

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

**JUNE 21, 2016
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, June 21, 2016 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Vice Chairman
John Fullmer
Cara Beth Zortman
Eric Lehmayr

MEMBERS NOT

IN ATTENDANCE: Kathleen Phan
Bill Schenck, Chairman
Mark Swomley

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Steve Hovis, Solicitor
Sandy Ratcliffe, YAUFRR
Matthew Arnold, YAUFRR
Jay Van Pelt, YAUFRR
John Woods, YAUFRR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Vice Chairman Austin Hunt called the meeting to order. He thanked everyone for coming and led the Pledge of Allegiance.

2. Swearing In Ceremony

HUNT Mr. Hunt stated that the board was privileged and honored to swear in some new Firefighters. The ceremony began with Dan Hoff. He provided his fire service background and education. He led Dan Hoff in the Oath of Office as the new Fire Chief.

HOFF Chief Hoff recognized a number of his family members in the audience, as well as Chief Hamilton from York City. He thanked them for coming out and supporting this very special event. He called for Matt Arnold and his wife to come forward. He noted that the fire service was fortunate to have Matt, who had interviewed in a very close competition for the position of Battalion Chief. He had consistently done an excellent job.

HUNT Mr. Hunt led Matt Arnold in the Oath of Office of Battalion Chief.

HOFF Chief Hoff introduced Kevin Krout and his family and noted that he had become Chief Hoff's go-to man for projects and had done an excellent job. He reported that Kevin is an Air Force Veteran who had served two tours in Operation Desert Storm, one in Saudi Arabia, one in Kuwait. Chief Hoff indicated YAUFRR is proud to promote him this date.

HUNT Mr. Hunt provided the Oath of Office of Captain.

HOFF Chief Hoff called Probationary Firefighter Michael Rhoads and wife Nicole forward and noted that he had been working for the fire department for the past three years as a part-time Firefighter and had done an excellent job. Michael excels in what he does and they are proud to have him an official Full-Time Firefighter.

HUNT Mr. Hunt provided the Oath of Office of Full-Time Firefighter.

HOFF Chief Hoff called Probationary Firefighter Nicholas Willcox and his wife Courtney forward noting that YAUFRR hired him in July of 2015. He had come with extensive fire service experience. Chief Hoff looked forward to great things for him as he becomes a Full Time Firefighter.

HUNT Mr. Hunt provided the Oath of Office of Full-Time Firefighter.

HOFF Chief Hoff recognized the three Battalion Chiefs, who handle the day-to-day operations. He stated to all those in uniform, that those present this date for this occasion, and the relationships formed, truly define brotherhood. They take care of each other and assist wherever it is needed. For the last eight years they have been his work family. He stated how much he appreciated everything they do.

HUNT Mr. Hunt indicated that there would be a short break for pictures and that the board would reconvene at 7:30 p.m.

Meeting recessed at 7:15; reconvened at 7:30.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Mr. Hunt announced that no Executive Sessions had been held since the last meeting; however, an Executive Session was scheduled for this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis indicated he had nothing to report.

B. Daniel Hoff, Fire Chief

- HOFF** Chief Hoff noted he had one item for approval for the use of Fire Police.
- HUNT** Mr. Hunt indicated that would be handled under New Business as an action item.
- HOFF** Chief Hoff questioned whether anyone had feedback on the structure of the Chief's report that should be changed.
- HUNT** Mr. Hunt noted that when he and Mr. Schenck met with Chief Hoff, they had encouraged him to start fresh and clean up some things that had been hanging on the Chief's report. He commented that Chief Hoff would develop his own style; however, any feedback on content as to the board's interests or non-interest would be appreciated. He personally thought it looked good.
- LEHMAYER** Mr. Lehmayer stated that he thought it was getting cleaned up.
- HOFF** Chief Hoff hesitated on some items; however, he planned to develop the report over another month or two.
- HUNT** Mr. Hunt stated that he did want to emphasize to Chief Hoff that updates on the Strategic Plan are imperative. He asked about the status.
- HOFF** Chief Hoff had indicated that was an action item in his report. He will need another month to get his hands around it. Former Chief McCoy had forwarded his work sheets and everything he had done. They will need to be updated. Chief Hoff had begun to work on it, but had not had sufficient time to report the status.
- HUNT** Mr. Hunt stated that he intended to be "kind of a jerk" about it.
- LEHMAYER** Mr. Lehmayer stated that there had been a lot of time spent on putting that together, and he was certain that there are priorities within that Strategic Plan that should be focused on first.
- HUNT** Mr. Hunt added that each one of the Commissioners has several points they personally find important.
- HOFF** Chief Hoff responded that he completely agreed and that good money was spent in having the experts' recommendations.
- HUNT** Mr. Hunt thanked him for a good first report.

5. ACCOUNTS PAYABLE

- A. Payable Listing as of May 31, 2016

MR. FULLMER MOVED TO APPROVE THE PAYABLE LISTING AS OF MAY 31, 2016. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

There were no Commissioner comments.

8. COMMITTEE REPORTS

A. Volunteer Committee

HOFF Chief Hoff reported in the absence of Don Eckert. He had discussed the shed project with Mr. Eckert, and it is in the development stage. Chief Hoff had explained to him that there has to be some headway with it as there is money from the State Fire Commission Grant Program allocated for the project. Mr. Eckert understood that.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: May 1, 2016 Fire Commission Meeting

MS. ZORTMAN MOVED TO APPROVE THE MINUTES AS SUBMITTED. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Update – Stambaugh Ness

HOFF Chief Hoff reported that Lisa Einsig has some concerns with timing and training. There were several emails with Rick Hogentogler and Krista Gardner, and everything is ready to go for the turnover on July 1st for the first check run July 8th. Lisa is working this weekend and next weekend to make sure that all the IT work is done.

HUNT Mr. Hunt questioned whether all the non-computer issues had been finalized.

HOFF Chief Hoff indicated that one of the big questions is whether or not the spare printer is capable of printing the checks. That will be determined over the weekend.

HUNT Mr. Hunt added that one of the absolute deadlines is preparation through Paytime.

12. NEW BUSINESS

A. Approval – Appointment Change – Assistant Secretary/Pension Secretary – Chief Daniel Hoff

HOVIS Solicitor Hovis stated that there must be documentation regarding the appointment making Former Chief McCoy Assistant Secretary. He would prefer

reviewing that documentation and meeting with Chief Hoff prior to the July meeting. At that time it will come back before the board.

B. Approval – Bank Change – BB&T/FNB Accounts

HUNT Mr. Hunt asked Ms. Ratcliffe to update the board on bank account changes.

RATCLIFFE Ms. Ratcliffe reported that she had been reviewing making changes in the use of different banks. She stated that BB&T's money market account has an extremely good interest rate, which will end on July 15. Amounts of the funds invested were \$3,000 and \$10,000 in the Money Market account. Because that interest rate was so good, some of the funds were placed in that account. She noted that York Traditions Bank has the same interest rate as BB&T, and pending board approval, all the funds will be placed in York Traditions Bank.

HOFF Chief Hoff stated that with board approval Lisa has everything ready to transfer for a seamless check run.

FULLMER Mr. Fullmer added that the timing is right with the use of QuickBooks and setting it up with the banks makes sense. Mr. Fullmer noted that he and Ms. Ratcliffe had been approving the check run before any funds were disbursed. The Accounts Payable check run will be emailed to him and to Mr. Schenck for the entire board to approve at the monthly meeting.

MR. FULLMER MOVED TO INITIATE SWITCHING OVER THE ACCOUNTS FROM BB&T TO YORK TRADITIONS. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

C. Approval – Fire Prevention/Training Cash Account

HOFF Chief Hoff reported that over past years of history Springettsbury always had a Fire Safety House, which was a shared resource for which Manchester Township Fire Company contributed annually to the cost and upkeep in a separate fund. At the end of April, YAUFRR received a check from Manchester as they cleared out that account and sent to YAUFRR owner. No money had been deposited into it for several years but it is dedicated solely to the cost and upkeep. He indicated it is approximately \$6,000, and there is likely some upkeep that does need done. He did not want to see the money comingled in General Funds in the event it might be sold as it would be separated among the shared departments.

Consensus was to account it as separate funds but not to open additional bank accounts.

D. Approval - 2017 YAUFRR Budget Workshops and Joint Presentations

HUNT Mr. Hunt stated that there are suggested dates for the budget workshops. The first four or five include Chief Hoff, Ms. Ratcliffe and Mr. Fullmer. Following that there are two or three for full board participation.

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HOVIS Solicitor Hovis stated that the dates for the full board will be advertised: August 2, August 5 and August 11 and a Joint Meeting in September.

MR. FULLMER MOVED TO ACCEPT THE WORKSHOP DATES. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

E. Approval – Fire Police at Leg Up Farms – 6/25/16

MS. ZORTMAN MOVED TO APPROVE USE OF FIRE POLICE AT LEG UP FARMS ON JUNE 25, 2016. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

The board recessed at 7:55 p.m. for an Executive Session and reconvened at 8:12 p.m.

HUNT Vice Chairman Hunt adjourned the YAUFRR Commission meeting at 8:20 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

John Fullmer
Secretary

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