

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

**JULY 19, 2011  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular meeting on Tuesday, July 19, 2011 at 7 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA.

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
John Fullmer  
Don Bishop  
Austin Hunt  
Tom Warman

**ALSO IN**

**ATTENDANCE:** Bob McCoy, YAUFRC Chief  
Dan Hoff, Battalion Chief  
Sandy Ratcliff, YAUFRC  
Brooke Say, Solicitor  
John Holman, Springettsbury Township Manager  
Don Eckert, YAUVFC  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

- A. Opening Ceremony
  - 1. Pledge of Allegiance

**SCHENCK** Chairman Schenck called the meeting to order at 7 p.m. He led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that an Executive Session was held prior to the last meeting to discuss a labor issue relating to a grievance. In addition, an Executive Session may be held this date.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

- A. Steve Hovis, Solicitor

**SAY** Attorney Brooke Say indicated that she had nothing to report in the absence of Solicitor Hovis.

- B. Robert McCoy, Fire Chief

**MCCOY** Chief McCoy stated he had nothing to add to his written report unless there were questions.

**5. ACCOUNTS PAYABLE**

- A. Payable Listing as of June 30, 2011

**MR. WARMAN MOVED TO APPROVE PAYABLE LISTING AS OF JUNE 30, 2011. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

- A. Funding Analysis Proposal – PFM Group

**MCCOY** Chief McCoy requested that item 6 A be moved to item 12 D.

**Consensus was to hold the item until later on the agenda.**

**7. COMMUNICATION FROM COMMISSIONERS**

**HUNT** Mr. Hunt asked whether there had been any addition conversation or emails about strategic thinking such as the workshop held tonight.

**SCHENCK** Chairman Schenck suggested that discussion be held until later on the Agenda.

**8. COMMITTEE REPORTS**

- A. Volunteer Committee  
B. Building Committee

**ECKERT** Mr. Eckert reported both good and bad news. First, the prospective buyer determined that the property at 3013 East Market Street was not of sufficient size for their intended purpose and they had discontinued their interest. Secondly, Mr. Eckert reported that he has another Letter of Intent with an additional meeting scheduled to secure a potential second Letter of Intent for the property. They are looking at some innovative ways to address the investors in that the fire company needs 12 to 18 months to lease the property, which would provide some return on investment. Mr. Eckert advised that the comprehensive report completed by Buchart-Horn concerning evaluation of the facility at 3013 East Market Street had been provided to the Commission for review. The fire company approved the content, and the entire report will be submitted to the Springettsbury Township Board of Supervisors. The report identified and supported many code deficiencies with the heating and air conditioning, as well as the site location with vehicular traffic, and the way the apparatus has to get into the facility.

**SCHENCK** Chairman Schenck thanked Mr. Eckert for his report.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

- A. Approval of Minutes: June 21, 2011 – Fire Commission Meeting

**MR. HUNT MOVED FOR APPROVAL OF THE JUNE 21, 2011 MINUTES AS SUBMITTED.  
MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

- A. Consultant Report for Station 89-1

**SCHENCK** Chairman Schenck acknowledged receipt of the report.

**12. NEW BUSINESS**

- A. Approval – Service Proposal  
B. Approval – Joint Emergency Management Services  
C. Discussion – YAUFRR Funding  
D. Funding Analysis Proposal – PFM Group

**Joint Emergency Management Services**

**MCCOY** Chief McCoy reported that Spring Garden Township had been using Rob Bissey as its Emergency Management Coordinator for over a year. Springettsbury Township has had a vacancy that has been covered by Lt. Trott. Discussion had been held within the YAUFRR Commission to use Mr. Bissey as a Joint Emergency Management Coordinator and bringing that in through YAUFRR. Should there be any funding required of that position, it could be shared by the municipalities through the already-established funding formula. Chief McCoy had discussed it with Manager Maust and Mr. Fullmer, and Spring Garden Township officials had no concerns. In addition, he met with Manager Holman and Rob Bissey for discussion. It remains an action item for the Springettsbury Township Board of Supervisors. YAUFRR should acknowledge or approve accepting the responsibility for the organization for both townships and then move forward with presenting it to Springettsbury, as well as whatever is necessary to complete for the state.

**WARMAN** Mr. Warman asked whether he would become a YAUFRR employee.

**MCCOY** Chief McCoy responded that Mr. Bissey had agreed to do this on a volunteer basis. By law, he would be an appointee of both townships but fall under the YAUFRR umbrella and YAUFRR would provide training and supplies, etc. Additionally, Chief McCoy, George Schwartz and Lt. Trott would become his deputies and assist him in the functional area of the townships.

**HUNT** Mr. Hunt asked whether there would be an opportunity for the township to have a Resolution adopting a YAUFRR appointee or whether current law demands that the townships appoint Rob Bissey.

**SAY** Attorney Say responded that it was her understanding with what was proposed was that each township has a Resolution approving him and then essentially YAUFR still remains subordinate to him in that role. Each township voices approval and it would be submitted to the state. They would approve the joint Resolution establishing him for both organizations and that is allowed according to statutes. Mr. Bissey will oversee the activity for the organization.

**HUNT** Mr. Hunt asked whether there would be any conflict in Pennsylvania law of having two joint townships using the same person.

**MCCOY** Chief McCoy stated that he was aware of several municipalities in York County in which a joint Resolution currently exists for shared emergency management.

**SAY** Attorney Say added that normally it would be handled through an inter-governmental cooperation agreement. Each municipality would adopt a Resolution.

**HUNT** Mr. Hunt asked whether there would be any opportunity to further model or formalize the regionalization idea.

**SAY** Attorney Say responded that the scenario that was resolved was for each municipality to have an EMC. She was not aware of the scenario he suggested.

**BISHOP** Mr. Bishop commented that he thought Mr. Hunt's suggestion was a good idea, but that it was important to know when the law doesn't fit the attempted action. He added that it would be important to try to do this the way it ought to be done.

**SAY** Attorney Say noted that the end result would be the same.

**MCCOY** Chief McCoy indicated that would be an item to approach the legislative representatives for some assistance at that level.

**SCHENCK** Chairman Schenck indicated that Chief McCoy suggested taking action to get the process moving.

**MCCOY** Chief McCoy stated that he would draft an agreement with the assistance of Stock & Leader.

**MR. BISHOP MOVED TO START THE PROCESS MOVING BY DIRECTING CHIEF MCCOY TO CREATE A DRAFT AGREEMENT OUTLINING THE RESPONSIBILITIES OF BOTH SPRINGGETTSBURY AND SPRING GARDEN TOWNSHIPS AND YAUFR WITH REGARD TO THE JOINT EMERGENCY MANAGEMENT COORDINATOR POSITION. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**Approval – Service Proposal**

**SCHENCK** Chairman Schenck noted that Chief McCoy was approached by North York Borough to

submit a sealed bid proposal to provide fire services. A lengthy discussion took place for which a brief summary is provided.

- Questioned whether a sealed bid proposal should be discussed in Executive Session. York City will provide a proposal as well. No major concern expressed regarding competitive bidding.
- Timing of YAUFRR's proposal was delayed until Monday, July 25, 2011.
- Method of requesting sealed bid unusual in the establishment of a relationship. Normal sealed bids require an RFP, advertisement, Scope of Work, etc.
- Chief McCoy had presented the Commission with documentation showing different options. Commission discussed each option, pro and con and determined the documentation provided valuable information that could be adapted for other areas, and in addition, how to deal with contracted services versus an actual merger.
- From a regional metro perspective addressing overlapping coverage for North York is a first step toward consolidation.
- Consensus of the Commission was to add a reference to Option 3 for the fee for services plus the cost of the YAUFRR employee.
- Full service delivery to North York is quoted at \$55,500 in Option 4.
- An additional point to be made in a cover letter that North York maintains its volunteer fire company and that YAUFRR encourages and supports volunteers wherever possible.

**SCHENCK** Chairman Schenck asked Chief McCoy to email his final version of the proposal to the Commission members, and if any member had any edits to submit them to Chief McCoy quickly.

**MR. WARMAN MOVED TO SUBMIT THE PROPOSAL TO NORTH YORK BOROUGH WITH THE PROPOSED AMENDMENTS AND ADDITIONS. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**YAUFRR Funding**

**SCHENCK** Chairman Schenck stated that he had sent an email to the Commission members concerning Victory and next year's budget. He wanted to be sure everyone had received it and was asking for additional information.

**MCCOY** Chief McCoy noted that the subject will be discussed during the budget workshops.

**Funding Analysis Proposal – PFM Group**

**MCCOY** Chief McCoy provided a PowerPoint presentation which included a History, Funding Formulae, Charter Agreement, Current Events, Apportionment Formula, Issues, Manchester Township, Potential Merging Departments, a Proposal from Vijay Kapoor, Recommendations and Discussion.

The Commission held a lengthy discussion concerning the proposal, points which are summarized:

- Three main municipalities include Manchester, Spring Garden and Springettsbury, for which costs are comparable.

- Fixed costs for West York and North York would be carried regardless of call volume.
- Spring Garden's budget was larger than Springettsbury for a 24/7 fire department with 15 employees versus a larger population in Springettsbury with 17 employees.
- A county-wide service would be an assessed value and residents would have a portion of county property taxes paying for fire service. Level of service could be a factor.
- Scheduling work sessions for a half hour prior to regular meetings would not be productive. Suggest separate two to three-hour meetings for discussion.
- Standard to be established for municipalities in the region. Chief McCoy's presentation of options exercise will be of great assistance as YAUFRR grows.
- Question as to how Vijay Kapoor's proposal fits into the budget; consultant monies set aside in Professional Services for future projects.
- Vijay Kapoor's track record established during labor contract negotiations; made all the difference.
- Timeframe – No deadline set; additional investigation to be done regarding the Charter Agreement.

**MR. WARMAN MOVED TO ACCEPT THE PROPOSAL FROM PFM FOR \$22,925. MR. BISHOP WAS SECOND.**

**HUNT** Mr. Hunt questioned whether Mr. Kapoor had been given enough direction to fulfill what the Commission expected.

**BISHOP** Mr. Bishop suggested going through one more iteration to make the direction absolutely clear.

**MCCOY** Chief McCoy suggested setting up a conference call with Mr. Kapoor prior to the next Commission meeting for further discussion. He added that this proposal actually reviews the current existing formula and whether it's right or not and will strengthen YAUFRR's approach in dealing with other municipalities. He thought Mr. Kapoor was very clear on the requirements.

**MOTION UNANIMOUSLY CARRIED.**

**SCHENCK** Chairman Schenck noted his understanding that a conference call will be held as a type of kick off.

**MCCOY** Chief McCoy responded that he will schedule a conference call during August which will tighten up a deadline or timeframe. In addition, he wanted to discuss the assets as well.

**Emergency Management Services**

**MCCOY** Chief McCoy mentioned for clarification that additional/follow up work will be done with the state as far as whether it stays with the municipalities or can be through YAUFRR. The matter will be brought forward again in August under Old Business.

**SCHENCK** Chairman Schenck noted it was important to make it happen.

**MCCOY** Chief McCoy responded that it would not hold up the manager from dealing with the Springettsbury side of it.

**HOLMAN** Mr. Holman stated that he could word the Resolution so that it clearly states that he shall be a volunteer for YAUFRR and that the services will be provided through YAUFRR. In the future, the Resolution can be revised when the details are finalized.

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck adjourned the meeting at 8:15 p.m.

Respectfully submitted,

John Fullmer, Secretary

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