

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

**JANUARY 16, 2018
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, January 16, 2018, 2017 at 7:00 p.m. at YAUFRR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Kathleen Phan, Vice President
George Dvoryak, Treasurer, Springettsbury Township
Dan Rooney, Secretary, Spring Garden Township
Dave Brosend, Manchester Township

MEMBERS NOT

IN ATTENDANCE: Lisa Wingert, Chairman, Manchester Township
Cara Beth Zortman, Member, YAUFRR Commission

ALSO IN

ATTENDANCE: Dan Hoff, YAUFRR Chief
Steve Hovis, Solicitor
Matt Arnold, YAUFRR
John Woods, YAUFRR
Jay VanPelt, YAUFRR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Mr. Hunt called the meeting to order and led the Pledge of Allegiance.

2. Reorganization of Officers

HUNT Mr. Hunt indicated that the first item of business was to reorganize the slate of officers for the Commission.

HOVIS Solicitor Hovis suggested that the office of the Chairperson take place first followed by the remaining officers.

MS. PHAN MOVED TO NOMINATE AUSTIN HUNT AS CHAIRMAN. MR. BROSEND WAS SECOND. NOMINATION UNANIMOUSLY CARRIED.

CHAIRMAN HUNT NOMINATED A SLATE OF OFFICERS AS FOLLOWS: KATHLEEN PHAN AS VICE CHAIRMAN. DAN ROONEY AS SECRETARY, AND GEORGE DVORYAK AS TREASURER. MS. PHAN WAS SECOND. NOMINATIONS UNANIMOUSLY CARRIED.

HUNT Chairman Hunt brought forward the matter of signatures for check signing.

HOFF Chief Hoff stated that all the regular Commission members have the authority to sign manual checks. Mr. Dvoryak, as Treasurer, should be the Level One Bill Pay for York Traditions. Chief Hoff indicated he would connect with him and get him set up.

PHAN Ms. Phan commented on an issue she had with Bill Pay. Currently she serves as Level Two, and the Level One person assigns the Level Two and Three as well as the passwords. The Level Two and Level Three cannot change their password. Only a level one can do so. That means that Mr. Dvoryak sets her password. If they have a disagreement between the two of them and he leaves, he can log in with her password and do whatever he pleases. She had sent an email to Chief Hoff and to York Traditions with her concerns. She stated that no one should know anyone else's password. She noted that it was satisfactory to her if the Level One person assigns people and sets a temporary password; however, the Level Two and Three individuals should be able to change their own password in order to be fiscally responsible for the finances.

HOFF Chief Hoff indicated they would investigate and correct it.

PHAN Ms. Phan thanked him for looking into it.

3. Swearing in Ceremony

HOFF Chief Hoff introduced Probationary Firefighter Charles Yingling to the Commission. He stated that he had begun his career in firefighting in 1995 in Mt. Wolf where he had served in nearly every line officer position up to the position of Chief in 2015. "Chuck" had been instrumental in bringing Mt. Wolf into YAUFR.

HUNT Chairman Hunt provided the Oath of Office to Firefighter Charles Yingling.

2. **ANNOUNCEMENT OF EXECUTIVE SESSIONS**

HUNT Chairman Hunt indicated no Executive Sessions had been held since the last meeting and none had been planned for this date.

3. **COMMUNICATION FROM CITIZENS**

There were no citizen comments.

4. **MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis stated he had nothing to add to his report. There were several items for action later on the agenda.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff requested that the board advise him how they receive their packets for the meeting, in hard copies or electronic.

Consensus of the Commission indicated that they preferred electronic copies.

HUNT Chairman Hunt requested that the members of the Commission be sure to let Chief Hoff know if they are not going to attend a meeting. The Alternates can be notified of the meeting in order to be sure of a Quorum.

HUNT Mr. Hunt questioned an item concerning mutual aid to York Haven.

HOFF Chief Hoff responded that it would be the Manchester station. There is only one ladder truck between Manchester and Fairview Townships.

HUNT Mr. Hunt asked for an update on the damaged ladder truck.

HOFF Chief Hoff responded that a check was received from VFIS. Based on the discussion from last month's meeting, and based on the amount of the check, they went ahead with the vendor with approval for repairs. Currently, it is in tear-down mode to make the repairs. Chief Hoff noted that they expect the rental unit in a week. The rental organization advised that it needed to be prepped and aerial certified prior to delivery to YAUFRR.

HUNT Chairman Hunt questioned whether there was anything new with the two unions.

HOFF Chief Hoff stated that they met this date to put their thoughts together and provide some dates to meet.

HUNT Chairman Hunt indicated that was positive action. He asked for clarification of what is triggered when there is over a 50-head count.

HOVIS Solicitor Hovis responded that FMLA triggers at 50 for full-time employees.

PHAN Ms. Phan noted that she had seen a check for Vijay Kapoor. She asked if his services with YAUFRR had been concluded.

HOFF Chief Hoff responded that YAUFRR is up to date with him aside from any continued work that he does towards the joint contract.

HUNT Chairman Hunt commented that Chief Hoff has a cost scenario from him.

5. ACCOUNTS PAYABLE

A. Payable Listing as of December 31, 2017

MS. PHAN MOVED FOR APPROVAL OF ACCOUNTS PAYABLE LISTING AS OF DECEMBER 31, 2017. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were no bids, proposals or contracts.

7. COMMUNICATION FROM COMMISSIONERS

There were no additional Commissioner communications.

A. COMMITTEE REPORTS

A. Volunteer Committee

HOFF Chief Hoff reported that he planned to have a joint meeting with the leadership of each of the volunteer fire companies February 1st. One of the items he hoped to accomplish at that meeting is to get a collective voice from them to be involved at YAUFRR.

HUNT Chairman Hunt asked how he typically interacted with the volunteers, i.e., whether it is him or one of the Battalion Chiefs.

HOFF Chief Hoff responded that it is a joint effort. If he can't attend the volunteer meetings, one of the Battalion Chiefs will attend for him.

PHAN Ms. Phan stated that she will take over Mr. Schenck's position and fill the board in on their activities. Unfortunately, their January meeting had to be cancelled due to weather.

HOFF Chief Hoff noted that he thought it was important of the volunteers that they have a voice at the meetings, that they attend so we can hear of their activities and they can keep up to date on the YAUFRR Commission. For years there had been a volunteer umbrella organization, and now that Manchester has joined, it's important that they are involved.

PHAN Ms. Phan asked to be included in the meetings, the next one on February 1st.

8. RESOLUTIONS AND AGREEMENTS

A. Discussion – 2018-01 Pension Fund Board Appointments

HOFF Chief Hoff noted the reason it was on the agenda for discussion related to a question for the Solicitor. Manchester's employees remain technically Manchester employees

and have their own pension. The question is whether Mr. Brosend and/or Mrs. Wingert still should be on the Pension Board for the YAUFRR pension or not.

HOVIS Solicitor Hovis responded that it was a great question and noted he would have to review the Bylaws. He thought technically the members of the YAUFRR board will be the Pension Board along with the two Firefighters.

HOFF Chief Hoff indicated that the document that had been included with the packet for this meeting will need to be updated, which will be done and brought before the next month's meeting.

9. ACTION ON MINUTES

MS. PHAN MOVED TO APPROVE THE MINUTES OF DECEMBER 19, 2017. MR. BROSEND WAS SECOND. MOTION CARRIED. MR. MOONEY ABSTAINED AS HE WAS NOT PRESENT.

10. OLD BUSINESS

A. Truck 891 Repair Update

This item was discussed earlier during the agenda.

PHAN Ms. Phan asked which company was doing the repairs.

HOFF Chief Hoff responded Fire Line Equipment in Ephrata.

11. NEW BUSINESS

A. Discussion/Approval – New Apparatus Financing Packet, Financing Opinion Letter, Purchase Agreement Resolution, Spartan Purchase Agreement, and Explanation of Financing Options

HUNT Chairman Hunt brought forward item A and asked Chief Hoff to provide the background information.

HOFF Chief Hoff provided background information for those who hadn't been on the board during the budget process with the recommendation for one piece of apparatus to be replaced in 2018. During the discussions it had been determined to investigate a lease-to-own program. They are working with the firm, Leasing II in Florida, which firm is willing to work with YAUFRR moving forward for the purchase of four pumpers, a ladder truck and two staff cars. They had approved YAUFRR credit with a caveat that each of the participating townships needed to provide a Resolution in order to move forward. The Charter Agreement calls for a Resolution by all townships for debt to be incurred because it is going to go beyond one budget year. The interest rate was locked in at 4.02% for the financing of the apparatus. Solicitor

Hovis had been able to discuss the purchase of the fire apparatus from Spartan with COSTARS for \$2,613,748.

HUNT Chairman Hunt summarized that what is different for YAUFRR is that in the past one piece of equipment was purchased, as needed, in the fleet. There are some economies of scale here. The purchase of a ladder truck, which is a big expenditure, had been anticipated. However, by purchasing four pumpers and the command trucks, the actual equipment is less expensive.

HOFF Chief Hoff noted that the quoted price, \$2,613,748 is the price with the early payment discount. Without the early payment discount, the total of the apparatus would be \$2,662,411, so it does save about \$48,000. The purchase was checked with Krista Gardner with Stambaugh Ness. She saw no problems with the basic terms of the leasing arrangement but cautioned to lock it in.

HUNT Chairman Hunt noted that YAUFRR can send Spartan funds now, but it is going to take close to a year to get the equipment. So it is either pay now or pay later but it sounds like a fiscally responsible move to prepay.

HOFF Chief Hoff indicated that is what he will request.

HOVIS Solicitor Hovis commented that this would be prepaying everything except the two Ford Explorers. The documents show an escrow agreement, which is the money associated with the Ford Explorers. That will be released upon delivery of the Ford Explorers.

HOFF Chief Hoff mentioned that when the Fund Balance Policy was redone, it specified that any capital sales go into the Capital Reserve Fund for future Capital purchases. The apparatus that is being replaced through this, proceeds from that will go towards the Capital Reserve Fund for any future apparatus purchases, as well as air packs or big-ticket items that would have to be approved by the individual townships for funding on their proportion of share.

BROSEND Mr. Brosend questioned how much savings he would estimate.

HOFF Chief Hoff mentioned that during budget discussions, if the normal path were continued, from 2019 to 2033 accounting for 5% increase on average with the fire apparatus at about a 3% increase on average with the staff vehicles. It was estimated at least \$1.5 million savings in the same period of time with this plan; not just savings and expenses but also returned revenue from selling apparatus.

PHAN Ms. Phan mentioned that their investment is on the vehicles, which is how they make their money.

HOFF Chief Hoff mentioned that under the previous way of doing things, 2020 would have been the target date to replace the ladder truck. The projection at that point with that was through cost sharing of Manchester being involved for \$478,000, Springettsbury

\$465,000 and Spring Garden \$314,000. By that period of time the cost of that ladder truck was covered, not in cost savings but in leveling off and being able to anticipate the costs over the next six years was a driving force behind it as well.

HUNT Chairman Hunt asked what the total apparatus costs were for 2019.

HOFF Chief Hoff indicated it would have been \$8.6 million.

HUNT Chairman Hunt noted that the annual cash flow will be \$500,000 and that amortization is \$614,000. He mentioned the work that Solicitor Hovis had done and commented that YAUFRR is a very peculiar political entity with no taxing authority and no clear ability to assume long-term debt. Solicitor Hovis had done a very good job to protect YAUFRR's rights and the townships' rights and satisfied the financing company. He asked Chief Hoff what specifically he was looking for this date.

HOFF Chief Hoff noted that he would request the approval of the contract with Spartan for the purchase of four pumpers, one ladder truck. Secondly, he would request approval of the leasing agreement with Leasing II.

HOVIS Solicitor Hovis mentioned that the last tweaking of the leasing agreement was related only to the escrow agreement, the application of excess proceeds.

HOFF Chief Hoff mentioned that as part of the documents required for the leasing company is the passing of a Resolution by the Commission for entering into the agreement.

HOVIS Solicitor Hovis commented that the Resolution does do all the things that are indicated. Actually, it authorizes and proves the acquisition of the property which is identified as the four pumpers, the one aerial, and the two Ford Explorers. This includes the entry into the master taxable installment purchase agreement with Leasing II, Inc. By adopting the Resolution, it does everything that is requested.

HUNT Chairman Hunt stated that the draft Resolution 2018-02 is ready for adoption.

MS. PHAN MOVED TO APPROVE RESOLUTION 2018-02 FOR THE LEASING CONTRACT AS SUBMITTED SPECIFYING THE AMOUNT AND THE PARTIES INVOLVED. MR. ROONEY WAS SECOND. MOTION UNANIMOUSLY CARRIED.

PHAN Ms. Phan commented that when this was first brought up, she did not think it would actually happen. Everyone knows how difficult it is to sell a fire truck. She was shocked when the leasing company came back and said yes. They must have connections for the apparatuses in a timely fashion.

HOFF Chief Hoff mentioned when the first company turned YAUFRR down, Battalion Chief Woods and he were very disappointed.

PHAN Ms. Phan noted that they did not understand what YAUFRR is. Kudos to everyone.

HUNT Chairman Hunt questioned whether Chief Hoff had all the Resolutions needed for each of the townships.

HOFF Chief Hoff assured him that he had them in hand.

B. Discussion – EMS relative to Station 89.5

HOFF Chief Hoff reported that he had been approached by the then union President of Manchester Township regarding an elimination handed down of minimum staffing shift men. That issue went away. The bulk of their overtime is attributable to the ambulance. Staffing had been whittled down. If Manchester Township was interested in signing a Memorandum of Understanding guaranteeing none of the current employees would be laid off, they would support getting out of the ambulance business. There is a Memorandum of Understanding signed by Manchester Township with the union that indicated they will not lay anybody off. It does have implications for YAUFRR. Solicitor Hovis had suggested holding off on that because of some negotiations coming. However, Chief Hoff discussed it with Attorney Harvey, who suggested that YAUFRR proceed with Manchester largely because of their support. Implications for YAUFRR was that the revenue from the ambulance is in the budget. Some of the savings have already happened with attrition, as well as some cost savings on maintenance and fuel by getting out of the business.

HUNT Chairman Hunt noted that YAUFRR's long-term goal is not to maintain an ambulance service. There is no good time to do so, but now is a better than bad time to do so.

HOFF Chief Hoff noted that it will be a process to go through to get out of the ambulance business. There is a notification process through the HSF and the Department of Health. There are timeframes involved there, and the township needs an opportunity to compile an RFP. It will take several months and so there won't be a loss of revenue for an entire year, and there will be additional revenue coming in with people making monthly payments. There will be other cost savings with things like insurance and workers company, maintenance and fuel.

HUNT Chairman Hunt noted that YAUFRR has a stake in the ambulance business; however, it would be Manchester's obligation to sign the MOU.

HOFF Chief Hoff stated that he just wanted to make sure the board was aware of pending action at the Manchester Township level.

BROSEND Mr. Brosend stated that there is a new union chief there now, and his stand has not differentiated in any way from the past. It seems as though they are interested in this.

HUNT Chairman Hunt indicated to Chief Hoff that he had head nods from the board and to pass along positive wishes to Manchester and the Manchester Union.

C. Discussion - York Traditions Bank Signer and Business Bill Pay updates

HOFF Chief Hoff stated that he will discuss the necessary information he will need with Mr. Dvoryak to get him set up as the primary bill pay approver. In addition, he will add Mr. Brosend, Mrs. Wingert and Mr. Rooney as signers. He will need some information from each of them. That will provide everyone on the board the ability to sign the old-style checks. In addition, Mrs. Phan's concerns will be addressed.

HOVIS Solicitor Hovis noted that the Eagle MOU is being deferred until next month.

HOFF Chief Hoff mentioned that the only tweak they had requested was that they wanted to do an automatic renewal instead of having defined dates. He had requested that they provide it to East Manchester and Mt. Wolf Borough due to the changes on their boards to make sure they approve the agreement.

HOVIS Solicitor Hovis stated that he was not in favor of automatic renewals because people forget about the termination dates, etc. This agreement allows either party to terminate with 20 days' notice no matter where it is in the term.

PHAN Ms. Phan asked Chief Hoff if she could have a list of all the box numbers. She finds the reports very informational, but she doesn't have all the box numbers.

HOFF Chief Hoff thought he had provided her with the information, but he will provide her with the box numbers.

13. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

Dan Rooney
Secretary

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