

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

**APRIL 16, 2024  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, April 16, 2024 at 7:00 p.m. at YAUFRR Headquarters, 50 Commons Drive, York PA

**MEMBERS IN**

**ATTENDANCE:** Dan Rooney, Chairman, Spring Garden Township  
Deb McCune, Vice Chairperson, Manchester Township  
Craig Miller, Manchester Township (Zoom)  
Thomas Gwilt, Secretary, Spring Garden Township  
Mark Swomley, Citizen-at-Large  
George Dvoryak, Springettsbury Township  
Don Bishop, Springettsbury Township

**ALSO IN**

**ATTENDANCE:** Daniel Hoff, YAUFRR Chief  
Stephen Hovis, Solicitor  
Lester Rhoads, III, YAUFRR  
Bob Gundlach, YAUFRR  
Jerry Stroble, YAUFRR  
Curvin Wolfgang, YAUFRR  
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**

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

**3. PUBLIC COMMENT**

There was none.

**4. MANAGEMENT/ATTORNEY REPORTS**

A. Solicitor Steve Hovis

**HOVIS** Solicitor Hovis provided an update based on discussion at the last meeting regarding the Remote Policy. After research he discovered the First Class Township Code and the Borough Code had specific provisions concerning remote participation in meetings. He noted those statutory provisions are similar to the policy for YAUFRR. A quorum must be in place, in person. Participation can be remotely as long as the audience can hear

the participants and vice versa. He further indicated during the pandemic Act 15 was adopted by the state legislature which provided for public bodies to have remote meetings. This legislation was repealed after the pandemic. Solicitor Hovis stated it is his conclusion that since it was repealed, YAUFRR does not have the authority to hold solely remote meetings. He indicated the current policy in place is consistent with the other statutory provisions. One exception is the current policy does provide that a person can have two remote participations in any given year.

B. Daniel Hoff, Fire Chief

**HOFF** Chief Hoff mentioned two employees are attending the HACC Fire Academy who will graduate May 3, 2024 at 4:00 PM on the HACC Campus. He indicated anyone who is interested in joining the department to attend their graduation should contact him.

**DVORYAK** Mr. Dvoryak referred to Chief Hoff's report under the union section, asking about Manchester Township Local 3503's notice for negotiations.

**HOFF** Chief Hoff stated Manchester Township L3503 employees are operating under the YAUFRR umbrella but are still technically Manchester Township employees. Chief Hoff indicated Mr. James, the Manchester Township Manager, will be leading the negotiations for that unit. He noted he and Ms. Einsig will participate in an advisory role.

**HOVIS** Solicitor Hovis indicated there has been coordination in the past to get the contracts closer together to strategize as to what provisions need to be assessed and negotiating to get the benefit and wage scale closer together to form a unified contract.

**HOFF** Chief Hoff indicated discussion has been held in regards to convincing Manchester Township to agree to a collective bargaining agreement with YAUFRR. Chief Hoff stated he will continue to keep the Board apprised of forthcoming developments with Manchester Township.

**DVORYAK** Mr. Dvoryak inquired about the progress for developing Orientation Training for new Board members.

**HOFF** Chief Hoff stated he has been working on an Orientation Guide which provides an overview of the YAUFRR operations. This includes administrative functions and also terms heard in fire service. Chief Hoff stated it is nearly ready to be sent to the Commissioners for review.

**DVORYAK** Mr. Dvoryak cited two areas he was interested in – one is related to volunteer recruitment efforts and how to integrate it. The second area is mutual aid and the reporting mechanism. He asked how can data be obtained which determines the extent of resources received vs. what is provided to other departments.

Discussion was held on reestablishing relationships with other fire departments to determine how mutual aid should be disseminated.

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**HOFF** Chief Hoff stated he would add Mr. Dvoryak's suggestions into the Orientation Guide.

**5. ACCOUNTS PAYABLE**

A. Payable Listing as of March 31, 2024

**MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF MARCH 31, 2024.  
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

**HOFF** Chief Hoff reported for Mr. Grubbs who was out of town. He noted there will be a joint committee meeting April 17, 2024 and they will continue to work on the volunteer stipend program.

Discussion was held regarding the Volunteer Tax Credit. Chief Hoff indicated they have determined with the demographic they are trying to attract they are going after the benefit for the Earned Income Tax.

B. Personnel Committee

**McCUNE** Ms. McCune reported that she, Mr. Swomley and Chairman Rooney met to review the PMRS agreement and found it to be in line with what the previous Personnel Committee reported. She noted they are ready to request the Board to move forward.

**9. RESOLUTIONS AND AGREEMENTS**

A. Discuss/Approve/Adopt: 2024-02 Apparatus Purchase Agreement

**HOFF** Chief Hoff indicated this is the agreement Solicitor Hovis prepared. At this time all three townships have approved the resolution for financing.

**MR. SWOMLEY MOVED TO ADOPT RESOLUTION 2024-02 APPARATUS PURCHASE AGREEMENT. MR. DVORYAK WAS SECOND.**

**It was noted the word "financing" was removed from the resolution.**

**MOTION UNANIMOUSLY CARRIED.**

- B. Discuss/Approve/Adopt: 2024-03 Establishing Non-Union Administrative PMRS Cash Balance Plan

**MS. McCUNE MOVED TO ADOPT RESOLUTION 2024-03 ESTABLISHING THE NON-UNION ADMINISTRATIVE PMRS CASH BALANCE PLAN. MR. BISHOP WAS SECOND.**

**Clarification was made to the statement in Section 1 which states to be administered by the system for its full-time firefighters”, which was revised to state, “to be administered by the system for its non-union employees”.**

**MOTION UNANIMOUSLY PASSED.**

**10. APPROVAL OF MINUTES – MARCH 19, 2024 COMMISSION MEETING**

**MR. SWOMLEY MOVED TO APPROVE THE MINUTES OF MARCH 19, 2024 FOR THE COMMISSION MEETING AS AMENDED. MR. MILLER WAS SECOND. MOTION UNANIMOUSLY PASSED.**

**11. OLD BUSINESS**

- A. Discussion: Remote Participation Policy

Discussion was held regarding recommended amendments to be made to the policy to include the following:

- As long as there is a quorum present there is no restriction on how many times a member can attend remotely.
- Technology being used for remote participation must allow the remote member to hear and speak to the commission members.
- The remote member shall not be counted in determining a quorum.
- A & B shall be removed, along with the limitation for number of meetings to be remote.
- Updating the language and other terms throughout.
- Remote participation by the conferencing technology chosen by the Board.

**HOVIS** Solicitor Hovis stated he will review the policy and will present it at the next meeting with the changes consistent with the direction from the Commission.

- B. Discussion/Approve: Bill Payment Approval Process

**HOVIS** Solicitor Hovis indicated the question from the discussion last month related to does Roberts Rules provide guidance when appointing a treasurer. He determined as part of the appointment they would need to provide what the duties and responsibilities are for the Treasurer. He pointed out the discussion included appointing another person who is duly authorized to act when the Treasurer is unable to act on behalf of YAUFRR.

After a lengthy discussion it was determined in the absence of the treasurer any other duly authorized appointed officer can act on their behalf.

**MR. SWOMLEY MOVED TO APPROVE THE TREASURER AND VICE CHAIRMAN TO AUTHORIZE THE RELEASE OF THE CHECKS. IN THE ABSENCE OF EITHER OR BOTH OFFICERS, ANY OTHER MEMBER OF THE COMMISSION DULY AUTHORIZED, HAS THE ABILITY TO RELEASE THE CHECKS. SECONDED BY MR. MILLER. MOTION UNANIMOUSLY PASSED.**

C. Approve: Purchase of (3) Ford F150 Hybrid Pickup Trucks-DCED Grant

**HOFF** Chief Hoff indicated last Fall Spring Garden Township sponsored two DCED grant applications for the fire department. One of the grants was the replacement of three staff vehicles with hybrid pick-up trucks, which has been awarded in the amount of \$163,000. The second grant was specific to Victory Fire Company which involved repaving the rear parking lot used for training which was approved in the amount of \$120,000.

Chief Hoff stated he is requesting approval to place the order for the three hybrid pick-up trucks for arrival in August 2024. The funds will come into Spring Garden Township and be transferred to YAUFRR.

**MR. MILLER MOVED TO APPROVE PURCHASE OF THREE FORD F150 HYBRID PICKUP TRUCKS THROUGH THE DCED GRANT. SECONDED BY MR. GWILT. MOTION UNANIMOUSLY PASSED.**

## **12. NEW BUSINESS**

A. Discussion: YAUFRR Policies

**HOFF** Chief Hoff referred to Mr. Bishop's inquiry regarding YAUFRR policies at the last meeting. He noted a search was conducted through past minutes and resolutions. He noted their findings were included in the packets to the Commissioners.

Discussion was held and it was decided in order to allow time for the Board to review the policies they would be presented at the next meeting.

B. Approve: Q2 2024 Firehouse Subs Public Safety Foundation Grant Award

**HOFF** Chief Hoff indicated they were notified at the beginning of the month an application submitted to Firehouse Subs was awarded in the amount of \$8,005 for 10 thermal imaging cameras. Firehouse Subs will contact YAUFRR to obtain information on the vendor to be used in order to process the order. He noted Board approval is needed to accept the grant.

**MR. GWILT MOVED TO ACCEPT THE Q2 2024 FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT AWARD. SECONDED BY MR. MILLER. MOTION UNANIMOUSLY PASSED.**

C. Discussion: Strategic Planning RFP

**HOFF** Chief Hoff stated the current Strategic Plan covers 2022-2023-2024. He noted in keeping with the guidelines for the accreditation process, planning needs to begin for the next update. It was determined by Staff they could benefit from having an outside facilitator to assist with the process. He indicated he and Chief Madzellan collaborated and developed a draft RFP which was reviewed by Solicitor Hovis. He indicated the current grant award from the State Fire Commissioner s Office of \$20,000, included funds to cover the costs of a strategic plan.

**HOVIS** Solicitor Hovis recommended to include the Commission in the planning process. He questioned what is the intent of the assignment for the facilitator.

**HOFF** Chief Hoff clarified the outside facilitator would provide the preparatory work and then the Command Staff would complete the final tasks.

**HOVIS** Solicitor Hovis pointed out the proposal indicates from the date of the award they would have 90 days to complete the work. He indicated from a legal standpoint obtaining an outside facilitator would be acceptable.

**HOFF** Chief Hoff indicated they would make revisions and present it at the next meeting for discussion and approval.

**HOVIS** Solicitor Hovis stated that would allow 45 days for potential bidders to review.

Discussion was held as to the methods to be used to disseminate the information , noting it would be advertised on the YAUFRR website with the Townships sharing through their channels, as well as sending it to fire service publications. In addition, it could be sent to potential consultants who perform this type of work.

Chief Hoff was wished a Happy Birthday from all in attendance.

**13. ADJOURNMENT**

**ROONEY** Chairman Rooney adjourned the meeting at 8:30 p.m.

Respectfully submitted,

*Signature on file at YAUFRR Headquarters*

Thomas Gwilt  
Secretary/ses