

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

**AUGUST 21, 2018
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, August 21, 2018 at 7:00 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Kathleen Phan, Vice Chairman
George Dvoryak, Treasurer, Springettsbury Township
Dave Brosend, Manchester Township
Cara Beth Zortman, Spring Garden Township
Dan Rooney, Secretary

MEMBERS NOT

IN ATTENDANCE: Lisa Wingert, Manchester Township

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Steve Hovis, Solicitor
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Chairman Austin Hunt called the August meeting to order, welcomed the attendees and led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Chairman Hunt announced that an Executive Session had been held following the last meeting. Additionally, an Executive Session will be held following the meeting this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis stated that he had nothing new to report.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff reported that on Tuesday, September 11th, a cookout will be held from 11 a.m. to 1 p.m. for all the employees to show appreciation. He invited everyone on the board to attend.

Chief Hoff requested that Ms. Zortman, Mr. Rooney and Mr. Thomas could remain following the meeting to get photographs of each of them for the website.

Chief Hoff reported that Captain Wolfgang from station 89.5 has been accepted into the National Fire Academy's Executive Officer Program. He will start this fall and is the third since YAUFRR's inception to be accepted into the program. Chief Hoff indicated they are very proud of him and look ahead for him to do some amazing things with that program.

HUNT Chairman Hunt noted that Chief Hoff should take some personal pride in that accomplishment; that an environment has been created that produces great people.

ROONEY Mr. Rooney questioned where the program is held.

HOFF Chief Hoff responded it is held at the National Fire Academy in Emmitsburg, Maryland. It is a four-year program and has been a goal of Captain Wolfgang for a long time.

PHAN Ms. Phan asked Chief Hoff to congratulate him for the Commission members.

HUNT Chairman Hunt questioned the status of the Intern's project.

HOFF Chief Hoff responded that Sara Crawford is currently working on the videos. She was called back to college early as she is in the band. She gathered all the information she needed and promised to compile it and provide it remotely. The topic is Recruitment and Retention. When completed it will be distributed using social media.

ROONEY Mr. Rooney questioned the presentation that Chief Hoff is preparing on operations. He asked for the timeframe and the focus.

HOFF Chief Hoff responded that Spring Garden has the need and will be the focus. He planned to start preparing the last week of August; however, September during Fire Prevention Week may be the best time to put it out.

5. ACCOUNTS PAYABLE

A. Payable Listing as of July 31, 2016

**MR. BROSEND MOVED TO APPROVE 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

There were no Commissioner comments.

PHAN Ms. Phan apologized for missing the Open House as there was a death in the family. She asked about the turnout.

HOFF Chief Hoff responded that it had been lightly attended. He commented that it had been a lot to do with the July 4th weekend and the high temperatures. They are already working on three different dates during Fire Prevention Week; a Monday, Wednesday, Saturday at headquarters, in Spring Garden and in Manchester Township.

PHAN Ms. Phan indicated she thought it was a great idea.

HOFF Chief Hoff stated that they are trying to accommodate the citizens.

ROONEY Mr. Rooney thanked YAUFR for coming out National Night Out. He thought everyone enjoyed the time they had. The function was affected by the weather.

8. COMMITTEE REPORTS

A. Volunteer Committee

MYERS Joe Myers reported several items from the last Volunteer Committee meeting:

- Safety Committee – Need for a representative on the committee.
- Quarterly newsletters and webpage.
- Open House during Fire Prevention Week.
- Don Eckert – Certificate of President Emeritus.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: July 17, 2018 – Fire Commission Meeting

MS. PHAN MOVED FOR APPROVAL OF MINUTES OF JULY 27, 2018. MR. DVORYAK WAS SECOND. MOTION CARRIED. MS. ZORTMAN ABSTAINED AS SHE WAS NOT PRESENT.

11. OLD BUSINESS

There was no Old Business.

12. NEW BUSINESS

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

HOFF Chief Hoff called attention to the MTDES item on the agenda. Manchester Township MMO calculations had not been received as of last Friday. The item for action includes only the three plans under YAUFRR.

MS. ZORTMAN MOVED TO ACKNOWLEDGE RECEIPT OF THE MMO FOR YAUFRR PENSION PLAN. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Discussion – 2019 Budget

HUNT Chairman Hunt indicated that the board had been provided with a copy of the draft proposed budget for 2019. Chief Hoff had made a few changes, but the bulk of the budget is the same as discussed during the last budget workshop.

HOFF Chief Hoff noted that he had modified the items discussed in the regular draft budget. With regard to the Capital budget they did calculate the current balance in the Capital Reserve Fund being credited towards the Capital purchase for 2019 and provided estimated sale of assets showing how that would affect 2020.

HOVIS Solicitor Hovis stated that on September 18th a joint meeting will be held at 6 p.m. of the boards of Manchester, Spring Garden and Springettsbury Township officials along with YAUFRR Commissioners. The purpose of this meeting is the presentation of the draft budget to the governing bodies as required under the Charter Agreement. The municipalities then review and debate the merits of the budget and approve it. It requires 75% approval by the municipalities prior to the December 1st meeting. If it is not approved by then, the 2018 budget will remain in effect until a new budget is approved.

DVORYAK Mr. Dvoryak posed several questions. He had compared the version discussed previously with what he received this date. Total expenses went up by \$100,000. A portion of that, \$15,000, was the Social Security tax. He asked what was the other \$85,000.

HOFF Chief Hoff responded that it was the pension. It had been \$85,000 off.

DVORYAK Mr. Dvoryak understood that it would have been due to the decline of the revenue. He noted that the correction was made. He had a second question having to do with Springettsbury's revenue line, \$450,000, and the \$2,474,505 on 2018. He had discussed the budget with Teresa Hummel, Finance Director at Springettsbury, and she is only expecting to contribute \$2,303,546 this year. Mr. Dvoryak asked that it be clarified between now and the September meeting. In addition, he noted that Ms. Hummel was paying \$175,000 toward capital items.

HOFF Chief Hoff indicated there was nothing called for in Capital Expense. He added that last year at this time, early estimates for capital were around \$100,000. When they had looked at tax-exempt financing that was about \$175,000 so that might have brought some confusion. He will discuss the differences with Ms. Hummel and Mr. Marchant when he meets with them in a few days.

DVORYAK Mr. Dvoryak questioned the capital contributions for next year. He thought they had discussed taking the \$300,000 out of the operating budget but then the decision was made not to do that.

HOFF Chief Hoff responded that he had shown the current figure for 2019 because when the apparatus will be sold is unknown. It could take all year, or not very long. That was when he credited it toward 2020.

HUNT Chairman Hunt brought forward a discussion on the hydrant services and costs as to whether Spring Garden should pay for its hydrants; Springettsbury to pay for its hydrants and Manchester to pay for its hydrants.

PHAN Ms. Phan noted that it had been discussed at length during the Strategic Planning meeting.

Consensus was that it would be counter-productive to begin itemizing every fire hydrant. No changes will be made.

13. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

Dan Rooney
Secretary

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