

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

**AUGUST 15, 2023  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, August 15, 2023 at 7:00 p.m. at YAUFR Headquarters, 50 Commons Drive, York PA

**MEMBERS IN**

**ATTENDANCE:** Deb McCune, Vice Chairperson, Manchester Township  
Andy Seebold, Treasurer  
Thomas Gwilt, Secretary, Spring Garden Township  
David Detwiler, Spring Garden Township  
Charles Wurster, Springettsbury Township  
George Dvoryak, Springettsbury Township  
John Inch, Manchester Township

**NOT PRESENT:** Dan Rooney, Chairman, Spring Garden Township  
Craig Miller

**ALSO IN**

**ATTENDANCE:** Daniel Hoff, YAUFR Chief  
Walter Tilley, Solicitor  
Paul Grubbs  
Lester Rhoads  
David Kane  
Julie Schrum  
Justin Pode  
Bob Gundlach  
Sue Sipe, Stenographer

**CALL TO ORDER**

A. Opening Ceremony

1. Pledge of Allegiance

**McCUNE** Vice Chairperson McCune called the meeting to order. She led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

Vice Chairperson McCune announced there would not be an Executive Session following the meeting.

**3. PUBLIC COMMENT**

**HOVIS** Solicitor Stephen Hovis thanked YAUFR and the firefighters for their assistance during his medical emergency.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Solicitor Walter Tilley

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**TILLEY** Solicitor Tilley stated he had no other report.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff welcomed Solicitor Hovis back and thanked Solicitor Tilley for his assistance during Solicitor Hovis's recovery.

Chief Hoff stated as noted in his report, Friday they received notification that YAUFR is a recipient of an Assistance to Firefighters Grant for training and certifications of health and wellness in the amount of \$256,826.00. YAUFR's share of that amount is \$23,347.82 which is the 10% match. He requested the Board acknowledge the award due to a 30 day window for acceptance.

**MR. WURSTER MOVED TO AMEND THE AGENDA UNDER #12 NEW BUSINESS – ITEM C FOR FORMAL ACCEPTANCE OF THE 10% MATCH FOR THE ASSISTANCE TO FIREFIGHTERS GRANT TO ACCEPT THE AWARD. MR. INCH WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of July 31, 2023

**MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF JULY 31, 2023  
MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**6. BIDS, PROPOSALS & CONTRACTS**

There were none.

**7. COMMUNICATION FROM COMMISSIONERS**

There was none.

**8. COMMITTEE REPORTS**

A. Volunteer Committee

**GRUBBS** Mr. Grubbs reported the website is complete and running. Online payment options are still in progress. Road signs for the municipalities are complete. Chief Hoff will be talking with the township managers to determine placement. The electronic billboard messages are posted.

B. Personnel Committee

**WURSTER** Mr. Wurster indicated a meeting will be held after the Commission meeting this evening.

**9. RESOLUTIONS AND AGREEMENTS**

**A. Probationary Firefighter MOU**

**HOFF** Chief Hoff stated the training battalion chief has expressed concerns that probationary firefighters who must attend the municipal fire academy or receive deployment orders are challenged to complete their probationary period in the 12-month period. It was requested to extend the probationary period. Consequently, an MOU was created which reads that for academy deployment or any other mutually agreeable condition the probationary period would be extended only for the period of time that the individual was not present. The wording proposes the probationary period being interrupted by required attendance at a municipal fire academy, or EMS academy, military leave including deployment orders, or any other mutually agreed upon interruptions, such as heart, lung or workmen's compensation leave, the probationary period shall be extended for a period of time not less than the duration of the probation interruption period.

**MR. INCH MOVED TO APPROVE THE PROBATIONARY FIREFIGHTER MOU. MR. SEEBOLD WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**10. ACTION ON MINUTES**

**A. Approval of Minutes – July 18, 2023 - Fire Commission Meeting**

**MR. DVORYAK MOVED TO APPROVE THE MINUTES OF JULY 18, 2023 FOR THE FIRE COMMISSION MEETING AS SUBMITTED. MR. INCH WAS SECOND. MOTION UNANIMOUSLY PASSED.**

**11. OLD BUSINESS**

There was none.

**12. NEW BUSINESS**

**A Discussion – 2024 Draft Budget**

**HOFF** Chief Hoff presented the line item explanation of the 2024 Draft Budget.

Expenses

511 – Administrative Salaries – 4% increase for command staff and administrative staff

512 – Contractual increases

513 – Part-time availability has decreased – adjusted accordingly

514 – Overtime – training overtime

515.01 – Sick Leave Payment

518.01 – Insurances

519.01 – Pension Expense

522 – General Building Supplies

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- 523 – Uniforms – increases in PPE – includes 3 firefighters requested through SAFER Grant
- 524 – Supplies
- 525 – Professional Services
- 525.05 – Accounts for preparation increases
- 525.06 – Strategic Planning
- 526.02 and 526.04 – Reflects inspector credentials for new command staff
- 527 – No change
- 528 – No change
- 529 – Slight increase for revisions in reprinting materials and handouts
- 530 – Slight increase in insurance coverage
- 563-567 – Utilities based on YTD as of June 30
- 568 – Trash contracts – decrease due to new contract
- 571 – Generator – maintenance contract
- 572 – Apparatus - increase due to aging equipment and increase in tire costs
- 580 – Physical Training – monies to be used in the Fall
- 582.23 – Subscriptions to put display boards in all 5 stations
- 583.02 – Copier Lease – new copier lease which reduced costs
- 583.27 – Analytics Subscription and Software
- 583.39 – Painting Expense – painting in 2024 for the 1<sup>st</sup> floor
- 584 – Training
- 584.06 – Accounts for new hire training and 3 new hires from SAFER Grant
- 584.17 – Requirements needed for Junior officers
- 585 – New hire costs
- 586 – Volunteer Recruitment and Retention
- 589.01 – Computers
- 596 – Office of State Fire Commission Grant Program – cost of accreditation conference
- 596.20 – FEMA Grant – includes 10% match

The operational budget shows a 4% increase for each of the Townships for 2024. The calculation for the capital contribution and the unfunded liability is reflected for Springettsbury Township and Manchester Township.

In January the final capital contribution payment will be made and the five apparatus will be the property of YAUFR.

Under Capital Expense for 2024 the next apparatus purchase is projected to show the breakdown of the financing.

**Income**

- 491 – Insurance reimbursement is from the co-op – reflects the last 6 years to determine the average. EMS revenue is a carry-over from the Manchester Ambulance base.

**WURSTER** Mr. Wurster asked about 572 Vehicle Maintenance strategy for improving the existing vehicles with additional expenditures for repairs.

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**HOFF** Chief Hoff explained as vehicles age they require additional maintenance which the costs of the supplies is increasing. He noted Truck 891 - \$5,000 increase; Truck 892 - \$3,000 increase, as well as incremental increases in all the apparatus, related to increase in tire costs.

Discussion was held regarding health insurance costs which are reflected at a 10% increase in the budget with actual numbers not known until October.

**MR. INCH MOVED TO APPROVE PRESENTING THE BUDGET AT THE SEPTEMBER JOINT BUDGET PRESENTATION BEFORE THE REGULARLY SCHEDULED YAUFR COMMISSION MEETING. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY PASSED.**

**B. Discussion – Radio Replacement**

**HOFF** Chief Hoff noted last year he reported support for the portable radios will end as of 2026. At that time he proposed adding a small amount each year to cover the 10% match for a federal grant to cover the cost. He noted the County secured special pricing from the radio vendor. He noted after 2026 the radios they currently have will no longer be supported for programming and/or parts. If they wait until then to purchase radios as they need replacing, the cost would be a list price of \$7,691.27 per portable radio. They have 160 portable radios.

Anticipating the bulk purchasing secured by the County, the cost of purchasing each radio would be \$3,000. Chief Hoff indicated after the beginning of 2024 the estimate from the vendor is approximately \$5,000. He asked the Commission members to think about how to approach the situation. Chief Hoff stated he was not in favor of waiting to replace radios as needed from a safety standpoint, firefighters should not be in a situation where they are unsure if their radio will be operational. If considering taking advantage of the special pricing for 2023, it would be \$490,000. He contacted the company they are currently using to finance their apparatus and received an estimate for a 3-year finance plan for the radios. At the \$3,000 per radio price – 3 payments would be \$187,216.25 per year. Breaking it down by Township for 3-years, would equal payment for Spring Garden - \$46,804, Springettsbury - \$69,270 and Manchester - \$71,142.

Chief Hoff stated no action was necessary at this time, but the information is presented to consider for a decision at a future meeting.

**C. FORMAL ACCEPTANCE OF THE 10% MATCH FOR THE ASSISTANCE TO FIREFIGHTERS GRANT TO ACCEPT THE AWARD**

**MR. INCH MOVED TO ACCEPT THE GRANT AWARD AND AUTHORIZE RELATED EXPENSES. MR. SEEBOLD WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

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**13. ADJOURNMENT**

**McCUNE** Vice Chairperson McCune adjourned the meeting at 8:14 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

Thomas Gwilt  
Secretary/ses