

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

**AUGUST 15, 2017  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, August 15, 2017 at 7:00 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402.

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt, Vice Chairman  
Eric Lehmayer, Secretary/Treasurer  
Cara Beth Zortman  
Dave Brosend

**MEMBERS NOT**

**IN ATTENDANCE:** Kathleen Phan  
Blanda Nace  
Mike Thomas  
Lisa Wingert

**ALSO IN**

**ATTENDANCE:** Dan Hoff, YAUFR Chief  
Steve Hovis, Solicitor  
John Woods, YAUFR  
Jay VanPelt, 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 at 7:15 p.m. and led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that no Executive Sessions had been held and none were planned for this date.

**3. COMMUNICATION FROM CITIZENS**

There was no Public Comment

**SCHENCK** Chairman Schenck stated that he had invited Krista Gardner of Stambaugh Ness to present a document for developing the budget moving forward to

systematically determine what the Fund Balance return would be to each township.

**GARDNER** Ms. Gardner had provided documentation of her presentation in the form of a spreadsheet. The purpose was to review the Unrestricted Fund Balance, which had become negative due to the pension liability in the last few years. The spreadsheet provided insight for the board toward the amount to be returned to the townships as of the end of the year. In addition, a detailed review of the financial impact of the addition of Manchester Township was discussed. Ms. Gardner was challenged to create a new spreadsheet based on the discussion during the meeting with a consistent formula to forecast tying the financial statement to the Fund Balance including all three municipalities.

#### **4. ATTORNEY REPORTS**

A. Steve Hovis, Solicitor

**HOVIS** Solicitor Hovis reported that the Solicitor for Manchester Township, Larry Young, notified him that Manchester had authorized the advertisement of the Ordinance for adoption for the Charter Agreement. In addition, Spring Garden Township so authorized the Ordinance as well. Springettsbury Township has an Agenda Item for its meeting August 24, 2017. Adoption is anticipated in September.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff had provided his monthly report and had no updates. He wanted to report that Mr. Lehmayr will be unavailable for check approvals for a period in September. Any member of the Commission can provide approvals.

**SCHENCK** Chairman Schenck questioned who was authorized to issue bank checks.

**LEHMAYER** Mr. Lehmayr indicated that Jamie at York Traditions would have that information. He added to make sure that the name and password is active for the other person.

**HOFF** Chief Hoff added that he would check with Lisa and Jamie.

#### **5. ACCOUNTS PAYABLE**

A. Payable Listing as of July 31, 2017

**MR. LEHMAYER MOVED TO APPROVE THE PAYABLE LISTING AS OF JULY 31, 2017. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

- A. Industrial Appraisal Company – Market Value Appraisal

**MR. LEHMAYER MOVED TO APPROVE INDUSTRIAL APPRAISAL COMPANY MARKET VALUE APPRAISAL ON-SITE VISIT. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**7. COMMUNICATION FROM COMMISSIONERS**

There were no Commissioner comments.

**8. COMMITTEE REPORTS**

- A. Volunteer Committee

**SCHENCK** Chairman Schenck reported that the volunteer fire company is contemplating building a storage building at the Commonwealth station in Pleasureville. No final decision has been made. They had previously planned to build on the YAUFR property.

**ZORTMAN** Ms. Zortman asked what the reason was for the move.

**SCHENCK** Chairman Schenck responded that a larger building can be built for the same dollars with a larger footprint.

**9. RESOLUTIONS AND AGREEMENTS**

- A. 2017-04 Volunteer Fire Company Recognition

**HOFF** Chief Hoff reported that recently a number of staff members took part in a training session related to line of duty deaths in the fire service. State Fire Commissioner Ed Mann suggested a Resolution to identify that the Volunteer Firefighters are capable and authorized to operate within the department. The YAUFR Charter Agreement specifically spells out the career element and the personnel that are covered in the event there ever is a tragedy it would be on file and not hold up public safety officer benefits. Solicitor Hovis had created the Resolution.

**MS. ZORTMAN MOVED TO APPROVE RESOLUTION NO. 2017-04 AUTHORIZING CERTAIN VOLUNTEER FIRE COMPANIES TO PROVIDE FIRE SERVICES WITHIN THE YORK AREA UNITED FIRE AND RESCUE SERVICE. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**10. ACTION ON MINUTES**

- A. Approval of Minutes: July 18, 2017 – Fire Commission Meeting

**MR. LEHMAYER MOVED TO APPROVE THE MINUTES OF THE JULY 18, 2017 YAUFR COMMISSION MEETING. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

A. Update – Alarm Ordinance

**HOVIS** Solicitor Hovis reported that the Alarm Ordinance is under review by the municipalities.

**12. NEW BUSINESS**

A. Acknowledgement – Minimum Municipal Obligation (MMO) Calculations for the YAUFR Pension Plans

**MR. HUNT MOVED TO ACKNOWLEDGE RECEIPT OF THE MMO CALCULATION FOR THE YAUFR PENSION PLANS. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

B. Discussion – 2018 Budget

**HOFF** Chief Hoff provided some highlights of the 2018 Budget.

**HOVIS** Solicitor Hovis mentioned that the Budget must be in a form that Chief Hoff can present at the Joint Meeting on September 19<sup>th</sup>.

**LEHMAYER** Mr. Lehmayer questioned whether the board will see the Budget in final format before the meeting.

**HOFF** Chief Hoff assured him that it will be provided. He stated that the Budget is proposed at \$5,297,937; just under \$5.3 million. He provided some highlights:

- Fire Administration – Total staffing of over 60 employees. Proposing a clerical position to assist Lisa Einsig.
- Uniforms/turnout gear – Increase of 10 sets due for replacement in compliance with NFPA mandate.
- Professional Services – Decreased with Communications; all stations now Comcast Business.
- Hydrant Services/Domestic water service – No increases anticipated.
- Fire Administration Costs – A quarter of a percent over last year.
- Emergency Management – 3 townships to include Nixle Communications Platform; providing alerting of events.
- Vehicle Maintenance – No increase anticipated; Ladder truck transfer case repair completed at \$7,500.

- Training and Development – Certification classes for personnel; driver operator; engine and aerial device; EMA professional level

**Capital Budget – Anticipate using State Fire Commissioner Grants**

- Replace 1995 Reserve engine - \$1.2 million in 2020
- Replace 2009 Expedition
- Replace Jeep
- Replace Gas Meters and SCBA's for Manchester

- HUNT** Mr. Hunt suggested having two 2018 Budget presentations; one for YAUFR and one for Manchester.
- SCHENCK** Chairman Schenck agreed that the presented budget should be as it is for YAUFR. The new budget can be finalized through October, November and December. However, a combined budget could be presented for illustration.
- HOVIS** Solicitor Hovis stated it would contemplate at the joint meeting that it would be approved once the Ordinance amending the Charter Agreement is adopted by all three municipalities.
- LEHMAYER** Mr. Lehmayer noted a contribution is expected from Spring Garden. He asked whether there would be an itemized invoice for that and whether it would be expected up front. He just wanted to be sure it is budgeted for Spring Garden.
- HOFF** Chief Hoff responded that traditionally he would come to the individual municipalities to request the contribution at the time of purchase.
- HUNT** Mr. Hunt noted that by accepting the budget the municipality expects the expense.
- HOFF** Chief Hoff noted that the final page shows a replacement schedule from 2018 to 2033.
- HUNT** Mr. Hunt commented that he was surprised to see Grant visibility out to 2032. He asked how the Grant process works.
- HOFF** Chief Hoff responded that the state grant process begins in September. By the end of the year they will know whether or not they will be getting money during the next year. He stated that the federal grant program is slightly more difficult in that they advise “no” very quickly; however, by staying in the system it could be a year and a half before actually being notified of the Grant.
- HUNT** Mr. Hunt asked about the volunteer grants.
- HOFF** Chief Hoff explained that each entity receives a grant application, including volunteer and career side.

C. Discussion – Results of Munici Bid Auction.

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

**AUGUST 15, 2017  
APPROVED**

**SCHENCK** Chairman Schenck stated that Chief Hoff had received Munici Bid offers as follows: The 1988 Grumman pumper highest bid was \$3,600. The 2006 Ford Expedition highest bid was \$7,100. Chief Hoff requested permission to sell the units at bid offer.

**MR. LEHMAYER MOVED FOR PERMISSION TO SELL THE GRUMMAN PUMPER FOR \$3,600 AND THE FORD EXPEDITION FOR \$7,100. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**HOFF** Chief Hoff commented that the Grumman engine is being donated to a small town in the Dominican Republic that has no motorized fire apparatus.

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck stated that the next meeting is to be held on Tuesday, September 19<sup>th</sup> at 6 p.m. He adjourned the meeting at 9 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

Eric Lehmayr  
Secretary

ja