

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

**SEPTEMBER 19, 2017  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, September 19, 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  
Kathleen Phan  
Cara Beth Zortman

**MEMBERS NOT**

**IN ATTENDANCE:** Eric Lehmayr, Secretary/Treasurer  
Blanda Nace  
Mike Thomas

**ALSO IN**

**ATTENDANCE:** Dan Hoff, YAUFR Chief  
Steve Hovis, Solicitor  
George Swartz, Spring Garden Police Chief  
Dave Brosend, Manchester Township  
Lisa Wingert, Manchester Township  
John Woods, YAUFR  
Jay VanPelt, YAUFR  
Matt Arnold, YAUFR  
Joe Myers, YAUFR  
Jean Abreght, Stenographer

**1 CALL TO ORDER**

A. Opening Ceremony

1. Pledge of Allegiance

**SCHENCK** Chairman Schenck called the meeting of the York Area United Fire and Rescue Commission to order and led the Pledge of Allegiance. He advised Chief Hoff that his presentation at the earlier Special Meeting was excellent.

**ZORTMAN** Ms. Zortman stated that his explanations were very clear. She added that she loved hearing about the crew responsibilities.

**HUNT** Mr. Hunt commented on his enthusiasm as he delivered the presentation.

**HOFF** Chief Hoff indicated he appreciated hearing their comments.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

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**SCHENCK** Chairman Schenck announced that an Executive Session will be held immediately following adjournment.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis, Solicitor

**HOVIS** Solicitor Hovis reported that the Inter-Municipal Agreement had been approved by all three municipalities. Tim James of Manchester Township had some questions as to what needed to be done between now and the end of the year. Solicitor Hovis and Chief Hoff will meet with him and all the other managers to coordinate all the activities so that there is a smooth transition.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff brought forward the official Charter Agreement signing. He wondered if the Commission would be in favor of releasing a media statement about it. There would be members of each municipality at the signing. He would like to do that in October if the board was in favor.

Consensus of the board was favorable to doing so.

**HOFF** Chief Hoff mentioned that Don Eckert has stepped down from the Fire Police. He has had some health issues, and they would like to recognize him for all his years of service. He would like to do that in October as well. They have prepared some gifts, mementos for him. Chief Stump indicated that he would like to be present as well.

**SCHENCK** Chairman Schenck questioned how the signing ceremony would work.

**HOVIS** Solicitor Hovis responded that the Amended Inter-Municipal Agreement will be signed by each on behalf of their municipality.

**SCHENCK** Chairman Schenck noted to have the Chairman of each municipality present to do the signing.

**HOVIS** Solicitor Hovis added that the document will need to be attested and sealed by everyone.

**HOFF** Chief Hoff reported that Volunteer Fireman's Insurance Services, VFIS, the Glatfelter Group, spent several hours at the firehouse today using our equipment and our personnel for some of their marketing. They took photographs in apparatus driving around the station. They interviewed Captain Wolfgang from Station 895 and interviewed some of their own people that deal with fire departments. They are working on footage for their next marketing campaign.

Chief Hoff indicated he was pleased to offer up the YAUFR station to them and get that little bit of marketing for YAUFR as well.

**PHAN** Ms. Phan commented on the incident report. She stated that she liked the report very much and asked whether boxes could be added for reference.

**HOFF** Chief Hoff responded that he could add that for her.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of August 31, 2017

**MS. ZORTMAN MOVED TO DO THE ACCOUNTS PAYABLE AS LISTED AUGUST 31, 2017. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

**SCHENCK** Chairman Schenck brought forward the matter of equipment leasing. He had suggested to Chief Hoff to have Solicitor Hovis look into the detail and additionally to review the documentation with Stambaugh Ness.

**HOFF** Chief Hoff noted that he met with Krista Gardner of Stambaugh Ness to make sure there are no problems with the audit process. He added that he had received some information from a recent meeting of the County Chief's Association where Fulton made a presentation so that might be another resource to contact.

**HOVIS** Solicitor Hovis commented that some leasing documents needed to be amended because of all the provisions and return of equipment and costs can be associated with that.

**HOFF** Chief Hoff indicated they definitely will do their due diligence.

**7. COMMUNICATION FROM COMMISSIONERS**

There were no Commissioner comments.

**8. COMMITTEE REPORTS**

**SCHENCK** Chairman Schenck reported that the Volunteer Fire Company authorized Kinsley to do some programming where they will interview all the people who would use the building and determine the needs and from that determine the square footage and design of the building. They are moving forward with that phase of it.

**9. RESOLUTIONS AND AGREEMENTS**

One item was discussed under Old Business.

**10. ACTION ON MINUTES**

A. Approval of Minutes: August 15, 2017 – Fire Commission Meeting

**MR. HUNT MOVED TO APPROVE THE MINUTES AS SUBMITTED. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

**SCHENCK** Chairman Schenck brought forward the matter of the Undesignated Fund Balance Policy. He asked Solicitor Hovis for an update.

**HOVIS** Solicitor Hovis presented a lengthy report of the investigation as to the Undesignated Fund Balance. The board had been provided a red-lined version, as well as a clean version of Resolution 2017-05. A summary of his review follows:

- Use of Fund Balance to be limited to cover Operational Expenses during ebb and flow of revenue and expenses.
- Handling of accumulated cash from Spring Garden and Springettsbury but no contribution from Manchester at the end of 2018.
- Fund Balance represents overpayments made by Spring Garden and Springettsbury along with efficiency in budgeting.
- Best recommendation is to wipe out the Fund Balance at end of 2017 and start new at that point. Excess will be calculated at the end of the year and would be credited or returned to Spring Garden and Springettsbury with their quarterly contributions.
- Commission is still required to designate anywhere between three and five percent of the next year's budget as to what the target is for the Fund Balance.
- After 2017 everything will be paid out and start with a zero Fund Balance.

**MR. HUNT MOVED TO ADOPT RESOLUTION 2017-05 AS SUBMITTED.**

**HOVIS** Solicitor Hovis indicated there would be one minor correction in that it would be the filling in of the date of Resolution 2010-01, which is the original policy.

**MR. HUNT MOVED TO DIRECT THE CHAIRMAN TO FILL IN THE APPROPRIATE DATES AND EXECUTE THE DOCUMENT. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

B. Update – Fire Alarm Ordinance

**HOVIS** Solicitor Hovis indicated he would have a final resolution of the Alarm Ordinance at the next meeting.

**12. NEW BUSINESS**

There was no New Business.

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**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck reminded the Commissioners of the Executive Session to be held immediately following adjournment. He adjourned the meeting at 7:40 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

Eric Lehmayr  
Secretary

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