

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

**MARCH 15, 2016  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, March 15, 2016 at 7 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402

**MEMBERS IN**

**ATTENDANCE:** Bill Schenck, Chairman  
Austin Hunt, Vice Chairman  
John Fullmer  
Kathleen Phan  
Cara Beth Zortman

**MEMBERS NOT**

**IN ATTENDANCE:** Eric Lehmayer  
Mark Swomley

**ALSO IN**

**ATTENDANCE:** Robert McCoy, YAUFR Chief  
Steve Hovis, Solicitor  
Greg Maust, Manager, Spring Garden Township  
Sandra Ratcliffe, YAUFR  
Dan Hoff, YAUFR  
John Woods, YAUFR  
Don Eckert, YAUFR  
Stambaugh Ness Guests  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

**A. Opening Ceremony**

**1. Pledge of Allegiance**

**SCHENCK** Chairman Schenck called the meeting to order and led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SCHENCK** Chairman Schenck announced that an Executive Session was held Wednesday, March 9, 2016 to discuss personnel matters. An Executive Session will be held following adjournment this date to discuss personnel matters.

**3. COMMUNICATION FROM CITIZENS**

There were none.

**4. MANAGEMENT/ATTORNEY REPORTS**

**A. Steve Hovis, Solicitor**

**HOVIS** Solicitor Hovis commented on the discussion on the EMA Agreement. Manchester had approved it. Spring Garden and Springettsbury were to approve it at their next meeting. The agreement had been reviewed and presented and it was determined that an ordinance was needed and had to be advertised. Action will be taken in April. At that time Manchester will be given the current status of the retirement.

**SCHENCK** Chairman Schenck reported that Springettsbury had created and advertised an ordinance, which was passed and is in place.

**B. Robert McCoy, Fire Chief**

**MCCOY** Chief McCoy reported that the EMC Agreement was signed by all three parties. It will be held at this time pending the ordinance. It was confirmed that it does not need to be sent to PEMA and York County.

**5. ACCOUNTS PAYABLE**

**A. Payable Listing as of February 29, 2016**

**MR. FULLMER MOVED TO APPROVE THE PAYABLE LISTING AS OF FEBRUARY 29, 2016. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

- A. Approval – Stambaugh Ness Agreement for “IT” and Out Sourced Business Services**
- B. Approval – Stambaugh Ness Agreement for “IT” Support Services**

**MCCOY** Chief McCoy reported that he and Lisa Einsig met with Stambaugh Ness two weeks ago to discuss potentially using them for IT Services. The transition is underway from using Springettsbury for finance and the change in payroll services and moving away from the MUNIS system. Stambaugh Ness presented a proposal and costs for their services. Three representatives were present to discuss their areas of expertise: Rick Hogentogler, Partner in Stambaugh Ness, Phil Keeney, Associate and Krista Gardner, Principle. A lengthy discussion took place which is summarized:

Goal – To review the migration from Springettsbury into a YAUFR IT hosting.

- Two components in proposal: IT and accounting needs from MUNIS to Quickbooks and specific steps necessary.
- Krista Gardner in charge of accounting and training of key steps in Quickbooks use; set up of Chart of Accounts.
- Phil Keeney in charge of IT support; indicates YAUFR internal support sufficient capability.
- Outside of internal capability, Stambaugh Ness will create engagement agreement for support at consultant rate of range between \$100/hr.; \$145/hr. or \$160/hr. depending on the complexity.
- Quickbooks conversion from MUNIS to CSV format in Quickbooks – up front cost of \$7,000, which includes first year capital expenditure for operating system, software licensing @ \$2800/year with first year 20% discount; \$55/month/user for notes, posting and licensing.
- Internal process to be streamlined and eliminating unnecessary devices.
- Disaster recovery and defense security built in along with unlimited access to technical support.
- Spring Garden Township pleased with Quickbooks and support from Stambaugh Ness.
- Report customization would be on a consultant basis.
- Hosting could be through Stambaugh Ness, Right Networks or Soft Layer.
- Access to remote desktop service link leads directly to the server.
- Stambaugh Ness operates independently so no conflict of interest for auditing.
- Programs are web focused; file storage transitioning to Office 365.
- Anticipated start date July 1, 2016.

**SCHENCK** Chairman Schenck questioned Solicitor Hovis as to the appropriate way to move forward.

**HOVIS** Solicitor Hovis suggested to approve the proposal conditioned upon a review by himself and Chief McCoy. If the final contracts are acceptable to them, the contracts would be authorized for signatures at that point.

**MR. SCHENCK MOVED TO ACCEPT THE PROPOSAL FROM STAMBAUGH NESS FOR THE BUSINESS SYSTEMS CONDITIONED UPON SUCCESSFUL EXECUTION OF THE ENGAGEMENT LETTER AND THAT THE ENGAGEMENT LETTER CAPTURES ALL THE CENTRAL POINTS OF THE PROPOSAL; AND FURTHER AUTHORIZE THE CHIEF AND THE SOLICITOR TO REVIEW AND NEGOTIATE THE FINAL TERMS TO BE EXECUTED BY THE APPROPRIATE COMMISSIONER. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**7. COMMUNICATION FROM COMMISSIONERS**

There were no Commissioner communications.

**8. COMMITTEE REPORTS**

**A. Volunteer Committee**

**ECKERT** Don Eckert stated that there was nothing new to report. They are anticipating contacting Stambaugh Ness to perform the Fire Company audit.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for discussion.

**10. ACTION ON MINUTES**

**A. Approval of Minutes: February 16, 2016 – Fire Commission Meeting**

**MCCOY** Chief McCoy mentioned that Sandy Ratcliffe was shown as present, and she was not.

**MR. HUNT MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 16, 2016 MEETING. MS. ZORTMAN WAS SECOND. MOTION CARRIED. MR. SCHENCK ABSTAINED AS HE WAS NOT PRESENT.**

**11. OLD BUSINESS**

**A. Update – Emergency Management Coordinator**

**MCCOY** Chief McCoy stated that he was working with Vijay Kapoor. He is anticipating six to eight weeks for the project. He is working on Manchester's arbitration, as well as some others, but he is moving forward. Data that he requested was forwarded to him.

**12. NEW BUSINESS**

There was no New Business for discussion.

**13. ADJOURNMENT**

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**SCHENCK** Chairman Schenck adjourned the meeting at 7:58 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

John Fullmer  
Secretary

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