

**YORK AREA UNITED FIRE AND RESCUE COMMISSION  
JOINT BUDGET MEETING**

**SEPTEMBER 17, 2019  
APPROVED**

The York Area United Fire and Rescue Commission held a Joint Budget Meeting on Tuesday, September 17, 2019 at 6:00 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

**MEMBERS IN**

**ATTENDANCE:** Austin Hunt, Spring Garden Township, Chairman  
Justin Tomevi, Springettsbury Township Supervisor, Vice Chairman  
George Dvoryak, Springettsbury Township Supervisor, Treasurer  
Dave Brosend, Manchester Township Commissioner  
Lisa Wingert, Manchester Township Commissioner  
Tim James, Manchester Township Manager  
Cara Beth Zortman, Spring Garden Township Commissioner  
Dan Rooney, Spring Garden Township Commissioner, Secretary  
Mike Thomas, Spring Garden Township Commissioner  
John Luciani, Spring Garden Township Commissioner  
Marcy Krum-Tinsley, Spring Garden Township Manager

**ALSO IN**

**ATTENDANCE:** Dan Hoff, Chief  
Steve Hovis, Spring Garden Township, Solicitor  
John Woods, YAUFRR  
Brett Graham, YAUFRR  
Lisa Einsig, YAUFRR  
Victoria Woods, Stock & Leader  
Jean Abrecht, Stenographer

**1. CALL TO ORDER**

**A. Opening Ceremony**

**1. Pledge of Allegiance**

**HUNT** Chairman Austin Hunt called the meeting to order and led the Pledge of Allegiance.

**2. INTRODUCTION AND PURPOSE BY CHAIRMAN HUNT**

**HUNT** Chairman Hunt asked each individual to introduce themselves. He thanked everyone for their attendance and stated the purpose of the meeting is for the York Area United Fire and Rescue to review progress to the municipalities, and to present the proposed 2020 budget. He noted there would be no action this date.

**HOVIS** Solicitor Hovis stated that the meeting was advertised as a Joint Public Meeting. It is a meeting of all three municipalities as well as the Commission.

**3. 2020 BUDGET PRESENTATION**

**A. Chief Hoff**

**HOFF**

Chief Hoff introduced Battalion Chief Brett Graham, Battalion Chief John Woods, Lisa Einsig, Administrator and Victoria Woods, Attorney from Stock and Leader. He thanked everyone for their support of the fire service and added that it is an honor for him to be the Fire Chief. He considers it a privilege to lead what he considers to be the best First Responders in the area.

Chief Hoff emphasized the importance of the fire service as the leader of all public safety agencies in the reduction of community risk. He provided the history of YAUFRR and how it came to be, a process beginning in 2005 with an ad hoc committee investigating a regionalized fire service. It culminated in 2008 with two Charter Municipalities, Springettsbury and Spring Garden Townships, as well as a state government agency. The first Strategic Plan was developed in 2014, and in 2018 Manchester Township became the third Charter Municipality. In 2009 a Fire Services Study identified all essential functional areas of a fire department and the enhancement of regionalized efforts. This study recommended the pursuit of Accreditation, and, in addition, the provision of Mutual Aid. Five areas were identified for focus: recruitment, relations and retention; increasing brand awareness; establishing a strategic growth and expansion plan; effectively utilizing volunteers, and increasing advocacy with legislatures and municipal officials.

Chief Hoff discussed the Mission, Vision and Values Statement which came from the Strategic Planning Process. The Mission: A collaborate, inclusive and world-class fire department. The Vision: Supporting the firefighting, fire prevention efforts of all departments in York County, and the Value: Commitment, professionalism, honor, pride and embracing change.

Chief Hoff reminded everyone that on October 30<sup>th</sup> is the Fire School Training for the Fall Burn Session. The schedule had been modified to accommodate any elected officials from the municipalities to have an experience with the Firefighters. The Citizens Fire Academy currently is in the third week with 11 participants.

As part of the ongoing mission of YAUFRR, in January Chief Hoff requested permission to bring Battalion Chief VanPelt's replacement on early due to another Battalion Chief experiencing some medical problems. He noted that having a full-time Battalion Chief in an administrative position has great value in that during an emergency the individual can provide backup on an incident. He would promote a Captain to the Battalion Chief position and promote a Firefighter to fill the Captain's spot and then bring in a new hire. The percentage increase would

be five percent from a Captain's salary and to a Battalion Chief's salary and then a new hire salary.

Chief Hoff presented the opportunity for Accreditation, for which he had felt strongly since 2016. Expansion and continuous improvement of the ISO rating would be a result. The Pennsylvania Fire Commissioners Grant funds will pay for the Accreditation process.

Chief Hoff presented an overall report of the activities of YAUFRR during the year, as well as items they continue to work through with training, etc. He reviewed the Operational Budget Summary that had been provided to the board. In 2019 the Budget proposed was \$8,238,155. The 2020 Budget proposal is \$8,288,499, which is an increase of only \$50,000. Capital Reserve Fund Balance to be contributed toward the 2020 payment is \$131,000 with a Municipal Capital requirement of \$379,000. Fund Balance will not be calculated for budgetary purposes. Following the Audit statement, if it indicates a Fund Balance is due to the townships, that will be credited in the Third and Fourth Quarter installments. Requested Contributions include Unfunded Pension Liability for Springettsbury as well as the Capital Contribution; Spring Garden's Capital Contribution is about a seven percent increase for 2020. Manchester Township has a six percent increase. Since the creation of YAUFRR, it has been operated financially in the best interest of the community. Operationally the 2019 budget is only one percent over even with the proposed position. He thanked everyone for their time and attention and support for YAUFRR.

**B. Comments from Joint Board**

**LUCIANI** Commissioner Luciani questioned whether there is any reimbursement for their Code Reviews.

**HOFF** Chief Hoff responded that there is no reimbursement; however, one of the benefits is that the Firefighters are familiar with more buildings. This is an area to explore in the future for generating revenue.

**JAMES** Manager James noted the overall increase was due to lack of trade and the return of unfunded balance and that there is a four percent increase from last year in the total numbers. He questioned why but understood the operational aspect that is flat.

**HOFF** Chief Hoff responded that there had been no insurance reimbursement, which had been \$100,000 plus, along with the loss of EMS revenue, and there is no calculation for the Fund Balance. Those are the primary items.

**JAMES** Manager James noted that Capital stayed flat from 2019.

**HOFF** Chief Hoff stated that the Capital Investment went down because last year the townships were asked to fund the full \$511,000 for that payment because there

was nothing in the Capital Reserve Fund to contribute. This year we have \$131,000 and change that we're contributing towards that Capital Purchase and the Capital Contribution went down this year.

**C. Comments from Citizens**

There were no citizen comments.

**4. ACTION ON PROPOSED BUDGET**

**HUNT** Chairman Hunt asked Solicitor Hovis to explain the next steps in the budget process.

**HOVIS** Solicitor Hovis stated that the Charter Agreement sets forth the manner in which a budget is to be prepared and reviewed and ultimately approved by the municipalities. By September 1<sup>st</sup>, the Commission shall prepare a budget; within the month of September present that budget to all three municipalities for their consideration; and then over the next few months, the municipalities are expected to review, and either approve or deny the budget. It requires that the budget is to be approved by 75 percent of the participating municipalities. Since we have three municipalities, it must be a unanimous approval for the budget that was presented to be your budget for 2020. If by the December meeting of the Commission there is not that 75 percent approval or in this case unanimous approval by the participating municipalities, the 2019 Budget shall continue to be the Budget for the 2020 Fiscal Year until a Budget is approved by the participating municipalities. The expectation is that the municipalities in the next month or two will review it. If they have comments, provide comments to the Chief, as well as the other participating municipalities. If it needs to be tweaked, send that tweak out as soon as possible, so that all the municipalities can see if there is any revision to the budget, so that they can approve it, most likely either at their November meeting or their December meeting, if it falls before the regular Commission meeting.

**HUNT** Chairman Hunt noted that the Chief and any Commission members are eager to respond to any detailed or broad questions.

**5. ADJOURNMENT**

**HUNT** Chairman Hunt adjourned the meeting at 7:08 p.m.

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

Dan Rooney, Secretary

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