

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

**JUNE 20, 2017  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, June 20, 2017 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt, Vice Chairman  
Kathleen Phan  
Cara Beth Zortman  
Dave Brosend

**MEMBERS NOT**

**IN ATTENDANCE:** Eric Lehmayr  
Lisa Wingert

**ALSO IN**

**ATTENDANCE:** Dan Hoff, YAUFRR Chief  
Steve Hovis, Solicitor  
Matt Arnold, YAUFRR  
Jean Abreght, 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 since the last meeting, and none were planned for this date.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**SCHENCK** Chairman Schenck, with the board's consent, moved the 2016 Audit Report to this earlier position in the Agenda.

**12. NEW BUSINESS**

A. 2016 Audit Report – Krista Gardner – Stambaugh Ness, PC

**GARDNER** Krista Gardner presented the 2016 Audit Report. She had provided the board with a documented (draft) report and stated that, while the report was not yet final, the result of the audit is an unmodified or clean opinion. Highlights of her report follow:

- **Return of Excess Fund Balance** – Additional Statements of Cash Flows vs Net Change in Cash Equivalents provided showing end of year changes related to the Fund Balance.
- **Financial Statements** – Policy on Excess Fund Balance – 3 to 5% of next year Budget kept in unrestricted. Policy update or re-wording of what the actual formula is needs to be adjusted.
- **Fixed Assets** – Policy indicates an initial individual cost of more than \$5,000; suggested to review the Fixed Asset Listing and cleanup of old equipment. Potential to reduce the amount to \$2,500. Match the policy with Financial Statements.
- **Depreciation**- Consider wording change from Assets with an Initial Individual Cost to Initial Individual or in Aggregate Costs
- **Fund Policy** - Place wording in the policy “based on agreed upon formula.” Board to determine what the formula will look like for 2018.
- **Internal Control Matters** – Three levels of internal control deficiencies: Material Weakness – very common – Commission relies on Stambaugh Ness to assist in preparing full Financial Statements. Significant deficiency and a deficiency called “another matter.”

#### **4. MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis, Solicitor

**HOVIS** Solicitor Hovis stated he would provide information later in the Agenda.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff mentioned several items from his monthly report. They continue working on a Joint Project with VFIS. Solicitor Hovis provided legal language for a Waiver to protect our department with involvement in the Citizens Fire Academy. Additionally, he will make a presentation to the Board of Governors for the Fire School with regard to the proposal.

**PHAN** Ms. Phan asked Chief Hoff about the nasal NARCAN and whether the grant would be available every year.

**HOFF** Chief Hoff responded that it is an auto-renewing grant through York/Adams Drug and Alcohol Commission. He noted the ambulances carry it, but the fire trucks do not. Also, none of the apparatus in Manchester, including the ambulance, carries it. He noted the real push for that is the synthetics that are out there, and the number of emergencies that responders are being subjected to, they are absorbing

it through skin, etc. Priority #1 is making sure to have the tools to keep our people safe.

**PHAN** Ms. Phan asked about the status of a software system that had been discussed to provide information on how often the trucks went out, how long to respond, etc.

**HOFF** Chief Hoff responded that the Records Management System currently in use at this time is Fire Programs. What she was referring to was the Firehouse Software that had a dashboard. Our current system does not offer that capability.

**SCHENCK** Chairman Schenck commented that the board was told that at some point they would be able to log in ourselves and look at some of the reporting and data.

**HOFF** Chief Hoff asked Matt Arnold for input.

**ARNOLD** Matt Arnold responded that the system had all kinds of great bells and whistles. They discontinued Firehouse to Fire Programs, and obviously did not get that Dashboard product. However, there is the ability in Fire Programs, if there are certain reports or information that the board might want, they can be automated to be sent to you on a regular basis.

**PHAN** Ms. Phan indicated the reports would be important for the board members to see.

**SCHENCK** Chairman Schenck asked how many monthly reports currently are created that they are reviewing.

**HOFF** Chief Hoff indicated he pulls about six or seven reports.

**SCHENCK** Chairman Schenck suggested that he include those same six or seven in the next board packet.

**PHAN** Ms. Phan noted that she did not want to overwhelm anyone but she is interested in incidents and responses. The board members can take a look and determine which reports they want to continue to review.

**5. ACCOUNTS PAYABLE**

A. Payable Listings of May 31, 2017

**MR. HUNT MOVED FOR APPROVAL OF THE PAYABLE LISTING OF MAY 31, 2017. MS. PHAN 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

There was no Volunteer Committee report.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

A. Approval of Minutes: May 16, 2017 Fire Commission Meeting

**MS. PHAN MOVED FOR APPROVAL OF MINUTES OF MAY 16, 2017 MEETING.  
MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

A. Manchester Joinder Meeting – Update

**HOVIS** Solicitor Hovis reported that the working committee met with the purpose of making revisions to the Charter Agreement that could be forwarded to all the municipalities for consideration. They discussed all the points, such as the Funding Formula, the Budget, the exchanges, etc. A copy of the draft was submitted to the two Solicitors, Larry Young and Charles Rausch for their review. The governing bodies of those municipalities need to approve the draft. While the YAUFRR Commission board does not have a function in that, a consensus of this board is needed to move forward. Manchester requested that representatives of the board, Chief Hoff and Austin Hunt and him to attend the Manchester Board of Supervisors meeting on July 11, 2017 to respond to any questions they may have about the agreement. Following that meeting the agreement will be adopted by each governing body by Intergovernmental Ordinance, which will need to be advertised. Manchester will join as a participating municipality on January 1, 2018; however, for budget purposes, according to this Charter Agreement, they will participate and approve the 2018 budget. That process will begin with a joint meeting of all the municipalities, followed by submission to each municipality for approval. He noted it is important that the municipalities get through this process during July and August in order to have approval in September.

**HUNT** Mr. Hunt questioned Mr. Brosend as to the timing of the Manchester meetings.

**BROSEND** Mr. Brosend responded that the meetings begin at 7:00 p.m.

**SCHENCK** Chairman Schenck questioned Solicitor Hovis whether the draft sent to the board had changed in any way.

**HOVIS** Solicitor Hovis responded that it had not. He had received some comments from Mr. Hunt with an observation. He observed that there are affiliation arrangements such as contracting for administrative services or agreements to train, etc. That is recognized as something to be defined and included in the authorization powers of the Commission.

**HUNT** Mr. Hunt commented that a draft document had been created. He noted if it was mentioned and defined in the Charter Agreement, then it also must exclude affiliate departments from other things throughout because they are not really participating.

**HOVIS** Solicitor Hovis indicated that could be done by definition.

**PHAN** Ms. Phan suggested it could be just a definition of the terminology. She did not think within the working committee that was understood.

**HOVIS** Solicitor Hovis noted it would be an item he would review. He thought that Chief Hoff could capture all of the relationships when it is defined.

**HOFF** Chief Hoff agreed. He also mentioned that there should be an identification of expenses.

**HOVIS** Solicitor Hovis added that Mr. Hunt raised an issue concerning that the extent that if the 2018 Budget cannot be adopted, then it reverts to the 2017 budget.

**SCHENCK** Chairman Schenck noted that the requested action of this board, is to recommend this draft copy be sent to the respected municipalities for their review and approval for adoption and revision.

**MS. ZORTMAN MOVED TO AUTHORIZE THE AMENDED CHARTER AGREEMENT TO BE DISTRIBUTED TO THE MUNICIPALITIES FOR COMMENT AND APPROVAL. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**SCHENCK** Chairman Schenck thanked all those who worked on it as it was appreciated.

**HOFF** Chief Hoff brought forward an additional item for consideration. He had reached out to the company that did the initial appraisal for YAUFRR back in 2007/08. They provided a quote of \$4,920 to appraise Manchester's assets. He had contacted a second appraisal company for an additional quote.

**HUNT** Mr. Hunt recalled that the initial appraisal was \$11,000.

**HOFF** Chief Hoff indicated he hadn't been able to find a figure. He found the appraisal. The new quote was close enough to the \$5,000 limit that he wanted to get an additional quote for comparison.

**HUNT** Mr. Hunt asked the philosophical question as to who should pay that, YAUFRR or Manchester.

- SCHENCK** Chairman Schenck suggested that the amount be divided per the Funding Formula as it is an investment that should be shared.
- HUNT** Mr. Hunt agreed.
- HOVIS** Solicitor Hovis stated it made sense.
- HOFF** Chief Hoff indicated he liked the idea of getting a second opinion just to compare the values.
- PHAN** Ms. Phan questioned whether they were the same people who did the initial assessment.
- HOFF** Chief Hoff responded that it was Industrial Appraisal Company of Pittsburgh.
- PHAN** Ms. Phan suggested that Chief Hoff ask them how much they had charged for the initial appraisal.
- HOFF** Chief Hoff commented that what they're doing is what they call a desktop assessment. They won't be doing any driving to look at anything; just pulling out information.

**12. NEW BUSINESS**

**A. 2016 Audit Report – Krista Gardner – Stambaugh Ness, PC**

- SCHENCK** Chairman Schenck commented that the Audit Report had been reviewed earlier during the agenda. He added that he was very impressed and that YAUFR had made a good decision.
- HUNT** Mr. Hunt commented that he couldn't recall any similar presentation.
- PHAN** Ms. Phan absolutely agreed; 100 percent turnaround; engaging was the adjective to describe it.

**B. Approval - 2018 YAUFR Budget Workshops and Joint Presentations**

- HOFF** Chief Hoff stated that some dates were suggested in the board packets.
- PHAN** Ms. Phan noted that August 4<sup>th</sup> is the suggested board dates.
- HOFF** Chief Hoff commented that three dates will be advertised to allow for adjustments or corrections, if needed.

**MS. PHAN MOVED TO APPROVE THE 2018 YAUFR BUDGET WORKSHOPS AND JOINT COMMISSION BUDGET MEETING DATES. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

- SCHENCK** Chairman Schenck indicated last year there had been a last-minute tweak. He asked whether Chief Hoff had allowed for that.

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**HOFF** Chief Hoff responded that they will be using Krista Gardner, as well as the QuickBooks. They can get a true 12-month snapshot of expenses instead of the six-month estimation that they had traditionally relied upon.

**SCHENCK** Chairman Schenck stated that, as a Commissioner, he encouraged Chief to be ready, and it sounded as though everything is in place.

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck adjourned the meeting at 8:25 p.m.

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

Eric Lehmayr  
Secretary

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