

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

**MARCH 18, 2025
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, March 18, 2025 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
Thomas Gwilt, Secretary, Spring Garden Township
Mark Swomley, Citizen-at-Large
George Dvoryak, Springettsbury Township (Zoom)
Craig Miller, Manchester Township
Don Bishop, Springettsbury Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Walter Tilley, Solicitor
Battalion Chief Scott Ryno, YAUFR
Captain Todd Evans, YAUFR
Bob Whitmore, Strategic Consulting Partners
Sue Sipe, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

ROONEY Chairperson Rooney called the meeting to order and led the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

ROONEY Chairman Rooney announced there were no Executive Sessions since the last meeting.

3. PUBLIC COMMENT

There was none.

4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Tilley

Solicitor Tilley had no additional report. He noted the engagement letter and transition form from Saxton and Stump will be presented at the April meeting for signature. The transition takes effect April 1, 2025.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff confirmed the letter from Saxton and Stump was received yesterday and will be on the April agenda.

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Chief Hoff stated they were not considered for the Vehicle Rescue Grant sponsored by Manchester Township for vehicle rescue equipment. He noted they are searching for other grant opportunities. He reported Spring Garden Township received a grant to support repaving at Victory Fire Company in the amount of \$75,000.

Chief Hoff referenced the letter he submitted to SAFER, the volunteer fire department between Dallastown, Yoe, Yorkana and Spry (Station 19). He noted the group had advertised RFPs for help with policy, apparatus assessment, etc. In the letter he suggested they consider affiliating with YAUFR to assist them with their needs. He received a response indicating their board would consider the suggestion.

5. ACCOUNTS PAYABLES

A. Payable Listing as of February 28, 2025

MR. GWILT MOVED TO APPROVE THE PAYABLE LISTING AS OF FEBRUARY 28, 2025. MS. McCUNE WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS & CONTRACTS

There were none.

7. COMMUNICATION FROM COMMISSIONERS

ROONEY Chairman Rooney stated he spoke to several firefighters at Victory Fire Company who indicated they are seeking aerial driver operator certification.

HOFF Chief Hoff stated a federal grant was received in 2023 for a two-year performance period which included training for that certification.

ROONEY Chairman Rooney indicated he is intending to do a ride-along with one of the YAUFR crews. He also noted he will attend the fire training school on April 11, 2025.

8. COMMITTEE REPORTS

A. Volunteer Committee

Captain Evans stated a meeting will be held on March 19, 2025.

B. Personnel Committee

MR. MILLER MOVED TO APPROVE THE JOB DESCRIPTIONS AS REVIEWED. MR. SWOMLEY WAS SECOND. MOTION UNANIMOUSLY CARRIED.

9. RESOLUTIONS AND AGREEMENTS

There were none.

10. APPROVAL OF MINUTES – FEBRUARY 18, 2025

MR. DVORYAK MOVED TO APPROVE THE MINUTES OF FEBRUARY 18, 2025 FOR THE COMMISSION MEETING AS PRESENTED. MR. GWILT WAS SECOND. MOTION PASSED (1 Abstention – Ms. McCune).

11. OLD BUSINESS

A. Approve: Strategic Plan

HOFF Chief Hoff stated the document was discussed last month and is presented for approval.

ROONEY Chairman Rooney stated he was satisfied with the time and effort which was put into the discussion, noting different members of each township attended to provide feedback which was incorporated into the plan.

SWOMLEY Mr. Swomley expressed concerns with Goal #5 - EMS Service, noting he did not think it was one of the top five items that YAUFR needs to be looking at. He also questioned items noted in several of the other goals which he previously cited.

Discussion was held regarding how the EMS Service is administered for the individual municipalities.

BISHOP Mr. Bishop questioned how the objectives specifically for the EMS Service for the Strategic Plan would be implemented once approved.

HOFF Chief Hoff stated his staff would be working with individual EMS providers to assure their citizens are getting the best possible service.

WHITMORE Dr. Whitmore commented on Goal #5 noting it was raised as EMS is an important issue for YAUFR and those services in the community. He noted the goal is worded so that YAUFR's role is to support the municipalities in assessing their EMS operations and helping them to provide solutions to be proactive in helping to move it forward.

MS. McCUNE MOVED TO ADOPT THE STRATEGIC PLAN AS PRESENTED. MR. BISHOP WAS SECOND. MOTION CARRIED (1 nay – Mr. Swomley).

It was suggested it would be advantageous to determine a method for tracking strategic planning progress going forward. Chief Hoff stated he would draft a plan for the next meeting.

B. Discuss/Approve: Zoom Meeting Postings

HOFF Chief Hoff stated the approach for the Zoom meetings has been to use the same link for both pension and regular meetings. It was discovered when that occurs the file is too big for the website. He noted his staff asked if in those cases, would be possible to post only the audio and not the actual video from the Zoom meeting. He indicated this was not addressed in the policy for remote participation.

BISHOP Mr. Bishop commented including the video is an important component of the posting. He indicated there are other options which he would discuss with Chief Hoff.

C. Discuss: Charter Agreement Amendments

SWOMLEY Mr. Swomley commented on the concept of votes taken in YAUFR meetings requiring at least one yes vote from each municipality. He also noted previous discussions were held regarding the concept of forming a professional management group which the Commission directs to make decisions about what direction to go. Discussion was also held about having a group of managers reporting to the Board.

Discussion was held regarding the yes vote from each municipality for votes on the Board. It was noted there has to be at least one from each municipality with a quorum present. Any municipality having two negative votes, the motion would not pass because at least one person from each municipality would have to vote yes.

Discussion was held regarding the concept of a three-person professional management group. The management team would be involved in all the day-to-day activities. This team would inject the needs of each of the townships at a level between YAUFR and the Board. The actions coming before the Board would be vetted by the professional managers of each of the municipalities involved.

TILLEY Solicitor Tilley reminded the Board the Commission is a policy-making governing body, not a managing body. He noted there is a difference between managing an organization which is what the Chief does, and governing it as a policy-making body which is the Commission's role. Another option discussed would be a 'sub-committee' of the YAUFR Commission consisting of the three Township managers, who would provide management support in the work of the Commission.

ROONEY Chairman Rooney reported on the Spring Garden meeting which he noted they proposed where there is 75% majority approval required to change it to 2/3rd specifically for capital purchases, budget approval, etc.

SWOMLEY Mr. Swomley stated he disagreed since he was of the opinion any funding formula which is based on the presumption of what the income is of another municipality is wrong.

Discussion was held regarding the costs involved in call volume. Mr. Dvoryak referenced his comments from the last meeting which concerned a study done when the YAUFR merger occurred. Chief Hoff provided three studies, which upon research he noted he could not find where it stated the call volume should not be considered. He noted the call volume is listed as one of many factors. Mr. Dvoryak referenced a study conducted by Vijay Kapoor which he noted the outcome of the study revealed, depending on which municipality was involved, anywhere from 85% to 90% of the fire costs are fixed and the call structure would be the same. Chief Hoff stated Vijay Kapoor is the attorney/actuarial who works with Mr. Harvey in support of the arbitration. He indicated he would ask Mr. Kapoor about the study since he was not aware of it.

McCUNE Ms. McCune recommended the Commission re-focus on the original intent of YAUFR and figure out how to work together to make it better, listening equally to each Township's concerns.

TILLEY Solicitor Tilley explained the way charter members prevail in a vote is how a regional organization works and is set up. He pointed out it is important for perspective to determine if there is a municipality that is currently not being served and focus on the service issues rather than power and control issues. Solicitor Tilley offered if the Commission sends him their recommended charter amendments, he could contribute to the process by adding them to the Charter and provide a marked up version so the Commission can review it.

McCUNE Ms. McCune explained the concept of regional costs per unit in which each municipality purchases their police units of service to determine the overall cost of a unit and a municipality's percentage.

Ms. McCune also noted she, along with Manchester Township's manager and Mr. Miller, identified the possibility that when another municipality buys in, they have three years to pay it off. They cited options of either a lump sum payment or three equal annual installments are in the current agreement. She questioned if there would be a benefit to reduce the three year installment option to two years.

ROONEY Chairman Rooney referred to the concept of metrics which could be monitored on a yearly basis, noting when a level gets over a certain point that would trigger discussion on how to deal with that metric to bring it into an acceptable level.

TILLEY Solicitor Tilley indicated the concern of Springettsbury Township as he understood it, is that the other municipalities combined can increase the cost and consequently Springettsbury Township would be paying too much for the services they are being provided. He pointed out this could result in talking about cost and service levels and the reason for the service levels, as opposed to discussing voting which is an indirect way to get to the concerns. He noted a committee could provide direction on talking about the metrics and those types of issues, which could result in reaching agreement on the matter and arrive at constructive changes to the charter agreement.

Discussion was held regarding the formation of a three-member committee who would oversee drafts of proposals, including budgets and provide recommendations to the Commission. It was suggested to have a subcommittee composed of the three township managers, since it was felt they are the most qualified and have access to various resources.

TILLEY Solicitor Tilley suggested not waiting to form a committee, but simply propose the changes to be put in writing.

It was discussed that each Commissioner would submit suggested changes to the charter agreement and send them to Chief Hoff to be put together in an amendment file to be available on the shared drive.

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12. NEW BUSINESS

A. Discuss/Approve: Authorization for Solicitor to Register YAUFR with the State

TILLEY Solicitor Tilley clarified YAUFR is an unincorporated association which means it is not registered by the State.

HOFF Chief Hoff stated he was in the process of composing all of the grant paperwork to be put together for the State Fire Commissioners office to recognize YAUFR as a merged department. He noted because of the way the charter was put together through the intergovernmental cooperative statute, there are certain filings at the state level which had not been addressed.

TILLEY Solicitor Tilley stated by registering YAUFR's name this would enable the grant makers to recognize YAUFR as the combination of three departments so grants would potentially increase the amount of grant funding received.

MR. GWILT MOVED TO APPROVE AUTHORIZATION FOR THE SOLICITOR TO REGISTER YORK AREA UNITED FIRE AND RESCUE WITH THE STATE, AND ALSO CHANGE THE ADDRESS FOR YORK AREA UNITED VOLUNTEER FIRE AND RESCUE. MR. MILLER WAS SECOND. MOTION UNANIMOUSLY PASSED.

B. Discuss/Approve: Mission Square 457 Plan Roth Contributions/Conversions

HOFF Chief Hoff indicated there was an inquiry from one of the YAUFR employees regarding the ability within the existing 457 Plan to convert funds to a Roth account. In discussion with Mission Square, they indicated that was possible with no cost or impact to the department, since it only involves the employee's account. He noted this would require a modification to the plan.

MR. SWOMLEY MOVED TO HAVE THE WORDING FOR THE APPROVAL PRESENTED AT THE APRIL MEETING. MR. MILLER WAS SECOND. MOTION UNANIMOUSLY PASSED.

HOFF Chief Hoff stated although he has Mr. Harvey scheduled for an Executive Session at the April meeting, he will contact him to find an alternate time since some Commission members would not be available.

13. ADJOURNMENT

ROONEY Chairman Rooney adjourned the meeting at 8:57 p.m

Respectfully submitted,

Signature on file at YAUFR Headquarters

Thomas Gwilt
Secretary/ses