

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

**JULY 19, 2022
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, July 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
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
Deb McCune, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Steve Hovis, Solicitor
Paul Grubbs, YAUFR
Todd King, Chief of Police
Krista Gardner, SEK
Matt Arnold
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. Recognition Ceremony

HOFF Chief Hoff indicated the swearing in ceremony for Lieutenant Celeste Jones is postponed until next month due to illness.

Chief Hoff recognized Captain Richard Higgins for his retirement. He noted Captain Higgins served in the U.S. Marine Corp for nine years receiving numerous accommodation and awards for his leadership and work ethic. He began his career with Spring Garden Township in 1995, and was promoted to the rank of Captain in 2014 and assigned as station officer at Grantley Station 892. Captain Higgins was presented with an award and certificate for his years of service.

Chief Hoff related an incident identified as a confined space rescue which occurred in March of this year at 1400 Whiteford Road. The incident involved a 9-year-old female who fell down a manhole in the backyard of the home. Units arrived within four minutes from Dispatch. Rescue efforts resulted in extricating the victim from the pipe and transporting her to the hospital. She experienced a complete recovery.

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Chief Hoff recognized the following personnel for their efforts in the rescue:

Station 69 – DLA – New Cumberland

Captain Jerrod Mumma

Captain Jim O'Brien

Firefighter Paul Esposito

Firefighter Justin Smith

Engine 995 – York City

Captain Ken Swartz

Firefighter Jake Stephen

Firefighter Paul Vincent Jr.

Firefighter Paul Robeson

Life Team EMS

EMT Paramedic Zach Hartman

EMT Becky Snyder

Station 89

Captain Pat Mooney

Captain Rich Higgins

Captain William Blackwell

Captain Steve Vrael

Firefighter Rich Godfrey

Firefighter Tyler Seibert

Firefighter Ryan Bosserman

Firefighter Nick Serikstad

Firefighter Clyde Beaver

Firefighter Ross Raber

Firefighter Chad McCullough

Firefighter Austin Tipler

Battalion Chief Matthew Russ

Battalion Chief Mathew Arnold

Chief Hoff related another incident which occurred in February 2022. Engine 891 was dispatched with the crew of Captain Michael Freet, Firefighter Julie Schrum and Firefighter Adam Potter, with the crew of MICU 262 consisting of Eric Stambaugh and Ron Sheldon to find a 72-year-old male in cardiac arrest at South Russell Street. Springettsbury police officers William Polizotto, John Lawton and Brett Strickler were on the scene performing CPR, administered with one ADA shock. The Engine crew took over CPR and MICU 262 crew began LS protocols. The patient, Mr. Dave Williams was transported to York Hospital and was discharged to his home.

In recognition of a clinical save, Chief Hoff recognized the following:

Captain Michael Freet

Firefighter Julie Schrum

Firefighter Adam Potter

MICU 262 – Life Team EMS

Eric Stambaugh

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Ron Sheldon

Springettsbury Police
Officer William Palazoto
Officer Brett Stricker
Officer John Lawton

Chief Hoff also recognized Chief Todd King.

Chief Hoff welcomed Mr. Williams with his family at the meeting and invited him to share his experience. Mr. Williams thanked the entire team for saving his life, as well as his wife. He thanked his family and friends for being with him for the ceremony.

3. NEW BUSINESS

A. 2021 Draft Audit Presentation – Krista Gardner, SEK

GARDNER Ms. Gardner presented the preliminary audit results. She noted the finalized version will be available at the August meeting. She presented a PowerPoint presentation, providing the following review:

- Page 1 and 2 - Outlines responsibilities, both for the auditor and for YAUFR.
- Page 3 and 4 - Reviewed how the audit works – with adjustments and expected results
- Page 5 – Compliance with Ethics Requirements and Significant Account Policies
- Page 6 – Accounting Estimates
- Page 7 – No difficulties encountered – no disagreements
- Page 8 - Reviewed internal controls and definitions
- Page 9 – Financial review – overview of 2021 – Budget vs. Actual
 - Under Operating revenues - \$8.8 million – budgeted was \$8.5 million
 - Insurance reimbursement – budgeted \$30,000 – money received as a result of health insurance and the cooperative factored in.
 - Operating expenses – depreciation expense is a non-cash item
- Page 10 – Non-operating revenues – refund of excess fund balance calculated at 4%
 - Budget reconciliation – change in fund balance adjusted for the pension asset amount (noncash) – also for depreciation (noncash) end result \$643,507
 - Comparing the budgeted to the end result - \$120,000
- Page 11 – 5 Year Trend Analysis - Operating revenue and Operating expenses
- Page 12 – Nonoperating revenues with end result for the year
- Page 13 – Calculation of excess cash at 12/31/2021 – developed as part of bringing Manchester into the Commission – Amounts tie to the financial statements starting with cash account not including capital - “excess” cash given back to the municipalities - credited against the next quarter billing. 4% is used to calculate budgeted expenses.

HOFF Chief Hoff stated in regards to the 4%, based on the current budget they questioned whether or not it made sense to hold onto additional cash this year. In looking at the most recent insurance reimbursement received along with two retirements, it was determined they were in a position where they could maintain the 4% credit to the townships and still maintain the budget.

- GARDNER** Ms. Gardner reviewed the journal entries proposed at this time:
- No sick paid out before 2022 and no current portion this year for compensated absences.
 - Entry to the Pension Plan
 - Entry to record the calculated excess cash
 - Capital asset entry – disposal, depreciation and capitalize air packs
 - Accrued interest – related to the financial obligation for the 7 vehicles purchased

Ms. Gardner provided the draft copy of the Balance Sheet and Income Statement

Discussion was held regarding current and noncurrent compensated absences.

A question was asked regarding the amount for local grants. It was noted that amount was a result of the SCBA air packs.

4. ANNOUNCEMENT OF EXECUTIVE SESSIONS

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

5. COMMUNICATION FROM CITIZENS

There were none.

6. MANAGEMENT/ATTORNEY REPORTS

- A. Solicitor Steven Hovis

- HOVIS** Solicitor Hovis stated there are two instances of legislation – one was signed by Governor Wolf last week which is an amendment to the fireworks law. He did not feel it impacts any fires or reduces the risk of fire, nor does it increase the ability of police departments to enforce illegal fire discharges. It will continue to allow the local municipality to permit such discharges.

Solicitor Hovis stated the other proposed amendment is to the Sunshine Law which deals with remote meetings. The amendment provides the ability to allow public comment as part of the remote function, which entails additional layers of regulation to be done in order to comply. This could include if a remote feed is disrupted at any time, no official action can be taken after that point. He noted he will keep the Board informed.

- B. Daniel Hoff, Fire Chief

- HOFF** Chief Hoff introduced Mr. William Kramer, representing Kramer & Associates. He noted they were awarded the bid for consultant for the Staffing Study.

KRAMER Mr. Kramer thanked the Board for granting his company the project. He commented favorably on the community and the Staff. He noted they are looking forward to serving YAUFR to establish best possible affordable fire protection with staffing. He indicated they try to balance all those factors to provide clear direction for the future. He provided his phone number and encouraged calls with any questions or comments. He noted they have other fire chiefs, fire commanders and other team members available to assist on the project.

HOFF Chief Hoff commented he had the opportunity to meet with Mr. Dave Williams prior to this evening's meeting and hear his recollection of his experience. Mr. Williams is retired as a sheriff's deputy for York County.

Chief Hoff stated last week after his report was prepared, he was notified of the immediate retirement of Firefighter Nate Tracy from Manchester Township.

Chief Hoff noted in terms of staffing they moved a firefighter from part-time status to full-time status for Manchester Township. He noted this will make two additional new employees who will be starting – one in Manchester and one assigned to Station 892.

7. ACCOUNTS PAYABLE

A. Payable Listing as of June 30, 2022

MR. HUNT MOVED TO APPROVE THE PAYABLE LISTING AS OF JUNE 30, 2022. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

8. BIDS, PROPOSALS & CONTRACTS

There were none.

9. COMMUNICATION FROM COMMISSIONERS

WURSTER Mr. Wurster indicated he and Mr. Hunt had the opportunity to attend an Economics Club breakfast at the end of June. One of the topics was fuel prices with a presentation from Shipley Energy. Mr. Wurster asked if YAUFR engages in a lock in to fuel costs.

HOFF Chief Hoff stated they are involved with the non-profit fleet program with Rutters. Chief Hoff indicated he spoke to the three Township managers to determine their programs. He noted Springettsbury has their own tanks and pumps. Manchester Twp. has their own pumps for diesel but uses the same Rutters fleet program. Spring Garden has a fleet program for all their fuel needs. He noted in evaluating fuel costs, they plan to continue with the Rutters program which has been determined best meets their needs.

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10. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Mr. Grubbs stated a meeting is scheduled for July 20, 2022.

HUNT Mr. Hunt asked about the Alert Fire Company who he noted is fund raising for capital improvements.

HOFF Chief Hoff stated Alert put together a package to make station improvements. They are still working on the financing. They are hoping to redo the façade as well as do some excavating in the apparatus bay to address plumbing problems.

9. RESOLUTIONS AND AGREEMENTS

A. Interdependent Contractor Agreement for Stenographic Services – Susan Sipe

HOVIS Solicitor Hovis noted the agreement sets forth hourly rate, status and responsibilities and clarifies Ms. Sipe is an independent contractor, not an employee of YAUFR. The contract can be terminated with 30 days notice. Ms. Sipe signed the contract.

MR. INCH MOVED TO APPROVE THE INTERDEPENDENT CONTRACTOR AGREEMENT FOR STENOGRAPHIC SERVICES FOR SUSAN SIPE. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY PASSED.

10. ACTION ON MINUTES

A. Approval of Minutes – June 21, 2022 – Fire Commission Meeting

MR. HUNT MOVED TO APPROVE THE MINUTES OF JUNE 21, 2022 AS SUBMITTED. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY PASSED.

11. OLD BUSINESS

There was none.

12. NEW BUSINESS

B. Discussion – Local Share Grant

HOFF Chief Hoff stated in looking for opportunities for funding sources, they are pursuing opportunities through Hollywood Casino. In reviewing the grants directly available through the casino, they discovered YAUFR is not eligible since it requires a 501(c)3 status. Chief Hoff noted they discovered a local share grant through the Commonwealth which is funded through Pennsylvania Gaming. Upon discussion with

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Solicitor Hovis, it was determined it would be available to YAUFR, however, it would require a partnership with municipalities. The discussion entailed since they are an inter-governmental cooperative serving three townships, would it be feasible for a potential project to have all three townships pass resolutions of support and involvement in order to apply to the Commonwealth for the local share grant.

HOVIS Solicitor Hovis indicated what they are determining is the local share account Category 4 facilities program, created specifically for Berks, Westmoreland and York Counties. He noted DCED administers the grant program and eligible applicants are municipalities, counties, redevelopment authorities and economic development agencies. The focus is on projects in the public interest – those which would improve the quality of life for citizens in the community. He noted they inquired to DCED about how to take advantage of the grant program and explained YAUFR is an organization created by three municipalities as a joint paid fire company. DCED recommended the underlying municipalities apply for the grant. Solicitor Hovis stated the grant program allows grant applications to be submitted by municipalities who host a casino or a municipality. In this case all three of the municipalities would be eligible to adopt the resolution as part of the grant process.

Solicitor Hovis stated this is the first element of the application process, determining how to start the process for eligibility. He noted it would be up to Chief Hoff and his staff to identify the purpose of the grant and the amount.

HOFF Chief Hoff stated they have a list of projects they could apply for. The first step is getting support from the Commission to present the proposal to all three township boards for approval.

By consensus the commission members agreed with pursuing the local share grant. Chief Hoff stated he will present a proposal at next month's meeting of potential projects. He will also meet with the township managers to gain their support for a joint effort.

13. ADJOURNMENT

ROONEY Chairman Rooney adjourned the meeting at 8:47 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Charles Wurster
Secretary/ses