

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

**FEBRUARY 15, 2022  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, February 15, 2022 at 7:00 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA.

**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  
John Inch, Manchester Township (ar. 6:40 p.m.)  
Don Bishop (zoom)

**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

1. Pledge of Allegiance

2. Employee Recognitions

The Commissioners joined family and friends in the bay area of headquarters for Employee Recognitions. Chief Hoff welcomed the attendees and began the recognitions. The following were given awards as noted:

- **YEARS OF SERVICE:** Grant Fronheiser, Jason Grim, Kevin Krout and Kevin Keough – 20 years; Lisa Einsig – 10 years; Cody Stiffler, Nick Willcox – 5 years

**CHIEFS COMMENDATION – TK891 – FFCody Stiffler and FF Chuck Yingling**

**CHIEFS COMMENDATION – FF Drew Pennington**

**CHIEFS COMMENDATION – Structure Fire Rescue – Battalion Chief Matt Arnold, Nicholas Serikstad (E891) and Vincent Lacognata (TK891)**

**CHIEFS COMMENDATION – B. C. Wolfgang and B. C. Arnold  
(Oversight/evaluation of SCBA and Turnout gear)**

**CLINICAL SAVE – E 891 – FF Nick Serikstad, FF Ryan Bosserman and FF Kevin Keough**

**CLINICAL SAVE – TK891 – FF Adam Potter and Captain Kris Shearer**

CLINICAL SAFE – E893 – FF Dave Kane and FF Cody Stiffler  
CLINICAL SAVE – E893 – FF Drew Pennington and FF Frank Wirth III  
2021 BATTALION CHIEFS AWARD – FF Tony Sawyer  
2021 FIRE CHIEFS AWARD – Captain Gerry Sroble

BC JOHN WOODS RETIREMENT – Chief Hoff congratulated Battalion Chief John Woods on his retirement after his many contributions to YAUFR during his years of service. A plaque and a photo collage was presented to him followed by Chief Hoff's remarks.

BC Woods stated some parting thoughts and thanked everyone for their part in encouraging him and providing a career for which he was very proud.

The Commissioners returned to the meeting room and resumed the regular meeting.

**ROONEY** Chairman Dan Rooney resumed the York Area United Fire & Rescue Commission meeting at 7:37 p.m.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

No Executive Sessions had been held since the last meeting.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Steve Hovis, Solicitor

**HOVIS** Solicitor Hovis reported that he had provided a draft review of a Remote Meeting Policy and a Zoom Policy. He stated that the remote participation policy allows for more broad participation for Commission Members. He asked the Commissioners to advise him of any questions they might have and indicated it could be adopted as a formal policy in March.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff clarified several statistics on the monthly report concerning the black boxes. The Total Number of Calls Responded To was 327, which reflected only incidents where YAUFR actually arrived and eliminates those calls cancelled en-route, etc. He noted that the 9-1-1 Center had been slow to process due to protocols with a new EFD Process. Chief Madzelan sits on the Radio Committee for York County so that is being addressed. He noted the chart in the stats section references the NFPA Standard 1710, minimum to achieve compliance 90% of the time.

**HUNT** Mr. Hunt asked Chief Hoff to explain the CPSE Certification that he had received.

**HOFF** Chief Hoff explained how the designation is determined: Education – points for secondary/Bachelors, Masters degrees; Executive Fire Officer Credentials from the National Fire Academy, current position and its length of service; education. Chief Hoff began this process with an initial recommendation from Bill Schenck in 2013. There are less than 2,500 Chief Fire Officers in the entire world because it is recognized internationally. With this designation, Chief Hoff will show continuing community service, continuing education and continuing professional development.

Members of the Commission congratulated Chief Hoff on this accomplishment.

**DVORYAK** Mr. Dvoryak noted he had seen a Press Release from the Governor's Office that mentioned approximately \$29 million in grant money given to fire services across Pennsylvania. He asked whether YAUFR had applied for this grant money.

**HOFF** Chief Hoff responded that they had applied for the Annual State Fire Commissioner's Grant as well as a second grant in 2021, and it is expected that the guidance would be similar to last year's. The money had been set aside, but the rules of the program had not been developed and the funds had not been released. He noted that the money can be used for anything operationally, apparatus, debt reduction or equipment.

**DVORYAK** Mr. Dvoryak indicated that earlier during his tenure on the board, there was a report on Mutual Aid, which broke it down by municipality, such as how many times YAUFR was in a specific municipality. He asked if it would be possible to create that report again, which he thought was very helpful to him.

**HOFF** Chief Hoff responded that he would provide the report.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of January 31, 2022

**MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF JANUARY 31, 2022. MR. HUNT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none for action.

**7. COMMUNICATION FROM COMMISSIONERS**

**HUNT** Mr. Hunt commented, in reference to the Employee Recognitions ceremony earlier that he was overwhelmed by the great staff that had been created. He noted that it was amazing with people stepping up and doing their jobs.

**ROONEY** Chairman Rooney agreed that nothing further need be said.

**HOFF** Chief Hoff stated they are a great bunch of people.

**8. COMMITTEE REPORTS**

**A. Volunteer Committee**

**HOFF** Chief Hoff reported for the Volunteer Committee. The next meeting is scheduled for March. The volunteer companies are not ready to come together. One thing that can be brought together is Recruitment and Retention. The Alert Fire Company group also has some same concerns. He would like to focus on that during the March meeting.

Several of the Commission members indicated an interest in attending the March meeting scheduled to be held at Victory Fire Company.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for action.

**10. ACTION ON MINUTES**

**A. Approval of Minutes – January 18, 2022 – Fire Commission Meeting**

**MR. HUNT MOVED FOR APPROVAL OF JANUARY 18, 2022 FIRE COMMISSION MEETING MINUTES AS PRESENTED. MS. MCCLUNE WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

**A. Discussion – YAUFR Strategic Plan**

**ROONEY** Chairman Rooney stated that the board had received the YAUFR Strategic Plan draft for review.

**WURSTER** Mr. Wurster stated that the Plan included very important elements. He appreciated a lot of the capabilities, training and development of the staff. He noted it appeared to be fairly aggressive for a two-year period.

**HOFF** Chief Hoff responded that some of the objectives are already in place in and through the normal course of operation, such as the analysis of the Box Areas, Response Time improvements, Revised Command Structure, Captains/Lieutenants.

**WURSTER** Mr. Wurster questioned the cost in order to implement all the elements of the Strategic Plan.

**HOFF** Chief Hoff responded that those costs were not documented at this point because most of the elements are in place at this time. Training subscriptions with Bucks

County Community College for certifications are handled within the existing budget.

**WURSTER** Mr. Wurster questioned whether the accreditation is an end goal of this particular Strategic Plan.

**HOFF** Chief Hoff responded that the Strategic Plan and the Standard of Cover are requirements to achieve the accreditation plan and the accreditation recognition.

**WURSTER** Mr. Wurster asked how many fire companies in the Commonwealth of Pennsylvania have the accreditation designation.

**HOFF** Chief Hoff responded that there are less than five in the entire Commonwealth of Pennsylvania.

**MADZELAN** Mr. Madzelan added there are less than 350 nationwide that are accredited agencies.

**HOFF** Chief Hoff added that the Center for Public Safety Excellence is the only process for fire departments that is documented other than the State Fire Commissioner's Voluntary Certification Recognition, Firefighter #1/Firefighter #2, for which YAUFR is well passed

**WURSTER** Mr. Wurster asked what the long-term cost would be to pursue the certification.

**HOFF** Chief Hoff responded that it is difficult to determine as YAUFR is measured against itself. Compiling data and identifying areas for improvement are areas for evaluation and reaction to areas of weakness. Eventually there will be a cost but it is undetermined at this time.

**ROONEY** Chairman Rooney brought forward a conversation he had with an individual who did not understand YAUFR. He noted there is further need for education and marketing.

**HOFF** Chief Hoff noted that during the community engagement there were representatives from WellSpan, York County Waste Authority along with different professional individuals interested in assisting YAUFR with that marketing aspect. Developing a Marketing Plan is definitely something to get back to and hear their ideas for community outreach. Of course, some will come with a price tag.

**DVORYAK** Mr. Dvoryak commented that he was disappointed with the overall public response to the surveys.

**MADZELAN** Mr. Madzellan clarified that they referenced two external stakeholders: citizens or business representatives and Strategic Planning Committee Members. There were 105 people who opened the survey, and a quarter of participants, 36, completed.

YAUFR is designed to be a model organization. Charter Agreement and Operational Policies modeled by other fire services in Pennsylvania, some of which are Hanover/Penn Township; Hazelton, East Hempfield/Eagle, Mt. Wolf; Dallastown/Yoe; Red Lion/Felton

A summary of the board's continued discussion on the Governance issue follows:

- Vision Statement – What is meant by “Model World Class”?
- Goal to review weaknesses going forward – Review of Governance Structure; Chief reporting to a voluntary board considered a weakness.; Charter Agreement to be reviewed.
- Recommendation: 3 Township Managers (Springettsbury, Spring Garden and Manchester) to develop a plan to address concerns, i.e., form a sub-task group. Suggest the improvement of the governance structure. Place the control in the hands of the Township Managers.
- Review of future staffing needs/budgetary issues.
- Need for Business Manager/Auditor/Intermediary; Township Managers?
- Budget impacts critical.
- Consultant; a number in the budget.
- Benchmarks = National Fire Standard/what is acceptable standard?
- Financial differences between fire service and police services; similar governance.

**WURSTER** Mr. Wurster commented that the board had veered off the Agenda discussion for YAUFR's Strategic Plan. He asked that the Commission discuss and assess the Strategic Plan, its objectives, its operation and bylaws. With regard to the governance issue, he and Mr. Dvoryak had been asking for a separate discussion surrounding the governance.

**HOVIS** Solicitor Hovis suggested that Mr. Dvoryak put his questions in writing regarding the Strategic Plan to the Chief and the Commission members for a review and response. A discussion of the strengths and weaknesses will be held during the next meeting.

**ROONEY** Chairman Rooney indicated that the Commission members are to review the Strategic Plan and send any questions/comments to Chief Hoff for response. Approval of the Strategic Plan to be addressed during the March meeting.

B. Lieutenant and Captain Job Descriptions

**HOFF** Chief Hoff stated that they had been working with the labor organization for the Fire Lieutenant Job Description, which is a new document. He noted that the

creation of the Fire Captain's Job Description warranted adjustment of the Fire Captain's Job Description. The Commission members had been provided with the existing and the proposed new Job Description. This position required education, certification and licensing.

**MR. HUNT MOVED TO APPROVE THE TWO NEW JOB DESCRIPTIONS AND BEGIN THE TASK OF DEVELOPING AN MOU FOR IMPLEMENTATION. MR. GWILT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**C. Discussion – Commission Structure**

**MR. DVORYAK MOVED THAT THE TOWNSHIP MANAGERS FROM THE THREE TOWNSHIPS RECOMMEND THE DEVELOPMENT OF A PLAN OF ACTION INCLUDING POSSIBLE FORMATION OF A WORKING TASK GROUP TO REVIEW AND RECOMMEND ANY SUGGESTIONS TO IMPROVE THE GOVERNANCE STRUCTURE OF YAUFR. MR. WURSTER WAS SECOND. MOTION FAILED 5/2. MESSRS. DVORYAK AND WURSTER VOTED IN FAVOR; MS. MCCLUNE, MESSRS. HUNT, ROONEY, GWILT AND INCH VOTED NO.**

**MR. INCH MOVED THAT SPRINGETTSBURY TOWNSHIP CREATE A PLAN OR PROCESS OR PROPOSAL TO BRING BACK TO THIS BOARD HOW THEY SEE OR VIEW THE GOVERNANCE AND WHAT THE PROCESS SHOULD BE GOING FORWARD FROM THEIR VIEWPOINT. SPRINGETTSBURY TOWNSHIP NEEDS TO STATE WHAT THEY WANT AND HOW THEY VIEW EVERYTHING DISCUSSED . MR. ROONEY WAS SECOND. MOTION CARRIED 5/2. MESSRS. HUNT, ROONEY, INCH, GWILT AND MS. MCCUNE VOTED IN FAVOR. MR. WURSTER AND MR. DVORYAK VOTED NO.**

**12. NEW BUSINESS**

**A. Discussion – Staffing Study Committee**

**ROONEY** Chairman Rooney stated that \$50,000 was placed in the 2022 Revised Budget for a Consultant. He suggested the need for a Scope of Services, as well as the creation of a subcommittee to develop the Scope of Services.

**MR. ROONEY MOVED THAT THE YAUFR COMMISSION ESTABLISH A SUBCOMMITTEE COMPRISED OF ONE MEMBER FROM EACH TOWNSHIP AND FIRE CHIEF HOFF TO MEET AND GENERATE THE PROPOSED DRAFT BENCHMARK FIRE PERFORMANCE STANDARDS TO BE BROUGHT BACK TO THE YAUFR COMMISSION. IN ADDITION, THIS COMMITTEE WILL DEVELOP A DRAFT SCOPE OF SERVICES TO STUDY STAFFING NEEDS FOR THE NEXT 10 YEARS. MR. HUNT WAS SECOND. MOTION FAILED 3/3. MESSRS. DVORYAK, WURSTER AND HUNT VOTED NO. MESSRS. ROONEY, GWILT AND INCH VOTED IN FAVOR; MS. MCCUNE DID NOT VOTE.**

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**DVORYAK** Mr. Dvoryak noted that every fire service in South Central Pennsylvania has standards that they follow.

**HOFF** Chief Hoff noted that a Standard exists. There is a different Standard for volunteer companies than for career departments. The standard that guides a career department is 1710, and Chief Hoff stated that they strive to meet and/or exceed those standards.

**INCH** Mr. Inch commented that the standards are a guide and not a mandate.

**MR. ROONEY AMENDED THE MOTION TO INCLUDED THAT THE INTENDED SUBCOMMITTEE DEVELOP A SCOPE OF SERVICES TO STUDY STAFFING NEEDS OVER THE NEXT 10 YEARS; SUBCOMMITTEE TO REPORT BACK BY THE APRIL MEETING WITH AN RFP. MOTION DIED FOR LACK OF A SECOND.**

**MR. HUNT MOVED TO TASK THE FIRE CHIEF, WITH THE SUPPORT OF HIS COMMAND STAFF, TO DEVELOP AN RFP TO PRESENT TO THE BOARD FOR A CONSULTANT. MR. ROONEY WAS SECOND. MOTION CARRIED 5/2. MESSRS. WURSTER AND DVORYAK VOTED NO; MS. MCCLUNE, MESSRS. HUNT, ROONEY, INCH AND GWILT VOTED YES.**

**DVORYAK** Mr. Dvoryak asked for clarification of a phase under the Goals, Standard of Cover.

**HOFF** Chief Hoff responded that a Standard of Cover states how YAUFR intends to respond to emergencies, personnel, apparatus, the response plan, and how the responsibilities are addressed to the community.

**13. ADJOURNMENT**

**MR. HUNT MOVED TO ADJOURN THE MEETING. MR. GWILT WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**ROONEY** Chairman Rooney adjourned the meeting at 10:06 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

Charles Wurster  
Secretary

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