

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

**AUGUST 16, 2016
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, August 16, 2016 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt, Vice Chairman
Eric Lehmayr
John Fullmer
Cara Beth Zortman
Dave Brosend, Manchester Township

MEMBERS NOT

IN ATTENDANCE: Kathleen Phan
Mark Swomley

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Steve Hovis, Solicitor
Sandy Ratcliffe, YAUFRR
Matt Arnold, YAUFRR
Greg Maust, Spring Garden Township Manager
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 welcomed Dave Brosend, Representative from Manchester Township. He noted that Lisa Wingert, also of Manchester Township, was unable to be present. Chairman Schenck stated that Kathleen Phan would not be present.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced there had been no Executive Sessions following the last meeting, and 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.

B. Daniel Hoff, Fire Chief

SCHENCK Chairman Schenck complimented Chief Hoff on the new format of his monthly report. It was much easier to read and very well done.

HOFF Chief Hoff reported that he had a meeting with Mayor Bracey, totally uneventful just a simple meet and greet since they had never met.

Chief Hoff reported that he and Lisa Einsig met with Barb Lindeman at the township with the purpose of getting the entire billing issue resolved. Ms. Lindeman needed to contact Andy Hinkle regarding MUNIS charges for the first half of the year for invoice charges. Following the result of that investigation they are in agreement with the charges. Ms. Lindeman located an agreement drawn up in January that had broken out HR. It showed a \$15,000 price, but that was before the decision made to get out of MUNIS. Only half a year of MUNIS was used.

RATCLIFFE Ms. Ratcliffe commented that the \$15,000 was for Financial Services and there was an additional charge for MUNIS and IT.

HOFF Chief Hoff added that year-to-date Ms. Ratcliffe's services are at about 13%, which is a little bit less than what was budgeted.

SCHENCK Chairman Schenck provided an explanation of the process. He stated that YAUFRR has had a Services Agreement with Springettsbury where Springettsbury had provided IT services, basically YAUFRR's finances ran on top of Springettsbury's system. Springettsbury provided finance assistance through Ms. Ratcliffe, who is a full-time employee of Springettsbury, along with some HR services which was approximately \$40,000. YAUFRR had been slowly peeling that back and bringing it in-house.

HUNT Mr. Hunt asked on what line item the charges would be shown.

RATCLIFFE Ms. Ratcliffe responded that the item was Contract Services.

HUNT Mr. Hunt noted that Contract Services for 2017 was budgeted at \$61,000.

HOFF Chief Hoff responded that there are a number of items within the category including Finances and IT for 2017 using Stambaugh Ness at approximately \$22,000.

5. ACCOUNTS PAYABLE

A. Payable Listing as of July 31, 2016

SCHENCK Chairman Schenck provided some background for the payables, which are managed through email notifications to John Fullmer, Chief Hoff and himself. As they come up through the month, they are approved; however, the payables are still approved during the meeting.

FULLMER Mr. Fullmer reported that the procedure had changed since the move to York Traditions Bank. Email is the only way to approve each check individually.

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

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

FULLMER Mr. Fullmer stated that he is planning to move to North Carolina. Depending upon the sale of his home here in York, the timing could be one month or six months. He indicated that the Commission needed to begin planning who will have the authority for the check signing with York Traditions as he is the Administrator and First Tier Authority for full access. Lisa Einsig has the Second Tier Access in order to input the payables. The individual should be a board member and would need to have access to a computer, and the process is fairly timely. He had discussed the matter with Mr. Lehmayr; however, at this time he is considered an Alternate.

HUNT Mr. Hunt noted that if he was moving then Mr. Lehmayr would become a full member of the board.

FULLMER Mr. Fullmer agreed and noted that there are a number of things that have to be in place before that could happen. Mr. Lehmayr indicated his willingness to do that, but it is a timing issue.

8. COMMITTEE REPORTS

A. Volunteer Reports

SCHENCK Chairman Schenck noted that Don Eckert was not present; however, he was aware the Fire Police had a very busy day. He reported that the Volunteer Fire Company continues to pursue a storage facility on this site that they will fund. In addition, Chief Hoff reported that they are organizing a Community Day here September 10th from 10 – 2 p.m.

HOFF Chief Hoff commented that Mr. Eckert has a meeting scheduled with Bob Kinsley to get moving on the storage facility.

SCHENCK Chairman Schenck reported that he had seen Don Eckert at Boardwalks by chance, and one of the plans for that Community Day was that the Volunteer Fire Company planned to provide hot dogs to help attract people. However, Don Shultz, who owns Boardwalks, will be supplying a number of pizzas in place of hot dogs.

HOFF Chief Hoff noted that he had done that free of charge for at least two or three years.

SCHENCK Chairman Schenck reminded everyone to thank Mr. Shultz.

HUNT Mr. Hunt asked whether YAUFRR would be able to have a sign out on Market Street.

SCHENCK Chairman Schenck noted that Springettsbury had discussed some type of a warning signal at the Market Street entrance.

HUNT Mr. Hunt indicated he was thinking more of a marketing sign. He added that PennDOT was probably talking about a blinking yellow light with a fire truck on it.

SCHENCK Chairman Schenck stated that there would have to be a property owner willing to have a sign on their property.

HOVIS Solicitor Hovis commented that it would be an off-site directional sign, which must be approved through Springettsbury's Zoning Ordinance.

HUNT Mr. Hunt noted that Grantley has a third tier indicator on the street sign.

SCHENCK Chairman Schenck stated that he would follow up with Springettsbury. He noted that Springettsbury had just recently adopted the street.

HUNT Mr. Hunt noted as more and more outside people are coming in for training, they need to know where YAUFRR is.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: July 19, 2016 Fire Commission Meeting

MR. FULLMER MOVED FOR APPROVAL OF THE JULY 19, 2016 MEETING. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

There was no Old Business.

12. NEW BUSINESS

- A. Acknowledgment – 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. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- B. Acknowledgement – Transfer Labor and Employment Files from Ballard Spahr LLP to Campbell, Durrant, Beatty, Palombo & Miller, PC

MR. FULLMER MOVED TO RATIFY THE TRANSFER OF LABOR AND EMPLOYMENT FILES. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- C. Discussion – 2017 Budget

RATCLIFFE Ms. Ratcliffe introduced the 2017 Budget. She noted that the proposed draft budget was done and ready to be presented at the meeting of joint municipalities scheduled for September 20th at 6 p.m. The YAUFR Commission needed to approve the proposed draft prior to that meeting.

FULLMER Mr. Fullmer stated that Ms. Ratcliffe had been sending him documentation in advance. He reported the big expenses are Contract Labor and Benefits. He noted that the current contract runs out the end of 2017.

A lengthy discussion took place which is summarized:

- The Pension Liability must now be documented for disclosure purposes.
- The budget was affected by the disclosure of Pension Liabilities.
- Cash balance as of 12/31/16 will provide for Fund Balances to the municipalities.
- Fund Balance reserve remains at 4% of budget.
- Contract negotiations included potential wage increases reviewed at 2%, 3%.
- Bottom portion of budget to be changed with Pension Liability in supplemental spreadsheet.

MR. FULLMER MOVED TO APPROVE THE BUDGET MAKING THE ADJUSTMENT FOR THE EXCESS FUND DISTRIBUTION TO THE TWO TOWNSHIPS. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

RATCLIFFE Ms. Ratcliffe stated she would adjust the budget and forward it to the Commission prior to the Joint Township Special Meeting.

HOVIS Solicitor Hovis commented on the process that, according to the Charter Agreement, the Special Meeting for the purpose of presenting the proposed budget shall be held in September along with an Annual Report of the fire department activities. The Charter Municipalities need to approve the budget by 75%.

HOFF Chief Hoff responded that items are projected within the 2017 capital budget; however, they are seeking other funding sources such as grants. Items such as apparatus replacement includes the ladder truck out to 2020, two of the SUV's on the Capital Plan, one next year that's already over 10 years old and over 100,000 miles, and the 2009 Expedition projected into 2019 in keeping with a 10-year expectancy. Chief Hoff added that Chief Woods is working on a Comprehensive Plan as far as large ticket items such as rescue tools, airbags, the high dollar items in order to plan for each item and also provide enough time to seek alternate funding. Those items will be in next year's Capital Plan.

HUNT Mr. Hunt questioned what he would envision for his State of the Fire Service message.

HOFF Chief Hoff responded that he had created a PowerPoint presentation of things they are going to pursue.

HUNT Mr. Hunt asked who would be included in the audience, such as Spring Garden, Springettsbury, and Manchester.

SCHENCK Chairman Schenck added that all the volunteer companies, as well as Mt. Wolf and elected officials should be included.

HOVIS Solicitor Hovis stated that the Joint Meeting of Spring Garden, Springettsbury, YAUFRR had been advertised. Manchester had now been incorporated; however, it had not been advertised as a public meeting with the Manchester Township board participating in full. He questioned whether, should a Quorum come, would they be concerned that they now have a meeting. Solicitor Hovis stated that the offer could be made for the entire Manchester board to show up as long as they don't deliberate and participate in deliberation.

BROSEND Dave Brosend stated that he would make a point to limit it to two.

SCHENCK Chairman Schenck stated that would solve the problem, but he added that it wasn't that they don't want the entire board.

HOVIS Solicitor Hovis noted that he thought Tim James had attended in the past.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

John Fullmer
Secretary

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