

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

**JULY 19, 2016
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, July 19, 2016 at 7 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Kathleen Phan
Eric Lehmayer

MEMBERS NOT

IN ATTENDANCE: Austin Hunt, Vice Chairman
John Fullmer
Cara Beth Zortman
Mark Swomley

ALSO IN

ATTENDANCE: Dan Hoff, YAUFR Chief
Steve Hovis, Solicitor
Sandy Ratcliffe, YAUFR
Matt Arnold, YAUFR
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. He advised that Austin Hunt, John Fullmer and Cara Beth Zortman would not be present. However, a Quorum was present with himself, Kathleen Phan and Eric Lehmayer as a voting member.

2. ANNOUNCEMENT OF EXECUTIVE ORDER

SCHENCK Chairman Schenck announced that there had been an Executive Session following the last meeting. None were anticipated for this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis stated he had nothing to report.

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B. Daniel Hoff, Fire Chief

HOFF Chief Hoff reported that he met with the union president this date, one on one, which was a first opportunity since becoming Chief. He reported it had been a really good meeting with a positive note. They are in the process of exchanging dates for initial negotiation sessions.

Chief Hoff reported that Chief McCoy's photo had been re-framed, re-matted and placed in its permanent position in the upstairs lobby.

Chief Hoff stated that the two representatives from Manchester Township are Chairperson Lisa Wingert and Mr. Dave Brosend.

SCHENCK Chairman Schenck questioned whether an invitation should be issued to Manchester Township representatives. In anticipation of the merger, at some point in the future and the fact that they are a contracted user of the service, he had discussed this representation with Solicitor Hovis. It was indicated that they might be made a non-voting representative, come to the meetings and participate in discussions. However, it may be necessary to modify the Charter Agreement.

HOVIS Solicitor Hovis responded that the Charter Agreement specifically breaks down the members of the Commission as to how many will be from Springettsbury and from Spring Garden, along with the Citizen-At-Large. If the intention is to call Manchester a member of the Commission, the Charter Agreement must be revised. Solicitor Hovis suggested that they be made non-voting members as liaisons with a seat at the table.

PHAN Ms. Phan agreed with his suggestion and added that it would encourage their getting involved and being a part of it.

HOFF Chief Hoff added that Larry Young mentioned such a non-voting relationship and it seemed that they would be fine with that initially.

SCHENCK Chairman Schenck indicated that they would be welcomed to a part of the conversation.

LEHMAYER Mr. Lehmayr indicated it was a very positive step and should move forward to put it into place.

MS. PHAN MOVED TO APPROVE THE PARTICIPATION OF TWO MANCHESTER TOWNSHIP LIAISONS AT FUTURE YAUFR COMMISSION MEETINGS AS NON-VOTING PARTICIPANTS AND NOT AS COMMISSION MEMBERS. MR. LEHMAYER WAS SECOND. MOTION UNANIMOUSLY CARRIED

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- PHAN** Ms. Phan posed a question for clarification as to whether it would be the same people each meeting.
- SCHENCK** Chairman Schenck noted that there would be value in consistency with the same individuals.
- LEHMAYER** Mr. Lehmayer added that they should be aware of the term of their non-voting seat and that it would be consistent for a year.
- SCHENCK** Chairman Schenck stated that it would be part of their meeting to make that as an annual appointment.
- HOVIS** Solicitor Hovis stated he would email Tim James and Larry Young and request them to formally appoint the liaisons for the remainder of 2016 with the expectation that there would be reappointment on an annual basis.
- SCHENCK** Chairman Schenck asked Chief Hoff to respond to a comment in his report concerning union representatives attending the Safety Meeting.
- HOFF** Chief Hoff responded that although no union Executive Officer or union Appointee attend the meetings, over half of the Safety Committee attendees are members of the bargaining unit, so they do have representation. Those who attend come to the meetings because they want to attend.
- HOVIS** Solicitor Hovis added that the Safety Committee had been created at the request of the insurance carrier in order to maintain certain insurance rates, and is an obligation under the insurance. He asked Chief Hoff whether there must be a committee created and specific people appointed.
- HOFF** Chief Hoff responded that it has to be a specific number of management representatives and a specific number of labor representatives.
- HOVIS** Solicitor Hovis asked whether the labor representative requirements are being met.
- HOFF** Chief Hoff responded that all requirements are met.
- PHAN** Ms. Phan questioned Chief Hoff about the EMS RFP that he was preparing.
- HOFF** Chief Hoff responded that he was just doing some research. He intended to create a draft for reference.
- SCHENCK** Chairman Schenck noted that it was really a Springettsbury matter.
- PHAN** Ms. Phan questioned whether he was creating the draft on his own initiative.

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HOFF Chief Hoff responded that he and Chief McCoy had started discussing that and he had included it during the transition. If there is no desire on the part of the Commission to be involved, he will eliminate it.

5. ACCOUNTS PAYABLE

A. Payable Listing as of June 30, 2016

MS. PHAN MOVED TO APPROVE PAYABLE LISTING AS OF JUNE 30, 2016. MR. LEHMAYER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

PHAN Ms. Phan apologized to all the Firefighters for missing the ceremonies. She was out of town and wanted to wish everyone congratulations. She added that everyone was doing a superb job including the new Chief. She also wanted to recognize that she had been hearing really great things about YAUFR and what is being done out in the community. She had Directors at WellSpan and other facilities, as well as her church say that YAUFR is touching the community. She wanted to thank everyone and issue her congratulations.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Don Eckert stated he had nothing to report.

SCHENCK Chairman Schenck noted that the Commission always is grateful for the work of the volunteer company for sure. He thanked them for being good hosts.

9. RESOLUTIONS AND AGREEMENTS

A. 2016-01 – Chief Administrative Officer – Daniel Hoff

MS. PHAN MOVED TO APPROVE RESOLUTION 2016-01 FOR CHIEF ADMINISTRATIVE OFFICER, DANIEL HOFF, EFFECTIVE JUNE 1, 2016. MR. LEHMAYER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HOVIS Solicitor Hovis noted that he revised the Resolution. He noted the effective date as of June 1, 2016.

B. 2016-02 – Pension Board Appointment

HOVIS Solicitor Hovis noted that Ms. Einsig had discovered that the prior appointment had been for a calendar year and may have been overlooked. This will be for the 2016 calendar year and will be part of the re-organization in January as a repeat Resolution.

MR. LEHMAYER MOVED TO APPROVE RESOLUTION 2016-02. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

A. Approval of Minutes: June 21, 2016 – Fire Commission Meeting

MR. LEHMAYER MOVED TO APPROVE MINUTES OF JUNE 21, 2016 YAUFR MEETING. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Update – Manchester Township Merger

HOFF Chief Hoff reported that the Manchester Township Merger continues to hinge on the arbitration ruling, which Pat Harvey does not see coming any time soon.

HOVIS Solicitor Hovis stated that he had discussed the issue with Tim James on July 14th, and he indicated that they are aware that is the case. They are waiting for the decision from the arbitrators and they are fine until that comes.

PHAN Ms. Phan asked about the status with Vijay Kapoor.

HOFF Chief Hoff responded that they had received an invoice from Vijay for the work that he had done to date. However, he is waiting to see the new salary numbers before he can take another step.

PHAN Ms. Phan wanted to be certain that he is only billing YAUFR for the work he had done and not billing while he is waiting for information.

HOFF Chief Hoff assured her that he is not.

B. Update – Stambaugh Ness

HOFF Chief Hoff reported that there is still some remaining training to take place by Stambaugh Ness with the Battalion Chiefs and himself as far as processing PO's. Ms. Einsig reported that everything was going well and there were no issues with the first payables. They coincided with the change in financial institutions.

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PHAN Ms. Phan questioned whether she liked it.

HOFF Chief Hoff responded that she is getting more familiar with it as it is quite a bit different. She has not reported any problems, just getting more familiarity.

12. NEW BUSINESS

There was no New Business for discussion.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

John Fullmer
Secretary

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