

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

**DECEMBER 17, 2015  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, December 17, 2015 at 7 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt  
John Fullmer  
Kathleen Phan

**MEMBERS NOT**

**IN ATTENDANCE:** Mark Swomley  
Eric Lehmayr  
Cara Beth Zortman

**ALSO IN**

**ATTENDANCE:** Robert McCoy, YAUFRR Chief  
Steve Hovis, Solicitor  
Sandy Ratcliffe, YAUFRR  
Dan Hoff, YAUFRR  
John Woods, YAUFRR  
Jay Van Pelt, YAUFRR  
Don Eckert, YAUFVFR  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

A. Opening Ceremony

1. Pledge of Allegiance

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

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that an Executive Session was held following the last meeting to discuss personnel matters. Another Executive Session was scheduled for this date following adjournment to discuss personnel and labor questions.

**3. COMMUNICATION FROM CITIZENS**

There were no public comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis, Solicitor

**HOVIS** Solicitor Hovis stated he had nothing to report beyond the Agenda items.

B. Robert McCoy, Fire Chief

**MCCOY** Chief McCoy stated he had nothing to report unless there were questions.

**PHAN** Ms. Phan questioned who submits the YAUFRR grants.

**MCCOY** Chief McCoy responded that Battalion Chief Hoff writes the grants.

**PHAN** Ms. Phan asked why the Federal Fire Act Grant was denied.

**HOFF** BC Hoff responded that a standard form letter had been received that basically indicated they have more requests than they are capable of funding. It is based on financial need and goes to departments that otherwise can't fund some items such as turn-out gear and air packs, etc.

**PHAN** Ms. Phan noted that an additional grant is to be submitted through the York County Emergency Management Office. She asked what that covered.

**HOFF** BC Hoff responded that it comes from the TMI Preparedness, which had been applied for during March or April. It is almost guaranteed that some money will be received from that but will be used for the coming year. He added that it is a local grant and usually has extra money because not many people apply for it.

**PHAN** Ms. Phan asked whether all the possible grants are researched.

**MCCOY** Chief McCoy responded that they are.

**PHAN** Ms. Phan was thrilled to learn of the Columbia Gas Carbon Monoxide donation.

**HOFF** BC Hoff responded that Columbia Gas reached out to YAUFRR and fortunately Grantley Fire Company, as a non-profit, partnered with YAUFRR. They received \$2,000, and YAUFRR partnered together for the distribution. The presentation was postponed until January 9, 2016.

**PHAN** Ms. Phan thanked everyone for the work on the RMS system. She commented that she is anxious to see it being used. She asked about the Paytime meeting that was scheduled.

**MCCOY** Chief McCoy responded that the union President attended and had no issues. They discussed the internal security breach last spring, and the explanation

provided was in depth and satisfied any concerns. They were able to pull up the web portal for every employee's access for our review.

**PHAN** Ms. Phan asked if a Calendar of Events could be put on the Facebook page.

**MCCOY** Chief McCoy responded yes that it could be added.

**SCHENCK** Chairman Schenck asked about the Safety Committee meetings and whether or not the labor union has representation.

**MCCOY** Chief McCoy responded that the union is included on all meeting reminders but anyone can attend. In order to be certified through the state, it must be a split of equal labor and management representation. From the perspective of the union, two firefighters and two officers sit on the committee and are union members, so technically there is union representation, just no union Executive Representative.

**HUNT** Mr. Hunt suggested that Chief McCoy email and ask the union President specifically if he feels two labor representatives sitting in the Safety Committee meeting are adequate representation.

**MCCOY** Chief McCoy responded that they had discussed it and actually made a lot of progress in communication with each other. He added that they met recently and discussed preliminary negotiations for next year. He learned that the Congressional Spending Plan had the Cadillac Tax provision added and it was to be voted upon this date. He had not heard whether or not it passed. Supposedly it is being held until 2020. That would add another negotiation cycle. He suggested to the union that they get together and discuss the entire spectrum. It will determine whether the employee or the employer will pick up the 40% health insurance.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of November 30, 2015

**MR. FULLMER MOVED TO APPROVE THE PAYABLE LISTING AS OF NOVEMBER 30, 2015. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

A. Paytime Payroll Service Agreement

**SCHENCK** Chairman Schenck commented that he was somewhat familiar with the Paytime Payroll Service Agreement. He asked Solicitor Hovis if he had reviewed the contract.

**HOVIS** Solicitor Hovis responded that an individual at Stock and Leader who had expertise with payroll providers in the past had reviewed it and provided revisions to Chief McCoy. He understood that Paytime accepted all of the changes after some negotiations.

**MCCOY** Chief McCoy stated that Springettsbury had notified YAUFRR they would be switching to Paytime. Spring Garden had been with them for three years with no complaints. Chief McCoy noted several comments:

- Paytime will be doing all the payroll, quarterly taxes, W-2's, all electronic.
- Ms. Ratcliffe's involvement will be decreased, which means there should be a corresponding decrease in the Springettsbury service contract. It's early in the year and should be revised.
- Chief McCoy is ready to move forward.

**PHAN** Ms. Phan noted that this was estimated in the budget.

**MS. PHAN MOVED TO APPROVE THE PAYTIME PAYROLL SERVICE AGREEMENT. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

B. Target Solutions Client Agreement

**SCHENCK** Chairman Schenck stated that Target Solutions provides a training solution.

**MCCOY** Chief McCoy reported that the agreement covers a web-based training program. A lengthy discussion took place, which is summarized:

- YAUFRR Training Staff had reviewed the program; good references received from Chief's former department.
- Benefit of time management savings as all can be done electronically.
- Records associated with the training as required by ISO can be kept electronically.
- Five year contract can be eliminated if YAUFRR is not satisfied.
- Number of users is 60; 55 including Manchester with five spares.
- Increase per year at 2.5% is negotiable; some discounts apply.
- YAUFRR-specific training and policies will be applied to the web training.

- If Federal Fire Act Grant for the simulators doesn't come through, another \$8,000 comes out of the training budget.
- Funds can be gleaned from other areas if the training budget comes up short.
- Intellectual Property Rights – TSL owns rights, title and interest in course content, but not YAUFRR-specific information.
- As TSL's only regional department with its own policies, this will be more specific.
- Training Committee worked with vendor and did a test product; 100% recommendation.
- Review of the content is good guide; organized software system, user-based eliminates in-house administrative work.

**MR. HUNT MOVED TO PROCEED WITH 60 LICENSES FOR ONE YEAR WITH AN OPTION TO TERMINATE WITH FIRST PAYMENT IN THE 2015 BUCKET. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

C. Authorization to approve contract for Financial Audit Services conducted by Sager, Swisher and Company, LLP for Calendar Year 2016 in an amount not to exceed \$9,800.00

**SCHENCK** Chairman Schenck stated that the item related to the contract allowing Sager, Swisher and Company to perform the 2015 Audit in the amount of \$9,800.

**MCCOY** Chief McCoy noted that the base price went down to \$9,400, but there is an additional \$400 added this year for next year's audit for the GASB 68 implementation. The item was budgeted at \$10,000.

**FULLMER** Mr. Fullmer noted that YAUFRR was satisfied with the work they did for the last seven years.

**MR. FULLMER MOVED TO ACCEPT THE SAGER, SWISHER AND COMPANY PROPOSAL WITH CHIEF OR MS. RATCLIFFE CHECKING TO SEE IF THAT IS BROKEN OUT INTO SEPARATE AUDIT FUNCTION, AND THAT ADDITIONAL \$400 BE CHARGED TO THE PENSION FUND. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

## **7. COMMUNICATION FROM COMMISSIONERS**

**SCHENCK** Chairman Schenck reported that he had been fortunate to attend training for the Volunteer Fire Company. The training included the properties of the blue lights used. A PennDOT representative discussed the fire police duties on Route 83.

Chairman Schenck stated that not enough thanks goes to the volunteers, especially with the conditions under which they work.

**8. COMMITTEE REPORTS**

**A. Volunteer Committee**

**ECKERT** Don Eckert reported that the volunteers continue the renovation and refurbishing of the Commonwealth station, 89.3. In the midst of the work, they discovered that the 10-ton capacity rooftop unit died. They went out for bids with a few more to come in, but the bids ranged from \$16,000 to \$18,500 plus a roof cost from the previous roofer because he had served the station for years and has the guaranteed rubber manufacturer. Unfortunately, they had to cancel all the December and January rentals. Mr. Eckert added that, with regard to the training session with the State Police and PennDOT and especially in Springettsbury and Spring Garden there are some very dedicated people who go out 24/7.

**HUNT** Mr. Hunt asked if they are able to add new and young recruits.

**ECKERT** Mr. Eckert responded that it is very difficult. One just started recently and had been fairly dependable. Another just filled out an application and will have to get through the training. The big thing is when that pager goes off it can be in the middle of the night, 3 a.m., as to whether they're going to show up.

**SCHENCK** Chairman Schenck thanked him.

**9. RESOLUTIONS AND AGREEMENTS**

**A. Resolution 2015-05 – 2015 Year End Budget Amendments**

**MR. FULLMER MOVED TO APPROVE RESOLUTION 2015-05, THE 2015 BUDGET AMENDMENTS. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**10. ACTION ON MINUTES**

**A. Approval of Minutes: November 17, 2015 – Fire Commission Meeting**

**MR. HUNT MOVED TO APPROVE THE MINUTES OF NOVEMBER 17, 2015 FIRE COMMISSION MEETING AS SUBMITTED. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

**HOVIS** Solicitor Hovis asked Chief McCoy if he planned to bring up the elevator agreement.

**MCCOY** Chief McCoy responded that the new agreement was finalized this date and Solicitor Hovis had reviewed it. He reported that it is an annual service agreement, a Bronze plan at \$816 a year. This provides a check twice a year of all the elevator room components, as well as the system itself along with the annual certification.

**HUNT** Mr. Hunt asked whether the agreement included an emergency call-out for assistance.

**MCCOY** Chief McCoy responded that it did not; just a routine inspection.

**HOVIS** Solicitor Hovis stated it covers just the inspection in order to maintain your certifications. They term it a Bronze agreement, which is just basic service.

**MCCOY** Chief McCoy commented that the fire department has keys and are trained to open a stuck elevator and move the car if necessary.

**HOVIS** Solicitor Hovis indicated that he had reviewed the agreement and made a number of changes, which were accepted.

**MCCOY** Chief McCoy noted it is an annual renewal.

**PHAN** Ms. Phan asked which budget that item would be used.

**MCCOY** Chief McCoy responded it would come out of the contract services.

**PHAN** Ms. Phan asked whether that would be professional services.

**MCCOY** Chief McCoy indicated that there are professional as well as contract services. All the building contracts come out of contracted services.

**PHAN** Ms. Phan asked what is included in professional services at \$80,000.

**HOVIS** Solicitor Hovis responded it would include the labor counsel more than Stock and Leader.

**SCHENCK** Chairman Schenck added that the Stenographer might be included there.

**MR. HUNT MOVED TO APPROVE THE BRONZE CONTRACT AS THE SOLICITOR GENERATED IT PER THE VENDOR REVIEW. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

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**12. NEW BUSINESS**

- A. Approval – 2016 Holiday Schedule
- B. Approval – Advertisement of 2016 Fire Commission Meeting Schedule
- C. Approval – Advertisement of 2016 Fire Pension Meeting Schedule

**MR. FULLMER MOVED TO APPROVE ITEMS A, B, AND C. MR. HUNT WAS  
SECOND. MOTION UNANIMOUSLY CARRIED.**

**13. ADJOURNMENT**

**SCHENCK** Chairman Schenck adjourned the meeting at 7:52 p.m.

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

John Fullmer  
Secretary

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