

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

**AUGUST 17 2021
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, August 17, 2021 at 7:00 p.m.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Dan Rooney, Vice Chairman, Spring Garden Township
Charles Wurster, Secretary, Springettsbury Township
George Dvoryak, Springettsbury Township
Tom Gwilt, Spring Garden Township
John Inch, Manchester Township (via Zoom/Facetime Video)
Lisa Wingert, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Steve Hovis, Solicitor
Scott Ryno, Battalion Chief
Paul Grubbs, YAUVFR
Lisa Einsig, 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. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Chairman Hunt announced an Executive Session would be held following the meeting for an update on personnel issues.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Hovis

HOVIS Attorney Hovis stated he would report later on the agenda.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff referred to the September Joint Budget meeting as to whether to include a Zoom set up. It was recommended to have the Zoom set up with the in-person meeting. He mentioned Strategic Planning Committee members are invited to the presentation.

Chief Hoff indicated they received the Arbitration award. It was noted the Board would need to acknowledge receipt of it.

Chief Hoff announced he was contacted by the President of the Pennsylvania Fire and Emergency Services Institute in Harrisburg inquiring if Chief Hoff would be interested in joining him for a presentation at the Connecticut Fire Service Summit outside Hartford, Connecticut. Chief Hoff stated he would attend.

5. ACCOUNTS PAYABLE

A. Payable Listing as of July 31, 2021

MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF JULY 31, 2021. MS. WINGERT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none.

7. COMMUNICATION FROM COMMISSIONERS

WINGERT Ms. Wingert referred to Chief Hoff's report where he noted the ordinance in Manchester Township was made for the ambulance and fire services. She recommended that Spring Garden Township and Springettsbury Township adopt a similar ordinance.

HOFF Chief Hoff stated insurance companies are increasingly denying payments if they do not see a corresponding ordinance. He noted this would be addressed later in the meeting.

HOVIS Solicitor Hovis stated they are trying to obtain reimbursement of expenses of YAUFR not the independent municipalities. He noted YAUFR does not adopt ordinances, official action is done by resolutions.

8. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Mr. Grubbs stated a meeting is scheduled for next month.

A. Strategic Planning Committee

RYNO Mr. Ryno stated his report was provided to the members. As indicated on the committee summary, he noted seven meetings were held during the summer with average attendance of 18 people per meeting.

He reviewed topics discussed throughout the meetings as identified on the summary.

He noted a survey was sent out asking for a rating as to the most important goals. There were 51 responses to the survey with ranking of the 13 topics identified on the summary. The #1 rated goal was “Adequately staffed and timely response to fire and medical incidents”.

Additional opportunities provided were identified and the final meeting schedule was listed. Mr. Ryno indicated the purpose of the final meetings will be to discuss and write objectives for the 13 goals to culminate in creating the actual Strategic Planning document.

It was noted that Mr. Wurster and Mr. Rooney participated in the Strategic Planning Committee meetings.

9. RESOLUTIONS AND AGREEMENTS

A. Resolution 2021-04 Implementing Program to Charge Fees for Deployment of Fire and Rescue Services

B. Resolution 2021-05 Fee Schedule for Deployment of Fire and Rescue Services

HOVIS Solicitor Hovis stated as discussed at the July meeting, the authorization associated with the billing process, and the insurance company’s desire to have a resolution in place reflects the official authorization by this Board to bill and collect costs of responding to incidents that have insurance coverage associated with them. He noted the model provided by Manchester Township was used. The first resolution provides the overall policy for billing for motor vehicle insurance companies for any accidents YAUFR responds to that have costs associated with them. He indicated YAUFR has the ability to adopt those fees by resolution setting forth what is collectible.

The second resolution presents the fee schedule prepared by Chief Hoff which came from the Pennsylvania Fire Recovery. This would be attached as Exhibit A to the Resolution which then incorporates their standard charges.

MR. WURSTER MOVED FOR THE ADOPTION OF RESOLUTION 2021-04 AUTHORIZING YAUFR TO ESTABLISH AND IMPLEMENT A PROGRAM TO CHARGE FEES FOR THE DEPLOYMENT OF FIRE AND RESCUE SERVICES RENDERED AT CERTAIN EMERGENCY INCIDENTS. MS. WINGERT WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

MR. WURSTER MOVED FOR THE ADOPTION OF RESOLUTION 2021-05 TO ESTABLISH AND IMPLEMENT FEES FOR THE DEPLOYMENT OF FIRE AND RESCUE SERVICES RENDERED IN CERTAIN EMERGENCY INCIDENTS. MR. DVORYAK WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

A. Approval of Minutes – July 20, 2021 – Fire Commission Meeting

MR. DVORYAK MOVED TO APPROVE THE MINUTES OF JULY 20, 2021 AS SUBMITTED. MR. WURSTER WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

11. OLD BUSINESS

There was no old business.

12. NEW BUSINESS

A. Acknowledgement – Minimum Municipal Obligation (MMO) Calculations for the YAUFR/MT Pension Plan

HOFF Chief Hoff stated this is the annual accounting for the MMO for the YAUFR pension for the firemen benefit as well as the administrative pension and also the PMRS sheets for Manchester.

MR. DVORYAK MOVED TO ACKNOWLEDGE RECEIPT OF THE MMO CALCULATIONS FOR THE YAUFR/MT PENSION PLAN. MR. ROONEY WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

B. Acknowledge Receipt of the Arbitration Award

HOFF Chief Hoff indicated Ms. Einsig is working on the calculations for back pay. He noted the language calls for changes to the pension to take effect as soon as practical in 2022.

HOVIS Solicitor Hovis stated this assumes they will in good faith take whatever action is needed in a timely manner to calculate, implement and verify to get it paid.

MR. ROONEY MOVED TO FORMALLY ACKNOWLEDGE THE ARBITRATION AWARD. MS. WINGERT WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

C. Discussion – 2022 Budget

HOFF Chief Hoff stated the budget is focused on personnel. He asked his command staff to present their budgetary needs to focus on their most urgent needs. He indicated as noted from Mr. Ryno's presentation on the Strategic Plan, they have identified the biggest need as staffing. Chief Hoff referred to the spreadsheet he distributed to the Board pointing out on the history of non-personnel related costs, there was an error for 2019 showing those costs to be \$1.7 million – he noted it should have been \$1.128 million.

Chief Hoff stated over the last five years he and Ms. Einsig have taken a different approach to the budget. They do not assume certain percentage increases every year. Rather, through contacting vendors, insurances and others that would require services, they determined any increases in fees and/or charges, in an attempt to arrive at an exact budget. He pointed out this is reflected in the non-personnel costs. Comparing requests for 2022 over 2021 there is a \$7.00 difference.

Chief Hoff indicated they are requesting the second phase of the correction for the Battalion Chiefs to keep the separation between the senior Captains and Battalion Chiefs resulting in 5% increase. He noted he is also proposing a 3-year increase for Ms. Einsig to bring her position into equitable standards based on her workload and job responsibilities.

Chief Hoff also provided justification for hiring three additional firefighters – one for each shift due to critical staff shortages including shortages in volunteer staff.

Chief Hoff noted the total budget represents a 3.7% increase.

HUNT Chairman Hunt asked Chief Hoff in terms of staffing how to determine when they are overstaffed.

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- HOFF** Chief Hoff stated he has searched for a formula based on population, area served and number of stations to ascertain what would be adequate. He acknowledged there is no formula used to determine minimum or maximum levels of staffing. The only standard is the National Fire Protection Standard which states for a combination or career department there should be four firefighters on each engine and four firefighters on each ladder company.
- HUNT** Chairman Hunt asked what is the formula for the number of engines and trucks and the area they cover, as it relates to the number of apparatuses to the number of personnel.
- HOFF** Chief Hoff indicated their response stats speak to that noting that in many areas they are not making the four-minute travel time. He explained if an apparatus is taken out of service to add more people at another station, the travel time would significantly increase to the incident. In addition, he pointed out not having sufficient crew sizes causes unsafe practices in certain tasks like ladder raising and other duties.
- Chief Hoff pointed out YAUFR continues to grow and develop in all three townships and it becomes essential to adjust the services provided.
- HUNT** Chairman Hunt asked the commissioners if they had any questions to determine how to present the budget to their Boards.
- WURSTER** Mr. Wurster pointed out the 3.7% increase would result in a 4.52% operational contribution for each municipality.
- DVORYAK** Mr. Dvoryak commented his impression was comparisons were made to YAUFR staffing to York City. He asked Chief Hoff what are the top reasons for additional staffing.
- HOFF** Chief Hoff indicated York City was only one of several departments in Southcentral Pa they surveyed, as well as several in Lancaster and Manheim Township. Part of the survey was to determine value of service and cost per person, per square mile service. He noted this was an attempt to progress towards the national standard to keep the community safe as well as employees safe. Chief Hoff identified safety as the #1 top reason to needing additional staffing.
- HUNT** Chairman Hunt asked Chief Hoff to identify a specific fire scene that could not be covered with current staff.

HOFF Chief Hoff noted he is referring to a standard single-family dwelling, which typically requires 17 suppression people for the initial response force, not including sustained operations. He stated they are unable to meet that requirement with daily staff. Typically, they can send 12 people. Chief Hoff noted in the first battalion there are 30 suppression personnel, with 18 in the second battalion – total of 48 suppression people in all three municipalities.

Chief Hoff reiterated he is asking for 3 additional people every 2 years. He explained the reason he proposed adding personnel over a longer period of time is to make it fiscally palatable for the municipalities. It also allows for a new hiring process each time to obtain highly qualified individuals for the team.

ROONEY Mr. Rooney asked in relation to the future, if he had projected for the next 10 years if the cost will be similar each year or each 2-year cycle. Would there be additional costs for uniforms, PPE, etc. that will go up every year? Would there be a need for new vehicles?

HOFF Chief Hoff stated he can only project as far as the contract goes out because of the wage scale. He noted other costs such as uniforms, PPE, etc. go up in price every year. He stated at this time no new vehicles would need to be purchased.

DVORYAK Mr. Dvoryak asked about the role of surrounding aid since Chief Hoff indicated they were challenged in helping YAUFR in the future.

HOFF Chief Hoff stated he did not know if they could rely on mutual aid, noting they are presently looking at response plans. He noted they will be meeting with the city in the near future to discuss how to help each other. Other mutual aid companies are volunteers so there is no guarantee they can help YAUFR. He noted increasingly they have to ask their mutual aid partners who respond to calls how many suppression people they have on their rigs, since they have been hiring junior firefighters under age 18.

WURSTER Mr. Wurster asked if there is recorded history of when mutual aid has failed to meet a certain expectation or if they have met expectations.

HOFF Chief Hoff responded it is hit or miss. So far this year they had one mutual aid partner responding with a third of their crew unusable because they are under the age of 18. He indicated he would need to take a look at the number of incidences.

WINGERT Ms. Wingert pointed out that Chief Hoff has been reporting on the shortcomings of mutual aid for a long time.

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ROONEY Mr. Rooney stated he will support Chief Hoff's budget plan and will attempt to gain support from his Board and explain the justification.

WINGERT Ms. Wingert also indicated her support and asked Chief Hoff for clarification of details on the chart he completed with York City. Chief Hoff explained specific items on the chart.

HOFF Chief Hoff stated he will be meeting with the managers of each municipality to review the budget request.

13. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Charles Wurster
Secretary
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