

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

**AUGUST 21, 2012
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, August 21, 2012 at 7:00 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA.

MEMBERS IN

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

MEMBERS NOT

IN ATTENDANCE: Cara Beth Zortman

ALSO IN

ATTENDANCE: John Holman, Springettsbury Township Manager
Greg Maust, Spring Garden Township Manager
Steve Hovis, Solicitor
Robert McCoy, YAUFRC Chief
Dan Hoff, YAUFRC
Sandra Ratcliffe, YAUFRC
Don Eckert, YAUFVFC
Jean Abrecht, 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.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

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

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis brought forward three Resolutions for action. They related to the Pension Plan 1) appointing the Fire Chief as the Chief Administrative Officer, 2) the governing body under the plan appointing the five members of the YAUFRC Commission, and 3) amending Section 8.2C defining the Secretary of the Pension Board to be the Fire Chief. The three actions had

been reviewed and approved by Conrad Siegel. The two firefighters will be identified and appointed in writing by the union.

SCHENCK Chairman Schenck commented that a scheduled meeting of the existing Pension Board will be held on Thursday, August 23, 2012. He questioned the logistics of the transfer.

HOLMAN Mr. Holman responded that it would be reported to the existing board that the administrative structure had been set up for YAUFRR to administer the Pension Plan. An ordinance should be passed by the Springettsbury Township Board of Supervisors amending the code to remove the Fire Pension Board from the municipal code.

HOVIS Solicitor Hovis recommended that the YAUFRR action should be made effective this date.

MR. HUNT MOVED TO APPROVE THE RESOLUTIONS DESIGNATING THE CHIEF ADMINISTRATIVE OFFICER FOR THE YORK AREA UNITED FIRE AND RESCUE DEFINED BENEFIT PENSION PLAN. ALSO THE RESOLUTION(S) APPOINTING THE ELECTED MEMBERS TO THE YORK AREA UNITED FIRE AND RESCUE DEFINED PENSION PLAN BOARD AND AMENDING THE PLAN APPROVED AS SUBMITTED. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HOVIS Solicitor Hovis brought forward a discussion concerning the scope of the International Fire Code adoption and the Uniform Construction Code. Following review and discussion Spring Garden moved toward the overall adoption of the UCC verification.

MCCOY Chief McCoy added that he had discussed the matter with Manager Maust and Spring Garden Township had adopted the IFC and now operates under both the UCC and the IFC.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy provided several updates to his written report. A \$5,000 donation had been received from Tom Stees of Victory Fire Company. He thanked them for the donation.

Secondly, they had received a letter from the National Fallen Firefighters Foundation with a request to gather volunteer fire company names in the country and forward them to the Bureau of Justice. In the event of a loss of life, the public safety official death benefits could then be expedited. Chief McCoy had drafted the appropriate letters for Chairman Schenck's signature.

Thirdly, a request had been received for BLS service from Grantley to the York Suburban football games. In addition they provide a stand by at the York Fire School for YAUFRR personnel for a live burn on August 26th. He requested approval for those two functions for Workers Comp coverage.

MR. HUNT MOVED TO APPROVE THE REQUEST FROM GRANTLEY FIRE COMPANY TO PROVIDE BLS SERVICE AT YORK SUBURBAN FOOTBALL SEASON GAMES AND STANDBY SERVICE AT THE YORK COUNTY FIRE SCHOOL DURING A LIVE BURN EXERCISE AUGUST 26, 2012. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

BISHOP Mr. Bishop questioned a report of a Workers Comp mod. He asked whether there was an accident problem.

MCCOY Chief McCoy responded that one major claim had been sustained in 2010, which was finalized during 2012 along with two other claims during 2012. An additional issue surfaced, separated from the mod rating in that the volunteer rating is based on population, and the population number used during the first year of operation was not correct and under documented. There have been three claims on those population numbers since YAUFR was formed. The population numbers have been changed, which caused an increase.

BISHOP Mr. Bishop asked whether there was a program in place for a safe operation.

MCCOY Chief McCoy responded that a Safety Committee had been established which meets every other month with volunteers, EMS, the union and management. All accidents and injuries are reviewed for additional safety recommendations to limit events. In addition, they met with the SMT Safety Team, which provides an annual review.

BISHOP Mr. Bishop commented that everything possible should be done to be sure that YAUFR personnel have the training and equipment to operate safely.

MCCOY Chief McCoy noted that the mod rating is a three-year review, and they are doing everything possible to reduce the ratings.

HUNT Mr. Hunt asked whether one of the Battalion Chiefs is the lead Safety Officer.

MCCOY Chief McCoy responded that Battalion Chief Hoff is the Safety Officer. They are establishing a committee to get the policies in place to formulate a presentation to the Commission.

BISHOP Mr. Bishop commented on an EEO complaint he read and stated that everything possible needed to take place to make sure it would not happen in the future.

MCCOY Chief McCoy responded that he would provide an update and details for the Commission in an Executive Session. He added that it had consumed a month and a half worth of work with HR

SCHENCK Chairman Schenck announced that an Executive Session would be held following adjournment for that discussion.

HUNT Mr. Hunt asked about the Applied Fire Act Grants for radios in the amount of \$90,000.

HOFF Battalion Chief Hoff responded that the radios are portable and cost approximately \$3,700 each.

HUNT Mr. Hunt asked about Spring Garden's call percentage, which was up in July. He asked whether there was a lot of activity.

MCCOY Chief McCoy responded that there had been an issue with one facility that had been tracking an alarm problem within their building for a month and a half. They continue to follow up. They were all false alarms.

5. ACCOUNTS PAYABLE

A. Payable Listing as of July 31, 2012

MR. HUNT MOVED TO APPROVE ACCOUNTS PAYABLE LISTING OF JULY 31, 2012. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

SCHENCK Chairman Schenck commented on the National Night Out function. He had been pleased that YAUFR was well represented, along with the fire police and all who participated. He thanked the personnel for their efforts.

8. COMMITTEE REPORTS

A. Volunteer Committee.

ECKERT Don Eckert reported that the volunteers are beginning to organize packing some cartons with items, such as those in the trophy cabinet, etc. in the firehouse.

B. Building

ECKERT Mr. Eckert reported that the engineering is in progress. They will meet on Thursday, August 23, to discuss the I&E requirements for the new building and try to resolve that for the engineers.

HUNT Mr. Hunt added that he had requested Chief McCoy to put a line item in the budget for a worst-case scenario for rental space for 12 months. He noted he read somewhere leaving Market Street and moving to Commons Drive could be as late as March, 2013.

MCCOY Chief McCoy responded that they anticipate vacating the premises in March.

ECKERT Mr. Eckert confirmed the buyer would like to settle in January and take possession in March. He added that the buyer had proposed a cost to lease the building back after settlement, but the cost was unacceptable.

10. ACTION ON MINUTES

A. Approval of Minutes: July 17, 2012 – Fire Commission Meeting

Action on the minutes was tabled.

11. OLD BUSINESS

A. Administrative Position Update.

MCCOY Chief McCoy provided an update on the investigation into a proposed administrative update. He stated that the exercise had provided very valuable information. Proposals had been received from two companies, and he recommended that there was not enough need for or finances available for a stand-alone financial or stand-alone HR person. Some of the work is handled currently by Vijay Kapour. He noted that Stambaugh Ness recommended the use of Quickbooks versus the MUNIS system at a lower cost. Chief McCoy commented on the MUNIS history that was in place with five years of operation which was very valuable. He noted that he is very pleased with the service that Springettsbury Township provides.

Additional discussion took place concerning future growth with additional employees which would necessitate additional staff. Costs for specific functions need to be identified for IT services which include email licenses and HR. The current needs are being handled effectively. However, there is a need for Strategic Planning sessions to prepare for the future.

Consensus was that any progress regarding the matter should be carried in Chief McCoy's monthly report.

12. NEW BUSINESS

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

MR. HUNT MOVED TO ACKNOWLEDGE RECEIPT OF THE MINIMUM MUNICIPAL OBLIGATION CALCULATIONS FOR THE YAUFRR PENSION PLANS FOR 2013. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Acknowledgement – Act 205 of 1984 form

MR. FULLMER MOVED TO ACKNOWLEDGE THE ACT 205 OF 1984 FORM. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

C. Discussion – 2013 Budget

SCHENCK Chairman Schenck brought forward the 2013 budget discussion. He proposed that there were three separate issues to discuss: the budget, the use of fund balance, and discussion of Capital issues with a potential pumper purchase. The proposed budget includes a 4% increase over 2012.

The board discussed different aspects of the budget which included wages, benefits, health insurance and contractual matters. Additional items discussed included the item for rental space, contract services, warranties and purchase of new radios. The board agreed to forward the proposed operations budget to the townships.

MR. HUNT MOVED TO APPROVE AND FORWARD TO THE TOWNSHIPS THE OPERATING BUDGET, SPECIFICALLY EXCLUDING THE CAPITAL PURCHASES AS SUBMITTED, WHICH ULTIMATELY INCLUDES A 4% INCREASE OVER 2012. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

The board continued budgetary discussions with focus on the allocation formula. YAUFRR had operated within the original Charter Agreement for a five-year period with an allocation of 55% Springettsbury and 45% Spring Garden Township. General discussion ensued surrounding the interpretation of the Agreement and impacts of 5% versus five percentage points and the application of call volume.

Consensus of the board was the allocation would be 64% Springettsbury and 36% Spring Garden going forward.

Discussion continued with regard to the Capital Budget. The purchase of a new pumper had been placed in the 2013 budget. Chief McCoy had presented the rationale for the purchase of a smaller unit and noted that it could be ordered in 2013 or received in 2013 depending upon approval. An amount of \$56,000 had been placed in Capital Reserve toward the purchase. The vendor had proposed a price of \$460,000. YAUFRR could propose its own financing plan rather than request funding from the townships.

MR. HUNT MOVED TO APPROVE AND SUBMIT TO THE TOWNSHIPS THE 2013-2017 CAPITAL IMPROVEMENT PROGRAM. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

Consensus was that the fund balance would be maintained at 4% based on the budget.

SCHENCK Chairman Schenck announced that a brief Executive Session would be held immediately following adjournment for a personnel matter.

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13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 8:55 p.m.

Respectfully submitted,

(Signature on file at YAUFRR Headquarters)

John Fullmer
Secretary

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