

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

**NOVEMBER 21, 2017
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, November 21, 2017 at 7:00 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Austin Hunt, Vice Chairman
Eric Lehmayer, Secretary/Treasurer
Kathleen Phan, Member, YAUFR Commission
Cara Beth Zortman, Member, YAUFR Commission

ALSO IN

ATTENDANCE: Dan Hoff, YAUFR Chief
Steve Hovis, Solicitor
Lisa Wingert, Chairman, Manchester Township
Jay VanPelt, YAUFR
Jean Abreght, Stenographer

1. CALL TO ORDER

SCHENCK Chairman Schenck called the Regular Meeting to order and led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session had been held following the October meeting. None were planned for this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis reported that he had provided a packet for the Commissioners, as well as the Managers of all three municipalities, which described the three Alarm Ordinances. The Working Group had reviewed the issues that the municipalities had which surrounded enforcement. Springettsbury would be using a statutory provision, Title 18; Manchester and Spring Garden would be using a fine scenario followed by summary convictions. Springettsbury's enforcement will be done by the Police Department; Spring Garden and Manchester's enforcement will be handled by their respective Managers. The conclusion the Working Group came to is the necessity for unification regarding alarm device identification, registration and information.

HOFF Chief Hoff reported that YAUFR has the ability to auto-generate reports weekly, monthly or bi-weekly and provide them automatically to the appropriate people in each township.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff stated he had nothing to add to his written report. He pointed out that YAUFR's new employee, Chuck Yingling, was present. He noted that either at the December or January meeting he will be officially sworn in.

HUNT Mr. Hunt questioned YAUFR's status with North York.

HOFF Chief Hoff responded it is simply Mutual Aid. The formal relationship with North York is done.

Lease Discussion

HUNT Mr. Hunt questioned the status of the lease application. He noted that he thought YAUFR was limited to incur indebtedness by the Charter Agreement.

HOFF Chief Hoff responded that no lease application had been submitted. He had discussed the matter with Solicitor Hovis and determined that a submittal of a credit application would be appropriate.

HOVIS Solicitor Hovis stated that YAUFR is authorized to lease, sell and purchase personal property with a limitation of \$100,000. Anything beyond that must be done by Resolution. He added that it would be imperative to review any leasing documentation. The leasing company would require a review of the Charter Agreement and evidence of financial stability, and YAUFR has no taxing powers.

SCHENCK Chairman Schenck commented that he had presented the leasing idea to Springettsbury during budget meetings. The municipalities would have to sign off because it would be a Capital Request to the townships, which they can deny or approve. He thought the lease arrangement would be handled under the same manner, which may provide a comfort level to a leasing company.

Website Discussion

PHAN Ms. Phan stated that Chief Hoff had done a really great job on the website.

HOFF Chief Hoff thanked her and stated it was a joint effort.

PHAN Ms. Phan noted it was very informative with the calendar, the agenda and minutes. She commented that more people need to know it is available. Ms. Phan noted that the By-laws on the website were written in 2008 and should be updated. She asked whether the Code of Conduct could be updated and placed on the website.

HOFF Chief Hoff responded that it is included in the General Orders.

PHAN Ms. Phan commented that she would like to see that on the website. She congratulated Chief Hoff on a very well-built website. She offered her assistance if needed. She noted as far as advertising and getting information out in the community, they are doing a great job. It is nice to see the trucks out just as much as seeing the police cruisers out and engaging the community.

5. ACCOUNTS PAYABLE

A. Payable Listing as of October 31, 2017

MR. HUNT MOVED TO AUTHORIZE PAYBLES AS SUBMITTED. MS. ZORTMAN 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

There were no Committee Reports.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: October 17, 2017 – Fire Commission Meeting

MR. HUNT MOVED TO APPROVE THE MINUTES AS AMENDED. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Acknowledge receipt of 2016 Audit Report – Stambaugh Ness, PC

B. Acknowledge receipt of Manchester Township Business Personal Property Appraisal
Industrial Appraisal Company

MS. PHAN MOVED TO APPROVE ITEMS A AND B. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

C. Approval – Job Descriptions: Fire Police / Administrative Director / Administrative Assistant

HOFF Chief Hoff stated that he, Ms. Einsig, Solicitor Hovis and his staff had discussed all three of the above Job Descriptions from a legal standpoint. The Volunteer Fire Police Job Description contained how they are managed and identified the split between the Fire Department and the Police Department.

HOVIS Solicitor Hovis added that they had reviewed the legality, wage and hour and proper classification. Identification of duties and responsibilities will be set by YAUFR with the assurance that Fire Police are consistent with the statute.

PHAN Ms. Phan had several suggestions, one covering Customer Service, which was covered in Communication Skills; secondly covering assurances of the requirement of a Valid Driver's License being a "clean" license. She was assured that the Driver's Licenses are checked every year. She mentioned the wording, "capable of walking, standing or directing traffic at emergencies for extended periods of time in cold, warm in inclement conditions and wearing approved Fire Department personnel protective equipment" and suggested "using appropriate apparatus or equipment." Her thought was that an individual must be able to hold and properly use a flashlight for directing traffic, etc. for long periods of time.

HOVIS Solicitor Hovis noted that, from what Ms. Phan had mentioned, covers the fact that there may be a requirement to hold a flashlight for an hour and wave it back and forth; however, one must be capable and able to hold a three-pound flashlight or whatever piece of equipment, for an extended period. It would cover that ability that a physician would be able to approve for duty.

HOFF Chief Hoff indicated that made it simpler when a person needed to be addressed, especially where someone might be rehabbing from a shoulder injury, etc. before being re-instated to duty.

PHAN Ms. Phan indicated her goal of these Job Descriptions is safety.

HOFF Chief Hoff indicated the adjustments can be made and put back on the Agenda for December. He asked for discussion on the Administrative Director's position, as well as the Administrative Assistant position, which had been reviewed with Solicitor Hovis.

**MS. PHAN MOVED TO APPROVE THE JOB DESCRIPTIONS FOR
ADMINISTRATIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT. MR.
LEHMAYER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

SCHENCK Chairman Schenck asked whether the Police Chief has had the opportunity to look at the Fire Police Job Description.

HOFF Chief Hoff responded that the original draft had been reviewed by Lt. King; however, he would provide the draft to all three Police Chiefs for their review.

12. NEW BUSINESS

A. Discussion – Business Bill Pay Approvers.

HOFF Chief Hoff indicated they had checked with York Traditions and basically what is needed was one person that is guaranteed to be present between December's meeting and January's meeting that is an official board member to be a secondary approver of Bill Pay.

PHAN Ms. Phan offered to be the secondary approver.

HOFF Chief Hoff noted that it would amount to two payable periods in between the last payable period in December and the January Commission Meeting.

MR. HUNT MOVED TO AUTHORIZE KATHLEEN PHAN TO ACT ON BEHALF OF YAUFR AS AN APPROVER OF PAYABLES. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HOFF Chief Hoff requested approval to advertise the Administrative Assistant position.

MR. HUNT MOVED TO AUTHORIZE ADVERTISING FOR THE ADMINISTRATIVE ASSISTANT POSITION. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjournment the meeting at 7:55 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Eric Lehmayr
Secretary

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