

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

**NOVEMBER 18, 2014
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Board Meeting on Tuesday, November 18, 2014 at 7:00 p.m. at the YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt, Vice Chairman
John Fullmer
Cara Beth Zortman
Eric Lehmayr

MEMBERS NOT

IN ATTENDANCE: George Dvoryak
Kathleen Phan

ALSO IN

ATTENDANCE: Peter Ruth, Acting Solicitor
Greg Maust, Spring Garden Township Manager
Robert McCoy, YAUFRR Chief
Sandy Ratcliffe, YAUFRR
Dan Hoff, YAUFRR
John Woods, YAUFRR
Jay Van Pelt, YAUFRR
Don Eckert, YAUFRR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Chairman Bill Schenck called the meeting of the York Area United Fire and Rescue to order. He led the Pledge of Allegiance.

2. Promotional Ceremony

MCCOY Chief McCoy provided background of Mike Freet, a 14-year veteran of the department. He had recently completed the Captain's exam and is in position for a promotion to Fire Captain. He will be assigned to serve as Station Commander at Station 89-2.

SCHENCK Chairman Schenck administered the Oath of Office of Fire Captain to him and congratulated him on his promotion.

3. Awards

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MCCOY Chief McCoy presented eight-year old Brayden Pinto, who had shown dedication and support of the department, with a T-shirt and a Certificate, Honorary Member of York Area United Fire and Rescue.

MCCOY Chief McCoy presented Firefighters Les Rhoads and Joe Stoppard with the Department Emergency Services Award and Emergency Citation Bars for their heroic efforts in saving two juveniles in a water rescue incident. Additionally, they were nominated for the York and Adams Red Cross Heroes Award, which they were scheduled to receive Thursday, November 20th at 7 a.m. at West Manchester Township. He congratulated both Firefighters on an outstanding job.

MCCOY Chief McCoy presented Firefighter Kevin Krout with a Non-Emergency Service Award and a Non-Emergency Citation Bar for his dedication and commitment in assisting with the relocation to the new facility. He had worked tirelessly during the station move.

MCCOY Chief McCoy asked Don Eckert to participate in the following award as Mr. Eckert had worked closely with him since day one in the new fire station, 89-1. In 2013, Matt Arnold completed the Fire Captain's Exam. He was immediately challenged with the project of assisting Mr. Eckert and Chief with coordinating the overall move out of Station 89-1. Everyone involved appreciated his effort in the finer details of the station. Chief McCoy presented Captain Arnold with the Fire Chief's Award for 2014 for his tireless efforts in coordinating the relocation to the new 89-1 station. He received the Non-Emergency Citation Bar for his uniform as well.

SCHENCK Chairman Schenck thanked everyone for their attendance. He announced that a Quorum was present; however, Commissioner Kathleen Phan would not be in attendance due to some recent surgery. He welcomed Attorney Peter Ruth, who was present in the absence of Solicitor Hovis.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that no Executive Sessions had been held and none were requested for this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT REPORTS

A. Steve Hovis, Solicitor

RUTH Attorney Ruth stated he had nothing specific to report.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy reported that the Commission had approved the purchase of five AED's. President Tom Stees and the Victory Fire Company donated \$3,430 to the department to pay for the two AED's to be located at the Victory Station. He thanked President Stees for the donation which was very much appreciated.

SCHENCK Chairman Schenck thanked President Stees as well and noted that YAUFRR will make sure to properly acknowledge the gift.

HUNT Mr. Hunt asked Chief McCoy for a status on the transition to payroll.

MCCOY Chief McCoy responded that it was going well. There had been several staff meetings, and Ms. Ratcliffe and Ms. Einsig had attended payroll training. The data will be done through the MUNIS system and the transition will take effect with the first pay period in January. Additionally they are working toward processing the payroll advice electronically with an email to an employee, password protected, which will eliminate delivery of paychecks and assist with fuel management.

HUNT Mr. Hunt asked Ms. Ratcliffe how many hours per pay period both she and Ms. Einsig will be spending.

RATCLIFFE Ms. Ratcliffe responded that she spends about four hours every two weeks doing payroll. In the future she might have an hour and Ms. Einsig will have two hours.

MCCOY Chief McCoy brought forward the item of Service Agreements with Springettsbury Township. He noted that the agreement for services was written in 2008 and had not been updated. The agreement for HR services was about \$26,000 out of the \$44,000, or 59%. He had met with Manager Denne and discussed the HR duties transferring to Ms. Einsig in 2015. They will continue to use Mr. Hinkle for the IT services and Ms. Ratcliffe for financial services. Chief McCoy's recommendation is that the agreements stay as is at the current funding of \$44,000 for 2015 since the budgets are completed. The salary adjustment made for Ms. Einsig can be retrieved through a new agreement with the Township for services in 2016 and beyond.

SCHENCK Chairman Schenck noted that during 2015 the activity and its impact can be reviewed as far as retrieving some cost savings.

MCCOY Chief McCoy noted that was the intent to review the necessary hours of reach portion of work. An additional point he made was that there are a number of

resources to YAUFRR's advantage, the Susquehanna Municipal Trust, the IIC for health insurance, the Solicitor and Personnel Attorney. Additionally they had met with Stambaugh Ness and received prices for private sector services. They had decided to stay with the MUNIS system for bill paying and now payroll. If there would be a need for Ms. Speicher's assistance in HR, instead of paying a private contractor, he would prefer to pay the township a consulting fee for her assistance; maybe an hourly fee. Those are options to discuss prior to the 2016 budget process.

FULLMER Mr. Fullmer commented that an analysis and evaluation of duties to be done during 2015 would provide valuable information for 2016.

MCCOY Chief McCoy brought forward potential needs for the office. Les Adams, in his original report indicated that at some future point YAUFRR would have an administrative person and a General Clerk. Chief McCoy mentioned that he was confident that Ms. Einsig could handle additional duties; however, at some point there may be a need for a General Clerk to handle phones, the lobby and schedules. They had discussed this potential, and could explore working with the school for a summer intern to do catch-up work during summer hours.

FULLMER Mr. Fullmer asked Chief McCoy to comment on the funding formula for the inclusion of Manchester Township.

MCCOY Chief McCoy responded that he is preparing a report itemizing every faction of the Department to include apparatus, building, utilities, and funding. He will provide that report to the board for their review upon completion. The suggested initial funding formula method was the same as was used when Springettsbury and Spring Garden joined together. He will use the approved YAUFRR budget and merge Manchester's 2015 budget in to determine the aggregate percentage. Then he will review a potential operational merger only with a break out of ambulance costs, which they would keep. Personnel and payroll costs would be broken out.

FULLMER Mr. Fullmer indicated that he would present the final draft report to this board, and following approval would present it to the other two boards.

MCCOY Chief McCoy agreed. Once the report is written and presented to this board, there may be a need to meet with the Manchester board for any negotiation items. He suggested that a joint meeting of board might be appropriate.

HUNT Mr. Hunt commented that this board needed to come to a conclusion and then out of courtesy solicit approval from Spring Garden and Springettsbury prior to offering it to Manchester. All parties need to vote affirmatively. YAUFRR represents two surrounding municipalities.

MCCOY Chief McCoy agreed. He noted the agreement may need several revisions before putting a final agreement together.

5. ACCOUNTS PAYABLE

A. Payable Listing as of October 31, 2014

**MR. HUNT MOVED TO APPROVE PAYMENTS LISTED AS OF OCTOBER 31, 2014.
MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

There were no Commissioner Comments.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Mr. Eckert stated that they continue to work through the Punch List with some success.

9. RESOLUTIONS AND AGREEMENTS

There were none for action at this time.

10. ACTION ON MINUTES

- A. Approval of Minutes: June 17, 2014 – Strategic Planning Meeting
- B. Approval of Minutes: July 15, 2014 – Strategic Planning Meeting
- C. Approval of Minutes: October 21, 2014 – Strategic Planning Meeting
- D. Approval of Minutes: October 21, 2014 – Fire Commission Meeting

MS. ZORTMAN MOVED TO APPROVAL THE MINUTES OF THE STRATEGIC PLANNING FOR JUNE 17TH, JULY 15TH AND OCTOBER 21ST, AND THE REGULAR COMMISSION MEETING ON OCTOBER 21ST, 2014. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Discussion – 2015 – Pension Board Meetings

SCHENCK Chairman Schenck noted that Chief McCoy wanted to discuss the 2015 Pension Board Meetings.

MCCOY Chief McCoy stated that, during the previous meeting, there had been discussion concerning the Pension Board meetings. The Firefighters who sit on the Pension Board had not been present. In the meantime, Chief McCoy had communicated with George Mount and Rich Mellon, representatives of the union, and they agreed with having twice a year meetings. In addition, they asked if Annette Hose of Fulton Financial would be able to provide the report earlier so that they would have more time for review. Ms. Hose responded that she would do so. She did request that the first 2015 meeting be moved to February in order to have full reporting. Solicitor Hovis suggested that quarterly meetings be included in all the advertisements. Meetings can be cancelled instead of having to advertise for a special meeting. It was Chief McCoy's understanding that last month's discussion had not included the Firefighters, and no decision could be made. He had since reviewed the matter with the Firefighters and had their approval to have meetings twice a year.

Consensus of the board was that no formal action was needed based on the Firefighters' approval. Pension Board meetings will be scheduled twice a year.

B. Approval – Administrative Assistant Job Description

MCCOY Chief McCoy brought forward the matter of Ms. Einsig's new duties. He had discussed the new job description duties with both Solicitor Hovis and Pat Harvey. In January, Ms. Einsig will become the Payroll Officer, HR Official for YAUFRR, handle all Workers Comp and Open Records Officer. With the change she will become an exempt employee.

FULLMER Mr. Fullmer asked what internal controls will be in place for her to approve items.

MCCOY Chief McCoy responded that there had been discussions concerning the separation of duties.

RATCLIFFE Ms. Ratcliffe noted that the separation will be the same. Ms. Einsig will be doing what HR Springettsbury was doing. Ms. Ratcliffe will continue to review and assure accuracy. There will be a continuation of a two-part approval with paying through the banks.

MR. FULLMER MOVED TO APPROVE THE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

C. Discussion – Strategic Planning

BALL Patrick Ball provided a basic review of what had been accomplished. They had discussed descriptions around the imperatives, the goals, made some corrections and discussed some specific objections. Moving forward he will meet with Chief McCoy and put everything into an implementation plan over the next three years. That will show what it will look like, who is to be responsible, the timing over three years along with a GANT chart that shows the span of time. This document will enable Chief McCoy and the staff how to operationalize the plan. It also will become a reporting mechanism to keep track of progress. Approval will be done in December, and in January the plan will move forward toward implementation.

A lengthy discussion took place. Following is a summary of the comments.

- Strategic Imperative #1, Goal #1 – Cost of turnover being an anchor. The word anchor was removed.
- Fire services have a very low turnover; up-front investment will take a proactive approach to prevent turnover costs long term. Last sentence concerning the best and brightest removed.
- Documenting specific objectives with time frames includes a lot of work; potential over-commitment.
- Dashboard will be developed to monitor the activities; Chief to delegate items.
- Implementation Plan to clearly show responsibilities.
- Goal #2, Objective #4, Page 5 re/anonymous survey to measure satisfaction – potential for outside providers to do the survey; not inexpensive. Firm will assist with the right questions.
- Budget for 2015 will have funds to begin implementation; line item maintained for consultant projects.
- Strategic Planning expected to move forward into 2015 into the Firefighter at station level.

BALL Mr. Ball stated a final version of the current draft will be provided for the December meeting, followed by discussion of the implementation plan.

MCCOY Chief McCoy asked how the board would want to handle the next Strategic Plan meeting, i.e., an hour prior to the Commission meeting, or as part of the Agenda.

BALL Mr. Ball indicated that the implementation plan will serve as the dashboard moving forward, which can be tracked from there.

Consensus of the board was to include the Strategic Planning discussion as an Agenda item.

12. NEW BUSINESS

A. Approval – Services Agreements

SCHENCK Chairman Schenck noted that two service agreements would be discussed but no action would take place this date. He noted a fresh draft had been provided to the board.

North York Borough Agreement

MCCOY Chief McCoy had provided an updated draft with the only change to previous versions being that Liberty Fire Department was added as a signature on the agreement as suggested by Solicitor Hovis.

History

Chief McCoy stated that in 2011, YAUFRR was approached by North York to provide a proposal for fire service. That proposal was never presented to the Board by the Manager. However, the Department had prepared a well-drafted blueprint for volunteer companies.

Chief McCoy stated that North York basically chose an option that provides for a pumper and chief on incidents, with billing occurring only if Liberty is not available. Additional discussion is summarized:

- The full coverage fee was \$50,000, but that was not selected nor recommended by this Department.
- Prices were set for two years.
- Their board voted 6 to 1 for this, and Liberty is a part of it.
- North York had used York City for the past two years, paying a flat fee of \$75,000 per year, regardless of operational activity.
- Chief McCoy had advised the Borough Council that if York City could provide the same service as YAUFRR for the same cost, he would understand their existing commitment.
- YAUFRR is the best option to help sustain this volunteer fire company for the future.
- The YAUFRR proposal provides incentives for Liberty Fire Company to perform for their Borough.

FULLMER Mr. Fullmer asked how difficult it would be to account for whether there is a Chief present or a truck present for sending an invoice.

MCCOY Chief McCoy responded that the Chiefs will be able to account for their responses based on communication with the Liberty Chiefs and that he would provide a monthly report for their council board. He requested the board's approval for the agreement.

RUTH Attorney Ruth advised that approval would be given pending final Solicitor approval of the agreement in the event of any minor or significant changes would need to be made.

MR HUNT MOVED TO APPROVE THE AGREEMENT WITH THE CONDITION THAT THE SOLICITOR BE GIVEN AN OPPORTUNITY FOR REVIEW. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

Eagle Fire Company

SCHENCK Chairman Schenck asked for an update on Eagle Fire Company.

RUTH Attorney Ruth stated that he had been briefed; however, there may be more issues to be solved.

SCHENCK Chairman Schenck noted that late this date some email correspondence came through based on what had been discussed previously concerning Eagle Fire Company becoming a YAUFRR “affiliate” that flies under the YAUFRR banner. There were some concerns about making sure the municipality was apprised of the potential.

MCCOY Chief McCoy commented that the intention is not for approval this date. His personal thought is that for years we’ve always wanted to do something for the volunteer company that wants to go the next step, which is the potential with Eagle. They want to become a YAUFRR affiliate. Chief McCoy stated the joining of a volunteer company does not require transfer of assets/ownerships. Eagle is not looking at dissolving the corporation or for any financial support from YAUFRR. Another category for consideration would be their member classification as determined in the charter agreement. Additional lengthy discussion included the following summary:

- Eagle is an independent volunteer corporation that wants to maintain their corporate status but become a YAUFRR affiliate.
- Agreement clarification items would include liability, insurances, Workers Comp.
- YAUFRR recommended Eagle discuss the potential with all their municipalities. YAUFRR operational identity will not change their service to the two boroughs and the township. Eagle has a meeting scheduled for discussion with East Manchester 11/25/14. Eagle has noted that their Borough is in agreement.
- Changes in the boxes would only require a number change but no change in service or companies, with approval from the municipalities. It should not be

a major issue to change the numbers through 911 after the Township and Borough approves.

- YAUFRR issue is how this applies to the Charter Agreement.

RUTH Attorney Ruth commented that it was raised as a question; however, he believed that there is a way to do so following discussion with the municipal group. He noted Chief McCoy's mention of insurances, Workers Comp and obligations of the respective municipalities. The details need to be ironed out in advance.

MCCOY Chief McCoy responded that this now relates to the level of membership for the volunteers. Two agreements are in place for an operational agreement. Eagle is a strong group that wants to join and go the next step for identity.

HUNT Mr. Hunt observed Chairman Schenck's point of creating a description of the relationship, such as an affiliate, a volunteer affiliate or a volunteer charter, certified volunteer, or something that could describe their identity with YAUFRR.

MCCOY Chief McCoy noted that in several meetings he had been upfront with their people as far as the possible scenarios.

SCHENCK Chairman Schenck noted that the high-level concept is perfect and for them to be a YAUFRR operating unit with their own identity and self funding. He referred to the business world where there are franchise agreements, sub-operating agreements, etc. He noted not to forget the York Area United Volunteer Fire and Rescue Corporation.

Consensus of the board was to proceed and work through the details with Eagle.

B. Discussion - Revenue Project

MCCOY Chief McCoy brought forward the matter of Accident billing as the Department explores budget expenses, revenues and potential revenue. He had brought the same matter to the board in 2011, at which time the board debated and determined it should not be pursued. Chief McCoy had been involved in setting this up with Manchester Township. He noted it is not a big revenue producer. Additional lengthy discussion took place, which is summarized:

- Some payments for Route 30 and I-83 corridor, from corporate travelers, trucks, visitors who travel through it had produced revenue, about \$1,000 to \$3,000 a year.
- Manchester has had it in place for three years and has collected approximately \$6,000 to \$7,000 out of \$32,000 worth of billing.

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- Specific items for billing include extrication equipment, fluid leaks where oil dry is used; Hazmat items; definable and measurable.
- Data is put into the computer, which is in turn sent to the company for billing.
- Small revenue with a great deal of effort.
- The Commission affirmed their original position on accident billing.

13. ADJOURNMENT

SCHENCK Chairman Schenck announced the next meeting is scheduled for December 16, 2014 at 7 p.m. He adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

John Fullmer, Secretary

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