearer, who had joined YAUFRC in March. He came to the department well recommended. Chief McCoy led Mr. Shearer in the Oath of Office.

**SHEARER** Fire Fighter Shearer introduced his wife and infant son, Parker.

**SCHENCK** Chairman Schenck and the Commission members welcomed him to YAUFRC.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that there had been no Executive Sessions since the last meeting, and none had been scheduled for this date.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis, Solicitor.

**HOVIS** Solicitor Hovis had provided the board with documentation concerning the pension plan. He reported that he, Chief McCoy, Manager Holman and Solicitor Rausch met with regard to several administrative steps that needed attention concerning the defined benefit plan. A summary of points follows:

- Appointing a pension board – to consist of seven members, 5 of which are duly-elected members of the governing body, and two Fire Fighters.
- Appointing a Chief Administrative Officer – Draft Resolution sets forth the Fire Chief as CAO.
- Appointment of a Secretary, potentially the Manager of the employer, the Commission Secretary or the YAUFR Fire Chief.
- Springettsbury Township Ordinance had established the pension plan fund; to be reviewed and discussed during July YAUFR Commission meeting.
- Pension Board has fiduciary duty and responsibility to identify a trust and trustee; currently Fulton Financial is completely responsible for investment of the funds.
- Quarterly meetings to be held following release of quarterly statements.

B. Robert McCoy, Fire Chief

**HUNT** Mr. Hunt asked about the status of the Emergency Management Coordinator.

**MCCOY** Chief McCoy responded that his paperwork was submitted for the Governor's approval.

**MCCOY** Chief McCoy requested clarification concerning items approved for purchase within the budget. A 1999 Explorer is to be replaced and was approved through the YAUFR capital reserves. He questioned whether there is a need to come back to the board for approval. The purchase will be made through COSTARS.

**HOVIS** Solicitor Hovis responded that, even though the purchase was approved in the budget, the actual purchase should be approved by the board.

**HUNT** Mr. Hunt questioned the CPAT practice sessions and what that involved.

**MCCOY** Chief McCoy responded that under the CPAT license they are given eight weeks to prepare, three practice opportunities followed by actual testing, which will take place the weekend of July 7 and July 8.

**HUNT** Mr. Hunt asked about the status of the regional staffing plan.

**MCCOY** Chief McCoy responded that they are creating a draft plan and reviewing the metro area as a whole with Manchester with consideration of York City. He planned to present that matter shortly.

**5. ACCOUNTS PAYABLE.**

A. Payable Listing as of May 31, 2012.

**MR. HUNT MOVED TO APPROVE THE PAYABLES AS SUBMITTED. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**7. COMMUNICATION FROM COMMISSIONERS**

**HUNT** Mr. Hunt suggested that a checklist be prepared for presentation to the City to restate YAUFRR's interest but to clarify that there are some requested items regarding financial information and legal opinion from their labor attorney needed in order to move forward.

**SCHENCK** Chairman Schenck commented that it would emphasize that the ball is in their court. He commented that one or two board members could collaborate and put that together.

**8. COMMITTEE REPORTS**

A. Volunteer Committee

**ECKERT** Don Eckert reported that the Community Appreciation Day had been well attended and was a great success. The career professionals did an excellent job of greeting the

community. Demonstrations had been held regarding demolition of a vehicle, use of the fire extinguisher and other items of interest. The community really appreciated the fact that their support of the fire company was recognized.

**SCHENCK** Chairman Schenck echoed Mr. Eckert's remarks concerning the open house and commented that the professionals did a fabulous job. He was very proud of all the activities.

**B. Building Committee**

**ECKERT** Don Eckert reported that a basic floor plan was established and the planning is in all phases of engineering. Supporting documentation will be created in order to go out for bid.

**9. RESOLUTIONS AND AGREEMENTS**

**A. Resolution 2012-01 Authorizing Application to the Pennsylvania Municipal Assistance Program**

**MCCOY** Chief McCoy reported that Manchester Township will sponsor a grant application with DCED through the Municipal Assistance Program. This will be a more in-depth review of the actual operation of a consolidated joint department. It is a 50% match and YAUFR would receive \$14,000. Manchester Township approved its Resolution and Chief McCoy recommended the board adopt a Resolution as well.

**HUNT** Mr. Hunt commented that Vijay Kapour will be handling the project.

**MR. HUNT MOVED TO APPROVE THE RESOLUTION 2012-01. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**10. ACTION ON MINUTES**

**A. Approval of Minutes: May 15, 2012 – Fire Commission Meeting**

**FULLMER** Mr. Fullmer mentioned an item in the May minutes regarding having YAUFR's board recommend the International Building Code. More information was to be provided.

**MCCOY** Chief McCoy responded that he had mentioned the item in his report and planned to present the subject in July. They are still gathering information.

**MR. BISHOP MOVED TO APPROVE THE MINUTES AS SUBMITTED. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

A. Administrative Position Update

**MCCOY** Chief McCoy provided an update on progress of the search for individuals for the administrative position. They have participated in a conference call with Avanta's CFO Solutions, as well as their original meeting with Stambaugh Ness. The search for independent individuals was fairly extensive but had not produced much result. He requested the board provide names of individuals to contact. Additional information is summarized:

- A draft job description had been written based on Finance/Finance HR.
- Stambaugh Ness provided approximate cost figures based on an estimated hours and the position(s).
- Quickbooks versus MUNIS system, accounting software systems are under consideration.

**12. NEW BUSINESS**

A. Approval – 2013 YAUFRR Budget Workshops and Joint Presentation

**SCHENCK** Chairman Schenck reported that Chief McCoy had provided a suggested schedule for the 2013 Budget Workshops. The public meetings would be August 10 and August 14, followed by a public review of a proposed final budget on August 21 with the required joint meeting of the municipalities on September 18, 2012.

**MR. HUNT MOVED TO AUTHORIZE ADVERTISEMENT OF THE WORKSHOP AND JOINT MEETING DATES. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

B. Acknowledge Receipt of 2011 Audit Report

**SCHENCK** Chairman Schenck commented that the audit report had been received and the board needed to acknowledge the receipt for the record.

**MCCOY** Chief McCoy stated that it was a great audit. YAUFRR continues to move in the right direction.

**MS. ZORTMAN MOVED TO ACKNOWLEDGE RECEIPT OF THE 2011 AUDIT REPORT.  
MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**C. Approval – Labor Agreement Amendments**

**SCHENCK** Chairman Schenck noted two amendments to the labor union contract. Chief McCoy had worked through the issues with President Scott Little and the union board. One issue strikes the provision for backfilling time sheets, and the other dealt with union meetings.

**MCCOY** Chief McCoy reported that one change involved language concerning the Battalion Chief position and how that would be replaced, and secondly with regard to the local union meetings where the contract read they have 120 hours at the National Convention. Normally the President likes to take two or three people, and how they use the hours does not matter. The language should read, “the President and/or his designees”... to be limited by the hours. He stated that the changes were relatively minor.

**FULLMER** Mr. Fullmer posed a question concerning the opening up of a contract to change language. He cautioned not to change anything unless it would be during contract negotiations to make those necessary changes; however, not while the contract is still in effect.

**SCHENCK** Chairman Schenck indicated that the union and the Chief already had indicated agreement for these two items. The board could certainly approve or not approve it; however, the message should be sent strongly that the board does not like to open the contract while it is in effect.

**MR. HUNT MOVED TO APPROVE THE TWO MOU’S PRESENTED. MR. BISHOP WAS SECOND. MESSRS HUNT, BISHOP, SCHENCK AND ZORTMAN VOTED YES. MR. FULLMER VOTED NO. MOTION CARRIED 4/1.**

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck adjourned the meeting at 7:45 p.m.

Respectfully submitted,

(Signature on file at YAUFRR Headquarters)

John Fullmer

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Secretary  
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