

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

**JANUARY 18, 2022
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, January 18, 2022 at 7:00 p.m.

MEMBERS IN

ATTENDANCE: Dan Rooney, Spring Garden Township, Chairman
Austin Hunt, Vice Chairman
Deb McCune, Manchester Township, Treasurer
Charles Wurster, Springettsbury Township, Secretary
George Dvoryak, Springettsbury Township
Tom Gwilt, Spring Garden Township

MEMBERS NOT

IN ATTENDANCE: John Inch, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Steve Hovis, Solicitor
Paul Grubbs, YAUFR
Joe Madzelan, YAUFR
Jean Abreght, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

HOVIS Solicitor Hovis called the January 18, 2022 York Area United Fire and Rescue Reorganization Meeting to order.

1. Pledge of Allegiance

HOVIS Solicitor Hovis led the Pledge of Allegiance.

2. Reorganization of 2021 Officers

- Chairman – Austin Hunt
- Vice Chairman – Daniel Rooney
- Treasurer – George Dvoryak
- Secretary – Charles Wurster

HOVIS Solicitor Hovis referred to the 2021 slate of Officers, which needed action. He suggested starting with the nomination for Chairman.

AUSTIN HUNT NOMINATED DAN ROONEY AS CHAIRMAN. MR. WURSTER WAS SECOND. NOMINATION CARRIED.

HOVIS Solicitor Hovis turned the meeting over to Chairman Dan Rooney for the election of Vice Chairman, Treasurer and Secretary.

CHAIRMAN DAN ROONEY NOMINATED AUSTIN HUNT TO SERVE AS VICE CHAIRMAN. MR. GWILT WAS SECOND. NOMINATION UNANIMOUSLY CARRIED.

DVORYAK Mr. Dvoryak noted he preferred not to be nominated for Treasurer.

MR. DVORYAK NOMINATED JOHN INCH TO SERVE AS TREASURER. NOMINATION WAS WITHDRAWN.

AUSTIN HUNT NOMINATED DEB MCCUNE TO SERVE AS TREASURER. MR. WURSTER WAS SECOND. NOMINATION UNANIMOUSLY CARRIED.

CHAIRMAN ROONEY NOMINATED CHARLES WURSTER TO SERVE AS SECRETARY. MR. GWILT WAS SECOND. NOMINATION UNANIMOUSLY CARRIED.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

ROONEY Chairman Rooney announced that there had been no Executive Sessions since the last meeting.

3. COMMUNICATION FROM CITIZENS

There were no Citizen Comments

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis stated he had no action items and nothing to report.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff reported that members of the Command Staff will be meeting with Building Code Officials, Township Managers and Solicitors to discuss Fire Code Regulations. The emphasis is to bring Fire Codes into consistency with the latest version. He referred to the fatal fire in New York City that killed 17 people and the additional fatal fire in Philadelphia that killed 12 people, half of which were children. The contributing factors of those events exist in all three of YAUFR's townships. Factors included faulty space heaters, failure of self-closing fire doors, overcrowding, and most important was the lack of working smoke detectors. He and Chief Madzellan will meet with the township representatives about consistent code enforcement. He noted Manchester Township recognizes the 1993 version of the BOCA Fire Code. Spring Garden Township recognizes the 1990 version of the BOCA. Springettsbury

recognizes, through its ordinances, the 2004 adoption of the Uniform Construction Code and, in addition, lists the 2000 version of the International Fire Code as being repealed.

A number of questions were asked and answered, which are summarized:

The process for advising building owners of regulations and fire code issues begins with education, letters from the department, official requests by Fire Code Official, and follow up.

Battalion Chief Arnold is putting together flyers for apartments, buildings, hotels regarding fire doors, etc.

Order of magnitude involves a very small number.

Letters to be sent to stated property owner by mail with a copy to the Township Manager or Codes Enforcement Officer of the Township.

Codes might be outdated but they are still in effect.

Formula for occupancy comes from International Fire Codes and the International Building Code.

WURSTER Mr. Wurster questioned an item on the Monthly Statistics Report, which indicated there were 390 calls for the month of December, 2021. He noted mutual aid given/mutual aid received. He indicated there were several calls at the same address. He asked if the 390 number included multiple assets deployed to the same address or whether it was one single call.

HOFF Chief Hoff responded that it is one call; however it could be to an apartment or condo complex and to separate units.

DVORYAK Mr. Dvoryak referenced the union section in Chief Hoff's report. He questioned whether the union section related to an upcoming contract.

HOFF Chief Hoff responded that the next contract does not expire until 2024. The item referenced the meeting held in Executive Session where the Lieutenant's position was discussed.

DVORYAK Mr. Dvoryak's second question referred to the data that analyzes response time, turnout time, etc. He asked if that information can be benchmarked with other fire services in York County.

HOFF Chief Hoff responded that a benchmark would be along the lines of the accreditation matter. YAUFR is targeting the National Standard with the 90th percentile of anticipated response and turnout times.

DVORYAK Mr. Dvoryak commented that YAUFR still may be doing better than 90% of the fire services in York County, but he would not know how to interpret it.

HUNT Mr. Hunt noted that it would not be appropriate due to the Labor Contracts to measure against the National Standard but rather measure against the neighbors. He stated he had always advocated putting those statistics in the newsletters to measure performance in York County.

HOFF Chief Hoff stated that the statistics are in the newsletter; however, the only local department within York County where he had ever seen anything regarding response time was from York City.

ROONEY Chairman Rooney noted that York Township might keep track.

HOVIS Solicitor Hovis noted that, if documentation was needed, there might be a better response to contact the Manager; typically the fire company is reporting to the municipality.

5. ACCOUNTS PAYABLE

A. Accounts Payable listings of December 31, 2021

MR. DVORYAK MOVED TO APPROVE THE ACCOUNTS PAYABLE FOR DECEMBER 31, 2021. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

DVORYAK Mr. Dvoryak brought forward the discussion that had been held during earlier meetings, which was the concept of having the Board review the government structure of YAUFR. The subject is complex and is shown in comments:

- In its inception YAUFR recognized the government structure had some issues
- Volunteer members appointed to the Board make all executive decisions along with Fire Chief
- Discuss alternatives to avoid repeat of 2022 YAUFR Budget issue last quarter 2021
- Review number of seats designated for the Board.
- YAUFR suffers from serious lack of breadth and depth of resources (CPA, HR, Finance) on staff
- Board versus Administrative resources
- Township Managers appointed to YAUFR Board
- Budget for 2022 – should be voted not to forward to Townships if there are concerns in Aug./Sept
- Technical/Advisory Group, TMAG; Managers meet once/twice a year for budgetary review

- Separate governing structure and administrative support
- Solicitor and Fire Chief report to Commission – other needs HR, legal, financial to report as well
- Focus to make YAUFR best organization possible.
- Consultant funds in the budget; value in studying the metrics, creating a model of performance
- Review National standard for staffing
- Identify weaknesses

DVORYAK Mr. Dvoryak added to his earlier points that, if those on the Board want YAUFR to move forward, there must be a way to work together to resolve things and have a structure in place even if there is disagreement. The big issue with the 2022 Budget related to staffing for the future. He noted the proportionate factor may be a focus. He hoped to focus on the bigger strategic goal.

8. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Paul Grubbs reported that a get together was held and was well attended. The consensus was that moving forward with all the volunteer organizations together is worth doing, and another meeting will be held in March. He hoped to have a good turnout in order to institute a full slate of officers and have a functional YAUFR Volunteer Board.

WURSTER Mr. Wurster questioned what the mission is of the Volunteer organization.

HOFF Chief Hoff responded that the idea behind it was to bring all of the volunteer companies into one group instead of having the individual fire company volunteers in Springettsbury and Spring Garden. There is Victory Fire Company and Grantley Fire Company along with another in Manchester Township. After 10 or more years of attempting to do so, none of the companies are willing to merge their organizations. The next step is a sort of clearing house where they can come one-on-one with Chief to discuss any issues from an operational standpoint. They will keep working toward bringing them together.

GRUBBS Mr. Grubbs noted that there have been small beginnings in that the volunteer membership all goes through the YAUFR Clearing House so not every station is doing its own thing.

HUNT Mr. Hunt noted that it has been a standing agenda item to do two things; to reaffirm YAUFR's commitment to its volunteer companies and, through Paul, to remind the volunteers that the YAUFR Board is ready to help in any way

possible and fully support them. When they have asked for help, the Board has helped and is committed to the relationship.

HOFF Chief Hoff asked Mr. Grubbs to inform the Board about the things that have happened with the EMS portion of Grantley.

GRUBBS Mr. Grubbs reported that First Capital EMS is in operation as of the 1st of January. The other two organizations involved, York Regional EMS and West York Ambulance, basically folded totally into the organization. Grantley chose not to do that in order to maintain the fire component in the station with YAUFR. So, what was chosen to do was to divest of the EMS portion of the company, merge that over into First Capital and then leaving the fire portion of the company in the organization. Mr. Grubbs stated he is a Board Member on the First Capital Board also, but it is a work in progress.

They have the personnel finally all under one umbrella. He and Chief Hoff have had a number of discussions as far as what happens with the volunteers and workmen's comp, etc. and First Capital is on board with providing that for individual volunteers who are working on the EMS side of the house. The process still has some ways to go, such as parts with the State Relief. They are waiting for the Orphan's Court to finish with their procedures and the Department of State has to finish a few things. Insurance has finally just rolled over with coverage. We still need vehicle insurances to finalize. As of the 1st of February, the station call signs have been changed. Instead of having the various ambulance numbers, they are EMS Station #5. There's a break out of that.

As far as Grantley goes, First Capital will be a tenant in the building and will be paying rent to Grantley Fire Company to pay for space in the building; the bays, the office space, etc. Grantley was paying to Victory Fire Company for the space over there and the ambulance First Capital has stored there. Mr. Grubbs indicated that by the end of early April, all the details should be ironed out, all the legal work done.

HOFF Chief Hoff indicated that one important thing to pass on is that fact that although Grantley's ambulance and their personnel might now belong to the bigger organization, First Capital, there's still an ambulance housed in Grantley Fire Station and although they're under new employment, personnel haven't changed, so there's been no disruption or change in the services provided to Spring Garden residents.

GRUBBS Mr. Grubbs added York Township, Spring Garden Township, and West Manchester Township shouldn't see any change in how things operate. In fact, they should see improvement over time as everything is more synchronized. For example, if Grantley's ambulance is out on a call, we may well pull one of

West York ambulances over closer to Spring Garden Township so the response time is reduced for a call in Spring Garden Township. They are still determining the best way to do that. The fortunate thing is there was no need to relocate stations in the call areas. The stations are well placed for what they want to do. It was fortunate that it allows for a continued operation there with making small changes for a better job.

B. Discussion – Strategic Plan

HOFF Chief Hoff introduced the Strategic Plan presentation. He stated that Joe Madzelan is the Accreditation Manager for YAUFR, who spearheaded the Strategic Planning, and Scott Ryno was the facilitator of the Strategic Planning sessions.

MADZELAN Joe Madzelan presented the current results of the Strategic Plan, which is one of three foundational documents in the Accreditation process. Additionally, a Standard of Cover/Community Risk Assessment document and a Self-Assessment Manual will be included. The Standard of Cover/Community Risk Assessment is nearing completion, and the Self-Assessment work will begin later in 2022.

A summary of his review follows:

- Strategic Plan is a short-term direction of YAUFR, a shared vision of all internal and external stakeholders. It is a living document and will be reviewed periodically.
- The Strategic Plan will have a SWAT analysis (Strengths, Weaknesses, Opportunities and Threats).
- Review was done of the mission, vision and value statements.
- Mission contains goals and objectives that are measurable, attainable, realistic and time-balanced.
- Initial committee involved 40 members with 30 members' continuing participation over 10 months.
- Committee reviewed the internal work of the fire department educating the business and community members in all aspects of the fire department.
- Training programs, Capital replacement programs, community risk reduction efforts, public education were reviewed.
- Goals and objects were developed; initial draft reviewed by department personnel, Captains, etc.
- Following initial review changes made and draft sent to Command Staff and then to Fire Chief.
- Final step: Review and acceptance by YAUFR Commission of the three-year plan through end of 2024. This will be reviewed annually.
- Short range goals include three strategic initiatives, a total of eight goals and 23 objectives; all have critical tasks associated/action items.

- Focus is to evaluate, review, study and react for continual improvement.
- Standard of Cover document is nearing completion.

ROONEY Chairman Rooney suggested that as Commissioners review the Strategic Plan, questions or comments should be emailed to Chief Hoff to assist in the implementation of the document.

HOFF Chief Hoff added that he hoped, by offering an opportunity for review of this document, by March/April for approval on this first draft document before getting into the Standard of Cover. Following that the Commission will be able to review the Standard of Cover.

HUNT Mr. Hunt indicated that the Strategic Plan would bring a lot of questions to the surface.

DVORYAK Mr. Dvoryak questioned how the committee reviewed all the different ideas and thoughts from different individuals' information and arrived at a finished product.

MADZELAN Mr. Madzelan responded that the process is laid out in one of the sections (starting on page 5) in summary. They reviewed the SWAT and conducted a survey of internal stakeholders and a survey for external stakeholders reviewing goals and objectives and asked the committee to rank them in order of priority. The top eight were selected for focus over the next three years.

DVORYAK Mr. Dvoryak commented that it had to be a monumental task. He thanked him for all his efforts.

MADZELAN Mr. Madzelan responded that it had been. It was 10 months' worth of work but it couldn't have been done without the help of the community volunteers.

HOFF Chief Hoff added that the survey that was emailed to the committee was extended to other people that had not been involved in the committee discussions to learn what their expectations were as well.

MADZELAN Mr. Madzelan noted there were 51 responses.

HOFF Chief Hoff noted the total responses surpassed the number of participants.

HUNT Mr. Hunt noted the word "Draft" on the document. He asked if Chief Hoff was looking to the Board for approval of the Strategic Plan for YAUFR.

HOFF Chief Hoff responded that the intent is seeking approval of the Commission.

- HOVIS** Solicitor Hovis suggested that questions should be emailed to Chief Hoff so that the document can be approved as the specific Strategic Plan for YAUFR. He noted this document is to be treated like the Budget.
- HUNT** Mr. Hunt indicated it is different because there are some intentional and undefined cost consequences buried. He asked if the Commission is approving the document as well as all of its subtleties.
- HOVIS** Solicitor Hovis views this document like a township Comprehensive Plan, which basically is the vision of the future, but it is not a mandate that everything within the document is put in the Budget.
- HUNT** Mr. Hunt stated the Standard of Cover, at least the examples he looked at may have some costs associated with it.
- HOVIS** Solicitor Hovis indicated that the document has to be reviewed and a decision made as to agree or disagree and whether or not to accept it.
- MADZELAN** Mr. Madzellan stated that the document becomes a guide for what is done in the future. A review at budget time focuses on what is needed or not. If it is needed it goes into the budget and goes through the process.
- HOFF** Chief Hoff noted that as the Board reviews the Strategic Plan there is nothing in it that commits the Board to anything. There are no benchmarks but analyzing the strategic objectives on an annual basis.
- HUNT** Mr. Hunt responded that all his questions were answered.
- ROONEY** Chairman Rooney noted that he had been a Planner, and a Zoning Code has legally binding obligations. The Strategic Plan is a guide or recommendation. YAUFR would have to provide some type of directive that would lead to financing something within the plan. This is a plan, which might involve grant funding to accomplish a goal that could provide another source of funding.

9. RESOLUTIONS AND AGREEMENTS

MR. WURSTER MOVED TO APPROVE RESOLUTION 2022-01. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

10. ACTION ON MINUTES

- A. Approval of Minutes: December 21, 2021 – Fire Commission Meeting

MR. DVORYAK MOVED TO APPROVE THE MINUTES OF THE DECEMBER 21, 2021 FIRE COMMISSION MEETING. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Scope of Services

ROONEY Chairman Rooney brought forward a discussion concerning Scope of Services. He asked if the Commission desired to move forward with the development of current and long-term staffing issues. This was to identify Scope of Services for a consultant to provide a report or results to guide the Commission.

Consensus was to maintain status on the Old Business Agenda.

12. NEW BUSINESS

A. Discussion – York Traditions Bank Signer and Business Bill Pay updates

HOFF Chief Hoff reminded the Board members of the need for their signatures to be placed on file with Traditions Bank.

DVORYAK Mr. Dvoryak noted that Friday is a bill pay day. He will assume the process until the new individuals are added.

B. Discussion - February Employee Recognition.

HOFF Chief Hoff reminded the Board that February generally is a month for employee recognitions and awards for exceptional service, etc. He indicated there may be a possibility of moving that portion of the meeting to the apparatus bay in order to social distance. That decision will be made closer to the date. In addition, Battalion Chief Woods will be recognized for his retirement.

C. Discussion – Virtual Component for Monthly Meetings

HOFF Chief Hoff brought forward a discussion concerning whether or not there was a need to continue having the Zoom meetings. A question came up at the Springettsbury meeting last week about whether or not YAUFR would continue to offer a Zoom component to its monthly meeting. It was placed on the Agenda for discussion.

MR. WURSTER MOVED TO MAKE YAUFR MEETINGS AVAILABLE TO THE PUBLIC VIA ZOOM. MR. DVORYAK WAS SECOND.

HOVIS Solicitor Hovis requested clarification with regard to having the meetings available to the public. He questioned whether the Zoom function would be

used for Public Comment and whether to allow public comment and further, whether there will there be someone monitoring the section for comments.

DVORYAK Mr. Dvoryak noted that during the Springettsbury meetings the public is asked to select the raised hand button to speak. Mr. Dvoryak noted he had no issue at all for public comment. He noted one legal question had been raised as to whether a Board Member or Commissioner who dials in remotely would be able to vote on a matter.

WURSTER Mr. Wurster indicated there were a few occasions where a Member of the Board had been out remotely; however, the majority was present.

HOVIS Solicitor Hovis indicated that if remote access is to be permitted by governing body officials there must be an in-person quorum present to open the meeting. If the policy is that they can participate remotely and they can be heard by everyone on the Board as well as in the audience they can vote. The Sunshine Law does not provide the opportunity to have a completely virtual meeting.

ROONEY Chairman Rooney asked Chief Hoff if he would monitor the meeting.

HOFF Chief Hoff agreed to monitor the meeting.

HOFF Chief Hoff questioned Solicitor Hovis if there should be an approved policy.

HOVIS Solicitor Hovis responded that in the past there was a policy that allowed remote access because Ms. Wingert was allowed, as a result of that policy, to participate remotely.

ROONEY Chairman Rooney questioned whether YAUFR has a formal or written policy.

HOVIS Solicitor Hovis responded that if any of his governing bodies is going to provide the Zoom function, a written policy will be in place.

ROONEY Chairman Rooney stated he did not have an issue with it.

HOVIS Solicitor Hovis stated there are two different policies. One policy covers whether the elected officials will be allowed to participate remotely. Secondly that will be changed slightly to allow the public to participate and view. He noted that policy is in place that allows remote participation. He questioned whether to allow the meetings to be remote view and access to the public; therefore, that's a change in the past policy and if that's what you want to do, that's fine.

**MR. WURSTER AMENDED HIS MOTION TO APPEND TO THAT MOTION AND
CREATE A WRITTEN POLICY FOR PUBLIC MEETINGS VIA ZOOM. MR.**

DVORYAK WAS SECOND TO THE AMENDMENT. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

ROONEY Chairman Rooney reminded the Commissioners of the EMA meeting to be held immediately following adjournment.

MR. WURSTER MOVED TO ADJOURN THE COMMISSION MEETING. MR. GWILT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

ROONEY Chairman Rooney adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

Charles Wurster
Secretary

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