

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

**APRIL 19, 2022
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, April 19, 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
Don Bishop, Springettsbury Township (via Zoom)
Tom Gwilt, Spring Garden Township
John Inch, Manchester Township

NOT PRESENT: George Dvoryak, Springettsbury Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Sarah Doyle, Solicitor
Ed Morin
Paul Grubbs, YAUFR
Bob Gundlach
Sue Sipe, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

ROONEY Chairman Rooney called the meeting to order. He led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

ROONEY Chairman Rooney announced there would not be an Executive Session following the meeting.

3. COMMUNICATION FROM CITIZENS

There were none.

4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Sarah Doyle

DOYLE Solicitor Doyle stated she had nothing to add to the report.

B. Daniel Hoff, Fire Chief

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HOFF Chief Hoff stated he had nothing to add to his report but would answer any questions.

HUNT Mr. Hunt asked if there was any update to the Market Street bridge closure.

HOFF Chief Hoff indicated the closure has been pushed to October. He noted they are having trouble obtaining rebar.

HUNT Mr. Hunt asked if structural burns shown on his report referred to Fire School.

HOFF Chief Hoff responded yes and reviewed the Fire School schedule as noted on his report.

5. ACCOUNTS PAYABLE

A. Payable Listing as of March 31, 2022

MR. HUNT MOVED TO APPROVE THE PAYABLE LISTING AS OF MARCH 31, 2022. MR. WURSTER 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

GRUBBS Mr. Grubbs stated a meeting was held with 15 people in attendance from all the volunteer fire stations. Discussion was held as to what are the primary items to focus on with recruitment and retention as a primary issue. Marketing ideas were discussed with attracting volunteers. A meeting will be held next month to resume discussions and to make progress on those ideas.

HOFF Chief Hoff indicated he has been meeting with other departments in the County who are achieving some success with their volunteer organizations with recruitment and retention efforts. He will continue those visits to obtain more information to share with other members of the volunteer committee to help develop a plan.

ROONEY Chairman Rooney ask if Mr. Grubbs could share an idea that was discussed by the committee for strategy on recruitment.

GRUBBS Mr. Grubbs noted a significant idea discussed was the development of a live in program or the ability to have a live in component or overnight stay. They also discussed targeting an audience in regards to demographics with attracting 18–35-year-

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olds who are closer to prime candidates for interior fire fighters. Mr. Grubbs also noted social media as a marketing channel was discussed, i.e., producing business cards with QR codes which would provide information on the requirements to get certified, as well as time commitments involved. In regards to a question regarding rewards and benefits, Mr. Grubbs indicated there are programs which provide some monetary compensation.

ROONEY Chairman Rooney asked in regards to getting people to come to meetings, who has the capability to set up social media sites – Facebook and/or Instagram and who could help set it up as a way to get people to their meetings. He also inquired about the capacity to support live-in volunteers, i.e., students or young adults.

GRUBBS Mr. Grubbs stated they discussed how to approach the community at large and marketing companies to see if they could contribute support with marketing expertise in crafting a message to advertise, as well as using their expertise to set up a website.

HOFF Chief Hoff indicated in regards to the live-in capability there is a difference between a sleep-in situation where someone can come and stay overnight vs. a live-in situation where they are actually living in the firehouse in a dormitory style. He indicated most stations would have the ability to accommodate a sleep-in scenario but none of the stations are adequately equipped for a live-in scenario at this time.

HUNT Mr. Hunt asked if there was a defined contract for the amount of volunteer hours needed.

HOFF Chief Hoff indicated each station does something different. He noted volunteers in the station are expected to be on the trucks and sign up for one or two weekends a month to guarantee staff.

A lengthy discussion was held regarding the viability of the live-in program vs. the sleep-in program and what would be the process to develop a live-in program taking into account living space and capital costs involved.

9. RESOLUTIONS AND AGREEMENTS

There were none.

10. ACTION ON MINUTES

A. Approval of Minutes – March 15, 2022 – Fire Commission Meeting

MR. WURSTER MOVED TO APPROVE THE MINUTES OF MARCH 15, 2022 AS SUBMITTED. MR. GWILT WAS SECOND. MOTION WAS CARRIED. (Mr. Hunt abstained)

11. OLD BUSINESS

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A. Approval – YAUFR & Local 2377 MOU

HOFF Chief Hoff stated the updated collective bargaining agreement and the MOU which was part of his packet, is the culmination of the last 6-7 months working with both collective bargaining units to develop the job description which was approved for lieutenants and a revised job description for captains. Following the approval, he noted they met with the both collective bargaining units to discuss updating the agreements to reflect the lieutenant's position which then went to their labor attorney, Pat Harvey to have the updated contracts and the memorandum of understanding drawn up. Chief Hoff stated as of tonight both collective bargaining units have agreed to the MOU. Manchester Twp. Board approved their MOU last week. He noted it is before the Board for approval which will establish the lieutenant's position within the department for the first time since 2010.

MR. HUNT MOVED TO AUTHORIZE CHARIMAN ROONEY'S SIGNATURE ON THE MOU AND UPDATED CONTRACT. MR. INCH WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

B. Discussion - YAUFR Strategic Plan

HOFF Chief Hoff indicated the Strategic Plan was submitted in January. Last month's questions were answered and since that time he has received no other questions or clarifications asked of him regarding the Strategic Plan.

WURSTER Mr. Wurster commented he appreciated the cost estimate analysis created by Chief Hoff. He indicated he understood the Strategic Plan and its implementation can be done within the budget and staff hours with no additional cost except possible solicitor fees.

HOFF Chief Hoff confirmed that was correct.

HUNT Mr. Hunt asked if there were milestones to be reviewed annually.

HOFF Chief Hoff stated the timeframe is 2022 through 2024. It would be re-evaluated in 2023 by Staff. He will include a progress report in his monthly report.

MR. HUNT MOVED TO ADOPT THE 2022-2024 STRATEGIC PLAN AS SUBMITTED. MR. INCH WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

C. Discussion – Staffing Study RFP

HOFF Chief Hoff stated at February's meeting he was directed along with Staff, to prepare an RFP for consulting services to do a staffing study. A rough draft was first sent to Solicitor Hovis, Sarah Doyle and David Jones, who provided feedback on the Staffing Study RFP and that was prior to their review at the agenda meeting last week.

BISHOP Mr. Bishop stated he noticed the staffing study mentioned very little in regards to volunteers, other than to say the trend for volunteerism is down.

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- HUNT** Mr. Hunt indicated when he and Chief Hoff worked through the RFP, the first draft contained what he felt were too many leading suggestions, so he asked Chief Hoff to make it more vague to encourage a consultant to explore options for volunteers.
- BISHOP** Mr. Bishop stated he is suggesting the subject of volunteerism should be included in the request since developing an RFP should identify the subject.
- ROONEY** Chairman Rooney suggested to include verbiage to indicate not to exclude full-time volunteers.
- McCUNE** Ms. McCune commented it would be necessary to know what staffing is needed, whether its paid firefighters or volunteers. She surmised they are better off letting it like it is and determining what manpower is needed.
- ROONEY** Chairman Rooney responded in determining staffing levels, whether it is paid volunteers who would be full-time, does not preclude pursuing volunteer marketing, but a staffing identification is needed as the first step. How to meet that need could be incorporated in the RFP.
- HUNT** Mr. Hunt stated he did not believe Chief Hoff's intent was to necessarily exclude it. Perhaps under the objectives they could add include the possibility of increasing volunteers and how potentially increasing volunteerism would augment the staff.
- HOFF** Chief Hoff stated he could add to the RFP under objectives to address the idea that we are a combination with capability for more volunteerism.
- It was noted the target date is May 25th to have time to accumulate and digest the RFP before presenting to the Board.

MR. HUNT MOVED TO RELEASE THE RFP FOR ADVERTISEMENT WITH THE ADDITIONAL OBJECTIVE ENCOURAGING STUDY OF THE CURRENT AND POTENTIAL VOLUNTEER CONTRIBUTION. MS. McCUNE WAS SECOND. MOTION WAS CARRIED. (MR. WURSTER WAS NAY)

NEW BUSINESS

There was none.

12. ADJOURNMENT

ROONEY Chairman Rooney adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Charles Wurster
Secretary
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