

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

**OCTOBER 17, 2023
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, October 17, 2023 at 7:00 p.m. at YAUFR Headquarters, 50 Commons Drive, York PA

MEMBERS IN

ATTENDANCE: Dan Rooney, Chairman, Spring Garden Township
Deb McCune, Vice Chairperson, Manchester Township
Andy Seebold, Treasurer
Thomas Gwilt, Secretary, Spring Garden Township
Charles Wurster, Springettsbury Township (via Zoom)
George Dvoryak, Springettsbury Township
John Inch, Manchester Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Walter Tilley, Solicitor
Krista Gardner, CPA, SEK (via Zoom)
Paul Grubbs
Lester Rhoads
Julie Schrum
Adam Potter
Kris Shearer
Sue Sipe, Stenographer

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

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

3. PUBLIC COMMENT

SCHRUM Firefighter Julie Schrum stated she was representing the Committee for the Greater York Local 2377, and speaking on behalf of her fellow YAUFR firefighters. She noted although YAUFR is one of the top rated fire departments in York County there is great concern in regards to the recent turnover of battalion chiefs in the past year, as well as firefighters leaving to pursue other departments with more growth and opportunities. She explained the intensive training required for new firefighters. She addressed staffing and safety issues as a result of these concerns, noting a reduction in applicants in the firefighting industry. She pointed out the need for support from the Commission to address these issues. Firefighter Schrum also addressed volunteers as a source for

the fire department, noting it is not always a viable solution to staffing needs. She indicated in her tenure at YAUFR she has not seen growth in the department, pointing out that firefighters serve in different capacities within YAUFR as well as outside of YAUFR. She asked the Commissioners to commit to being their supporters and promoting the change that is needed for the community.

HOLTZINGER Mr. Joel Holtzinger, Appleford Way, offered support in reference to Firefighter Schrum's comments, noting he was a volunteer firefighter and knows many of the firefighters.

4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Walter Tilley

TILLEY Solicitor Tilley stated he had no other report.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff had no additions to his report. He offered to answer any questions.

DVORYAK Mr. Dvoryak commented it would be helpful to research the statistics on staff turnover historically as well as trends and reasons for leaving.

HOFF Chief Hoff stated he would look into compiling information on this matter.

5. NEW BUSINESS

A. 2022 Audit Presentation – Krista Gardner, SEK

GARDNER Ms. Gardner presented the results of the Audit Report for 2022. She provided reminders of the responsibilities of the auditor as well as the YAUFR Commission.

- No significant accounting policy changes during the year
- Estimates are included in the financial statement
- A management letter will be submitted pending approval
- Internal Control matters – any deficiencies are required to be communicated to the Board

Budget vs. Actual – Revenues were under budget by \$218,000

- Operating Revenues - \$8.4 million
- Operating Expenses - \$9.1 million - \$400,000 over budget
- Depreciation Expenses \$356,000 – non cash item
- Non-Operating Revenues and Expenses
- Capital Contributions – came in as planned
- Refunds of Prior Year Expenses – \$257,000 over budget
- Refund of Excess Fund Balance - \$108,000
- End Result – positive change in Fund Balance - \$57,000

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- Budgeted positive change in Fund Balance - \$522,000 – Negative variance \$465,000 (large portion is depreciation expense)

Three-year Trend Analysis

- Total Revenues - \$8.4 million – down from 2021 due to \$370,000 grant received for breathing apparatus
- Operating Expenses - \$9.1 million – up from 2021 of \$8.4 million
- Non-operating Revenues and Expenses

Calculation of Excess Cash

- Cash Accounts (not including Capital) add and subtract items related to 2022 not yet received or paid
- Policy is 3-5% of the next year's budgeted expenses will be kept by the Commission with the remaining excess applied as a credit to future invoices to the municipalities
- Based on keeping 4% of the 2023 budgeted expenses there is excess cash as of December 31, 2022 of \$108,000 – given back as a credit to the 3 municipalities based on their percentages as shown

WURSTER Mr. Wurster asked about the net position end of year \$1,738,905 as to how that relates to the 4%.

GARDNER Ms. Gardner stated it is not related to net position - it is specifically related to the cash balance. The net position will be assets minus liabilities which will include items in the future.

ROONEY Chairman Rooney thanked Ms. Gardner for her presentation.

MR. SEEBOLD MOVED TO ACCEPT THE AUDIT AS PRESENTED. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. ACCOUNTS PAYABLE

A. Payable Listing as of September 30, 2023

MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF SEPTEMBER 30, 2023. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

7. BIDS, PROPOSALS & CONTRACTS

There were none.

8. COMMUNICATION FROM COMMISSIONERS

SEEBOLD Mr. Seebold stated he attended the open house that occurred last week for Fire Prevention Week. He commended the Staff who were involved in the work to put the event together.

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ROONEY Chairman Rooney acknowledged Firefighter Schrum's comments, noting collecting data and metrics on staff turnover would be accomplished for the commission to evaluate the matter.

9. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Mr. Grubbs reported the website is up and running. The billboards were up during the summer and as Lamar has open billboard spots the volunteer advertising may be posted again. The next meeting will be held in November.

B. Personnel Committee

McCUNE Ms. McCune indicated an executive session was held and their findings were made available to the other Board Members for comments. They received a draft of the PMRS pension plan which was distributed.

WURSTER Mr. Wurster indicated they are looking at ways to enhance the retirement path for transition of a firefighter to battalion chief by researching the PMRS plan.

HOFF Chief Hoff indicated he polled the battalion chiefs and they were all in agreement.

WURSTER Mr. Wurster indicated the Personnel Committee would meet to review the new information and finalize action for recommendation at the November meeting.

9. RESOLUTIONS AND AGREEMENTS

There were none.

10. ACTION ON MINUTES

A. Approval of Minutes – September 19, 2023 Joint Twp. 2024 Budget Presentation

MS. McCUNE MOVED TO APPROVE THE MINUTES OF SEPTEMBER 19, 2023 FOR THE JOINT TOWNSHIP 2024 BUDGET PRESENTATION AS PRESENTED. MR. GWILT WAS SECOND. MOTION PASSED. (1 ABSTENTION – CHAIRMAN ROONEY WHO WAS NOT PRESENT)

B. Approval of Minutes – September 19, 2023 Commission Meeting

MS. McCUNE MOVED TO APPROVE THE MINUTES OF SEPTEMBER 19, 2023 FOR THE COMMISSION MEETING AS REVISED. MR. GWILT WAS SECOND. MOTION PASSED. (1 ABSTENTION – CHAIRMAN ROONEY)

11. OLD BUSINESS

A. Discussion – Portable Radios Replacement

HOFF Chief Hoff provided information on the pricing for the portable radios with the estimates provided for 2023-2024 as well as the list price. He confirmed with the County Radio Committee there is currently no plan for any County Agency to fund this replacement. He provided information on consideration of financing options. He noted with the radios ending service at the end of the 2026 he anticipates several grant opportunities for funding. This would be through the Assistance to Firefighters Grant or a DCED Grant as well as possible other grants. He indicated the decision would need to be made if they are going to take advantage of the current discount price, as that window is only open until the end of the year. He reiterated the cost breakdown includes a cash purchase with each municipality contributing based on their cost share percentage. Chief Hoff also reviewed what it would look like for a 3-year term for financing. He pointed out if they financed with Leasing Two in 2023, the first payment would not be due until November 2024. He affirmed they would have the radios by then. He indicated this would require approval of all three Townships by resolution.

It was noted 160 radios are needed.

Discussion was held regarding multiple grant programs and the potential opportunities for receiving a grant.

The consensus of the Board was to explore the grant opportunities for the radio replacements.

Chief Hoff will keep the Board informed on proceedings with the grants into next year.

12. ADJOURNMENT

ROONEY Chairman Rooney adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Signature on file at YAUFR Headquarters

Thomas Gwilt
Secretary/ses