

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

**JUNE 17, 2025
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, June 17, 2025 at 7:00 p.m. at YAUFR Headquarters, 50 Commons Drive, York PA

MEMBERS IN

ATTENDANCE: Dan Rooney, Chairman, Spring Garden Township (Zoom)
Deb McCune, Vice Chairperson, Manchester Township
Thomas Gwilt, Secretary, Spring Garden Township
George Dvoryak, Springettsbury Township
Craig Miller, Manchester Township
Don Bishop, Springettsbury Township

NOT PRESENT: Mark Swomley, Citizen-at-Large

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFR Chief
Walter Tilley, Solicitor
Lester Rhoads, YAUFR (Zoom)
Bob Gundlach
Sue Sipe, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

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

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

McCUNE Vice Chairperson McCune announced there were no Executive Sessions since the last meeting.

3. PUBLIC COMMENT

There was none.

4. MANAGEMENT/ATTORNEY REPORTS

A. Solicitor Tilley

TILLEY Solicitor Tilley stated in response to the Charter Agreement Amendments discussion at the last meeting, he concluded two separate discussions were held – one discussion involved the charter amendments, i.e., contract language, etc. The other centered around the apportionment formula. He recommended regarding those subjects as separate in order to move forward with the portions of the charter amendments as agreed. He believed the other part of the discussion regarding the apportionment formula would be a separate subject.

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

**JUNE 17, 2025
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Solicitor Tilley indicated he was the former solicitor for Southwestern Regional Police Department which experienced similar discussions and resulted in a merger with Northern York County Regional Police. He stated the ongoing discussions with the YAUFR Commission mirrored the situation with SWRPD. In light of that experience, Solicitor Tilley researched YAUFR data available online and looked at what the contribution amounts were from each of the municipalities, and compared it to what the total budget was for each municipality. This provided the percentage for each. He also provided the annual cost percentage changes from year to year with the 3-year average change amount.

Solicitor Tilley then looked at the variables of the apportionment formula. He suggested the Commission should look at external factors and sources in determining the industry standard rather than by municipality. He advised a commission member proposing a change should be prepared to provide backup information to justify the change.

Solicitor Tilley indicated research was carried out which provided information on four methods for determining funding formulas. One of the ways based on assessed value is for real estate taxes. Another formula example was represented by two other townships. He also provided an example of a Fair Share Cost Analysis as well as the Fair Share Formula which he suggested represents another method for determining funding.

DVORYAK Mr. Dvoryak referenced Solicitor Tilley's comment about the two portions of the charter agreement –items being worked on and the other as apportionment. He noted there were other factors that would affect operations.

TILLEY Solicitor Tilley stated the Commissioners would decide what should be part of the apportionment discussion and what should be part of the charter amendment discussion.

DVORYAK Mr. Dvoryak commented on the proposal to change the voting outcome based on 75% to 66% as to whether Solicitor Tilley considered that as apportionment.

TILLEY Solicitor Tilley stated he did not consider it either way, since he did not view that as a legal issue or part of the fiduciary discussion. He viewed it as a decision the Commission would make based on the scope of the debate to be held in those categories.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff announced several recognitions that were made for CPR saves within the last two months. Recognitions included:

Battalion Chief Matt Russ
Firefighter Keven Keough
Firefighter Nick Seristad

Manchester Township
Firefighter Jesse Frantz

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

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Lieutenant Todd Kroh

Chief Hoff stated he had a positive online meeting with the State Fire Commissioner and the Deputy State Fire Commissioner regarding recognition as a merged department, and provided a packet of information which was sent to their office to demonstrate their merged department status.

Chief Hoff reported there have been several phantom emails with the YAUFR email addresses. He noted they are working with DOCEO Services for IT services to resolve the situation.

DVORYAK Mr. Dvoryak indicated he did not receive an invitation to the Alert Open House as mentioned in Chief Hoff's report.

Mr. Dvoryak commented on the report related to call volume and mutual aid. He pointed out the high percentage of EMS calls which make up the call volume. He asked if there was way to break down the different categories of calls.

HOFF Chief Hoff stated they could address that issue.

5. ACCOUNTS PAYABLES

A. Payable Listing as of May 31, 2025

**MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF MAY 31, 2025.
MR. MILLER 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

There was no report.

B. Personnel Committee

No meeting scheduled at this time.

9. RESOLUTIONS AND AGREEMENTS

There were none.

10. APPROVAL OF MINUTES – MAY 20, 2025

MR. GWILT MOVED TO APPROVE THE MINUTES OF MAY 20, 2025 FOR THE COMMISSION MEETING AS PRESENTED. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY PASSED.

11. OLD BUSINESS

A. Discuss/Approve: SAFER Grant

HOFF Chief Hoff stated the SAFER Grant closes on July 3, 2025. He noted a change was made to the cost sharing requirements which previously the grant covered all costs for a new firefighter. The cost sharing currently reflects if a grant was awarded, YAUFR would be responsible for 25% the first year, 25% second year, 65% in the third year and 100% thereafter.

Chief Hoff indicated he is looking for direction to determine if it is in their interest to apply and pursue the grant. Discussion was held and it was agreed it would be advantageous to proceed.

MR. MILLER MOVED TO APPROVE MOVING FORWARD WITH THE SAFER GRANT APPLICATION. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY PASSED.

B. Discuss: Charter Agreement Amendments

TILLEY Discussion was held regarding the proposed text changes which were composed by Solicitor Tilley. He noted one of the changes was aligning the contracting powers of YAUFR with the contracting powers of each of the municipalities to the first class township codes. The second set of changes entailed clarifying the ability of YAUFR to apply and receive grants to use the funds for the purposes of the grant. This may include training outside of YAUFR. This would provide the power to the Commission to vote to make the determination as to what would be done in relation to applying for grants and allocating the funds.

Solicitor Tilley confirmed the municipalities would approve the final changes to the charter agreement.

It was decided to allow another month for the Commissioners to review the text amendment changes.

Solicitor Tilley suggested to Chief Hoff to provide clarification, the agenda should reflect the individual sections to be revised and each article would then be voted on separately.

C. Discuss: Funding Formal Calculation

McCUNE Vice Chairperson McCune stated she contacted PSATS and they will send sample formulas of what existing agencies are using.

DVORYAK Mr. Dvoryak provided a handout illustrating a proposed funding formula. He referenced a study which the consultant Vijay Kapoor had done in 2012. He noted comments from his report included a definition of indirect call related costs with an analysis on direct calls costs. The indirect call related costs are those which are not related to fire calls but overall costs. The report showed Manchester Township and YAUFR to determine what percentage of their budgets were indirect related costs. The consultant's conclusion was over 86% of Manchester's budget was indirect related costs. YAUFR was closer to 90%.

Mr. Dvoryak referenced the model provided by the consultant which illustrated how to apportion the funding. He noted this gave him a methodology to arrive at a fair apportionment for each municipality.

Mr. Dvoryak stated he applied the 2025 YAUFR budget of \$10.8 million and based on the model, 86% of those costs were the indirect related costs which would not change regardless of the number of calls. This would result in \$9.3 million of the costs in the budget are fixed costs. \$1.5 million remaining would vary based on the call volume. Mr. Dvoryak then used the approach to divide up the fixed costs among all three municipalities, realizing that staffing is not equal within each municipality. Then using the actual call volume that occurred within each municipality, and the other \$1.5 million of costs that are varied, would apportion that based on the call volume. Mr. Dvoryak indicated this resulted in taking the original fixed costs and divided that equally among the three, taking the variable costs and apportioning that based on call volume. He noted with the call volume activity; he determined there is a portion which is not YAUFR related. He then took the mutual aid cost incurred and spread it evenly among the three municipalities. Putting that together provided the total costs by each municipality taking into account fixed costs versus the costs that are varied based on the activities:

35.4% - Springettsbury Township

32.5% – Manchester

32.1% – Spring Garden

HOFF Chief Hoff commented when the study was done by the consultant, the numbers provided for Manchester Twp. at that time for indirect calls costs was when Manchester was staffing an ambulance service. He noted he also had discussions with two different municipalities about the different options that could potentially bring them into a relationship with YAUFR. He noted he was unable to provide information to them on the costs involved, and anticipated whatever the Commission decides upon, it would apply to future municipalities who would be interested in joining YAUFR.

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

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ROONEY Chairman Rooney alluded to a potential flaw in the funding formula proposed, noting if a small jurisdiction, i.e., a borough with a small population coming on as a fourth municipality, splitting the fixed cost four ways would not be equal.

DVORYAK Mr. Dvoryak stated in the situation of a small municipality coming on being mostly or all volunteer, this model could not be used in that situation.

D. Discuss: Conewago Township

HOFF Chief Hoff stated as noted in his report in discussions with Conewago Township regarding emergency management, he met with them and they are interested in moving ahead from an emergency management standpoint. He is seeking direction from the Commission in order for to work on the agreement with Solicitor Tilley.

DVORAK Mr. Dvoryak commented if Conewago Township is requesting this service, should they be responsible to pay legal costs.

HOFF Chief Hoff stated current EMA costs are based on the charter municipalities. This would be a contract prepared by the solicitor.

The Commissioners agreed with Chief Hoff proceeding with the scope of work and associated costs.

BISHOP Mr. Bishop suggested in light of considering providing services to other entities, there may be opportunities to set a framework on how to have discussions with other entities and how to create contracts/agreements.

TILLEY Solicitor Tilley stated he created the initial drafting of the agreements used by another municipality. As an example, he noted the template is given to the developer who completed the agreement and presents it to the authority for approval.

12. NEW BUSINESS

A. Discuss/Approve: 2025 Capital Plan Revision

HOFF Chief Hoff stated it was discovered that Engine 892 in Manchester Township is in need of a major repair for the rear axle. He noted the original capital plan called for replacement of two staff vehicles with one already ordered which was previously approved. The funds remaining were allocated to replacing the second staff vehicle, however, he is requesting approval to use those funds to replace the rear axle in the ladder truck. The repairs will cost approximately \$15,000 which can be covered by the capital remaining in the budget. He also noted the purchase of the new ladder truck has been pushed back to be received in 2027.

MR. DVORYAK MOVED TO AUTHORIZE THE CHIEF TO MOVE FORWARD WITH THE REALLOCATION OF FUNDS FOR ENGINE 892. MR. MILLER WAS SECOND. MOTION UNANIMOUSLY PASSED.

B. Discuss/Approve: 2026 YAUFR Budget Workshop and Joint Presentation Dates

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

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HOFF Chief Hoff reported staff dates for Budget work have been established:
July 24 – 31, 2025 – In-house Budget work
August 7 – 11, 2025 – In-House Budget work
August 14, 2025 – Public Budget Workshop – 7:00 AM
August 19, 2025 – Regular Commission Meeting - present budget proposed
September 16, 2025 – Joint Township Budget Meeting

MR. MILLER MOVED TO APPROVE THE BUDGET WORKSHOP AND PRESENTATION DATES. MR. GWILT WAS SECOND. MOTION UNANIMOUSLY PASSED.

B. Discuss/Approve: YAUFR Community Risk Assessment & Standards of Cover

HOFF Chief Hoff stated the document describes the current demographics and methods of responding to calls. He noted this is the basis for preparing for the accreditation process. He asked the Commissioners to review the document over the next month to take action at the July 15, 2025 meeting.

DVORYAK Mr. Dvoryak indicated he began the review and commented it is very professionally done and noted he was impressed with the effort put forth in the document. The other Commissioners agreed.

HOFF Chief Hoff stated the entire command staff had a part in creating the document, however, Chief Madzelan was essentially the author. Chief Hoff indicated the document would be used as a tool to aid in defining where changes should be made within the composition of the organization. It also will provide historical insight on determining future decisions for the improvement of YAUFR. He also noted this document would be used as a marketing tool with other municipalities.

13. ADJOURNMENT

MCCUNE Vice Chairperson McCune adjourned the meeting at 8:30 p.m

Respectfully submitted,

Signature on file at YAUFR Headquarters

Thomas Gwilt
Secretary/ses