

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

**FEBRUARY 16, 2021
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, February 16, 2021 at 7:00 p.m. by Zoom technology.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Charles Wurster, Secretary, Springettsbury Township
Dan Rooney, Vice Chairman, Spring Garden Township
George Dvoryak, Springettsbury Township
John Inch, Manchester Township
Tom Gwilt, Spring Garden Township
Deb McCune, Manchester Township (Alternate)

NOT PRESENT: Lisa Wingert, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Steve Hovis, Solicitor
Lisa Einsig, YAUFR
Laurie Noel, YAUFR
Sue Sipe, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

HUNT Chairman Hunt called the Regular Meeting to order. He led the Pledge of Allegiance.

2. Employee Recognitions

HOFF Chief Hoff welcomed participants in attendance and those attending virtually. He stated February is traditionally the time to recognize the good work of the employees. Due to the pandemic, the ceremony is being conducted virtually as well as in person. He noted the presentation is being broadcast on Facebook live. He indicated the consequences and experiences of the pandemic have not been an excuse for the men and women of this department, but rather a motivator and a steadiness for command staff to increase their efforts to be more focused on their personnel to find new ways to keep this machine as efficient as it should be. The command staff was determined to make sure our annual employer recognition is not disrupted by the inconvenience of Covid.

Chief Hoff stated there are two presentations from 2020. He apologized for the delay. He noted the department strongly believes that recognition should be given while the event is still fresh in mind. He indicated they did not want to delay the recognition of their people any further, noting these are not challenging or difficult times we are encountering, they are opportunities to serve and excel in our mission and to be celebrated this evening.

Chief Hoff stated every year the department is contacted by the VFW of York and asked to select personnel from the department who excel at community service, either as a Firefighter, EMT or a Firefighter/EMT. Last year when they were contacted to provide nominees, the command staff selected retired Firefighter Chris Brehm for efforts he made while recovering at home from back surgery, rescuing his neighbor from being pinned under his car while performing maintenance at his home which was next to Firefighter Brehm's house. Firefighter Brehm risked his own recovery while rescuing this individual from potential injury or worse.

For the EMT recipient this year the command staff unanimously chose volunteer Paul Grubbs. Paul serves as elective volunteer station chief for Grantley Fire Company. He serves on the Board of Trustees and is a regular volunteer EMS provider for Grantley EMS. He is active as an EMT instructor and serves on the combined YAUFR Volunteer Board. The amount of time and effort that Paul puts into serving his volunteer company in this community is admirable.

The second recognition from 2020 – on April 7, 2020 Engine 89-5 was dispatched for a cardiac arrest initially reported as a seizure. The Engine responded with Firefighter Chris Mowry driving – Captain Steve Vrabel was the officer. Engine 89-5 was the first unit to arrive on scene and Firefighter Mowry went into the house first while Captain Vrabel grabbed the first aid bag. Upon entering the home Firefighter Mowry found an unconscious 6-year old female lying on the floor pulseless and not breathing, with the patient's sister performing chest compressions. Firefighter Mowry took over CPR as Captain Vrabel entered the home and made use of the suction unit from the engine. Firefighter Mowry was carrying the patient out of house as the MICU along with the police arrived. As the MICU was assuming patient care, patient regained a pulse and shallow respirations. Firefighter Mowry continued on to Memorial Hospital with the MICU crew where the patient was transferred to Memorial Hospital with a pulse and assisting respirations. Thereafter the patient was flown to Hershey Medical Center for further treatment. Firefighter Mowry took it upon himself to make contact with Hershey in hopes of getting an update on the patient. He continued to check in over the next several weeks and also took up a collection to purchase a gift card for the family to help with travel expenses. In recognition of Firefighter Mowry and Captain Vrabel's efforts above and beyond the call and for a clinical save, they are awarded the Clinical Save Award.

The next recognition began in 2020 and continues on currently. This Covid pandemic has taught there is more than one way to accomplish tasks. It has challenged us as leaders in countless ways. The Department was able to navigate the unknown during this period due in large part to the efforts and professionalism of every single one of our personnel. From Battalion Chiefs to probies and volunteers, everyone did their part and continues to do their part to slow the spread and keep our stations and personnel safe. Some of what attributed to this success is the information sharing and cooperative approach taken in addressing issues, concerns and challenges. At the top of the list for this cooperation are two labor unions who have worked with us to maintain communication and discuss how to handle the new Covid legislation, standing needs and addressing employee concerns. Despite any differences encountered from time to time, 2020 proved when the issue is taking care of the immediate well-being of our employees, leadership from both sides of the table can count on each other to do the right thing. Chief Hoff believes it is very important to honor individual's efforts that we recognize all of our employees and their union leadership for working with us and putting the well-being of our department and our mission at top priority through the pandemic. He presented Firefighter Ed Morin, President of Local 20377, and Firefighter Tony Sawyer, President of Local 3503 with Certificates of Appreciation from the department for their contributions, their acceptance and their trust in our leadership.

Chief Hoff continued with recognition of Years of Service

10 Years of Service:

Battalion Chief John Woods
Captain Rob Luta
Firefighter Julie Yahnke-Schrum

15 Years of Service

Firefighter Celeste Jones
Firefighter Les Rhoads
Firefighter Dave Kane

20 Years of Service

Firefighter Lyle Cosner – Special Mention – Firefighter Cosner spent part of the year deployed: grateful for his service to this great country and thankful for his safe return to us following his deployment
Captain Mike Freet

25 Years of Service

Captain Rich Higgins

Chief Hoff announced the recipient of the 2020 Battalion Chief's award is presented to a Firefighter. Recipients are nominated by the Captains in the Department and voted by the Battalion Chiefs. The recipient for 2020 joined the

department in 2017 and has been all in since his first day. He has volunteered for countless projects and is the first person to call and offer help, even on his day off. Most recently he has shown the initiative during his Emergency Vehicle Technician Certification and Advanced to become one the apparatus technicians. He has come a long way since his days as Volunteer Fire Chief in Mt. Wolf with a motivating drive to be the best he can be as he helps us to be the best we can be. The Battalion Chief's Award is presented to Charles Yingling.

Chief Hoff announced the next award is the Fire Chiefs Award and is presented to a captain in the department. Nominated by the Battalion Chiefs, the final decision is made by the Fire Chief. The recipient of this award began his professional fire service career in 2008 with the Manchester Township Fire Department. His commitment to being mentally and physically fit has been an example to those around him. He readily takes on new challenges and regularly contributes new ideas in an effort to help make us the best we can be. He has been instrumental in recent upgrades to the rescue squad and is an integral manager of our portable equipment maintenance program. He has been a key contributor to our recently completed SCBA evaluation efforts. He puts the welfare of his first shift personnel in the department ahead of his own ambitions, but also makes sure he is always improving himself as well. We are extremely proud to present the Fire chief's Award for 2020 to Steve Vrabel.

Chief Hoff stated the Covid situation also prevented recognizing in 2020 two long-term employees on the occasion of their retirement.

Firefighter George Mount began his career as a Springettsbury Firefighter in April of 1993. During his career George chaired various committees and served as treasurer for many years. He was also a union representative on the Firefighter Pension Board. He also served as a volunteer in York Township. A lifetime of public service is not possible without an understanding family and support of your own personal network so we want to make sure even though they could not attend this night, to show our appreciation to his family for their willingness and tolerance in sharing George with the department and the community.

The next recognition is Battalion Chief Jay Van Pelt who began his fire service career as a volunteer with Alert Fire Company in 1975. His desire for a career in fire service directed him to serve his country as an Air Force Firefighter. He then began his municipal career service in January 1990 when he was hired by Spring Garden Township fire department. He was promoted to lieutenant in 2005 and with the first merged contract through YAUFR, was elevated to the rank of Captain in August 2010. On January 1, 2011 he was promoted to Battalion Chief where his area of function and responsibility included department training, EMS coordination, new volunteer onboarding, and most recently as chairperson of the

state certified Safety Code. Many times the amazing job our personnel does goes without mention and most Firefighters simply recognize this for what it is. Jay is no different and most may not know he received a letter of commendation in 2010 for his performance as incident commander for a multi-vehicle fatality. This is typical of the work our command staff performs each day. As one of the original YAUFR Battalion Chiefs, Jay was instrumental in development of the department as we know it today. He played a key role in policy and planning and the beginnings of YAUFR were so dynamic that it would be difficult to describe the extent of influence because every day presented new challenges. Jay will always be known for several things – being the most methodical and organized, the cleanest coat on the fireground, the slowest driver of the entire command staff, and above all else he wanted to be known by his colleagues as the most disgusting coffee mug in the entire fire department. Most of you recall that Jay had a close call in 2019 and we are forever grateful that he came away unscathed. They say things happen for a reason and the photos from the incident have been used nationwide for highway safety presentations, which hopefully helps others operate more safely. Jay was an integral part of our team and his presence and contributions have been missed. We thank him for his commitment and his efforts in making this department what we are today and what we will be in the future. We sincerely thank Shelly, Lauren and Alex for sharing Jay with us and the citizens he served for all these years. We wish Jay all the best in his retirement. He has been our brother and our confidant and we are grateful for the time we had to work with him.

Chief Hoff stated a shadowbox depicting Mr. VanPelt's history in York County fire service was presented to him.

Chief Hoff thanked everyone who attended the awards presentation.

HUNT Mr. Hunt commended Chief Hoff for his efforts in creating a great work environment that has allowed these unique individuals to thrive and prosper and make the entire department better than the sum of its parts. He stated Chief Hoff and his predecessors deserve much credit for creating a very positive work environment. He applauded Chief Hoff and the dedicated people who have ended their careers with YAUFR and he should be very proud.

3. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Chairman Hunt announced that an Executive Session would not be held following the meeting.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Hovis

HOVIS Solicitor Hovis stated that he had nothing to report.

HUNT Chairman Hunt commented that in the packet was a notice the Union had appointed Aaron Eckert and Les Rhoads to the Pension Board. They had asked Att. Hovis to draft the resolution to document the names and to remind the Union it is their responsibility and opportunity to appoint members.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff reported the strategic planning process was updated and the email to schedule the first meeting for March 31 went out yesterday. On the topic of income, he received an email from Pennsylvania Fire Recovery noting receipt of the State Farm Check in the amount of \$930.00 to be added to the amount shown in his report.

HUNT Chairman Hunt noted Chief Hoff is looking for Manchester residents to serve on the Strategic Planning Committee. He asked Mr. Inch and Ms. McCune if they could think about any neighbors who may be interested in sitting on that Committee. Contact information for any interested individuals should be sent to Chief Hoff or Mr. Madzelan.

Chairman Hunt commented that he was aware there is a new intern from Millersville University.

HOFF Chief Hoff indicated the intern is Bryan McGillin. He noted Mr. McGillin's mother was previously an EMT for Springettsbury Township for several years. Both parents work in emergency services. His father is a Firefighter at Station 69, Mechanicsburg Depot. Bryan is a senior emergency management major at Millersville University. He is working with Battalion Chief Madzelan.

HUNT Chairman Hunt suggested Chief Hoff establish a relationship with Mr. McGillin's counselor at Millersville as a means of contact for future potential interns.

HOFF Chief Hoff concurred.

5. ACCOUNTS PAYABLE

A. Payable Listing as of January 31, 2021

MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING OF JANUARY 31, 2021. MR. WURSTER WAS SECOND. BY ROLL CALL VOTE MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none.

7. COMMUNICATION FROM COMMISSIONERS

WURSTER Mr. Wurster extended his congratulations to all the recognized firemen this evening including the two retirees and also commended all Firefighters for their meritorious service and duties as members of YAUFR.

8. COMMITTEE REPORTS

A. Volunteer Committee

HOFF Chief Hoff reported they held a virtual meeting last month. No actions were made as he noted it was mostly to get re-acquainted since they had not met for some time.

HUNT Chairman Hunt noted that Chief Hoff has volunteer recruitment yard signs available for anyone who would like to put one in their front yard.

9. RESOLUTIONS AND AGREEMENTS

A. 2021-02 Pension Fund Board Union Appointments

HUNT Chairman Hunt thanked Att. Hovis for drafting the resolution. He noted Att. Hovis indicated no formal resolution was necessary since it was informational record keeping.

B. 2021-03 Authorizing the Disposition of Recordings of Commission Meetings

HUNT Chairman Hunt asked Att. Hovis to provide background on this item.

HOVIS Solicitor Hovis explained before virtual meetings, many municipalities recorded their meetings for the purpose of allowing the secretary to access the recording to

compose accurate minutes. He commended Ms. Abreght for the great job she does in that regard for YAUFR. He noted during Covid they are now required to actually record the virtual meetings which creates a document. He indicated the law recognizes when the minutes are officially adopted there is no legal reason to retain the recording. Consequently, they need to identify how to deal with it for document purposes. He noted the purpose of the resolution is to determine once the minutes are officially adopted, when the recording can be disposed so the Chief no longer has to maintain the recordings in the archives.

HUNT Chairman Hunt asked if the recordings will need to be erased, destroyed or otherwise obliterated within a time period. In the absence of setting a time period, this is giving Chief the opportunity to dispose of them but is not really requiring him to dispose of them.

HOVIS Solicitor Hovis indicated an amendment could be added to the resolution specifying the timeframe.

WURSTER Mr. Wurster asked if the recording of the meetings would not be placed on the YAUFR website.

It was confirmed the recordings are still put on the YAUFR website.

Mr. Wurster asked if we are keeping the recordings on the website and if the resolution is passed does that mean that the recordings will be removed.

HOVIS Solicitor Hovis indicated that would be the intention – once the minutes are approved, then the minutes go on the website and the recording would come down.

He noted most municipalities on their website have the agenda and the minutes as the official record of the meeting.

HUNT Chairman Hunt summarized the comments, noting currently there are two records of the meetings – the adopted printed minutes and an unofficial recording. If there is a dispute between an inconsistency between the two, they have already established that the printed minutes are official. What problem are you solving with this – long-term record storage or the fact that there is more information on the recorded meeting than we want to release?

HOVIS Att. Hovis stated the municipal code reflects the fact that the official minutes and the official information related to that meeting is reflected in the minutes of the meeting – not the recording. Therefore, the minutes should dictate the content of the meeting.

HUNT Chairman Hunt asked Mr. Wurster if that resolved his question.

WURSTER Mr. Wurster responded he understood the legal aspect. He checked Springettsbury Township's website and noted he did not see any recorded Zoom meetings on the website. He noted for future strategic planning possibly consider if there is a benefit to have a video recording of meeting excerpts on the website to generate volunteers' interest, etc.

HOVIS Att. Hovis stated in regards to retention guidelines, the Pennsylvania Museum Commission developed a schedule which identifies how long records need to be retained. He noted YAUFR has adopted the PMC schedule for public records. He indicated recordings do not fit within those guidelines because they are not documents which need to be kept under that schedule. That is why a policy related to the records needs to be established since it is the minutes which fall within the PMC requirements for document retention.

WURSTER Mr. Wurster commented it looked like this resolution is consistent across the board with other municipalities.

HOVIS Att. Hovis agreed with Mr. Wurster noting most municipalities that record their meetings or hold virtual meetings, as soon as the minutes are adopted, are disposing of the recording and removing them online.

WURSTER Mr. Wurster indicated after the discussion he was good with the resolution.

MR. ROONEY MOVED TO ADOPT RESOLUTION 2021-03 WITH THE AMENDMENT TO DELETE THE MEETING RECORDING ONE WEEK AFTER FORMAL ADOPTION OF THE WRITTEN MINUTES. MR. WURSTER WAS SECOND. BY ROLL CALL VOTE THE MOTION WAS UNANIMOUSLY CARRIED. *

***no virtual response from Mr. Gwilt.**

ACTION ON MINUTES

A. Approval of Minutes – January 19, 2021 – Fire Commission Meeting

MR. DVORYAK MOVED TO APPROVE THE MINUTES OF JANUARY 19, 2021 AS WRITTEN. MR. WURSTER WAS SECOND. BY ROLL CALL VOTE THE MOTION WAS UNANIMOUSLY CARRIED.

10. OLD BUSINESS

There was no Old Business.

11. NEW BUSINESS

A. Approval – 2021 Non-Emergency Events – Grantley Fire & EMS

HUNT Chairman Hunt stated they want to recognize non-emergency events as formal events so any Grantley participants are covered by Workers Comp. He noted there are no dates and there is an asterisk at the bottom to note if they are cancelled due to Covid or any reason.

HOFF Chief Hoff indicated he talked to Joe Myers who indicated that the majority of these events – many of them occur early in the spring and he anticipated that most of them would be cancelled. They are on the list as recurring events every year so they were included.

**MR. WURSTER MOVED TO ACKNOWLEDGE THE PROPOSED LIST OF
STANDBY EVENTS FOR GRANTLEY FIRE & EMS FOR 2021 AS OUTLINED. MR.
ROONEY WAS SECOND. BY ROLL CALL VOTE THE MOTION WAS
UNANIMOUSLY CARRIED.**

B. Discussion – Commission Orientation Day

HOFF Chief Hoff stated the purpose of the event is to provide an opportunity for new commissioners and/or alternates to mingle with the Firefighters and learn more about the aspects of the Firefighters' jobs. He noted because of social distancing requirements it was not done in the fall. He indicated it was left on the agenda as a reminder since he is hopeful it can be held in late summer or early fall.

HUNT Chairman Hunt indicated he has attended several times and noted it is a great benefit for the board members to get to meet the Firefighters and provides an opportunity to see their enthusiasm and commitment to their jobs as Firefighters.

12. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 7:55 p.m.

Respectfully submitted,
Signature on File at YAUFR Headquarters

Charles Wurster
Secretary
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