

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

**NOVEMBER 15, 2016
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, November 15, 2016 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

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

MEMBERS NOT

IN ATTENDANCE: Mark Swomley
John Fullmer

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Brook Saye, Solicitor
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance
2. Retirement Ceremony

SCHENCK Chairman Schenck called the meeting to order and led the Pledge of Allegiance. He turned the meeting over to Chief Hoff for the Retirement Ceremony.

HOFF Chief Hoff provided some history on Battalion Chief Richie Anderson, who joined YAUFRR five years ago. Chief Hoff specifically mentioned the mapping he had done, as well as the passion and excitement that he had as he approached his job. A Certificate of Retirement was presented to him, as well as a shadow box with his helmet front, name tag and Battalion Chief's badge.

WOODS Battalion Chief John Woods presented Mr. Anderson with a framed picture of a group of fellow firefighters after a drill. He noted that he and Mr. Anderson began their career together in the Prince Georges County Fire Department on the same day and ended on the same day as well. He stated it had been a pleasure working with him and appreciated everything he did.

SCHENCK Chairman Schenck thanked Mr. Anderson very much on behalf of the Commissioners. He thanked the attendees for coming to the meeting to honor him.

SCHENCK Chairman Schenck announced that Solicitor Steve Hovis could not be present this date, and Solicitor Brook Saye was present in his absence.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session had been held following adjournment of the last meeting to discuss Collective Bargaining. An Executive Session was scheduled for this date for a labor contract issue.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

SAYE Solicitor Brook Saye reported on behalf of Solicitor Steve Hovis, that he had been working with YAUFRR toward getting all alarm ordinances coordinated. He reported that all the respective Solicitors have the ordinance for their review and he is waiting for their feedback. In addition, he wanted to wish Mr. Fullmer well and she wanted to do so as well. She asked that the minutes reflect that they wished him a lot of happy times in his retirement.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff stated he had nothing to add to his written report.

SCHENCK Chairman Schenck commented that his written report was getting better every time. He added that the Commission had received the Strategic Plan update.

HUNT Mr. Hunt commented that there had been a Gant chart showing progress.

HOFF Chief Hoff responded that he had reviewed the color-coded report and thought that the one he provided was the most informative.

HUNT Mr. Hunt responded that he had been expecting the Gant chart; however, he agreed that the Chief's report was more comprehensive.

PHAN Ms. Phan asked for an update on EMS with White Rose Ambulance not wanting to participate. She asked whether the calls are covered and where the matter stands.

HOFF Chief Hoff responded that at the present time everything is okay. He had been meeting with Springettsbury's Manager, Mr. Marchant, to make sure that is kept in the forefront to avert any problems.

PHAN Ms. Phan indicated that the Commission is ready to assist if needed. She thanked him for the update.

SCHENCK Chairman Schenck provided a short update on the situation. YAUFRR does not manage Springettsbury's EMS, but the YAUFRR Chief does. They are all Springettsbury employees and had been a complement of eight, which is now down to three. As a result, outside agencies have been used to supply the labor. White Rose Ambulance had been approached to see if they could supply some labor, but their answer was no. However, labor is secured from Memorial Hospital and from Grantley Ambulance.

PHAN Ms. Phan asked whether the new ambulance is an ALS or BLS.

HOFF Chief Hoff responded that the new ambulance had been received and is in the process of getting outfitted. It will have radios installed by the end of the week and then will be inspected.

5. ACCOUNTS PAYABLE

A. Payable Listing as of October 31, 2016

MS. PHAN MOVED TO APPROVE PAYABLES AS OF OCTOBER 31, 2016. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

PHAN Ms. Phan noted that the items that are tracked during the move to the new system, are documented with notes. Ms. Phan commented that it is important to get the reporting out as quickly as possible.

HOFF Chief Hoff indicated Ms. Einsig is working closely with Stambaugh Ness to make sure that is done.

SCHENCK Chairman Schenck reported that Mr. Fullmer had provided the information to set him up at the bank in order to do the approvals. However, he hadn't seen anything come through yet. Chairman Schenck had checked with Solicitor Hovis, and as long as Mr. Fullmer's official date at Spring Garden is November 30th, it is his last day. The Commission doesn't have to do anything because his

appointment was through Spring Garden, so he is officially a member of this Commission as well until November 30th whether he is in town or not.

ZORTMAN Ms. Zortman stated that the Spring Garden Commission appointed Mr. Lehmayr as the new YAUFRR representative.

SCHENCK Chairman Schenck questioned whether the new alternate had been appointed.

LEHMAYER Mr. Lehmayr noted the individual has to be interested.

SCHENCK Chairman Schenck stated that, in this case, it has worked really well because Mr. Lehmayr was very loyal in coming as an alternate. He thanked him for his service.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

PHAN Ms. Phan thanked everyone, especially on all the training that was being done. She noted it was amazing what they are doing as a team along with the education provided, not only to YAUFRR, but also to outside organizations. It is really paying off as she hears a lot of chatter about YAUFRR and the efforts made to reach out to everyone in an attempt to make a community fire brotherhood. She wanted to give kudos to everyone for that effort.

8. COMMITTEE REPORTS

A. Volunteer Committee

HOFF Chief Hoff spoke with Don Eckert earlier this date and he did not indicate he had anything to report.

9. RESOLUTIONS AND AGREEMENTS

A. Resolution 2016-03 – Recognition of John Fullmer

SCHENCK Chairman Schenck reported he attended the Spring Garden Township meeting on November 9th, and YAUFRR presented Mr. Fullmer with a parchment paper, signed version of Resolution 2016-03.

MS. ZORTMAN MOVED TO APPROVE RESOLUTION 2016-03 IN RECOGNITION OF JOHN FULLMER. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

A. Approval of Minutes: October 18, 2016 – Fire Commission Minutes

MS. PHAN MOVED FOR APPROVAL OF THE OCTOBER 18, 2016 MINUTES. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Discussion – North York Services Agreement

SCHENCK Chairman Schenck introduced a discussion with regard to the North York Services Agreement. He stated that YAUFRR has an agreement with North York Borough, which is termed the ala-carte menu. They pay only for services rendered, and it seemed to energize their volunteer department to the point where no services were needed. They asked whether YAUFRR wanted to do that agreement for 2017. He and Chief Hoff had discussed the fact that he technically is still their Chief by their appointment, which carries some responsibility and some liability. Chairman Schenck's thought was that there should be some nominal fixed amount that North York Borough pays for that service.

HOFF Chief Hoff spoke with their Borough Council President and indicated that the subject would be an agenda item and that it was likely there would be a possible financial obligation attached to the next agreement.

A lengthy discussion took place and some of the main points are summarized:

- Attendance at their monthly meetings by a Battalion Chief; suggested at \$100/month.
- Prior to the YAUFRR contract, the City of York handled their fire service for \$75,000.
- YAUFRR bid \$50,000 as a fixed cost followed by the ala-carte price per call.
 - ✓ If YAUFRR covered the call with apparatus it would be \$1,000 per incident.
 - ✓ Chief services for the incident would be \$150.00 per incident.
 - ✓ There have been no services requested for two years.
 - ✓ A structure assignment in North York includes Station 89-3 and Station 89-5, along with one unit from York City.
- YAUFRR provides opportunities for training; however, attendance is slim.
- Distinction is that YAUFRR is their appointed Fire Chief.

- Administrative fee could be added (\$1,200, \$3,500, \$5,000, \$10,000, \$12,000)
- Without the agreement they would be responsible for their fire department and YAUFR's relationship with the Borough of North York would be completed. YAUFR would still be a resource for them.

Consensus was to have Attorney Hovis design the agreement with a flat fee of \$5,000 per year for management-level representation at Borough Council meetings and Fire Chief services as needed; including the other ala-carte billable activities.

HUNT Mr. Hunt noted that he would like to know what liability YAUFR will be accepting as having YAUFR Chief their appointed Chief.

SAYE Solicitor Saye mentioned that there would be some payment relative to insurance because YAUFR "oversees" them.

HUNT Mr. Hunt questioned whether there would be any E&O exposure.

ZORTMAN Ms. Zortman commented that the discussion centered around the agreement for next year; however, the agreement had not been drawn up yet.

SCHENCK Chairman Schenck noted that it could be addressed at the December meeting and by that time there would have been some discussions with North York and there would be a draft for review.

12. NEW BUSINESS

PHAN Ms. Phan asked Chief Hoff to work on job descriptions for the Fire Police.

HOFF Chief Hoff responded that he would do so.

SCHENCK Chairman Schenck stated that the Commission meeting would be recessed at this time to discuss personnel matters.

The Commission recessed at: 7:37 p.m.

The Commission reconvened at: 8:35 p.m.

SCHENCK Chairman Schenck stated that the Commission met during Executive Session to discuss personnel matters, and specifically the proposed contract with the unionized employees. Based on that the contract had been reviewed. He asked whether there were any further comments. If not, a Motion was needed to approve it this date.

PHAN Ms. Phan stated that, as the Commissioners had advised Chief Hoff, they were very happy and appreciative with the way the negotiations went between the union and the Chief.

**MS. PHAN MOVED TO APPROVE THE CONTRACT. MS. ZORTMAN WAS
SECOND. MOTION UNANIMOUSLY CARRIED.**

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

John Fullmer
Secretary

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