

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

**AUGUST 16, 2022
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, August 16, 2022 at 7:10 p.m. at YAUFR Headquarters, 50 Commons Drive, York PA

MEMBERS IN

ATTENDANCE: Austin Hunt, Vice Chairman
Thomas Gwilt, Spring Garden Township
David Detwiler, Spring Garden Township
Deb McCune, Manchester Township
George Dvoryak, Springettsbury Township
Charles Wurster, Secretary, Springettsbury Township
John Inch, Manchester Township

NOT PRESENT: Dan Rooney, Chairman, Spring Garden Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Walter Tilley, Solicitor
Bob Gundlach (via Zoom)
John Senft (via Zoom)
Cindy Merritt (via Zoom)
Don Bishop (via Zoom)
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

HOFF Chief Hoff announced the swearing in ceremony for Lieutenant Celeste Jones. He recounted Lieutenant Jones background and accomplishments during her career.

HUNT Chairman Hunt administered the Oath of Office for Lieutenant Jones.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

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

3. COMMUNICATION FROM CITIZENS

There were none.

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4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Walter Tilley

HOVIS Solicitor Tilley stated there is no further update to Solicitor Hovis's report.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff cited several commemorative events going on in the community in recognition of the 21st anniversary of 9/11.

Chief Hoff reported at the County Chiefs Association meeting last evening he became aware there is a move by the County Commissioners to implement a tax credit for volunteer firefighters in the County. When finalized, they will communicate with the municipalities to encourage similar consideration. This results from work being done in Harrisburg with Senate Resolution 6.

TILLEY Solicitor Tilley provided additional information noting there was legislation passed which allowed credit for taxes for volunteer firefighters and others as first responders. He cited several townships who have passed an ordinance. He clarified this is a real estate tax credit.

HUNT Vice Chairman Hunt referred to an item on Chief Hoff's report referring to the Apparatus Technician position.

HOFF Chief Hoff indicated this position has been in their bargaining unit agreement with Local 2377 for approximately 10 years. He noted some changes have been made to require certification for the position. He noted they are endeavoring to assure the apparatus technicians have received the education to achieve full credentialing.

5. ACCOUNTS PAYABLE

A. Payable Listing as of July 31, 2022

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

6. BIDS, PROPOSALS & CONTRACTS

A. Approval – Three Year Contract for Financial Auditing/Report Services/Fiscal Year Audit – SEK – Krista Gardner

It was noted the contract document is in the records.

**MS. McCUNE MOVED TO APPROVE THE THREE-YEAR CONTRACT FOR FINANCIAL
AUDITING/REPORT SERVICES/FISCAL YEAR AUDIT – SEK – KRISTA GARDNER MR.
DETWEILER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

7. COMMUNICATION FROM COMMISSIONERS

There were none.

8. COMMITTEE REPORTS

A. Volunteer Committee

HOFF Chief Hoff stated a meeting will be held on August 17, 2022.

9. RESOLUTIONS AND AGREEMENTS

There were none.

10. ACTION ON MINUTES

A. Approval of Minutes – July 19, 2022 – Fire Commission Meeting

MR. WURSTER MOVED TO APPROVE THE MINUTES OF JULY 19, 2022 AS SUBMITTED. MR. INCH WAS SECOND. MOTION UNANIMOUSLY PASSED.

11. OLD BUSINESS

A. Staffing Study – Update

HOFF Chief Hoff indicated he met with Mr. Kramer, the consultant for the Staffing Study, on several occasions this past month. He invited Mr. Kramer to provide an update.

KRAMER Mr. Kramer stated the staffing study is progressing. He noted there are six modules they are working on in various stages of development.

- 1st Module – Fire Department staffing analysis
- The second module through the sixth module deals with items relating indirectly to staffing since they are somewhat inter-twining with the need for personnel.
- 2nd Module – Fire station locations and apparatus configurations
- 3rd Module – Population demographics and the insurance service office ratings
- 4th Module – General orders, operations and personnel development
- 5th Module - Service demand, budgets, funding and grants
- 6th Module – Future outlook and organizational enhancements

Mr. Kramer stated all six modules are approximately 50% complete since the template has been established and they are beginning to use real data to replace the placeholder data used as they developed the outline. Mr. Kramer stated the study was custom designed for YAUFR based on two documents – the RFP received from YAUFR and the proposal which he noted contained additional items they believe will be beneficial.

He noted all six modules were reviewed with Chief Hoff, who confirmed they are on-track. He welcomed the Board members to share any comments, thoughts and ideas about the study. Mr. Kramer affirmed the Board would have the opportunity to review the draft before finalization. He noted next month members of his team would be here to refine the data and go through the analysis.

12. NEW BUSINESS

- A. Acknowledgement – Minimum Municipal Obligation (MMO) Calculations for the YAUFR/MT Retirement Plans

MR. WURSTER MOVED TO ACKNOWLEDGEMENT THE MINIMUM MUNICIPAL OBLIGATION (MMO) CALCULATIONS FOR THE YAUFR/MT RETIREMENT PLANS. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- B. Fire Operations Presentation – BC Matthew Arnold

It was noted BC Arnold was not able to attend and will present at the next month's meeting.

- C. Discussion – 2023 Draft Budget

HOFF Chief Hoff stated the budget version sent to the Board has since been updated. He stated the goal in creating the budget was to limit the increase in expenses to a maximum of 3% and the draft being presented is a 2.7% increase. He provided a review of the highlights noting the estimated revenues for 2023 are decreased with Line Item 491 – Insurance Reimbursement

Chief Hoff referred to 511.00 – Salaries – Fire Admin – which he noted reflects changes which occurred with the departure of BC Arnold. He is requesting a 4% increase due to replacing BC Arnold.

Chief Hoff pointed out their captains who would be eligible for the promotion are concerned that a promotion from a captain to a battalion chief would result in a decrease in their benefit package. He explained the plans and how that would affect a potential promotion to a battalion chief position. Chief Hoff is proposing with the 4% increase to move the administrative command staff to a cash balance plan VMRS, which would include a 3% increase in employee contribution, netting the staff a 1% increase for 2023.

A lengthy discussion was held regarding the compensation/retirement package.

Chief Hoff indicated he would like to have the Board vote to present this budget at the next meeting.

HOFF In response to a question about the timing to switch to the cash balance, Chief Hoff explained they would not wait until the budget was approved and those changes were made to hire someone. He stated they will hire or promote someone to take that

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position now. If he gets a candidate before the approval, then he would be hired with whatever retirement package is in place and if it is approved that would be changed.

TILLEY Solicitor Tilley explained there is a difference between a budget and a compensation agreement. In submitting the budget, authorization is given to spend up to that amount. A compensation agreement can be drafted for the new battalion chief for a negotiated amount as long as money is in the budget. Since the budget takes effect in the new budget year it will not affect compensation between now and then. There are two different documents – the budget and the actual compensation agreement.

HUNT Vice Chairman Hunt clarified if proceeding with approving this draft for presentation that does not automatically approve the underlying policy change which affects all battalion chiefs.

HOFF Proceeding with the budget - 512.00 Fire Protection Salaries – Chief Hoff stated there are no new personnel included in this line item for 2023. He indicated he would like support from all three charter municipalities to apply for a Safer Grant for three additional firefighters. If successful, it would be at least mid-year 2023 to hire. He noted the current guidance with the Safer Grant would be a 3-year, all employee costs, salary and benefits to be covered by the grant.

HUNT Vice Chairman Hunt asked if hired under the AFG and the grant expires what is the mechanism for terminating employees.

TILLEY Solicitor Tilley stated the collective bargaining agreement mandates would be followed for layoffs or reductions in force. Usually that is by seniority. He noted public opinion may be a factor in that decision.

HOFF Chief Hoff pointed out over the last two years Truck 892 was staffed 52% of the time with a third person. This drops to under 15% of the time with Truck 891.

514.00 and 01 – Overtime – Chief Hoff stated this year they separated regular overtime vs. overtime for training for better tracking.

522.11 Farmtrail Road Station – Budget for new gear lockers - The firefighter gear lockers which are handmade wood components, have helped turnout gear degrade, creating the need for them to be replaced due to no ventilation for the gear to dry along with UV damage, which has resulted in less than the standard 10-year lifespan.

523.02 – Replacement Turnout Gear – Turnout Gear, coats, helmets and pants has increased by 12% over 2021. There will be an additional increase of 4-5% in October of this year and another 4-10% after the first of the year. The increase also includes PPE for three new hires anticipated through the Safer Grant.

526.03 Online Subscriptions – The increase includes the code subscriptions and also the online study guides for the command staff to prepare for the certification exams.

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528.00 Fuel Costs – Anticipating increased fuel costs. Still maintaining the Rutters Contract.

566.00 – Sewer - slight increase due to anticipated increases with the sale of the York City Sewer Treatment facility

567.00 – Water – seeing 39-43% increase in water rates which is water at the station and does not include hydrants

571.13 – Generator Repairs – estimated repairs \$8500 for a replacement radiator

572.00 – Vehicle Repairs – 5 pieces of apparatus are no longer under warranty

583.09 – Records Mgmt. System – Received notification from the State of Pennsylvania they are changing the recognized records management system. The best estimate received from four vendors interviewed came in at \$50,000 which bundles several different services. Our current vendor would only provide us a verbal quote in excess of \$60,000 for bundled services

583.24 – Station Security – This involves the installation of web-based cameras at all stations. Includes keyless entry system for Victory Fire Company, as well as an interactive camera for the YAUFR station front door to view persons requesting entry.

584 – Training – Eliminated from this year's training budget is a subscription with Bucks County Community College. This will allow training and certification opportunities with other educational training institutions.

Capital Improvement Plan – The apparatus payment for 511, 561, 45 has been made for 2022. There are two payments remaining from the 2018 purchase. Chief Hoff reviewed the plan going forward to order the next capital purchase of apparatus in 2023 with the condition they will not receive it until 2025. He is requesting support from each of the municipalities to pass the resolution for an apparatus purchase in the amount of \$643,309 for a six-year lease to begin with the apparatus delivery anticipated in 2025.

Replacement of hydraulic rescue system due for replacement – \$115,000 pushed to 2025 to take advantage of potential grant opportunities.

Portable radio replacement – Looking to establish funds for a 10% match in a federal grant over the next several years.

Chief Hoff stated between this meeting and the September meeting he will meet with each Township manager to make them aware of what the expectations and requests are before the Joint Township presentation.

DVORYAK Mr. Dvoryak asked Chief Hoff to provide a recap of the budget requests in order for him to present it to the Springettsbury Board of Supervisors at their meeting next week.

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MR. INCH MOVED TO PRESENT THE 2023 DRAFT BUDGET PROPOSAL TO THE TOWNSHIPS AT THE SEPTEMBER MEETING. MR. DETWEILER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. ADJOURNMENT

HUNT Vice Chairman Hunt adjourned the meeting at 9:03 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Charles Wurster
Secretary/ses