

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

**DECEMBER 21, 2021
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, December 21, 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
Lisa Wingert, Manchester Township

MEMBERS NOT

PRESENT: John Inch, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Steve Hovis, Solicitor
Lester Rhoads
Sue Sipe, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

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

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

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

3. COMMUNICATION FROM CITIZENS

RHOADS Mr. Lester Rhoads stated he is a representative of the Greater York Professional Firefighters, Local 2377 consisting of 30 of the 45 Professional Firefighters of YAUFR. Mr. Rhoads stated they are in full support of Chief Hoff's original proposed budget for 2022, which adds needed professional firefighters to the understaffed department and justly compensates their dedicated support staff. The proposed budget will physically assist with safer response to emergencies in a fiscally prudent way. Although it falls short of the national standard set by the NFPA, the staffing framework that Chief Hoff has laid is a good step forward. Local 2377 stands with Chief Hoff in support of this fiscally

responsible way to physically protect the citizens, businesses, visitors and firefighters of YAUFR's response area. Since the budget has not been approved, he stated they are in full support of Chief Hoff's executive team and this Commission's efforts in research and investigations of appropriate and fiscally prudent staffing of the department. During this process he indicated to not hesitate to engage their leadership board or the Union to assist. He thanked the Commission for their vital work, indicating their time is valuable and they appreciate it.

4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Hovis

HOVIS Solicitor Hovis stated he had nothing to add to his report, except to thank the Commission for the opportunity to represent them in 2021.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff stated he had nothing to add to his report.

5. ACCOUNTS PAYABLE

A. Payable Listing as of November 30, 2021

MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF NOVEMBER 30, 2021. MS. WINGERT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none.

7. COMMUNICATION FROM COMMISSIONERS

There were none.

8. COMMITTEE REPORTS

A. Volunteer Committee

HOFF Chief Hoff noted Mr. Grubbs is out of town but he advised the next meeting will not be held until March 2022 to assess volunteer participation.

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- HUNT** Chairman Hunt asked about the change of Battalion Chief Brett Graham as Training Officer.
- HOFF** Chief Hoff stated some of the ancillary duties are changed every 2-3 years. He noted BC Graham was moved to work with the fire police and volunteers. Chief Hoff further noted in equalizing ancillary duties, the Safety Committee, which is state certified, encourage rotation of leadership which prompts other changes as well.
- HUNT** Chairman Hunt questioned in regards to Chief Hoff's monthly stats report the listing of structure fires.
- HOFF** Chief Hoff indicated the list refers to dispatches and are not specifically structure fires until found upon arrival. That list is in the report.
- WURSTER** Mr. Wurster pointed out there were 33 calls listed of which 13 provided mutual aid, which includes motor vehicle accidents.
- HOFF** Chief Hoff stated he only lists motor vehicle accidents if it was dispatched with entrapment and is actually a legitimately serious crash.
- HUNT** Chairman Hunt asked for clarification on the stats.
- HOFF** Chief Hoff indicated the stats are based on the reporting that goes into the computer. If there is a dispatch on a structure fire and when they get there it is a non-fire issue (i.e., burning leaves) that will not be reported as a structure fire, even though it was dispatched. The report that is written up is based on what was found on site and what was done when the firefighters arrive at the location.
- HUNT** Chairman Hunt requested further clarification as referenced by Mr. Wurster at the last meeting, to indicate the active structure fires noted in the stats and how many firefighters had to respond.
- HOFF** Chief Hoff stated he could not tell from that specific report – he would need to look at a different report to ascertain that information.

10. RESOLUTIONS AND AGREEMENTS

There were none.

11. ACTION ON MINUTES

- A. Approval of Minutes – November 16, 2021 – Fire Commission Meeting

- B. Approval of Minutes - November 30, 2021 – Continuance of the Fire Commission Meeting

MR. ROONEY MOVED TO APPROVE THE MINUTES OF NOVEMBER 16, 2021 AND NOVEMBER 30, 2021 AS SUBMITTED. MR. DVORYAK WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

12. OLD BUSINESS

- A. Acknowledge Receipt of 2020 Audit Report – SEK CPAs and Advisors

HOFF Chief Hoff stated copies of the audit report were distributed to the Commissioners.

HUNT Chairman Hunt asked for clarification on the auditor's comment in regards to the pension liability switch to an asset in the Executive Summary.

HOVIS Solicitor Hovis stated it was the Springettsbury Pension Plan which became overfunded. He noted the event that caused it was interest payments as well as investment performance.

WURSTER Mr. Wurster mentioned they do not have an unfunded liability because the net present value of the assets in the pension now exceeds the long-term actuarial liabilities. He further noted they undertook the change in the investment policy along with the market and the environment. He credited the investment advisors for their work.

MR. WURSTER MOVED TO ACKNOWLEDGE RECEIPT OF THE 2020 AUDIT REPORT. MR. DVORYAK WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

- B. YAUFR 2022 Budget Discussion

HUNT Chairman Hunt indicated included in the packet was the revised budget.

HOFF Chief Hoff provided input on the adjustments made:

Expenses

- Line item 511 – adjustment made due to wrong salary steps for three battalion chiefs. Correction was made.
- LI 512 – Backed out new hires in the original proposed budget.
- Overtime adjusted for 2022 since in 2020 they were over budget with overtime. This was due to being in the midst of Covid at that time. Covid continues to affect overtime budget.

- Social security expense – adjusted due to the removal of the three proposed new hires.
- LI 517 – Worker’s comp adjusted due to removal of new hires and also due to under-estimated bill in July by about \$4600.
- LI 518 – Health Insurance – adjusted due to removal of new hires
- LI 519 – Pension Expense – backed out proposed new hires
- LI 523 – Uniforms – backed out proposed new hires – monies remaining accounts for current staffing needs and increase in cost.
- LI 528 – Fuel – adjusted based on the last 12 months increase in average price paid.
- LI 563 – Electric – adjusted for increased costs and usage
- LI 583.27 – New addition stats FD – data analysis software which links with current records management system and will provide drill-down questions. One time purchase – maintenance is approximately \$500 annually.
- LI 583.28 - Staffing study – upon advisement to cover costs for 2022. Contacted the Executive Director of the Pennsylvania Fire and Emergency Services Institute in Harrisburg to determine a legitimate expense.
- LI 584.06 – Adjustment of new employee hire to eliminate potential new hires
- LI 589-06 – York County 911 is moving towards new technology for voice pagers for a digital paging system. The new pagers are approximately \$650 per pager. The old pagers are approximately \$100 each. The \$650 pager will cover one per apparatus or station plus pagers for the command staff.
- 1.5% expense increase over 2021 budget. The increase for each township is .97%.

HUNT Chairman Hunt asked Solicitor Hovis to review actions needed to move forward with the revised budget.

HOVIS Solicitor Hovis stated based on the actions of the municipalities, YAUFR does not have a 2022 approved budget. Therefore, it is incumbent upon the Commission to approve the revised budget to be sent back to the municipalities for their approval and all three will need to approve this version of the budget. Given the timing of the year, he did not foresee it happening before the end of 2021. This means YAUFR would be going into the new year with the 2021 budget continuing until the new budget is approved.

DVORYAK Mr. Dvoryak requested a summary list to show what items were modified in the proposed 2022 budget and the explanation for the changes.

HOFF Chief Hoff affirmed he would provide a version of the changes. He also indicated his intention is to again meet with each township managers to review the proposed changes.

WINGERT Ms. Wingert indicated Manchester Township already approved their budget, which included the original amount of the 2022 budget. She noted the new Board will approve the revised 2022 YAUFR budget. The funds will remain in their budget which was allocated for the original budget.

HOVIS Solicitor Hovis explained they will have a line item in their budget which will be higher than what is being approved as part of the revised YAUFR budget. He noted they will have a surplus in their budget.

ROONEY Mr. Rooney commented the only differential would be any increased fuel costs, insurance costs and the study cost. He noted if there was an approval for additional firefighters later in the year, then additional funds would need to be allocated from Spring Garden since their revised budget would not cover those costs.

Mr. Rooney asked about the resolution made at the November 30 meeting which was in support of the proposed 2022 budget.

HOVIS Solicitor Hovis stated the revised proposed budget for 2022 presented this evening which the Commission is considered for approval. If approved, this budget will be sent back to each of the municipalities for their consideration and approval. If approved by all three municipalities, that will be the YAUFR budget for 2022.

HUNT Chairman Hunt asked if it was clear as to how he and Chief Hoff arrived at the projected amount for the proposed study in the budgetary number.

WURSTER Mr. Wurster stated he was anticipating meeting with Mr. Rooney, Chief Hoff and other members of the Commission and Staff to undertake the study for the need for additional hires. He also noted that he, Mr. Rooney and Chief Hoff had a conversation in December and made progress in terms of understanding the issue. Mr. Wurster stated he was in support of the \$50,000 placeholder for the study, but also determined that during the year they could study it as Commissioners and investigate it to the extent they would not have to use those funds, while coming to a reasonable conclusion.

WINGERT Ms. Wingert commented she felt that was a large amount of money to expend for the study. She noted she did not know if after the study, there would be a satisfactory resolution.

HUNT Chairman Hunt countered much of the opposition was in looking for some objective, outside professional help. He noted that is how the line item was

added for the study. His personal view is a subcommittee of YAUFR Commissioners is not a viable source of objective data for staffing needs.

WURSTER Mr. Wurster questioned his logic, noting they are the management organization of YAUFR, how could they not be objective.

HUNT Chairman Hunt pointed out the fire chief is the fire professional and his presentation was not accepted. He noted the Commissioners are not fire professionals and he did not think members of this Board could objectively and accurately draw on national fire standards to make a recommendation.

WURSTER Mr. Wurster stated he disagreed. He noted in reviewing the minutes of the November 30 continuation meeting, his issue and concern was metrics to understand the need for the additional firefighters. He believed he made some credible progress in understanding the fire service from a managerial perspective. He stated four hours of productive conversation with the Chief does not make up for years of being involved in this Commission, however, he noted he is making an earnest effort to make that understanding. When it comes to a management question, he stated he brings his years in his career and profession as a banker to be able to use data to make decisions. He noted it is not necessarily a question of him being a firefighter, but as a manager and using the data made available by Chief and part of an interview process as a building block to further understand the fire service. He believed this Commission could be the leaders and understand the issues to derive the metrics and come to conclusions with the study as to what is needed from a staffing perspective.

HUNT Chairman Hunt pointed out statements were made which alluded to the idea that YAUFR needs a business manager and more professional help. He also pointed out the Board of Supervisors indicated they were uncomfortable with the governance structure of YAUFR and that a business manager was needed to help.

ROONEY Mr. Rooney pointed out in offering insight, that Mr. Wurster agreed progress was made on developing metrics with Chief Hoff's guidance. He suggested while still retaining money for a professional in the budget, perhaps it would not cost as much if a subcommittee were established consisting of a member from each township with Chief Hoff as the professional, a framework could be developed for what should be studied. He was unsure if the subcommittee would have time to do the menial work, i.e., what are things comparable to other fire departments similar to YAUFR, what characteristics, population – which could be one of the metrics in terms of comparables to YAUFR. He cited other metrics which could provide guidance. Mr. Rooney determined there is

value to what the subcommittee could bring, with a consultant to assist, who could add other information and recommendations that were not envisioned.

WINGERT Ms. Wingert commented that made sense.

WURSTER Mr. Wurster indicated that has merit and was in favor of that approach as well.

DVORYAK Mr. Dvoryak commented he agreed with the idea of putting money in the budget for the study. However, he noted in determining the ultimate decision of how the study would be managed and who would be involved, it was too early in the process to make those decisions at this time. He indicated the Springettsbury Township Board of Supervisors has a vested interest in the components of the study to assure there is buy in to the study itself before moving ahead. He also noted there would be several different Commission members in January who would need to weigh in as well.

HUNT Chairman Hunt referred to the motion made in the November 30th minutes stating the resolution passed at that time was to approve the budget with the three new hires.

HOVIS Solicitor Hovis stated the motion endorsed the concept of a study and the press release endorsed a study, and although the resolution referenced the fact that three firefighters were included, the budget being approved now does not have the firefighters. He noted the revised budget includes the study which is before the Board now to approve or not. If all Townships approve the budget with the study in it, then they will need to develop a process to establish the components of the study. He agreed the Commissioners should get input from their Townships as to what information should be included to take back to the YAUFR Commission.

MS. WINGERT MOVED TO APPROVE THE 2022 REVISED BUDGET AS PRESENTED BY CHIEF HOFF TO BE SUBMITTED TO THE THREE MUNICIPAL BOARDS FOR APPROVAL. MR. ROONEY WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

13. NEW BUSINESS

A. Approval – 2022 Holiday Schedule

MS. WINGERT MOVED TO APPROVE THE 2022 HOLIDAY SCHEDULE – NON-UNION AS PRESENTED. MR. WURSTER WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

- B. Approval – Advertisement of 2022 Fire Commission Meeting Schedule

MR. DVORYAK MOVED TO APPROVE THE ADVERTISEMENT OF 2022 FIRE COMMISSION MEETING SCHEDULE AS PRESENTED. MR. ROONEY WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

- C. Approval – Advertisement of 2022 Fire Pension Meeting Schedule

MR. WURSTER MOVED TO APPROVE THE ADVERTISEMENT OF 2022 FIRE PENSION MEETING SCHEDULE AS PRESENTED. MR. DVORYAK WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

14. OTHER BUSINESS

WURSTER Mr. Wurster noted the 24-year career of Commissioner Lisa Wingert at Manchester Township as an elected official.

MR. WURSTER MOVED TO RECOGNIZE COMMISSIONER LISA WINGERT FOR HER YEARS OF SERVICE TO MANCHESTER TOWNSHIP AS WELL AS TO THE YORK AREA UNITED FIRE AND RESCUE COMMISSION AND THANKED HER FOR HER MANY CONTRIBUTIONS. MR. HUNT WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

HOFF Chief Hoff presented Ms. Wingert with a gift and noted his appreciation of his years working with her and expressed that she will be greatly missed.

WINGERT Ms. Wingert expressed her thanks and indicated it has been a joy for her to be on the Commission and to work with the Commission members.

15. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

Charles Wurster
Secretary

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