

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

**JULY 18, 2017
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, July 18, 2017 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Kathleen Phan
Mike Thomas
Lisa Wingert
Dave Brosend

MEMBERS NOT

IN ATTENDANCE: Austin Hunt, Vice Chairman
Eric Lehmayr, Secretary/Treasurer
Cara Beth Zortman

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Sarah Doyle, Solicitor
John Woods, YAUFRR
Jay VanPelt, YAUFRR
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. He led the Pledge of Allegiance. Chairman Schenck announced that a Quorum was present.

2. Swearing in Ceremony

SCHENCK Chairman Schenck introduced the Swearing in Ceremony.

HOFF Chief Hoff explained the very extensive process used for making a selection for the Captain position. They were very proud of all 12 candidates who entered and completed the process. He introduced Captain Patrick Mooney, who received the promotion. Captain Mooney introduced his family and friends who came to support him.

SCHENCK Chairman Schenck provided the Oath of Office.

HOFF Chief Hoff asked Patrick's Father, Jim Mooney, to pin the Captain's badge on his son. Chief Hoff then presented him with his promotion bar.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

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

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

DOYLE Attorney Sarah Doyle, representing Steve Hovis, indicated there was nothing to report.

HOFF Chief Hoff asked whether Solicitor Hovis had any feedback on the alarm ordinance from the other Solicitors.

DOYLE Attorney Doyle responded that it had been circulated but he had not sent a report with her for the Commission.

HOFF Chief Hoff expressed the hope that there would be something available by the August meeting.

B. Daniel Hoff, Fire Chief

SCHENCK Chairman Schenck stated he really appreciated the thoroughness of Chief Hoff's report.

HOFF Chief Hoff noted that a revised version had been sent and he wanted to make sure everyone saw that. There were a few meetings that were missed and Ms. Wenger pointed out a wrong month listed for some things. He wanted the report to be as correct as it could be.

WINGERT Ms. Wingert noted that she does read the reports.

SCHENCK Chairman Schenck stated a suggestion had been made for Chief Hoff to send the Commission the reports normally run for their review. He indicated he found the reports interesting. He noted that Box Area 89-104 was probably out of this station. He thought the information about Mutual Aid indicated it is fairly well distributed. He asked that the board members report back if they want the reports to include this information or not.

PHAN Ms. Phan stated that she liked the report and found it very valuable. Some of the information she didn't understand but it was information she didn't have before.

HOFF Chief Hoff offered additional information if there was anything that he had not provided.

PHAN Ms. Phan asked whether he would have a cheat sheet or map of all the boxes.

HOFF Chief Hoff responded that he had requested an updated map, and when he has them he will distribute them if it helps Ms. Phan to understand geographically.

PHAN Ms. Phan expressed interest in having a little cheat sheet.

5. ACCOUNTS PAYABLE

A. Payable Listing as of June 30, 2017

MS. PHAN MOVED TO APPROVE PAYABLE LISTING OF JUNE 30, 2017. MR. THOMAS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

HOFF Chief Hoff stated that he had the quote for the appraisal of Manchester assets.

SCHENCK Chairman Schenck responded that Chief Hoff had reported he received two quotes for the appraisal, and the firm used in the past was the best price. He wondered whether there would be any harm in proceeding with the appraisal.

PHAN Ms. Phan noted that during the June meeting the Commission had agreed to move forward. However, if it is done now, everyone might not be comfortable with the quote in the next six or seven months.

HOFF Chief Hoff stated that, when they are given the go ahead, they will provide a two-week turnaround.

WINGERT Ms. Wingert noted if Springettsbury and Spring Garden approves the Charter Agreement, then it would come back to the Commission for approval. The appraisal could be done then.

SCHENCK Chairman Schenck noted that her suggestion made sense. He did not think there would be any risk timewise.

HOFF Chief Hoff agreed and stated that an on-site appraisal with Industrial Appraising would be included on next month's Agenda.

SCHENCK Chairman Schenck asked whether there is value to spending the extra \$500 to have them do an on-site appraisal.

HOFF Chief Hoff responded that the on-site appraisal would be better because some of the items, if there is no history on the expense it might be difficult for them to do a desktop appraisal. That was consistent with both quotes, and they both recommended the on-site appraisal.

7. COMMUNICATION FROM COMMISSIONERS

There were no comments from Commissioners.

8. COMMITTEE REPORTS

A. Volunteer Committee

There was no Volunteer Committee report.

9. RESOLUTIONS AND AGREEMENTS

A. 2017-02 – Chief Administrative Officer – Daniel Hoff

HOFF Chief Hoff reported that last year, after he had been appointed Chief in July, a Resolution was approved appointing him as the Chief Administrative Officer of the Pension Plan. However, that Resolution had wording in it that was only for the remainder of 2016. The intent was to include the Resolution with the others done in January; however, it was never done. Resolution 2017-02 will make it current. It will be included with the others next January.

MS. PHAN MOVED TO ADOPT RESOLUTION 2017-02 APPOINTING DAN HOFF CHIEF ADMINISTRATIVE OFFICER FOR THE PENSION PLAN. MR. THOMAS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. 2017-03 – Master Lease with Fulton Bank, N.A.

SCHENCK Chairman Schenck commented that Chief Hoff was advised the bank wanted a formal Resolution placed to support the vehicle lease.

MS. PHAN MOVED TO ADOPT RESOLUTION 2017-03 – MASTER LEASE WITH FULTON BANK, N.A. MR. THOMAS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

A. Approval of Minutes: June 20, 2017 – Fire Commission Meeting

MS. PHAN MOVED TO APPROVE MINUTES OF JUNE 20, 2017. MR. THOMAS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Update – Manchester Township Merger and Appraisal Quotes

WINGERT Ms. Wingert reported that Manchester board met on July 11, 2017. There were questions for Mr. Hunt. He was able to answer them very well and came very

prepared. She put a deadline as of last Friday, where anyone who had any extended questions that came up after the meeting, to get them to Chief Hoff.

HOFF Chief Hoff stated that questions actually went to Larry Young.

WINGERT Ms. Wingert noted that she understood he did have some questions from one individual.

HOFF Chief Hoff noted that according to an email he had seen that was the only response he had received.

WINGERT Ms. Wingert noted that she spoke with their manager, and some of the questions that pertained to the Charter Agreement probably cannot be changed.

SCHENCK Chairman Schenck indicated his impression was similar in that it is what the Agreement states. Some of the questions could be clarified, or more information could be provided. However, he did not sense there would be much effort put in to re-working the Agreement to satisfy the tone of some of the questions. The Agreement had not been presented to Springettsbury or Spring Garden.

PHAN Ms. Phan stated that they did not want to present it to the townships if there were major concerns.

WINGERT Ms. Wingert indicated that they will meet on August 8th, and she will recommend a vote, either yay or nay, in hopes of the support.

SCHENCK Chairman Schenck stated that he did not see any risk in keeping Spring Garden and Springettsbury management up to date on the latest draft version.

HOFF Chief Hoff commented that he had mentioned it at the Spring Garden meeting last week and at the Spring Garden staff meeting on Friday. He discussed it with Mr. Maust and asked him if it could be tentatively put on the agenda for their August meeting. He added he had kept both managers up to date.

SCHENCK Chairman Schenck noted that the Springettsbury meeting in August is the fourth Thursday.

WINGERT Ms. Wingert noted she would make sure that Manchester votes on it next month. That will allow the other townships to act. September 1st is the budget, and Manchester can participate in that part of it.

PHAN Ms. Phan noted that she agreed with Chairman Schenck to get the draft to the managers for review and preparation.

HOFF Chief Hoff responded that he would do so.

SCHENCK Chairman Schenck noted that questions need to be answered, and Solicitor Hovis had sent some emails to be answered.

B. Update – Fire Alarm Ordinance

This item had been handled earlier during the Agenda.

12. NEW BUSINESS

HOFF Chief Hoff noted that in order to complete the lease process, he needed approval to cut the first check from the Grant funds. Lisa could send an email.

PHAN Ms. Phan asked how many approvals he needed for the check, one or two.

HOFF Chief Hoff responded two.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 7:30 p.m.

Respectfully,

Signature on file at YAUFRR Headquarters

Eric Lehmayr
Secretary

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