

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

**MAY 19, 2020  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, May 19, 2020 at 7:15 p.m. by Zoom technology, York, PA 17402.

**MEMBERS IN**

**ATTENDANCE:** Austin Hunt, Chairman  
Dan Rooney, Spring Garden Township  
George Dvoryak, Springettsbury Township  
Don Bishop, Springettsbury Township (Alternate)  
Charles Wurster, Springettsbury Township  
Lisa Wingert, Manchester Township  
John Inch, Manchester Township

**MEMBERS NOT**

**IN ATTENDANCE:** Mike Thomas, Spring Garden Township

**ALSO IN**

**ATTENDANCE:** Daniel Hoff, YAUFR Chief  
Steve Hovis, Solicitor  
Lisa Einsig, YAUFR  
Paul Grubbs, YAUFR  
Sue Sipe, Stenographer

**1. CALL TO ORDER**

A. Opening Ceremony

1. Pledge of Allegiance (Not Recited)

**HUNT** Chairman Austin Hunt called the meeting to order.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**HUNT** Chairman Hunt announced that no Executive Sessions had been held since the last meeting, and none were planned at this time.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis, Solicitor

**HOVIS** Solicitor Hovis noted for the minutes when a motion is made it would be helpful for the person to identify themselves.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff indicated there were several glitches with accessing the meeting packet link within the email. These were handled and resolved. He noted his report did not include the increased activity the department has taken with regard to maintaining a social media presence. He indicated the department is continually looking for more ways to reach out to the community to remind them of our presence. He noted they held virtual apparatus tours displaying their apparatus items. He felt this would be of interest to parents with children at home. He indicated the videos include firefighters and other staff members reading children's books via social media. He announced that this coming week a video salute to graduating seniors in the community will be held.

Chief Hoff indicated the retired ladder truck has been listed with Fenton Fire Apparatus Brokers. He noted they were contacted by Station #19 York Township last evening as to whether YAUFRR would be willing to loan them that apparatus while their ladder truck is out of service. He stated this has been done with other municipalities. They are insured by VFIS so there should be no issue with loaning the apparatus. He noted over the weekend York Township's ladder truck had a catastrophic failure of their diesel engine while responding to a call.

**HUNT** Chairman Hunt asked Solicitor Hovis if there was any paperwork to show transfer of liability. He was concerned there should be documentation showing the dates of loan.

**HOVIS** Solicitor Hovis indicated he would meet with Chief Hoff to clarify the issue and develop a letter outlining the dates and acknowledge return of the apparatus in good working order.

**WURSTER** Mr. Wurster asked if the listing agreement with the auctioneer's service would prohibit them from lending out that apparatus at this particular time.

**HOFF** Chief Hoff indicated the listing service shows whether the apparatus is in service or out of service and York Township Fire Department understands that it is listed for sale.

**HUNT** Chairman Hunt encouraged the entire commission and alternates to dress up for a photo session on July 21, 2020. He noted he would like to see a full department group photo. Details will follow.

Chairman Hunt also noted Chief Hoff has scheduled Spring Burns for June 10, 17 and 24<sup>th</sup> and has invited all the board members and alternates. There is an afternoon and evening session on those dates. Please let him know when available.

**WURSTER** Mr. Wurster asked if York County would need to be under green code for an assembly of the group for the photo shoot.

**HUNT** Chairman Hunt concurred.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of April 30, 2020

**MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING FROM APRIL 30, 2020. MR. WURSTER WAS SECOND. BY UNANIMOUS ROLL CALL VOTE MESSRS. HUNT, DVORYAK, WURSTER, ROONEY, INCH AND MS. WINGERT MOTION CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

A. Approval - Notice of Request for Proposal for YAUFRR Website Redesign

**HOFF** Chief Hoff stated this request was discussed in February concerning how user friendly the current website is. They met with a representative from Affinigent to discuss changes to be made. Along with visual changes they were advised to put in place security enhancements to avoid hacking. He noted this needed to be put out for bid since Mr. Bishop is the owner of Affinigent and is a board alternate. The fee paid to the company is in excess of what is permissible without putting it out to bid. It was noted the bid notice would be posted on the website.

**WURSTER** Mr. Wurster recommended that it not be advertised to imply there are security vulnerabilities in the RFP.

**HOVIS** Solicitor Hovis stated they would review the notice and rework it.

**MR. WURSTER MOVED TO APPROVE THE NOTICE OF REQUEST FOR PROPOSALS FOR WEBSITE REDEVELOPMENT SUBJECT TO THE REWORKING OF SAID NOTICE TO REMOVE ANY REFERENCE TO SECURITY VULNERABILITIES IN THE CURRENT WEBSITE. MS. WINGERT WAS SECOND. BY UNANIMOUS ROLL CALL VOTE MESSRS. HUNT, DVORYAK, WURSTER, ROONEY, INCH AND MS. WINGERT MOTION CARRIED.**

B. Approval - Three Year Contract for Financial Auditing/Reporting Services/Fiscal Year Audit - Stambaugh Ness

**HUNT** Chairman Hunt stated the outline was provided in the packet. He asked if this was backdated to 2019.

**HOFF** Chief Hoff indicated they are currently finalizing the 2019 audit. He noted there is a slight increase over what was paid for the 2018 audit, but the new contract locks in the rate for the current audit as well as the next two.

**MR. DVORYAK MOVED TO APPROVE THE THREE-YEAR CONTRACT FOR FINANCIAL AUDITING/REPORTING SERVICES/FISCAL YEAR AUDIT FOR STAMBAUGH NESS WITH TERMS AS OUTLINED IN THE CONTRACT. MR. ROONEY WAS SECOND. BY UNANIMOUS ROLL CALL VOTE MESSRS. HUNT, DVORYAK, WURSTER, ROONEY, INCH AND MS. WINGERT MOTION CARRIED**

**7. COMMUNICATION FROM COMMISSIONERS**

There were no Commissioner comments.

**8. COMMITTEE REPORTS**

**A. Volunteer Committee**

**GRUBBS** Mr. Grubbs stated that there was nothing to report as no meeting had been held due to the COVID-19 situation. He noted if possible, they will have an in-person meeting next month, otherwise they will hold a Zoom session meeting.

**B. Pension Sub-Committee**

**WURSTER** Mr. Wurster thanked Mr. Dvoryak and Mr. Rhoads for their participation in the meeting held two weeks ago. He noted they were very helpful with the discussion and he looks forward to working together as a team to wrap it up.

**HUNT** Chairman Hunt stated he was pleased with the talent on the sub-committee. He noted he was eager to see the conclusions of the team.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

**A. Approval of Minutes: April 21, 2020 – Fire Commission Meeting**

**MS. WINGERT MOVED TO APPROVE THE APRIL 21, 2020 MINUTES AS SUBMITTED. MR. ROONEY WAS SECOND. BY UNANIMOUS ROLL CALL VOTE, MESSRS. HUNT, DVORYAK, WURSTER, ROONEY, INCH AND MS. WINGERT, MOTION CARRIED.**

**11. OLD BUSINESS**

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

**MAY 19, 2020  
APPROVED**

There was no Old Business.

**12. NEW BUSINESS**

There was no New Business.

**13. ADJOURNMENT**

**HUNT** Chairman Hunt adjourned the meeting at 7:35 p.m.

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

Charles Wurster  
Secretary

ses