

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

**JUNE 19.2018
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, June 19, 2018 at 7:00 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Kathleen Phan, Vice Chairman
Dan Rooney, Secretary
George Dvoryak, Treasurer, Springettsbury Township
Cara Beth Zortman, Spring Garden Township
Dave Brosend, Manchester Township

MEMBERS NOT

IN ATTENDANCE: Lisa Wingert, Manchester Township

ALSO IN

ATTENDANCE: Dan Hoff, YAUFR Chief
Steve Hovis, Solicitor
Jay VanPelt, YAUFR
John Woods, YAUFR
Matt Arnold, YAUFR
Chaplain McClinton
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Chairman Hunt called the meeting to order, welcomed the attendees and led the Pledge of Allegiance.

2. Recognition

HOFF Chief Hoff provided a number of recognitions within the fire department.

The first recognition was provided by the Veterans of Foreign War Post, which requested recommendations for two employees for excellence in providing service to the community. Command Staff selected Firefighter Chad McCullough from the First Battalion. FF McCullough is a Veteran of the US Marine Corps. Unfortunately, he was not selected for the national award; however, he was presented with a Certificate of Recognition of exemplary service to humanity by administering emergency medical assistance. It is signed by the State Commander of the Veterans of Foreign War Post.

Command Staff selected Firefighter Celeste Jones from the Second Battalion, who also was not selected on the national level. However, she received a Certificate of Recognition as well.

VANPELT Battalion Chief Jay VanPelt presented Captain Kevin Krout and Firefighter Keith Prowell with a Certificate of Recognition for their role in a Clinical Save of a Cardiac Arrest patient in December 2017.

HOFF Chief Hoff presented Operational Valor Awards to the following firefighters: Captain Patrick Mooney, Firefighter Kevin Keough, Firefighter Lyle Cosner, Firefighter Richard Witten, Firefighter Matt Brown, Firefighter Chris Brehm, Firefighter Rick Godfrey, Firefighter Chris Mowry, Firefighter Matt Russ, Firefighter Ross Raber. Chief Hoff verbalized the very difficult firefight on March 21st at 127 North Broad Street in York. YAUFR was alerted to assist the York City Fire Department with a very challenging fire with changing conditions and ultimately a partial building collapse. The following day, March 22nd, York City crews were still operating at the scene when a second collapse occurred with firefighters trapped. YAUFR stations responded as part of the MAYDAY call and YAUFR crews worked with and around York City Fire Department personnel to give their fellow firefighters the best chance of survival. Unfortunately, it did not end well. For their efforts in an extremely dangerous and deteriorating environment, with very little regard for their own personal safety, Chief Hoff proudly, for the first time in YAUFR history, presented the Operational Valor Awards to each firefighter.

Chief Hoff added that Battalion Chief Woods recommended these members of this group for the recognition of their selfless service. However, when they were made aware of this presentation, this crew of men made it perfectly clear that their Battalion Chief was leading from the front, as he always has, and he was just as deserving of this Citation as the rest were. The final Valor Presentation this evening was presented to Battalion Chief Woods.

Chief Hoff noted that each of these individuals, regardless of their actual role, placed themselves in a precarious position that was indeed an IDLH environment, an Immediately Dangerous to Life and Health situation. They assisted in the extrication of fellow firefighters in the post collapse rubble, and their efforts and their bravery and their commitment exemplified the best of the Fire Service and the best of YAUFR. Chief Hoff stated that YAUFR is proud to have them on the team.

HUNT Chairman Hunt stated that Chief Hoff has an extraordinary crew, and a lot of great individuals make a great team.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments

12. A. 2017 Audit Report - Krista Gardner – Stambaugh Ness, PC

HUNT Chairman Hunt moved the Audit Report forward on the Agenda and invited Krista Gardner to present her summary.

GARDNER Ms. Gardner provided a detailed review of the Financial Statements draft, as well as a review of the Auditor's responsibility document. She reported that the finances of YAUFR are in good order with an unmodified or clean opinion. She noted levels of deficiencies, mostly in material weaknesses relating to the reliance of the Commission on the auditing firm to assist in preparation of the financial statements. She added that this is very common in government and nonprofits. Finalization of the Audit will be forthcoming.

HUNT Chairman Hunt thanked her and commented it was one of the best Audits the Commission had received.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis reported that Spring Garden advertised the Alarm Ordinance. However, he was not certain about Springettsbury and Manchester.

HOFF Chief Hoff reported that Manchester is the only one remaining, and he thought they were planning approval for advertisement at their next meeting.

HUNT Chairman Hunt questioned how many households are connected to the system.

HOFF Chief Hoff responded that they did not have the numbers because it is currently first reported to the Police Department and then the information comes to YAUFR. Lori had been assigned to go through the Registration Forms in order to get a solid number.

HUNT Chairman Hunt asked for a number in the order of magnitude.

HOVIS Solicitor Hovis responded that it was probably somewhere around the 500 number that had been reported.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff reported that during the July meeting there are three new employees, as well as a new part-time Battalion Chief to be sworn in.

HOFF Chief Hoff reported that there had been some leadership training for the Captains and Battalion Chiefs during 2017 done by Mike McGough, a retired professor from York College. He contacted us with a request for YAUFR to participate in some of the programs he does for team building and emergency management for school districts. Last week, Chief Hoff and Captain Wolfgang assisted in presenting the program to administrators from Northern York School District,

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Upper Adams School District and Red Lion School District Officials. It was well received and a great way for people outside the three townships we serve to learn about YAUFR.

HUNT Chairman Hunt commented on the current trifold pamphlet with a comment that it could be updated.

HOFF Chief Hoff responded that the pamphlet is being revised with several things that need updated.

PHAN Ms. Phan questioned the status of the Emergency Management Agency and getting together with the Township Managers for coordination.

HOFF Chief Hoff responded that he and Chief Madzellan met with the Township Managers the beginning of last week for about an and a half, for a brainstorming session about how to move forward with speaking to each individual township. A next step will include one-on-one meetings with each township for the Manager and staff members that would be involved with EOC. Chief Madzellan is attempting to schedule a time that fits all three townships where everyone can sit down and talk with the Manager, the Police Chief, Director of Public Works and Finance Director. They are hoping to complete that in July.

PHAN Ms. Phan thanked him for the update.

ROONEY Mr. Rooney questioned whether they were scheduled for the 25th, and whether Grantley was okay with that date.

HOFF Chief Hoff confirmed that they were okay with the date.

ROONEY Mr. Rooney asked whether Mr. Hunt would be included.

HOFF Chief Hoff responded that Mr. Hunt, Mr. Warman, and Mr. Rooney were included and Grantley representatives.

HUNT Chairman Hunt questioned whether the meeting would be held at YAUFR headquarters.

HOFF Chief Hoff responded that he was correct.

5. ACCOUNTS PAYABLE

A. Payable Listing as of May 31, 2018

MS. ZORTMAN MOVED FOR APPROVAL OF PAYABLE LISTING AS OF MAY 31, 2018. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HUNT Chairman Hunt asked Mr. Dvoryak, as Treasurer, for a banking update.

DVORYAK Mr. Dvoryak responded that it was going well, and the process was working.

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PHAN Ms. Phan added that she was really glad they fixed the website with the password issue too.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

HUNT Chairman Hunt reported that Tom Warman, Spring Garden Township, contacted him to discuss Grantley Fire. They are getting together on Monday, the 25th. It would be Mr. Rooney, himself and Joe Myers.

HOFF Chief Hoff added that Paul Grubbs and John Dommel would attend as well.

HUNT Chairman Hunt stated that the purpose of the meeting is to share all the work that has been done and brainstorm how to move forward. Tom Warman is eager to take up the mantle.

8. COMMITTEE REPORTS

A. Volunteer Committee

MYERS Joe Myers reported that they had a meeting in April, which he thought had been productive. They discussed pros and cons. The next meeting will be in July, and they are going to begin tackling some of those pros and cons in order to bring the organizations together. They have a list of items to begin to address.

HOFF Chief Hoff added an item regarding the Fire Police. One of the items that came out of that meeting in April was the feeling that a first step towards cooperation was probably the Fire Police because they're active in all three townships. Just before the start of the meeting tonight, the finalized new Fire Police Policy went out department-wide. All three Chiefs of Police from the municipalities have approved them and thought they looked great. There finally is a policy in place where our Fire Police Volunteers are all operating under the same game plan.

PHAN Ms. Phan commented that was awesome.

HOFF Chief Hoff noted it is the same philosophy and they are operating as one group of multiple officers to make sure there is command and control over all the operations.

HUNT Chairman Hunt questioned whether each individual is certified or sanctioned to operate in all three Municipalities.

HOFF Chief Hoff responded that yes, they are all approved.

PHAN Ms. Phan noted that they have to pass all the classes.

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HOFF Chief Hoff noted that it has been a long time coming. Chief Arnold had been meeting with police representatives and Fire Police Representatives over several months. They are very happy to be able to issue it.

PHAN Ms. Phan gave a shout out for the Springettsbury Volunteer Fire Company Open House June 30 from 10 a.m. to 2 p.m. here at YAUFRR Headquarters.

HOFF Chief Hoff noted that they are planning an open house in Manchester Township sometime in October to reach the citizens in that area. That will be timely because it is coming on the heels of Alert Fire Company in Manchester sponsoring the County Fireman's Convention in August.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: May 15, 2018 – Fire Commission Meeting.

MS. PHAN MOVED TO APPROVE THE MINUTES OF MAY 15, 2018. MR. ROONEY WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

There was no Old Business.

12. NEW BUSINESS

A. 2017 Audit Report – Krista Gardner – Stambaugh Ness, PC

This item was reported earlier during the agenda.

B. Approval – 2019 YAUFRR Budget Workshops and Joint Presentations

HUNT Chairman Hunt opened the subject of 2019 YAUFRR Budget Workshops.

ROONEY Mr. Rooney provided several dates, the 13th, 20th and 27th from 8:00 a.m. to 10:00 a.m.

HOFF Chief Hoff noted one item to change the 27th to the 26th as he has a conflict. He added that one evening meeting is set aside to finalize everything prior to presenting it at a public meeting, which dates are the 15th or the 16th.

ZORTMAN Ms. Zortman indicated she could attend on the 16th. The regular meeting is the 21st.

HOFF Chief Hoff noted that the budget would be reviewed in the public meeting on the 21st.

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DVORYAK Mr. Dvoryak noted all the proposed dates work for him.

HUNT Chairman Hunt stated that it looked as though Thursday, August 16th at 7 p.m. is the best for the board. That meeting will be held in the YAUFR building.

HOVIS Solicitor Hovis noted the meetings will be advertised.

C. Discussion - Internship

HOFF Chief Hoff stated that YAUFR was approached by Sarah Crawford, a resident of Springettsbury Township. She is currently enrolled at Syracuse University as a Public Relations Major. She is looking to meet some requirements of her college program and asked about the possibility of helping us with some public relations things during the summer. She is not asking for any reimbursement. She has some special skills with different computer programs and she might help Lori with some things she was going to do anyway. It's timely, right before the Open House for the Volunteers. She can help with Social Media. Chief Hoff indicated he had discussed this with Solicitor Hovis, who suggested a job description or a task list be created for her to follow. Also having her in the building she should be covered by Workers Comp. He wanted the Commissioners to be aware of this although it will be a somewhat short-lived internship as she leaves for school the second or third week of August.

HUNT Chairman Hunt asked whether she might have an interest in the fire service.

HOFF Chief Hoff indicated he did not think so. She is friends with one of the volunteers for Alert Fire Company. He suggested she come talk to Chief. She graduated from Central in 2016 and will be heading into her Junior Year of college.

HUNT Chairman Hunt noted that smart interns are always a valuable resource.

ZORTMAN Ms. Zortman noted that both she and Mr. Rooney will be on vacation during July and will miss the meeting. She indicated she would try to speak to Mike to see if his calendar is available as alternate.

HOFF Chief Hoff noted that Mrs. Wingert is planning to be at the July meeting.

HUNT Chairman Hunt stated he would be present.

BROSEND Mr. Brosend indicated he would be present.

13. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Dan Rooney, Secretary