

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

**NOVEMBER 20, 2012
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, November 20, 2012 at 7:00 p.m. at the Springettsbury Township Offices, 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt, Vice Chairman
John Fullmer
Don Bishop

MEMBERS NOT

IN ATTENDANCE: Cara Beth Zortman
Richard Guyer, Spring Garden Township

ALSO IN

ATTENDANCE: Greg Maust, Spring Garden Township Manager
Brooke Say, Acting Solicitor
Robert McCoy, YAUFRR Chief
Jay VanPelt, YAUFRR
Dan Hoff, YAUFRR
Sandra Ratcliffe, YAUFRR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

SCHENCK Chairman Schenck called the York Area United Fire and Rescue Commission meeting to order at 7:05 p.m.

1. Pledge of Allegiance

SCHENCK Chairman Schenck led the Pledge of Allegiance. He welcomed Attorney Brooke Say, who was filling in for Solicitor Hovis. He thanked her for coming.

2. Swearing in Ceremony – Fire Fighter Brett Graham

MCCOY Chief McCoy introduced Brett Graham, who was recently hired. He was a Volunteer Fire Fighter at Blue Rock Fire Company in Lancaster County. He came to YAUFRR late summer and is assigned at Station 89.1.

SCHENCK Chairman Schenck welcomed Mr. Graham to the YAUFRR team and led him through the Oath of Office.

GRAHAM Fire Fighter Graham thanked YAUFRR for the opportunity and introduced his family members in attendance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session will be held following adjournment for administrative personnel.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

SAY Attorney Say indicated that Solicitor Hovis had nothing to report. However, there was one motion to add to New Business. She stated that the Motion would be to adopt and approve the Office of Open Records Fee Structure established in accordance with the Right to Know law for the Commission's use in responding to requests for public records.

SCHENCK Chairman Schenck stated that the item would be added to New Business.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy stated he had provided a written report and would respond to any questions.

HUNT Mr. Hunt asked about the new Records Management System.

MCCOY Chief McCoy responded that Battalion Chief Dan Hoff is coordinating the review of the Records Management Systems. They are evaluating different programs, the type of reports and the processes that would enable other departments to be in the system with barriers covering their own information. The administrators could get a regional perspective. They will be able to pay for the system out of the budget based on what they pay in licenses each year so there will be no initial start up costs or large fees. He noted that Matt Arnold has IT experience and will take over Lee Sowers' position since Lee had stepped down.

HUNT Mr. Hunt asked about the discussion regarding the Heritage Drive entrance off Indian Rock Dam Road.

MCCOY Chief McCoy responded that YAUFRR had been approached by the Spring Garden staff with regard to Heritage Drive gate closure to limit traffic through the condominium area. Chief McCoy had discussed the situation with Dave Davidson, their engineer, as well as the people making the request. Based on the running route as a Fire Department, they would have no issue with one gate being shut, but they are looking into removable baffles or something that would enable emergency apparatus to get through the gate.

5. ACCOUNTS PAYABLE

- A. Payable Listing as of October 31, 2012

MR. FULLMER MOVED TO APPROVE THE PAYABLE LISTING OF OCTOBER 31, 2012. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS AND CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

There were no comments from Commissioners.

8. COMMITTEE REPORTS

- A. Volunteer Committee

SCHENCK Chairman Schenck reports in the absence of Don Eckert. He reported that progress is being made on the new building and settlement will be about mid-April on the East Market Street building.

MCCOY Chief McCoy added that several meetings were scheduled for the proposed building, and everything is moving forward.

HUNT Mr. Hunt asked about when the buyer wanted to take possession of the property.

MCCOY Chief McCoy noted that once settlement takes place, they want to take possession of the property, which was scheduled anywhere from a January to April timeframe. That buys more time for the fire service to prepare for the move during the construction phase.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

- A. Approval of Minutes: October 16, 2012 – Fire Commission Meeting

MR. FULLMER MOVED FOR APPROVAL OF THE MINUTES OF THE OCTOBER 16, 2012 FIRE COMMISSION MEETING. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

There was no Old Business for action.

12. NEW BUSINESS

- A. Approval – 2013 Services Agreement

MCCOY Chief McCoy reported that the 2013 Services Agreement with Manchester Township is identical with the previous agreement. The current agreement expires on December 31, 2012. Chief McCoy asked for approval of the agreement in order that Manchester could take action during their December meeting. The fees will stay the same, and it had been a benefit not only for YAUFRR, but also for Manchester.

MR. HUNT MOVED TO APPROVE THE 2013 SERVICES AGREEMENT WITH MANCHESTER TOWNSHIP. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- B. Approval – Sale of 1999 Ford Explorer

MR. BISHOP MOVED TO APPROVE THE SALE OF THE 1999 FORD EXPLORER. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- C. Approval – Public Records Fee Schedule

MR. BISHOP MOVED TO ADOPT AND APPROVE THE OFFICE OF OPEN RECORDS FEE STRUCTURE ESTABLISHED IN ACCORDANCE WITH THE RIGHT TO KNOW LAW FOR THE COMMISSION'S USE IN RESPONDING TO REQUESTS FOR PUBLIC RECORDS. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

SCHENCK Chairman Schenck reminded the Commission of the Executive Session following adjournment. He adjourned the meeting at 7:19 p.m.

Respectfully submitted,

(Signature on file at YAUFRR Headquarters)

John Fullmer
Secretary

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