

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

**OCTOBER 20, 2020  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, October 20, 2020 at 7:00 p.m. by Zoom technology, York, PA 17402.

**MEMBERS IN**

**ATTENDANCE:** Austin Hunt, Chairman  
George Dvoryak, Springettsbury Township  
Dan Rooney, Spring Garden Township  
Charles Wurster, Springettsbury Township  
Lisa Wingert, Manchester Township

**ALSO IN**

**ATTENDANCE:** Daniel Hoff, YAUFRR Chief  
Steve Hovis, Solicitor  
Lisa Einsig, YAUFRR  
Laurie Noel, YAUFRR  
Bob Gundlach, YAUFVFR  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

- A. Opening Ceremony
  - 1. Pledge of Allegiance

**HUNT** Chairman Hunt called the October meeting of the York Area Fire and Rescue Commission to order. The meeting was held via Zoom. Chairman Hunt dispensed with the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**HUNT** Chairman Hunt announced that no Executive Sessions had been held since the last meeting; none were scheduled 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 additional to report.

- B. Daniel Hoff, Fire Chief

**HUNT** Chairman Hunt complimented Chief Hoff and his staff on number of items sent to the Commissioners for review, particularly the SCBA RFP.

**HOFF** Chief Hoff indicated that Battalion Chief Wolfgang worked on it.

**DVORYAK** Mr. Dvoryak commented that he had seen an article in Central Penn Business Journal that the Governor was releasing \$50 million dollars in grant monies to fire and EMS services. He questioned whether Chief Hoff was aware of those grants.

**HOFF** Chief Hoff responded that Mr. Dvoryak was referring to the second offering from the Office of the State Fire Commissioner Grant Program. The website showed an award of approximately \$22,000 for YAUFRR. It was a grant that YAUFRR had applied for and received.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of September 30, 2020

**MR. DVORYAK MOVED TO APPROVE THE PAYABLES AS OF SEPTEMBER 30, 2020 AS LISTED. MS. WINGERT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**7. COMMUNICATION FROM COMMISSIONERS**

**WINGERT** Ms. Wingert commented that she was very happy that all three municipal boards were able to agree upon the extra monies for the grant for SCBA equipment.

**HUNT** Chairman Hunt noted that each municipality has a group of very smart, open-minded people with representatives on the YAUFRR Commission. He thanked each municipality for this opportunity.

**8. COMMITTEE REPORTS**

A. Volunteer Committee

**HOFF** Chief Hoff reported that a meeting is planned for November, and he hoped to have something to report in December. With regard to volunteerism, Affinigent will be asked to go live with the updated website, which also will kick start some of the volunteer recruitment efforts with signage throughout the three townships. There will be a link for a volunteer signup.

B. Pension Sub-Committee

**HUNT** Chairman Hunt noted that there had been an earlier discussion regarding the Pension Sub-Committee's project. He confirmed that the intention of the Sub-Committee to present its recommendation at November's Quarterly Pension meeting. Attorney Hovis is reviewing legislatively what needs to be done if the Commission chooses to proceed.

**WURSTER** Mr. Wurster stated that, with the conclusion of an affirmative ratification of the Investment Policy changes, there would be no need for additional reports from the Sub-Committee as a standing committee.

**HUNT** Chairman Hunt indicated that by submitting their recommendations, the mission of the committee has been fulfilled and it can be dissolved.

**WURSTER** Mr. Wurster noted that it would not necessarily need to be on the November agenda for the regular Commission, but certainly for the Pension Board agenda. Commission members will be provided the PowerPoint and a PDF version along with a red-lined copy of the Investment Policy changes as prepared by Fulton Financial Advisors. They will be present as part of the normal Pension Board meeting to answer any questions.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

- A. Approval of Minutes: September 15, 2020- Joint Twp. Budget Presentation
- B. Approval of Minutes: September 15, 2020 – Fire Commission Meeting

**MR. DVORYAK MOVED TO APPROVE THE MINUTES FROM THE TWO SEPTEMBER 15<sup>TH</sup> MEETINGS AS LISTED ON THE AGENDA. MR. ROONEY WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

Potential Property for Grantley Station

**ROONEY** Mr. Rooney noted he had received information from Chief Hoff as to how much land would be needed for a replacement for Grantley fire station. The site at Indian Rock Dam Road is being reviewed.

**HUNT** Chairman Hunt noted that the land is a triangular shape, which will have to be subdivided off a larger triangle, and a portion will not be buildable. Mr. Rooney is attempting to provide a plot sketch of buildings and roadways to be sure everything will fit.

**ROONEY** Mr. Rooney added that the full five acres is not usable, and he is hoping to determine its percentage as it will affect the value/price.

**HUNT** Chairman Hunt noted that Mr. Rooney is doing a lot of legwork on this project, and it is very positive to be finally moving forward.

**12. NEW BUSINESS**

- A. Discussion/Approval – Administrative Employee Handbook

**HOFF** Chief Hoff stated that a new Administrative Employee Handbook had been prepared in collaboration with Solicitor Hovis and Attorney Sarah Doyle. This

Handbook will be used for the Exempt employees. He noted that, for the unionized employees, the majority of what was needed already existed in department policy. The only thing needed is a Disciplinary Policy, which must be negotiated and cannot be implemented unilaterally. A review is in process with the employee representatives. The Administrative Employee Handbook covers all employees not covered by a Collective Bargaining Agreement.

Additional discussion took place as the Commission had reviewed the document noting the following:

- PA Whistleblower Law; page 10 – Issues go to HR Director, Lisa Einsig – Review comment, “violation of Whistleblower Policy should be reported to employee’s immediate supervisor in writing and signed by the employee.”
- Training – Mechanisms in place for reimbursement of training; requirement for follow up.
  - Training done daily; no less than two drills/day
  - Civilians encouraged and included
  - Firefighter and Officer – Opportunities available specific to job responsibilities
  - Certification Emergency Vehicle Technician
  - York County Fire School – Classes offered; also to National Fire Academy
- Page 61 – Training and Conference Attendance Policy- Encourage employees to seek training.
- Page 23 – Reference Section H, references Appendix D; however, Appendix D is the Security Policy; probably should be Appendix F - Training and Conference Attendance
- Inclement Weather/Working from Home – Question whether the work from home is addressed in a Pandemic situation – Refer to Fire Chief to identify specific working conditions. (To be reviewed with Solicitor Hovis.)

**Consensus of the board was to review the final draft at the next meeting.**

B. Approval of SCBA Grant Award RFP

**MR. WURSTER MOVED FOR APPROVAL OF REQUEST FOR PROPOSAL FOR SELF-CONTAINED BREATHING APPARATUS AND ACCESSORIES DATED OCTOBER 20, 2020 AS PRESENTED. MS. WINGERT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**HOFF** Chief Hoff noted that in a couple of weeks they are looking forward to Ms. Wingert joining us for the November 4<sup>th</sup> Fire School experience. Mr. Hunt will join as well. He stated that all the board members are welcome. Evening session starts at 6 p.m.

**WINGERT** Ms. Wingert indicated she was looking forward to cutting up some cars.

**13. ADJOURNMENT**

**HUNT** Chairman Hunt adjourned the meeting at 7:45 p.m.

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

Charles Wurster  
Secretary

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