

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

**DECEMBER 21, 2010
APPROVED**

The York Area United Fire and Rescue Commission held a Regular meeting on Tuesday, December 21, 2010 at 7 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, Secretary
George Dvoryak

MEMBERS NOT

IN ATTENDANCE: Don Bishop
Tom Warman

ALSO IN

ATTENDANCE: John Holman, Springettsbury Township Manager
Greg Maust, Spring Garden Township Manager
Dave Jones, Acting Solicitor
Bob McCoy, Chief, YAUFRR
Dan Hoff, Battalion Chief, YAUFRR
John Woods, YAUFRR
Tom Stees, YAUFRR
Don Eckert, YAUFVFR
Sandy Ratcliffe, Finance Officer, Assistant Treasurer, YAUFRR
Joe Myers, Grantley EMS
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

SCHENCK Chairman Schenck called the meeting to order at 7 p.m.

1. Pledge of Allegiance

SCHENCK Chairman Schenck led the Pledge of Allegiance. Following the Pledge he reported that one Commission member would not be present; however, there was a Quorum. He added that Attorney Dave Jones was present as Acting Solicitor.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that there had been no Executive Sessions since the last meeting. He noted that there was one open item for discussion in Executive Session regarding personnel issues to be discussed following the meeting this date.

3. COMMUNICATION FROM CITIZENS

There were none.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

JONES Attorney Jones indicated that several items for discussion were listed later on the Agenda.

B. Robert McCoy, Fire Chief

MCCOY Chief McCoy had submitted a written report. He apologized that they missed the Resolution for the Year End Budget which had been added to the Agenda.

5. ACCOUNTS PAYABLE

A. Payable Listing as of November 30, 2010

MR. DVORYAK MOVED TO APPROVE ACCOUNTS PAYABLE AS OF NOVEMBER 30, 2010. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

A. Approval of Agreement with Wellspan – EAP Services

MCCOY Chief McCoy recommended approval for two agreements for the Employee Assistance Program with Wellspan. He noted that they are programs that both townships had when the employees worked under the township government and are being transferred to YAUFRR. He stated that the agreement addresses HPPA laws and confidentiality at a cost of \$1,200 per year and provides counseling for the employees.

SCHENCK Chairman Schenck asked if the cost was included in the budget.

MCCOY Chief McCoy responded that it had been included in the budget.

DVORYAK Mr. Dvoryak asked whether it would be considered an employee benefit and whether it was a contractual obligation.

MCCOY Chief McCoy responded that in the line of work that they do, the employees deal with things such as fatalities that need immediate counseling. He added that they still will have the use of the CISD team.

MR. FULLMER MOVED TO APPROVE THE AGREEMENT WITH WELLSPAN FOR EAP AND BUSINESS ASSOCIATE SERVICES. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

7. COMMUNICATIONS FROM COMMISSIONERS

There were no Commissioner comments.

8. COMMITTEE REPORTS

- A. Volunteer Committee
- B. Building Committee

SCHENCK Chairman Schenck asked Don Eckert to provide a brief update on both the Volunteer and Building Committee.

ECKERT Mr. Eckert stated that within the Volunteer Committee, they are working toward getting photo ID cards for all members who want to be new members of the York Area United Volunteer. He reported that the board meeting was postponed in December.

ECKERT Mr. Eckert reported that there had been a number of meetings held during the past month concerning the Building Committee.

SCHENCK Chairman Schenck stated that the Building Committee had been looking at the potential of building a new station in Springettsbury, and it is at the point where they would like to put a proposal out, which requires Springettsbury Township's approval. The Commission needs to consider its position on the headquarters component.

HUNT Mr. Hunt indicated that a decision was needed soon. The location for relocation or replacement of the Springetts building fire station may be something in the general vicinity or eastward. The possibility exists that it will include the administration offices which would have general office desk space, desk space for the Chief, as well as desk space for the Battalion Chiefs. Chief McCoy had indicated he preferred not to be directly in the operational side of the fire station because of distractions. In addition, Mr. Hunt noted that as the region grows, he would encourage a review of potential leased spaces for the Chief which would provide flexibility to relocate every few years as needed. Not including the administration offices would have a major cost impact on the construction of the new building, and the sooner the Commission makes a determination, the easier it will be for everyone concerned.

Additional discussion ensued which is summarized:

- Additional data needed re/leased versus township-funded building operating costs.

- Conventional office space might not provide conveniences needed; shower, sleeping quarters.
- Leased space would provide flexibility to move as region changes.
- Costs for leased office space range from approximately \$6.00 to \$20.00 per square foot; average sized facility might cost approximately \$40,000 per year.
- Tenant improvements could be negotiated through lease agreement.
- Cost of building project could include construction costs with or without headquarters.

Consensus was that no decision could be made without additional data on costs.

9. RESOLUTIONS AND AGREEMENTS

A. Resolution 2010-03 – Year End Budget Amendments

SCHENCK Chairman Schenck noted that the amendments will provide for a re-allocation of expenses to balance the budget.

RATCLIFFE Ms. Ratcliffe explained that the budget adjustments included the addition of \$11,000 to Fire Admin. She noted that payroll expenses will be paid out December 31st and there will be several invoices to be paid in January which were incurred in December. They will be rolled into the year-end adjustments.

Considerable discussion took place with regard to the adjustment details. Following that Messrs. Dvoryak, Fullmer and Schenck were comfortable with the need for adjustments. It was understood that a budget comparison of 2010 and 2011 figures would not match; however in 2011 to 2012 they will match.

MR. DVORYAK MOVED TO APPROVE RESOLUTION 2010-03, 2010 YEAR END BUDGET AMENDMENTS. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

A. Approval of Minutes: November 16, 2010 – Fire Commission Meeting

Consensus was to hold approval of the minutes due to lack of attending Commissioners present.

11. OLD BUSINESS

A. Fund Balance Policy

MCCOY Chief McCoy noted that a discussion began in November. A draft document had been provided to each Commissioner with a request for feedback. There were several points

that Solicitor Hovis was addressing, one of which related to the format of the policy and whether it should be in the form of a Resolution. Chief McCoy suggested that the item be held until next meeting.

Consensus was to hold discussion on a Fund Balance Policy for next meeting.

12. NEW BUSINESS

A. Approval of Sale of 1995 Luverne Pumper

MCCOY Chief McCoy reported that two bids had been received for the 1995 Luverne Pumper with the highest being \$31,200. He recommended approval of the sale.

MR. HUNT MOVED TO ACCEPT THE OFFER OF \$31,200 FOR SALE OF 1996 LUVERNE PUMPER. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Battalion Chief, John Woods

MCCOY Chief McCoy introduced Lt. Chief John Woods who began employment in November. Lt. Woods retired from Prince Georges County, lives locally and will become one of the three Battalion Chiefs. He and Battalion Chief Dan Hoff had been covering the Thanksgiving and Christmas Holidays. With the third Battalion Chief, Jay VanPelt, they will begin their shift rotations January 1, 2011.

SCHENCK Chairman Schenck welcomed Lt. Woods and stated that the Commission is very glad to have him. He noted that he had come with high recommendations.

WOODS Lt. Woods responded that he appreciated the opportunity.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 7:35 p.m.

Respectfully submitted,

John Fullmer
Secretary

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