

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

**APRIL 21, 2020
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, April 21, 2020 at 7:00 p.m. by Zoom technology, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Dan Rooney, Spring Garden Township
George Dvoryak, Springettsbury Township
Don Bishop, Springettsbury Township (Alternate)
Charles Wurster, Springettsbury Township
Lisa Wingert, Manchester Township
Mike Thomas, Spring Garden Township (arrived 7:20 p.m.)

MEMBERS NOT

IN ATTENDANCE: John Inch, Manchester Township

ALSO IN

ATTENDANCE: Dan Hoff, YAUFR Chief
Steve Hovis, Solicitor
Lisa Einsig, YAUFR
Laurie Noel, YAUFR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance (Not Recited)

HUNT Chairman Austin Hunt called the meeting to order. He indicated that the state had waived the physical quorum requirements, and action may be taken. The link for this meeting was posted on the YAUFR website for the public providing the ability for the public to ask questions.

HOVIS Solicitor Hovis reported that on April 20th Governor Wolf signed Senate Bill 841 which legitimized virtual meetings, provided certain guidelines and requirements to post the agenda in advance, and explained to the public how they can participate. The meeting is to be recorded and posted until the actual minutes of the meeting are prepared.

HOFF Chief Hoff noted that he had organized a backup meeting in the event of any technical issues.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Chairman Hunt announced that no Executive Sessions had been held since the last meeting, and none were planned at this time.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis had previously reported on the passage of Senate Bill 841. He noted that with the Coronavirus pandemic there had been legislation passed, which he had been working with Chief Hoff and his staff to work through different benefit structures and additional benefits provided to the employees. He stated that Chief Hoff had been doing a great job managing his staff and keeping them ready for any Coronavirus impact.

HUNT Chairman Hunt echoed Solicitor Hovis' statements and complimented Chief Hoff on the work environment that had been created and how the crew had pulled together and performed some extraordinary teamwork during this pandemic.

HOFF Chief Hoff thanked them and added that the team is doing a great job.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff indicated the items he wanted to discuss appeared on the Agenda. However, he had not had the opportunity to spend much time with Lisa and Laurie since they are working remotely. April 22nd is Administrative Professional Day, and he acknowledged that they are indispensable to the department and they deserve a lot of credit.

Both Lisa Einsig and Laurie Noel thanked Chief Hoff.

HUNT Chairman Hunt noted that despite the fact that Firefighter Montgomery had not been able to complete his fire school training, Chief Hoff reported that he had the minimum requirement to be a Firefighter 1, and he had passed his EMT Certification.

Chairman Hunt indicated he had been pleasantly surprised at YAUFR receiving the Firehouse Subs Grant of almost \$14,000. He stated it was a shocking amount of money out of a little franchise.

HOFF Chief Hoff responded that they are a national franchise; however, he did not know how big they are. He stated that YAUFR had been applying for their grants ever since they moved into Springettsbury. This is the first award granted and it will help with some rope and confined space equipment.

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- HUNT** Chairman Hunt encouraged everyone to tell their friends to go to Firehouse Subs.
- WURSTER** Mr. Wurster asked Chief Hoff if he had a plan to promote the award or if there is a plan to work with the Firehouse Subs marketing team to have an event or some press on the award.
- HOFF** Chief Hoff indicated that they are currently working on that and Firehouse Subs has a very stringent process to be followed from a PR standpoint. The money is dependent upon following their rules for PR and getting the information out to the public. That is the current status, and as soon as everything gets approved, that will become publicized as much as possible.
- WURSTER** Mr. Wurster questioned whether the rules would be coming before the Commission for review.
- HOFF** Chief Hoff responded that the rules were specific regarding their approval to use their logo for any PR announcement before its release. It will come before the Commission in advance.
- HUNT** Chairman Hunt asked Chief Hoff to draft a formal letter of thanks that could be presented at a public meeting.
- HOFF** Chief Hoff responded they absolutely could make that happen.
- HUNT** Chairman Hunt brought forward another item concerning the photographer that was lined up to take portraits of the employees. Chairman Hunt would like a photograph of the full department, the full board and everyone in the YAUFR family.
- WURSTER** Mr. Wurster asked for Chief Hoff's thoughts as to the Fire Police activity and management at the York County Food Bank on Haines Road. He noted that this date the traffic seemed to be orderly with the YAUFR Fire Police there for traffic control.
- HOFF** Chief Hoff responded that he had been keeping track of that with the Captain and Lieutenant of the Fire Police. They had been keeping him informed on their involvement at the Food Bank. The first week there was some congestion that needed addressed, and Chief King discussed that at one of the recent Springettsbury meetings. However, at this time he is getting very good feedback from the Captains and Lieutenants that are helping. They are reporting that they are amazed at how cooperative everyone is going through the process.
- WURSTER** Mr. Wurster added that the Fire Police are playing an important role at this point, and he thanked him and asked him to thank his team.

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HOFF Chief Hoff responded that he is really proud of the Fire Police and the transformation that had gone on with the group. It is impressive with the way they had come together and increased their activity in the community.

WINGERT Ms. Wingert stated that she had been communicating via text with John Inch, who had been trying to connect with the meeting since 7 p.m. He said he would keep trying.

HOVIS Solicitor Hovis commented that he had been having problems getting on and went to the YAUFR website and used the link that was identified there.

WINGERT Ms. Wingert indicated she would advise him.

5. ACCOUNTS PAYABLE

- A. Payable Listing as of February 29, 2020
- B. Payable Listing as of March 31, 2020

MR. DVORYAK MOVED TO APPROVE THE PAYABLES FROM FEBRUARY 29, 2020 AND MARCH 31, 2020. MR. WURSTER WAS SECOND. BY UNANIMOUS ROLL CALL VOTE MESSRS. HUNT, DVORYAK, WURSTER, ROONEY AND MS. WINGERT MOTION 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

HOFF Chief Hoff stated that there was nothing to report as no meeting had been held.

HUNT Chairman Hunt commented that Mr. Wurster's report concerning the Fire Police was definitely a positive volunteer report.

- B. Pension Sub-Committee

WURSTER Mr. Wurster stated that the Pension Sub-Committee consisting of Mr. Dvoryak, Mr. Rhoades and he had a conference call prior to the onset of the COVID 19 virus. They agreed that they should meet with the Fulton Financial Advisors to discuss their perspective regarding the Investment Policy. Mr. Wurster had been in touch with Annette Hose to have a conference some time in early May; however, due to unusually high activity at Fulton, they were not able to do so. He will continue working toward coordinating schedules; however, he would like the

flexibility of having a few more months from the original schedule for the Sub-Committee.

HUNT Chairman Hunt agreed and added that it is good to have a conservative investment policy at this time.

WURSTER Mr. Wurster agreed that it was his perspective as well as it appeared that things are working well in light of the market. The Sub-Committee's delay had not hurt the investment perspective. He hoped to have a better idea by June.

HUNT Chairman Hunt thanked him and asked Chief Hoff to continue putting the item on the agenda for future discussions.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: February 28, 2020 – Fire Commission Meeting

MR. ROONEY MOVED TO APPROVE THE FEBRUARY MINUTES AS SUBMITTED. MS. WINGERT WAS SECOND. BY UNANIMOUS ROLL CALL VOTE, MESSRS. HUNT, DVORYAK, WURSTER, ROONEY AND MS. WINGERT, MOTION CARRIED.

11. OLD BUSINESS

A. American LaFrance Ladder Truck Sale

HOFF Chief Hoff reported that the Municibid auction for the old ladder truck ended on April 17th, Friday evening. The high bid was \$15,101. A reserve price of \$20,000 had been set up, which was very much on the low side. The aerial device on that truck alone is worth that much. Chief Hoff requested the board's approval to list it with a brokerage firm, Fenton Fire Apparatus. If it is purchased Fenton receives 10% of the amount.

Consensus of the board was approval to list the ladder truck with Fenton Fire.

12. NEW BUSINESS

A. YAUFR Email/Office 365

HOFF Chief Hoff introduced the YAUFR email item to begin with MS Office 365. He had discussed the matter with Solicitor Hovis with concerns for security and Right-To-Know requests. Some of the Commissioners use their municipal or their own email addresses for YAUFR communication. There are several benefits

for keeping all communications separate through the Office 365 service. In addition, it enables a much more secure and seamless means of sending files to the Commissioners by the staff. The office staff had been communicating through Microsoft Teams, which has provided for more flexibility. By initiating this service, it will protect everyone and eliminate anything discoverable with personal emails or emails that are relative to township business but not YAUFR business.

HOVIS Solicitor Hovis indicated that there had been litigation where a Commissioner was using his personal home computer, and as part of the evidence they required him to turn over his personal computer because that was where he had his emails, which insured that he provided all of the emails to the Right-To-Know Officer. He stated this would be a good business move for all of the Commissioners because they would not be conducting YAUFR business on their personal computer.

MR. WURSTER MOVED TO PROCEED WITH SETTING UP ALL MEMBERS AND ALTERNATES WITH A YAUFR.COM EMAIL ADDRESSES THROUGH OUTLOOK 365 AND ONCE SET UP ALL FORMAL COMMUNICATIONS WILL GO TO THAT EMAIL ADDRESS. MR. ROONEY WAS SECOND.

WURSTER Mr. Wurster asked for further clarification as to whether there are personal MS Office 365 accounts or one master account with private passwords.

HOFF Chief Hoff responded that individual accounts would be set up for each one of the Commissioners and Alternates with separate and distinct passwords.

WURSTER Mr. Wurster asked whether the \$400 item had been budgeted.

HOFF Chief Hoff responded that it was not budgeted but the budget could support it.

BY UNANIMOUS ROLL CALL VOTE OF MESSRS. HUNT, DVORYAK, WURSTER, ROONEY AND MS. WINGERT, MOTION CARRIED.

B. Staffing MOU Ratification

HUNT Chairman Hunt noted that as the COVID 19 pandemic was just starting to ramp up in Pennsylvania, there was a labor management meeting with both unions. Chief Hoff was prepared to discuss the potential for having quarantine issues related to COVID 19 and the fact that typically they can't cross municipal lines for fire service. He expected to discuss a temporary agreement to allow for consistent staffing through the emergency. They proposed it to him, which he was proud of the fact that it came from them. It showed their willingness to work with YAUFR. The agreement was emailed to all the Commissioners. Everyone

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responded to proceed and ratify it at the next meeting. Chairman Hunt and Secretary Wurster both signed it, and it remains to be ratified by the board.

HUNT Chairman Hunt stated that it really showed the team spirit and the great accord that Chief Hoff has created in the department.

MR. DVORYAK MOVED TO RATIFY THE STAFFING MOU. MR. WURSTER WAS SECOND. BY UNANIMOUS ROLL CALL VOTE, MESSRS. HUNT, DVORYAK, WURSTER, ROONEY AND MS. WINGERT, MOTION CARRIED.

13. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Charles Wurster
Secretary

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