

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

**JUNE 16, 2015
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Board Meeting on Tuesday, June 16, 2015 at 7:00 p.m. at the YAUFR Headquarters, 50 Commons Drive, York, PA 17402.

MEMBERS IN

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

MEMBERS NOT

IN ATTENDANCE: John Fullmer
Mark Swomley
Eric Lehmayer

ALSO IN

ATTENDANCE: Steve Hovis, Solicitor
Greg Maust, Spring Garden Township Manager
Robert McCoy, YAUFR Chief
Sandy Ratcliffe, YAUFR
Dan Hoff, YAUFR
John Woods, YAUFR
Jay Van Pelt, YAUFR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

SCHENCK Chairman Bill Schenck called the meeting to order. He led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SCHENCK Chairman Schenck announced that an Executive Session had been held following the last regular meeting. No Executive Sessions were scheduled for this date.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

HOVIS Solicitor Hovis stated he had nothing to report this date.

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- HUNT** Mr. Hunt questioned the status of the Helmet Camera Policy.
- MCCOY** Chief McCoy responded that the changes recommended during the last meeting had been made, and the policy had been re-issued.
- HUNT** Mr. Hunt questioned the status of the Emergency Management Coordinator matter.
- HOVIS** Solicitor Hovis responded that Chief McCoy had made presentations to both Spring Garden and Springettsbury municipalities, and both are willing to meet with Manchester in order to meet terms acceptable to the labor union.
- MCCOY** Chief McCoy noted that he had not discussed the EMC with Manchester to date. He had spoken with Bill James to determine the potential for flexibility with the EMC. He is exploring keeping the cost separate within YAUFR versus having a fiscal agency; i.e., one agency taking the lead on all billing and receivables. In addition, he is reviewing having the municipal leaders on the YAUFR board in the agency, as a Manchester representative is not on the board at this time. It may involve the establishment of a joint EMC board, which would involve the adjournment of the YAUFR Commission and beginning the EMC board meeting immediately following.

Additional discussion took place. A summary follows:

- Establishment of a fiscal agency with possible taxing powers.
- Charter Agreement to be reviewed with ability to spend or raise funds; contributions subject to participating municipalities.
- Expenditures will be funded with limitations within the approved budget.
- May be necessary to go back to Representative Keith Gillespie for further clarification and assistance.
- Each municipality could elect a specific individual as representative and move on. Decisions would be specific to each municipality.
- YAUFR Headquarters would be the central location.
- Focus on establishing a fire department regional EMC; the EOC will continue to run.
- Legal costs would involve developing the appropriate resolutions and ordinances and assuring that the plan is consistent.

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- Establishment of one Emergency Management Agency would be based in a separate room with radios, maps, etc. and would be efficient if all three municipalities are willing to work together.
- North York Borough has a volunteer Lieutenant EMC and is just beginning to establish its organization. They are working with Battalion Chief Dan Hoff.

MCCOY Chief McCoy reported that both grievances, which had been presented to the YAUFR Commission, had been resolved and there are no further grievances to date.

A. 2014 Audit Report

REINER Michael Reiner of Sager, Swisher & Company presented the results of the 2014 Audit Report, copy of which had been provided to the members of the board. The result of the audit was a clean or unmodified opinion on the financial status as presented. He indicated they do not include an opinion on the MBNA document, but perform only limited procedures related to the MBNA document which is a representation of management. They verify that the numbers match the audit report and provide a three-year review. Within their Management Letter, there were two comments which dealt with entries related to capital improvement funding and accrued wages. Both items had been reviewed and both were resolved. Further details of the audit can be reviewed in the published document.

PHAN Ms. Phan questioned whether the auditors go through the records personally and whether the documentation is presented in electronic form or in paper format.

REINER Mr. Reiner responded that their staff works on site, both in Springettsbury Township's building and in YAUFR's building reviewing the records with Ms. Ratcliffe.

PHAN Ms. Phan requested a list of the majority of paper documents if possible.

MCCOY Chief McCoy noted that he could probably have Lisa Einsig provided a list of the documents.

SCHENCK Chairman Schenck thanked him for his report.

5. ACCOUNTS PAYABLE

A. Payable Listing as of May 31, 2015

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MS. PHAN MOVED TO APPROVE ACCOUNTS PAYABLE LISTING OF MAY 31, 2015. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

HUNT Mr. Hunt brought forward the subject of a potential replacement fire station for Grantley at York College. His purpose is to create the outline of a potential relationship that might be workable to move the idea forward.

MAUST Greg Maust, Spring Garden Township Manager responded that York College had met with the township and specifically with Dr. Martin several times, and always the idea is discussed to keep it alive. Dr. Martin does look at the idea as positive. They have continuously reminded him that as the college continues to plan its next phase of building, if it is a consideration, there are a number of individuals that have interest as to how that might occur.

HUNT Mr. Hunt stated that his goal is to create some sort of tangible document incorporating some brainstorming to form the ideas. He will meet with some individuals in July to start collecting data.

PHAN Ms. Phan thanked Chief McCoy and the crew on the drilling and training along with the certifications they received. They are building great relationships with other entities. She commended them for a great job.

8. COMMITTEE REPORTS

A. Volunteer Committee

ECKERT Don Eckert reported that on Saturday, June 20th Community Appreciation Day was held and was well attended. Parents and children, and some older citizens came and were happy to tour the building. It was a really good day, and he thanked YAUFR and all the career people for their help.

Regarding the building at 3013 East Market Street, it is now flat and dusty. It was a milestone week with settlement taking place. A Special Board Meeting took place at the Fire Company in order to disburse the funds. They had previously

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paid the Relief Association. They are presently working on some window treatments for YAUFR Headquarters.

SCHENCK Chairman Schenck asked how many years it took to sell 3013 East Market Street.

ECKERT Mr. Eckert responded that the first of several buyers came forward the end of 2010.

9. RESOLUTIONS AND AGREEMENTS.

There were none for action.

10. ACTION ON MINUTES

- A. Approval of Minutes: April 21, 2015 – Fire Commission Meeting
- B. Approval of Minutes: May 19, 2015 – Fire Commission Meeting

MR. HUNT MOVED TO APPROVE BOTH THE APRIL 21ST AND THE MAY 19TH FIRE COMMISSION MEETING MINUTES. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

There was no Old Business for action.

12. NEW BUSINESS

- A. 2014 Audit Report – Mike Reiner – Sager, Swisher & Co., LLP

The report was presented earlier during the agenda.

- B. Approval – 2016 – YAUFR Budget Workshops and Joint Presentations

MCCOY Chief McCoy recommended that three days be advertised for Budget Workshops and Joint Presentations. The project may take only one day. The meetings will begin in July, and Mr. Fulmer, as the Treasurer, will be kept informed.

Consensus of the board was to begin the budget meetings as advertised.

- C. Approval – 2015 Capital Expenditure

MCCOY Chief McCoy stated that the 2015 budget included \$35,000 for a new Battalion vehicle to replace the 2005. There is equipment that will be transferred into the

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unit. An additional \$10,000 was budgeted as well for hose. He requested approval from the board to begin the process of going out to COSTARS for the expenditure.

PHAN Ms. Phan asked about the status of the pumper sale.

MCCOY Chief McCoy responded that Battalion Chief Woods is working with Steve Smith in Spring Garden. He commented on the importance of removing anything from the vehicle before the photograph is taken to advertise the sale.

PHAN Ms. Phan suggested that spring is a great time to sell items and not to wait too long to get it out there.

MCCOY Chief McCoy noted that he brought the item forward because, even though the capital plan was approved, it was understood from past purchases, they should go back to the township for additional approval. This money is in the YAUFR capital reserve. He asked for clarification as to whether it is necessary to go back to the municipalities.

HOVIS Solicitor Hovis noted that the capital reserve is in the budget, and the expenditure was in the budget for a 2015 vehicle. It was approved as part of the 2015 budget. In this case YAUFR is not asking for a contribution from the municipalities and so it would not be necessary.

HUNT Mr. Hunt commented about moving forward with Manchester. The goal is to complete the documentation for a January 1st implementation of a joint operated labor contract. He noted Chief McCoy is in the process of completing the process.

MCCOY Chief McCoy indicated they were reviewing the remainder of the operating fund, and bringing Manchester's operating costs over to YAUFR but keeping payment of salaries and benefits within Manchester. A review of the Charter Agreement will be made for the expansion of the Fire Commission to include two representatives and an alternate from Manchester.

SCHENCK Chairman Schenck agreed and noted that Manchester would be brought in as a charter member of YAUFR. It would be the same scenario as when Spring Garden and Springettsbury came together because there was separate union

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contracts for the labor. Both townships ran payrolls separately. The operating costs came under YAUFR but the actual payroll was under the townships.

Consensus of the Board indicated that the Chief and Solicitor Hovis work together to come back at the July meeting with a basic work plan toward a January 1st implementation.

Stats

MCCOY Chief McCoy presented a report on the statistics of the fire service. He and the IT Committee, which included Captain Arnold and Battalion Chief Hoff, had been using the new RMS System and developing the majority of the program. Battalion Chief Hoff's first report did a comparison of calls in and calls out. Chief McCoy had forwarded the report to Mr. Schenck, who commented that there were things he did not understand in the report.

The report had been forwarded to the other board members as well, and a summary of comments follows:

- The boxes need a code or a map for location understanding.
- The Mutual Aid Summary first portion is monthly and second part is year-to-date; must be more clearly labeled.
- Headers for each report involve the end of the report; working toward having them on the top so it is clear.
- Difference between Mutual Aid Received versus Automatic Aid Received. Clarify Mutual Aid Given.
- Include Manchester in the reporting; indicates a very big area.
- YAUFR does not run the call to York City unless they have a working fire, and that is a Mutual Aid Request. YAUFR is on the initial call for Hellam Township and Dover.
- Trends in fires, such as chemical fire versus a working fire; not sure if it can be drilled down that far.
- The fire service can get to a vehicle accident, a vehicle accident in traffic, a surface fire, a brush fire, etc. A chemical fire inside a structure versus a regular structure fire may not be documented.
- Some issues within the RMS System are for fire reporting, but a reported house fire may actually be trash in the back.

PHAN Ms. Phan indicated she liked the report. She asked how the dollar amounts are figured.

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- MCCOY** Chief McCoy responded that the dollar amount is total loss in fires.
- PHAN** Ms. Phan wondered if the fire inspector provided the numbers or whether they were estimated.
- MCCOY** Chief McCoy noted that they estimate in that they're going to deal with an investigative agency. There is no need to identify any dollar losses for an agency that is not YAUFR's. Dollar figures should be seen only for Spring Garden, Springettsbury and Manchester.
- HOVIS** Solicitor Hovis questioned whether accident calls are a zero as far as property loss.
- MCCOY** Chief McCoy responded that it is just fire loss. The state looks for only fire loss.
- PHAN** Ms. Phan questioned why she did not see any loss for Springettsbury.
- MCCOY** Chief McCoy responded that it is a monthly report, and there was no fire loss in Springettsbury. He noted that they will continue submitting the reports in the board packets with the understanding that the board will provide feedback.
- PHAN** Ms. Phan stated that for future the reports can be used for trends in profitability.

13. ADJOURNMENT

SCHENCK Chairman Schenck adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

John Fullmer
Secretary

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