

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

**OCTOBER 19, 2010
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, October 19, 2010 at 7 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Tom Warman
Austin Hunt
John Fullmer
Don Bishop
Richard Guyer

ALSO IN

ATTENDANCE: Steve Hovis, Solicitor
John Holman, Springettsbury Township Manager
Bob McCoy, Chief, YAUFR
Sandy Ratcliffe, Finance Officer, Assistant Treasurer, YAUFR
Dan Hoff, Battalion Chief, YAUFR
Don Eckert, YAUFR
Jean Abreght, Stenographer

I. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Chairman Schenck called the meeting to order at 7:15 p.m. He led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session had been held prior to the meeting this date to discuss salaries for specific individuals within YAUFR.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis indicated he had nothing to report.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy indicated he had nothing to report.

5. ACCOUNTS PAYABLE

- A. Payable Listing as of September 30, 2010

MR. BISHOP MOVED TO APPROVE ACCOUNTS PAYABLE LISTING OF SEPTEMBER 30, 2010. MR. WARMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

WARMAN Mr. Warman commented on the number of fires during the month. He noted one specific fire in the Windsor Park area where the first unit to respond was a York City fire truck.

MCCOY Chief McCoy noted that with Les Adams' report and the recommendation toward closing a City fire station, that specific fire would be a prime example where mutual aid would apply, and they were the closest unit. It would be a difficult decision to make.

8. COMMITTEE REPORTS

- A. Volunteer Committee
B. Building Committee

ECKERT Mr. Eckert thanked the Commission for a very good work session to solidify a number of things in order to move forward.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

- A. Approval of Minutes: September 21, 2010 – Fire Commission Meeting
B. Approval of Minutes: September 2, 2010 – Joint Township Budget Meeting

SCHENCK Chairman Schenck commented that according to Roberts Rules, minutes do not have to be approved by motion.

HOVIS Solicitor Hovis noted that typically it provides an opportunity to comment on changes. He stated that in every meeting he had attended minutes were acted upon by motion.

MR. WARMAN MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 21ST FIRE COMMISSION MEETING AND SEPTEMBER 21ST JOINT TOWNSHIP BUDGET MEETING. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

- A. 2011 Budget Submission
- B. Fund Balance Policy

SCHENCK Chairman Schenck brought forward the 2011 Budget Submission. He asked whether the budget submission to the township would be changed.

MCCOY Chief McCoy responded that there would be some adjustments, as well as items for which additional guidance from the Commission was needed. He noted the following additional subjects: Manchester Township Agreement and Fund Balance. A lengthy discussion took place, which is summarized:

- Manchester Township Agreement – Not signed; not to be included in the budget. Additional revenue forecasted at \$48,000/year.
- Operational Fund Balance – Need high enough balance to cover payroll (\$90,000) and accounts payable (\$30,000) every two weeks.
- Capital Reserve includes \$50,000; separate fund.
- Operations for full year 2011 will show clarified monetary picture for the organization.
- Current actual fund balance is \$153,000 with \$50,000 in Capital Reserves.
- Fund Balance Policy – Solicitor Hovis will draft policy with recommendation for no less than 3% and no greater than 5% of budget.

Consensus of the Commission was a recommended Fund Balance of no less than 3% and no greater than 5%.

BISHOP Mr. Bishop elaborated on the fact that there is a need to obtain better financial advice perhaps from a Business Manager/Finance Director to enhance the future success of the organization. He indicated that the current vendor should be advised that YAUFR's needs have evolved into an expectation of additional focus on the business and financial direction. He added that there will be a need in the not too distant future to hire a YAUFR HR/Finance Director; however, following one full year of operations will provide a better overall picture. Communicating financial issues to the two municipalities, and especially to the Supervisors, will make the case crucial to YAUFR's long-term success. The budget item of \$8,500 will provide justification to hire someone in the future.

Consensus was to maintain the \$8,500 in the budget for 2011.

12. NEW BUSINESS

- A. Manchester 2011 Proposal

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MCCOY Chief McCoy requested that the Commission consider approval of submitting the agreement to Manchester for 2011. He noted that he hoped to present the agreement to them in order for them to review and vote on it during the months of November and December. He indicated it is an increase of \$1,000 a month

WARMAN Mr. Warman asked Solicitor Hovis if he had reviewed the agreement.

HOVIS Solicitor Hovis responded that he had reviewed it.

MR. HUNT MOVED TO APPROVE AND AUTHORIZE EXECUTION OF THE AGREEMENT UPON THE APPROVAL OF MANCHESTER TOWNSHIP. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

FULLMER Mr. Fullmer requested action by the Commission with regard to a change to the budget regarding the \$4 million for the building.

MCCOY Chief McCoy noted that as far as the budget to the townships, that has not changed.

HOVIS Solicitor Hovis indicated that it was important to reflect the amendment to convey to the municipalities that the amended budget is less than it had been.

MR. WARMAN MOVED TO ACKNOWLEDGE THAT THE SUBMISSION OF THE 2011 BUDGET REFLECTED AN AMENDMENT REGARDING THE REMOVAL OF THE \$4 MILLION LINE ITEM FOR CAPITAL. MR. BISHOP WAS SECOND.

WARMAN Mr. Warman noted that a discussion point would be the policy documenting that YAUFR does not own real estate.

BISHOP Mr. Bishop commented that Solicitor Hovis will draft that policy.

HUNT Mr. Hunt added that the Commission is taking short-term action in order to codify a policy for annual reference.

MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 8:10 p.m.

Respectfully submitted,

John Fullmer
Secretary

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