

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

**NOVEMBER 17, 2020
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, November 17, 2020 at 7:00 p.m. by Zoom technology, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Charles Wurster, Secretary, Springettsbury Township
Dan Rooney, Vice Chairman, Spring Garden Township
George Dvoryak, Springettsbury Township
Lisa Wingert, Manchester Township
John Inch, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Lisa Einsig, YAUFR
Laurie Noel, YAUFR
Paul Grubbs, YAUVR
Steve Hovis, Solicitor
Jean Abreght, Stenographer

1. CALL TO ORDER

A Opening Ceremony
1. Pledge of Allegiance

HUNT Chairman Hunt called the November 2020 Regular Meeting of YAUFR to order. There was no Pledge of Allegiance due to the nature of Zoom technology.

2 ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Chairman Hunt announced that an Executive Session would be held immediately following adjournment this date regarding labor negotiations.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis thanked Chief Hoff and everyone who came to the fire school for some training. It was really informative as to what the Firefighters do, how they train, and how difficult their jobs are.

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HUNT Chairman Hunt echoed Solicitor Hovis' comments. He and Commissioner Wingert participated along with Steve and Victoria Woods from Stock and Leader.

WINGERT Ms. Wingert added her thanks to Curvin Wolfgang and others who assisted on November 4th for training. She noted it was really fantastic and very knowledgeable.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff called attention to an item in his report showing that YAUFR received a payment of \$1,200 from the insurance billing. The amount actually went up another \$400 since his report was written. Some revenue is beginning to come in. He reported that he can follow it on their website on an Excel spreadsheet that's updated daily, but they also send emails every time someone pays.

HUNT Chairman Hunt questioned whether there would be a way that could be included in his monthly report. He would be interested in seeing the billings, the accounts receivable and what is expected. He wondered if there would be a way to link it back to Chief's Incident Report.

HOFF Chief Hoff responded that the information they send is in a spreadsheet. It includes the date of service, insurance company, first, second and third notice followed by any payment that is made. He offered to put something together for the board. Chief Hoff indicated he would double-check linking back to his Incident Report.

HUNT Chairman Hunt noted he was grateful for the \$1,600 revenue; however, he would like to keep track of actually how it is coming in, how much was billed, and how much was paid. He added that transparency was important as to where the money is coming from so that the residents don't get confused as to why they're getting billed for fire services.

HOFF Chief Hoff reminded the board that the residents aren't being billed The insurance companies are paying.

Chief Hoff reported that a new directive had been issued to the staff and volunteers. In light of the increase in positive test results throughout the county, especially those affecting the healthcare and first responders, he had been in touch with WellSpan and UPMC. They're all reporting kind of a transition from a lot of testing with a lot of negative results to now a lot of testing with an increased number of positive results. The department has had their first positive case of COVID, not necessarily job related but one of YAUFR's personnel. In an effort to control the contact and to allow us to trace contact a little bit more effectively so that one positive doesn't end up putting an entire shift or an entire station out of service, they are basically going back to more or less locking guys down in station, taking extra disinfectant and sanitizing precautions, doing whatever we

can to keep our people safe and minimize the effect that it's going to have on all of us from a staffing standpoint. I know some of the decisions being made probably aren't going to be popular with the employees, but it's all in the name of keeping everybody safe and making sure nobody takes anything home, as well as not bring anything in here. We are requiring masks all times except when they are in a room by themselves.

HUNT Chairman Hunt asked for an update on the path for full accreditation.

HOFF Chief Hoff responded that full accreditation is three and a half years away. They currently are working on some background information. The big thing in 2021 will be developing the formal standard of cover, as well as beginning the strategic planning process. He stated that recently they had been meeting to discuss the makeup of the invitations to send out to the Strategic Planning perspectives from each township, members at large, volunteers, business leaders in all three townships. Chief Hoff indicated that he, as well as Chairman Hunt, would automatically become part of the Strategic Planning process. Battalion Chief Scott Ryno was asked if he would be the Facilitator as he has a lot of experience in that in his day job working with Cornerstone Systems. He's led multiple strategic planning processes for emergency services.

HUNT Chairman Hunt noted that there were 10 citizens who sat on an ad hoc committee to do the first analysis of a regional fire department.

HOFF Chief Hoff noted that he probably has that information in the files.

WINGERT Ms. Wingert asked Chief Hoff about a fire on November 9th where they handed out a lot of carbon monoxide and smoke alarms. She asked if that was in Manchester Township.

HOFF Chief Hoff responded that it was a house fire in the Woodmont area. It began on the outside of the structure and affected three of the six units in the townhomes. They went back the next day and canvased the development.

WINGERT Ms. Wingert asked how many they handed out.

HOFF Chief Hoff noted that they only handed out two detectors. Part of the canvassing was not just detectors, but that's also fire safety literature that is normally handed out. Typically, that's the bigger distribution after a fire opposed to actual detectors.

WINGERT Ms. Wingert thanked him and noted she was just curious.

HUNT Chairman Hunt asked for an update on discussions with WellSpan.

- ROONEY** Mr. Rooney responded that the plan is to reapproach them. They had requested information on what the needs are for the firehouse for the proposed site. Mr. Rooney was not sure if that had been submitted.
- HOVIS** Solicitor Hovis stated that they went back to WellSpan and inquired as to how much they would be willing to sell. They provided an appraisal report and asked how much land was needed. Dave Davidson prepared a sketch plan that showed a 3.5 acre lot and that would be a size sufficient to have constructed as a future firehouse. Solicitor Hovis stated he had provided that information to Keith Noel at WellSpan, who had responded indicating that he is discussing with his internal people and will respond back to him.
- HUNT** Chairman Hunt clarified that Solicitor Hovis is responding as the Spring Garden Solicitor.
- HOVIS** Solicitor Hovis responded that as Solicitor probably for both.
- HUNT** Chairman Hunt noted that his point is YAUFR is not a participant in this purchase.
- HOVIS** Solicitor Hovis responded that he was correct. The past the position had been taken that it's the responsibility of the underlying municipality to deal with the construction of the firehouse.
- ROONEY** Mr. Rooney added that the 3-1/2 acres is for this specific site. Another site would probably be a lesser acreage. Because of the configuration and the buffer and setback issues from the road, this is what would be the built out potential for a YAUFR station in that part of the township.
- HOFF** Chief Hoff noted for reference that the size lot for headquarters sits on 2.8 acres.

5. ACCOUNTS PAYABLE

- A. Payable Listing as of October 31, 2020

**MS. WINGERT MOVED TO APPROVE THE ACCOUNTS PAYABLES AS LISTED.
MR. ROONEY WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

6. BIDS, PROPOSLS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

- HUNT** Chairman Hunt thanked Commissioners Wurster and Dvoryak, Lester Rhoads and the Fulton representatives for the impressive investment work that was done. It was professionally done, and he, personally, has total confidence in their

recommendations. He added that they should be very proud of how they have contributed to the organization.

8. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Mr. Grubbs noted that their meeting had been cancelled due to COVID-19. Nothing had been going on, and while he would like to see progress, it is one of those situations where given the current circumstances, it is not something that needed to press on and increase the risk of someone catching the infection. They may do something virtually in January.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: October 20, 2020 – Fire Commission Meeting.

MR. WURSTER MOVED FOR APPROVAL OF THE MINUTES. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Approval – Administrative Employee Handbook

MR. DVORYAK MOVED TO ADOPT THE ADMINISTRATIVE EMPLOYEE HANDBOOK. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

12. NEW BUSINESS

A. Motion – Auditing and Financial Services transition to SEK from Stambaugh Ness

MR. ROONEY MOVED THAT YAUFR TRANSITION TO SEK FROM STAMBAUGH NESS AS YAUFR'S AUDITING AND FINANCIAL SERVICES PROVIDER FOR A ONE YEAR TERM WITH KRISTA GARDNER AS THE PRIMARY CONTACT. MR. INCH WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HUNT Chairman Hunt reminded the Commissioners of the Executive Session to be held immediately following adjournment. He adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Signature on File at YAUFR Headquarters

Charles Wurster
Secretary

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