

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

**SEPTEMBER 20, 2016
APPROVED**

The York Area United Fire and Rescue Commission held a Special Meeting for the presentation of the Proposed 2017 Budget and a State of the Fire Service on Tuesday, September 20, 2016 at 6 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Vice Chairman
Kathleen Phan
Eric Lehmayer
Cara Beth Zortman

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
John Woods, YAUFRR
Jay VanPelt, YAUFRR
Greg Maust, Spring Garden Township Manager
Tom Warman, Spring Garden Township
Matt Shorb, Spring Garden Township
Dave Brosend, Manchester Township
Lisa Wingert, Manchester Township
Don Eckert, YAUFRR
Jean Abrecht, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Vice Chairman Austin Hunt called the special meeting to order. He thanked everyone for coming and showing interest in this project. He announced that Commissioner Bill Schenck sent his regrets as his father-in-law had passed away. The funeral was this date, and he was home with his family.

2. INTRODUCTION AND PURPOSE

HOVIS Solicitor Hovis stated for the record that the Special Meeting was an advertised meeting of the York Area United Fire and Rescue Commission, Spring Garden Township and Springettsbury Township. He stated that there will be two meetings this date.

HUNT Mr. Hunt requested that the attendee municipal representatives state their name and municipal function as a roll call. The following representatives were present:

- Matt Shorb, Spring Garden Township Commissioner.
- Tom Warman, Spring Garden Township Commissioner.
- Austin Hunt, formerly Spring Garden Township Commissioner and currently the YAUFRR Representative-At-Large
- Cara Beth Zortman, Spring Garden Township Commissioner and YAUFRR Commissioner.
- Eric Lehmayr, Spring Garden Township Commissioner; Non-Voting Member of YAUFRR Commission.
- Steve Hovis, Solicitor for the Commission, as well as, Spring Garden Township.
- Dave Brosend, one of the Supervisors for Manchester Township representing the Township.
- Lisa Wingert, the Chairperson for Manchester Township Supervisors, representing Manchester Township.
- Kathleen Phan, Springettsbury Township Representative and YAUFRR Commissioner.

3. 2017 BUDGET PRESENTATION

A. Chief Hoff and Sandy Ratcliffe

1. Pledge of Allegiance

HUNT Mr. Hunt introduced Chief Dan Hoff, who had been sworn in on June 1, 2016, following the retirement of Chief McCoy. This will be Chief Hoff's first State of the Fire Service and Budget Presentation as required by the Charter Agreement.

HOFF Chief Hoff led the Pledge of Allegiance.

HOFF Chief Hoff recognized Greg Maust, Spring Garden Township Manager, who had been a regular participant in the YAUFRR meetings, as well as a big supporter of YAUFRR. He also recognized Don Eckert, who is the President of the Springettsbury Township Volunteer Fire Company and a huge ally for our operations. He thanked Sandy Radcliffe and Lisa Einsig for their assistance as well, especially with historical knowledge. He thanked everyone for their attendance.

HOFF Chief Hoff stated the objective for the meeting was to present the proposed 2017 budget to the Charter Municipalities. In addition, he planned to present the 2016 accomplishments, as well as priorities moving into the new budget year.

For the purpose of these minutes, the highlights are listed briefly:

- Objectives – Present Proposed 2017 Budget to municipal leaders; highlight successes, identify departmental priorities.
- Vision – YAUFRR aspires to be a collaborative, inclusive, world-class fire department that operationally supports, as needed, firefighting and fire prevention efforts to all departments in York County through dedication to professionalism, education, training, community involvement and support of those beyond municipal borders.
- Mission and Values – Provide highest level of proactive, professional service to citizens and businesses of participating municipalities. Focus on commitment, professionalism, honor, pride and embracing change.
- 2016 Highlights – 10 Year Anniversary; Fund Balance Return; Manchester Township Representation; Capital Expenditure Planning and Strategic Plan. YAUFRR Regional EMA Created; Coordinator Appointed; Regional EOC; Volunteer activity; Increased volunteer attention.
- 2017 Priorities – Safety: Everyone Goes Home; Pride and Ownership; Expanded community outreach; hydrant marking; internal officer/employee development program; re-energized talks with Local 2377; Local 3503. Fleet and large equipment replacement plan; equipment upgrades, Administrative Director transition; continued integration of Manchester Township; alternate funding streams. Regional EOC and EMA staff development, networking and outreach, promotional process, municipal ordinance consistency. 2017 – 7th consecutive year that YAUFRR will return a fund balance to the charger municipalities.
- Summary of the Proposed 2017 Budget – Total Expenses: \$4,180,600; Other Revenue Reimbursements: \$594,226; Revenue to come from townships: \$4,586,374.
- Previous Years Proposed Budget Comparison: Seven year comparison with 1.59% increase in 2017.
- Highlighted Changes in Expenditures: Wages/Benefits – increase of 1.9%; Operating Expenses .06% decrease.
- Budgetary Allocations – Operating Expenses \$823,100 (16%); Salaries/Benefits \$4,357,500 (84%).
- Revenue Sources – Intermunicipal Contribution: 89%; Miscellaneous Revenue (3%); Pension MMO Contribution (6%), Springettsbury Township Unfunded Liability (2%).
- Inter-Governmental Revenues – Spreadsheet indicated comparison of years of operation with final 2017: 1% Change; Proposed Revenue \$4,586,374; Springettsbury \$2,751,824 and Spring Garden \$1,834,550.
- Fund Balance Return – Unassigned Fund Balance: \$380,596; Budget Retention (4% of UFB): \$207,224; Refund to Townships for 2017 Budget: \$173,372.

- Township Contributions – 2017: Springettsbury: \$2,647,801; Spring Garden: \$1,765,201 for total of \$4,413,002.
- Historical Contribution Information – Spreadsheet of contributions since 2010 through 2017: 2010 contributions: \$363,976; 2017 contributions \$4,413,002.
- 2017 – 2021 Capital Improvements Program – Planned purchase: Ladder Truck, 2005 Expedition, 2009 Expedition, battery operated extrication tool and hose replacement.

HOFF Chief Hoff added that the State Fire Commissioner’s Grant Program will be very helpful in these purchases. Victory Fire Company had committed its grant application to Chief Woods for portable equipment use. YAUFRR is very appreciative to Victory and Tom Stees had offered for some upgrades. Chief Hoff had researched the life use of the ladder truck. Chief Woods and his maintenance staff had worked on the ladder truck and corrected its issues and they are getting maximum use of it to date due to the good stewardship of the maintenance on the truck, as well as some of the other apparatus.

PHAN Ms. Phan questioned Chief Hoff’s philosophy with the ladder truck if there is a merger with other companies which have a ladder truck.

HOFF Chief Hoff indicated that based on call volume and location, such as Manchester, he did not think one ladder truck would be sufficient to cover the areas that are covered. Locations could change as well.

HUNT Mr. Hunt thanked him for his presentation. He asked Solicitor Hovis to speak about the next steps.

HOVIS Solicitor Hovis stated that the Charter Agreement provides for a joint meeting to be held in September at which time the Commission will present the budget to the charter municipalities. The Charter Agreement reads that 75% of all the municipalities, both Springettsbury and Spring Garden, must approve a budget or the current budget will remain into next year. The Charter Agreement reads that it needs to be approved by both municipalities by the December meeting of the Commission or else the 2016 budget will remain as the 2017 budget until 75% reached approval

HUNT Mr. Hunt summarized that YAUFRR had presented the fire budget to the municipalities to incorporate in the township’s municipal budget, getting approved by your municipality by the next meeting. He noted that paper copies were available to be shared with the leaders.

B. Comments from Joint Board

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- MAUST** Greg Maust asked whether Chief Hoff could put together a forecast for the end of year 2016 statements. The data he provided indicated the status by June. He asked what he could provide for the financial performance by the end of the year.
- HOFF** Chief Hoff responded that he thought it was something that could be provided.
- MAUST** Mr. Maust noted that if it could be available he would be interested in seeing it.
- HOFF** Chief Hoff noted that he had researched some further comparables of other combination departments in Pennsylvania. He reviewed York City, Lancaster City, Chambersburg, Hanover/Penn combination and YAUFRR and YAUFRR plus Manchester. He considered the population, three years of budgets. Chambersburg, operating with fewer people on a lower budget has less overhead operating from one station with fire and EMS committed to the Borough of Chambersburg. They do some but not a tremendous amount of mutual aid. In 2016 the cost per person and the cost per mile indicates that YAUFRR is a good value.
- WARMAN** Mr. Warman stated that as a former member of the YAUFRR Commission, it is a good value operationally, budget wise and everything else.
- HOFF** Chief Hoff thanked him for his comments.

C. Comments from Citizens

There were no citizen comments.

4. ACTION ON PROPOSED BUDGET

No formal action was taken.

5. ADJOURNMENT

HUNT Vice Chairman Hunt adjourned the meeting at 7 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

John Fullmer
Secretary

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