

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

**OCTOBER 18, 2016  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, October 18, 2016 at 7 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402.

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt, Vice Chairman  
John Fullmer  
Kathleen Phan  
Eric Lehmayer  
Cara Beth Zortman  
Lisa Wingert, Manchester Township  
Dave Brosend, Manchester Township

**MEMBERS NOT**

**IN ATTENDANCE:** Mark Swomley

**ALSO IN**

**ATTENDANCE:** Dan Hoff, YAUFR Chief  
Steve Hovis, Solicitor  
Jay VanPelt, YAUFR  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

**A. Opening Ceremony**

1. Pledge of Allegiance
2. Check Presentation

**SCHENCK** Chairman Schenck called the meeting to order and led the Pledge of Allegiance. He stated that the second item, the check presentation had been postponed.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS.**

**SCHENCK** Chairman Schenck announced that an Executive Session had been held following the last meeting to discuss contract issues and personnel. An Executive Session was scheduled following the meeting this date for Collective Bargaining.

**3. COMMUNICATION FROM CITIZENS**

There were no public comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

**A. Steve Hovis, Solicitor**

**HOVIS** Solicitor Hovis stated he had nothing to add.

**HUNT** Mr. Hunt asked whether there had been any forward progress on the fire alarm policy.

**HOVIS** Solicitor Hovis responded that he had prepared a draft and sent it to the Chief, who had made some comments to be further reviewed.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff stated he had nothing to add to his report. However, he commented that there had been a few hiccups during the budget session. He appreciated the board's support and confidence as he moves forward with the budget.

**HUNT** Mr. Hunt asked whether Ms. Einsig or one of the Battalion Chiefs would be creating the newsletter.

**HOFF** Chief Hoff responded that he had done a lot of it this time; however, they are working with a graphic designer to move it into more of an e-newsletter. He wanted to be involved with it initially. It is intended to be placed on the website to communicate with our employees, as well as the general public.

**HUNT** Mr. Hunt questioned whether the budget was set up year-to-date versus year-to-date, as the actual year-to-date show some are at 100 percent.

**HOFF** Chief Hoff responded that some of the items would be at 100 percent if the project is done/completed for the year. Additionally, he noted that the change in appearance resulted from the discussion with Springettsbury and Mr. Maust's request for a projection.

**SCHENCK** Chairman Schenck commented that it is sometimes difficult to follow in comparing budget numbers to actual numbers as it appears to be apples to oranges.

**FULLMER** Mr. Fullmer noted that the difficult part of putting the budget together is trying to break it out on a month-to-month basis. He stated that with the current history the budget is pretty accurate on an annual basis.

**SCHENCK** Chairman Schenck agreed and noted that it had been a topic of conversation at Springettsbury for the last several budget cycles in order to get closer to a month-to-month basis.

**HOFF** Chief Hoff added that a lot of the expenses related to the building are on a 12-month period which starts in July when YAUFR took occupancy of the building.

From Springettsbury's perspective some of the contract services shown as of the end of June it appeared to be almost over-budgeting because a lot of that expense wasn't showing until the second half of the year.

**HUNT** Mr. Hunt questioned the \$314,000 under Miscellaneous Revenue in the Profit/Loss statement.

**HOFF** Chief Hoff indicated he would follow up on the item.\*

\*Note: Later during the meeting Chief Hoff responded to Mr. Hunt's question. He reported that the Miscellaneous Revenue was the income from the State Pension Aid. It had been mis-labeled in QuickBooks and had been fixed earlier during the meeting this date.

**SCHENCK** Chairman Schenck requested that Chief Hoff provide a corrected copy for the board.

**PHAN** Ms. Phan gave kudos to the staff and everyone on the PG Training and the graduation. She thanked them for posting pictures. She questioned whether there is a program for the Firefighter 1. She saw that Wrightsville was involved.

**HOFF** Chief Hoff responded that it was recognized that one of the weaknesses from a development standpoint was getting people, not the Firefighter 1 and Firefighter 2 but Officer Development type classes, Fire Officer 1 and Officer 2 credentials. That starts under the National Pro Board guidelines. The prerequisite to that is educational methodology, which is Fire Instructor 1 Certification. They reached out to Harrisburg Area Community College and proposed a zero dollar contract to provide the program. Fire Instructor 1 class will take the certification test the end of November or beginning of December. The next class will be the Fire Officer 1 Certification for which there are six YAUFR people taking that program. As the program expands there will be more people involved. The idea is that the officers teach the next group of officers how things are done from policy writing, letter writing, discipline, etc.

**PHAN** Ms. Phan thanked him for the summation.

## **5. ACCOUNTS PAYABLE**

A. Payable Listing as of September 30, 2016

**MR. FULLMER MOVED FOR APPROVAL OF ACCOUNTS PAYABLE LISTING AS OF SEPTEMBER 30, 2016. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**6. COMMUNICATION FROM COMMISSIONERS**

**FULLMER** Mr. Fullmer reported that he and his wife had sold their home and could be leaving the area within several weeks. He indicated that it was important that the board take some action for his replacement as Secretary/Treasurer.

A lengthy discussion took place regarding the process, which is summarized:

- Spring Garden Township board's suggested action would be to approve Eric Lehmayr as a Regular member of the YAUFR Commission. He had been serving as an Alternate member. Following the Spring Garden Township action, YAUFR would vote to approve him as Secretary/Treasurer. Spring Garden Township had discussed the process but took no action. The next meeting of Spring Garden Township is November 9, 2016.
- The main emphasis for the YAUFR board's consideration was the process for having checks electronically signed for distribution. Although Ms. Einsig has access to the bank account and entering the invoices, however, Mr. Fullmer is the only Administrator.
- Short-term solution is to authorize adding the Chairman as an "approver" for checks. This would allow the legislative process work through November to enable the appointment of the new Secretary/Treasurer.
- York Traditions Bank will require some formal action, such as a Resolution, to complete the process.

**MR. HUNT MOVED TO AUTHORIZE THE CHIEF TO PROCEED AS NEEDED TO GET BILL SCHENCK ON AS AN ELECTRONIC CHECK INVOICE APPROVAL. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**8. COMMITTEE REPORTS**

**A. Volunteer Committee**

**SCHENCK** Chairman Schenck reported in the absence of Don Eckert, Chairman of the Volunteer Committee. He stated that the Volunteer Committee would like to build a training building behind the fire station that would be of similar character with the station. Technically the Volunteers own the land. However, YAUFR has a lease for the station. An earlier agreement indicated that once the building

was finalized the volunteers would transfer everything over to Springettsbury. With their current desire to build a training building, if they could retain ownership of the land then there would be no need for prevailing wages and the three bids necessary. The objective is that the earlier agreement be reviewed.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

- A. Approval of Minutes: September 20, 2016 – Fire Commission Meeting
- B. Approval of Minutes: September 20, 2016 – Special Meeting – 2017 Proposed Budget Presentation

**MR. HUNT MOVED TO APPROVE MINUTES OF SEPTEMBER 20, 2016 IDENTIFIED AS ITEMS A AND B ON THE AGENDA. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

- A. Discussion – 2016 Audit Vendor

**SCHENCK** Chairman Schenck stated that YAUFR had recently hired Stambaugh Ness for its financial services. Proposals had been received from the current auditor as well as from Stambaugh Ness to provide the Audit.

**HOFF** Chief Hoff commented that a discussion had taken place as to whether or not any decision had been made concerning the auditor. Based on that quotes were requested from both Seger Swisher and Stambaugh Ness. Both proposals were very similar.

**SCHENCK** Chairman Schenck noted that Stambaugh Ness had provided a proposal with two options: Single year \$9,500; Three Year Commitment: First year \$9,000; second year \$9,250; and third year \$9,500, a slight reduction.

**MR. HUNT MOVED TO APPROVE STAMBAUGH NESS FOR A ONE-YEAR COMMITMENT TO DO THE AUDIT OF THE 2016 BUSINESS FOR \$9,500. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

- B. Discussion – 2017 Proposed Budget Update

**HOFF** Chief Hoff reported that the proposed YAUFR budget had been presented to Springettsbury Township a few weeks earlier. There were several items that were

changed under Expenses. One was Professional Services, which was reduced. Advertising and Printing, Utilities under Natural Gas, and Training and Development. A review was done as of the mid-point of the year, looking at weather predictions, and several changes were made. From a negotiation standpoint, Chief Hoff indicated he felt comfortable with the current status. At the end of the day the proposed budget of \$5,180,600 was reduced to \$5,152,500.

**SCHENCK** Chairman Schenck commented that the comparison was made year-to-date and also prior year actuals. There was a pattern in certain lines where the actuals were fairly level but the budget line was up. The adjustments were made.

**HOVIS** Solicitor Hovis indicated that a revised budget should be approved, and a motion made to authorize the recommended budget and forward it to each municipality.

**HOFF** Chief Hoff noted that he had communicated with Mr. Maust that he would be presenting a revised proposal this date and that both he and the Springettsbury Manager would be receiving the revised version as soon as the board approved it going forward.

**MR. FULLMER MOVED TO APPROVE THE REVISED BUDGET. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

## **12. NEW BUSINESS**

### **A. York Traditions Agreement – Act 72 – Increase in “Pool Limit”**

**HOFF** Chief Hoff stated that the “pool limit” had been increased because YAUFR had exceeded its previous pool limit going from two financial institutions into one. He explained that York Traditions indicated to him that they had just recently increased their entire pool limit to \$19 million. They assured YAUFR that, if at any point in time there is a concern of getting close to that they would continue monitoring. If another adjustment is needed there would be no problem. It just needed to be documented.

**HOVIS** Solicitor Hovis stated that they have a limited pool, and when they allocate it to different municipalities, they don’t want to allocate it all to one municipality that perhaps doesn’t need it.

**PHAN** Ms. Phan stated that it was their risk and not YAUFR’s, and they will definitely let us know.

**HOVIS** Solicitor Hovis noted for some of the board members that Act 72 basically states that when public funds are provided to a banking institution, there is the FDIC limit that is fully insured. However, anything above that needs to be

collateralized by the bank. Act 72 collateralizes and insures that they comply with the obligations. Solicitor Hovis indicated he had reviewed the document.

**MS. PHAN MOVED TO APPROVE YORK TRADITIONS AGREEMENT, ACT 72, TO INCREASE THE POOL LIMIT AS STATED IN THE CONTRACT. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck reminded the board of the Executive Session regarding the Collective Bargaining discussion immediately following adjournment. He adjourned the meeting at 7:55 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

John Fullmer  
Secretary

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