

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

**JUNE 21, 2022
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, June 21, 2022 at 7:00 p.m. at YAUFR.Headquarters, 50 Commons Drive, York PA

MEMBERS IN

ATTENDANCE: Dan Rooney, Spring Garden Township, Chairman (via Zoom)
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

NOT PRESENT: George Dvoryak, Springettsbury Township
John Inch, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Steve Hovis, Solicitor
Paul Grubbs, YAUFR
Sue Sipe, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

1. Pledge of Allegiance

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

2. Swearing in Ceremony and Recognition

Vice Chairman Hunt indicated the swearing in ceremony and recognition is delayed until the July meeting due to health issues.

3. ANNOUNCEMENT OF EXECUTIVE SESSIONS

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

4. COMMUNICATION FROM CITIZENS

There were none.

5. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Steven Hovis

HOVIS Solicitor Hovis stated he had nothing to add to the report.

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B. Daniel Hoff, Fire Chief

HOFF Chief Hoff referred to page 2 and 3 of his report, Section 5 noting he added information to recognize the educational endeavors of the command staff.

Chief Hoff also referred to page 1 of his report where he lists notable incidents during the month. He wanted to call attention to an incident which occurred today in which one of the ambulances was dispatched to a home on Old Orchard Road to respond to an unconscious individual. Once there, they determined the possibility of a gas leak and requested fire department. On the arrival of the fire department, it had been determined the resident was subjected to carbon monoxide poisoning by a gas-powered power washer being used in the basement of the house. Chief Hoff commended YAUFRR personnel ~~team~~ for their quick action in getting into the basement and extricating the worker who had been overcome by fumes and was barely breathing.

HUNT Vice Chairman Hunt acknowledged and congratulated the efforts of Chief Hoff and the battalion chiefs in setting high standards and encouraging educational self-improvement of the entire staff.

6. ACCOUNTS PAYABLE

A. Payable Listing as of May 31, 2022

MS. McCUNE MOVED TO APPROVE THE PAYABLE LISTING AS OF MAY 31, 2022. MR. GWILT WAS SECOND. MOTION UNANIMOUSLY CARRIED.

7. BIDS, PROPOSALS & CONTRACTS

There were none.

8. COMMUNICATION FROM COMMISSIONERS

ROONEY Mr. Rooney thanked Chief Hoff and Vice Chairman Hunt for filling in for him while he is on vacation.

9. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Mr. Grubbs stated a meeting was held at which time Chief Hoff discussed his visitation to several fire stations with active volunteer programs, notably West Manchester Township and Dover Township. He noted West Manchester has developed a website which provides potential volunteers with information on how to apply for a volunteer position.

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HOFF Chief Hoff indicated Dover Twp. already has a live-in program with an upgrade in their facilities in the works to support and accommodate the live-in program. He noted a certain population of their live-in staff are young people who are getting started in a career job.

In response to a question about standards for volunteer participation, Chief Hoff stated in Dover Township there is an expectation if a volunteer is a live-in, they need to commit to a certain number of weekends a month and when they are in the building they would respond to all calls.

GRUBBS Mr. Grubbs indicated the goal of the Committee is to work on having signs at municipal boundaries to advertise for volunteers.

HOFF Chief Hoff stated he has received pricing for the signs and will discuss with the managers the legality with getting the signs placed. The signs will collectively address the specific fire company with a QR code link to the Volunteer Website which is in process.

GRUBBS Mr. Grubbs noted at the meeting stipends were also discussed.

HOFF Chief Hoff indicated currently they have two individuals who have gone through the onboarding process with background checks and are actively engaged in the training.

9. RESOLUTIONS AND AGREEMENTS

There were none.

10. ACTION ON MINUTES

A. Approval of Minutes – May 17, 2022 – Fire Commission Meeting

**MS. McCUNE MOVED TO APPROVE THE MINUTES OF MAY 17, 2022 AS SUBMITTED.
MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY PASSED.**

11. OLD BUSINESS

A. Discussion – Proposals Received for Staffing Study

HUNT Vice Chairman Hunt indicated Chief Hoff's recommendation is for Kramer & Associates. Vice Chairman Hunt expressed concern about another proposal from CPSM seeming to be focused on police activity and very few Pennsylvania fire projects.

HOFF Chief Hoff stated in looking at the proposals received, Kramer & Associates and CPSM are the only ones who lay out a methodology. He assumed CPSM's tendency towards police involvement is because regionalized police studies are more prevalent than fire service. He acknowledged through the process he determined Kramer & Associates was the best candidate.

WURSTER Mr. Wurster complimented Chief Hoff for his assessment and due diligence for putting together the summary for all of the proposals.

BISHOP Mr. Bishop commented the proposal for Kramer & Associates and the other company was thorough. He asked Chief Hoff if he was confident the result of the study would be helpful.

HOFF Chief Hoff responded he felt confident they would receive useful information. The result of the study will be presented to the Commissioners for evaluation in regards to staffing. He also noted in reviewing each of the proposals, they intend to look deeper into what can be done operationally or administratively to make a better use of the current staff.

HUNT Vice Chairman Hunt asked for a motion based on the positive conversation.

MR. ROONEY MOVED TO AWARD THE STAFFING STUDY TO KRAMER & ASSOCIATES. MS. McCUNE WAS SECOND. MOTION WAS CARRIED. MR. WURSTER VOTED NAY.

HOFF Chief Hoff stated in the interest of transparency he is proposing to post a press release which advises the study has been awarded.

HUNT Vice Chairman Hunt felt it would be appropriate since it is public knowledge and as a follow up to the previous press release on the same subject.

BISHOP Mr. Bishop asked about the previous press release.

HUNT Vice Chairman Hunt explained that Springettsbury previously had a press release concerning staffing. This would be a follow-up to that press release.

Discussion was held regarding the Commissioners having the opportunity to view the press release before it is issued.

HOFF Chief Hoff stated he would notify the Commissioners when the press release would be published and make it available for viewing.

12. NEW BUSINESS

A. Approval – 2023 YAUFR Budget Workshops and Joint Presentation

HUNT Vice Chairman Hunt stated inhouse budget meetings are not public meetings to be advertised, however, individual members of the Commission are welcome to participate.

HOVIS Solicitor Hovis stated they can participate as long as there is not a quorum.

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HUNT Vice Chairman Hunt also noted the Budget Workshop on August 3 at 7:00 AM will be a public meeting and Commissioners are encouraged to participate. The result of the August 3 meeting will be prepared for publication and distributed at the September 20 public meeting.

HOFF Chief Hoff pointed out September 20 is the annual Joint Budget Presentation. He noted another date not indicated on the list is the August 16 regular Commission meeting at which time the budget is an agenda item to discuss.

HUNT Vice Chairman Hunt suggested adding the August 16 Commission Meeting at which time the YAUFR Board takes action to formally vote to present the budget.

MR. GWILT MOVED TO APPROVE THE DATES FOR ADVERTISEMENT OF THE 2023 BUDGET MEETINGS. MS. McCUNE WAS SECOND. MOTION WAS UNANIMOUSLY CARRIED.

BISHOP Mr. Bishop questioned the attendance of Commission members at the internal budget sessions who are encouraged to attend as long as there is not a quorum.

HUNT Vice Chairman Hunt indicated that Commission members have not typically attended those sessions in the past.

Discussion was held as to handle a situation where four or more Commissioners would attend. Chief Hoff indicated the internal workshops consist of him and Ms. Einsig meeting with the command staff to review functional budget area items. Vice Chairman Hunt reiterated Commission members are welcome to participate.

B. Chief Hoff announced the passing of Ramon “Doc” Wolfe, a long-time volunteer with the fire department.

13. ADJOURNMENT

HUNT Vice Chairman Hunt adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Charles Wurster
Secretary/ses