

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

**SEPTEMBER 20, 2016
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, September 20, 2016 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Vice Chairman
Kathleen Phan
Eric Lehmayr
Cara Beth Zortman
Lisa Wingert, Manchester Township

MEMBERS NOT

IN ATTENDANCE: Bill Schenck, Chairman
John Fullmer
Mark Swomley

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Steve Hovis, Solicitor
Sandy Ratcliffe, YAUFRR
Matt Arnold, YAUFRR
Greg Maust, Spring Garden Township Manager
Don Eckert, YAUFRR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Vice Chairman Austin Hunt called the YAUFRR Commission meeting to order and led the Pledge of Allegiance. He stated that there had been a death in Chairman Schenck's family, and he would not be present.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Mr. Hunt announced that an Executive Session would be held following adjournment to discuss personnel. He added that the representative from Manchester was invited to attend the meeting.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis reported that he is reviewing the Alarm Ordinance in each of the different municipalities. He is working in conjunction with the municipal Solicitors to create a model ordinance in order to be consistent in its enforcement.

HUNT Mr. Hunt questioned how far his research expanded geographically and whether there were any ordinances he determined to be more excellent than just the three.

HOVIS Solicitor Hovis responded that he recalled when they were originally created he had done a lot of research. He considered what is in place to be a good start.

HUNT Mr. Hunt asked whether York College has a lot of false alarms.

HOVIS Solicitor Hovis responded that there are a lot of alarms for which there is no fire.

HUNT Mr. Hunt questioned whether anything more had been done with regard to describing a property for the definition of multiple false alarms.

HOVIS Solicitor Hovis responded that there will be an attempt to identify buildings or structure versus a device. In that instance a dorm would have 150 devices to pinpoint that one device versus one structure.

HUNT Mr. Hunt commented that devices are getting smaller, cheaper and more wireless. He asked whether there is a proliferation of devices. He cited an example where a building might have a sprinkler monitoring device 2- years ago and now has 30 smoke detectors.

HOFF Chief Hoff responded that he did not think they are seeing anything to that extent. He noted it seemed to be hit or miss depending on the neighborhood or residence. He added that, despite their best efforts, there are neighborhoods that have no smoke alarms and are not being monitored. They are not seeing anything in the way of an influx of sprinklered buildings. However, anytime that renovations are done, the fire suppression system must be brought up to code.

HUNT Mr. Hunt questioned Solicitor Hovis what his target date would be for circulation of the draft ordinance.

HOVIS Solicitor Hovis responded that he hoped to have a draft for the October meeting.

HUNT Mr. Hunt commented that legislatively it would be YAUFRR offering a draft ordinance for the municipalities to adopt.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff noted that he had nothing to add to his written report. He offered to respond to questions.

ZORTMAN Ms. Zortman commented that she liked the look of the report.

LEHMAYER Mr. Lehmayer asked who was responsible for putting the new red and white designation sign on Market Street.

HOFF Chief Hoff responded that Mr. Schenck had contacted Springettsbury Township's Public Works Director, Mark Hodgkinson who put it up. He had an additional sign up off Eastern Boulevard, which he intended to move for better visibility.

LEHMAYER Mr. Lehmayer stated that he was really impressed to see the sign when he came in off Market Street. He stated that the signs look great; however, what impressed him was that it had just been discussed at the August meeting, and it was the fastest municipal activity he had ever seen. He thanked everyone involved for getting that done.

HUNT Mr. Hunt noted in his report there were a large number of items that mentioned volunteer interaction with either training or outreach. He questioned whether that would be something that could be assigned to a Battalion Chief or someone as a point of contact to drive the agenda forward.

HOFF Chief Hoff responded that the volunteer representatives that he is in contact with are generally the administration or the Presidents. He indicated he would like to continue with that practice. During Chief McCoy's tenure, Chief Hoff indicated that in some of the cases contact with volunteers had been delegated to him or one of the other Battalion Chiefs. He wanted to make sure to maintain the lines of communication.

HUNT Mr. Hunt commented that he thought his participation in that regard was tremendous. However, he wanted to be sure that there was an alternate available so that it would not draw too heavily on him.

PHAN Ms. Phan questioned whether there would be a way to assist Don Eckert in the advertisement for Community Appreciation Day. She noted she had not seen anything posted on Springettsbury's Facebook page for the recent event. She was not certain that Spring Garden had anything posted. She stated that it was a really important day for the volunteer firemen, who put a lot of effort into it. It does bring the community in to understand what the volunteer firemen do. She added that the advertisements need to be stepped up to figure out a way to get the word out in a better way.

HOFF Chief Hoff agreed with her comment. He had apologized to Mr. Eckert as they could have done a better job this year. He added that was one of the items included in the redesign of YAUFRR's website is a calendar of events and along

with the goal of keeping things current which includes the Commission meetings and budget sessions, etc.

PHAN Ms. Phan noted she had been waiting for a calendar for three years, and it will be awesome to have that available. She added that, during the website update, it would be good to extend a courtesy email to someone on each of the municipal boards to request an event posting on their Facebook pages.

HUNT Mr. Hunt asked Chief Hoff who he would appoint to make those contacts.

HOFF Chief Hoff responded that Lisa would be the contact person.

PHAN Ms. Phan complimented Chief Hoff on his earlier presentation.

5. ACCOUNTS PAYABLE

A. Payable Listing as of August 31, 2016

MS. PHAN MOVED TO APPROVE ACCOUNTS PAYABLE LISTING AS OF AUGUST 31, 2016. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

Bids, Proposals and Contracts, none listed.

7. COMMUNICATION FROM COMMISSIONERS

PHAN Ms. Phan thanked everyone for their time and effort during a very busy fire week. She added that she especially appreciated their always using caution and watching out for each other regardless of where they might be on a fire scene.

HUNT Mr. Hunt mentioned the 911 spectacular display on Route 30 at Mission Barbeque with two ladder trucks displaying an enormous American Flag.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Don Eckert commented that he had nothing new to report.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: August 16, 2016 – Fire Commission Meeting

MR. LEHMAYER MOVED TO APPROVE THE AUGUST 16, 2016 MINUTES. MS. ZORTMAN WAS SECOND. MOTION CARRIED. MS. PHAN ABSTAINED AS SHE WAS NOT PRESENT.

11. OLD BUSINESS

PHAN Ms. Phan brought forward the matter of Mr. Fullmer's leaving the area. She was concerned that there is a need to plan ahead for his departure.

HUNT Mr. Hunt responded that Spring Garden Township needed to address the matter with its board.

PHAN Ms. Phan noted that Mr. Fullmer serves as Treasurer of YAUFRR.

RATCLIFFE Ms. Ratcliffe stated that Mr. Fullmer approves every check before it is issued.

HUNT Mr. Hunt commented that within the Charter Agreement, there are two signatories, and it was good to have it split within the townships.

PHAN Ms. Phan stated it was important to her to have that split and not just two from the same township.

LEHMAYER Mr. Lehmayer stated that this was a matter that should be discussed within Spring Garden Township at a Commissioners' meeting.

HUNT Mr. Hunt commented that legislatively Spring Garden has to fill his position as a YAUFRR Board member. Then the YAUFRR board needed to reorganize and re-appoint a Treasurer.

HOVIS Solicitor Hovis indicated that until Mr. Fullmer moves he is entitled to fulfill his term as a YAUFRR member. When the vacancy occurs then Spring Garden Township would need to identify who the permanent participant would be to fulfill the remainder of the term and then put an alternate in and it would be incumbent upon this board to then appoint a Treasurer. He added that any good succession would have a lot of those pieces identified in advanced so that when all that occurs it will fall in place seamlessly.

PHAN Ms. Phan agreed because all the signature cards need to be signed, and other needs as well. She added, no offense to Chief McCoy, but it had happened that all of a sudden there was a two-week notice.

HUNT Mr. Hunt commented that all the Commissioners are signatories so that for manual checks any one of the five could sign checks. A Treasurer is needed for the traditional monthly payments.

PHAN Ms. Phan indicated she just wanted to keep the matter in the forefront.

HUNT Mr. Hunt indicated that Greg Maust Spring Garden's Manager was present.

MAUST Mr. Maust responded that he had made a note of the matter.

HUNT Mr. Hunt thanked Ms. Phan for bringing up the matter.

12. NEW BUSINESS

A. Approval – 2016 – Services Agreement with Springettsbury Township

HUNT Mr. Hunt presented the Service Agreement for action. He stated that Springettsbury Township had been providing services for YAUFRR for a fee. Ms. Ratcliffe, who is a Springettsbury employee, has been providing financial services for YAUFRR.

HOFF Chief Hoff indicated that one of the issues that had been missing since the beginning of 2016 was the agreement with Springettsbury for Ms. Ratcliffe's financial services. An agreement had been found, and meetings were held with Ms. Lindeman at Springettsbury. The contract services agreement is dated September 20th but it covers the period from January 1 through December 31, 2016 in the amount of \$15,000, which is based on the amount of time that Ms. Ratcliffe spends working on YAUFRR's finances.

MS. ZORTMAN MOVED TO EXECUTE THE SERVICES AGREEMENT AS SUBMITTED FOR PAST SERVICES. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

HUNT Vice Chairman Hunt mentioned the scheduled Executive Session to be held immediately upon adjournment. He adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

John Fullmer
Secretary

ja