

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

**MAY 21, 2024
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, May 21, 2024 at 7:04 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
Paul Grubbs, YAUFRR
Bob Gundlach
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 indicated the Remote Participation Policy would be addressed later on the agenda.

B. Daniel Hoff, Fire Chief

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HOFF Chief Hoff reported YAUFRR firefighters responded to a two-alarm structure fire at First Capital Fibers.

Chief Hoff indicated Ken Witmer, a retired Springettsbury Police Officer, also a retired Sheriff's Deputy and most recently retired as the Volunteer Fire Company President, passed away last week. Services will be held for him on May 31, 2024.

Chief Hoff stated he was informed that last evening one of the YAUFRR firefighters, Brandon Banks and his wife while out to dinner resuscitated a patron in a cardiac arrest.

DVORYAK Mr. Dvoryak asked about the forthcoming Orientation Guide.

HOFF Chief Hoff indicated at this time he is looking for feedback from the Commission. His intent is to release it to the Commission after completion with necessary updates in 2025, to provide it to new Commission members.

Discussion was held and it was decided the Orientation Guide would be added to the agenda for the June meeting.

DVORYAK Mr. Dvoryak inquired about the relationship of Manchester Township's payroll process.

HOFF Chief Hoff stated Ms. Einsig processes it, but it is through the Manchester Township's payroll, since they have a different payroll provider than YAUFRR uses.

5. ACCOUNTS PAYABLE

A. Payable Listing as of April 30, 2024

**MR. DVORYAK MOVED TO APPROVE THE PAYABLE LISTING AS OF APRIL 30, 2024.
MR. SWOMLEY WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

6. BIDS, PROPOSALS & CONTRACTS

There were none.

7. COMMUNICATION FROM COMMISSIONERS

ROONEY Chairman Rooney shared that Spring Garden Township held the Mill Creek Cleanup May 11, 2024 behind Victory Fire Company. He was appreciative of the volunteers and the crew who assisted with the effort.

8. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Mr. Grubbs stated a meeting is scheduled for May 22, 2024.

B. Personnel Committee

McCUNE Ms. McCune reported they have not met this month. The next meeting will be held to review job descriptions.

9. RESOLUTIONS AND AGREEMENTS

There were none.

10. APPROVAL OF MINUTES – APRIL 16, 2024 COMMISSION MEETING

MR. GWILT MOVED TO APPROVE THE MINUTES OF APRIL 16, 2024 FOR THE COMMISSION MEETING AS PRESENTED. MR. MILLER WAS SECOND. MOTION UNANIMOUSLY PASSED.

11. OLD BUSINESS

A. Discussion: Remote Participation Policy

HOVIS Solicitor Hovis circulated the updated version of the policy. He noted he has not received any comments from the Commission members. Updates included replaced wording of Zoom participation to Remote participation. As noted in his email he simplified the public participation policy. He noted in the policy relating to if remote technology goes down due to a storm, etc., and the public was informed they can participate by this remote option, according to law the meeting must be discontinued.

Discussion was held regarding public participation. Solicitor Hovis indicated the policy can be amended to indicate public participation would have the option to participate by the remote facility, however, if for some reason that is disconnected, participation in that event would need to be in person. This would be posted on the website with instructions.

Solicitor Hovis noted in the event a meeting would have to be cancelled due to a technical failure, the meeting would need to be re-advertised for a future time and date in the future.

MR. BISHOP MOVED FOR THE ADOPTION OF THE COMMISSION REMOTE PARTICIPATION POLICY. MR. McCUNE WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Discussion: YAUFR Policies

HOFF Chief Hoff indicated he reviewed all the policies that were approved since the inception of YAUFRR and provided them to the Commission members. The policies are included in the Orientation Guide.

C. Discuss/Approve: Strategic Planning RFP

HOFF Chief Hoff indicated as mentioned last month the intention is to have someone outside of the department facilitate stakeholder interviews and compile the information. The command staff would then take the information and put it together in a final strategic plan for 2025 through 2027. He noted the plan is to post it on the website to allow companies and/or individuals the opportunity to bid. The RFP would be emailed directly as well as shared publicly.

Discussion was held with the following comments from the Commission members:

- Mr. Dvoryak commented some of the best consultants are ones who have no expertise, i.e., management people who know how to run operations.
- Mr. Swomley agreed noting obtaining a consultant who has the ability to convey what should be included in a strategic plan for a department like YAUFRR.
- Solicitor Hovis stated the proviso is the following shall be considered by a consultant the relative importance of each factor as a management judgement and therefore will include both objective and subjective factors.
- The list should be no less than three recent public sector client references.
- How to engage initiating contact with feedback from the public.
- Chief Hoff indicated the intention is to treat this as not specific to the fire department, therefore the majority of references are regarding public sector entities or municipalities.
- Mr. Swomley pointed out engaging an individual who has experience in building strategic plans which can be adapted to various industries, public section – private sector.
- It was determined the strategic plan should cover 5 years.
- The budgeted amount of \$12,000 includes grant funds from the Office of State Fire Commission in the amount of \$8,000. Discussion was held with the potential to increase the budget as necessary to allow for the completion of the strategic plan.
- Mr. Bishop questioned the plan under IV. A which references information gathering with different groups of stakeholders. He was concerned with deliverables which include a summary of results from all the workshops. He felt it would be valuable for the Commission to have access to all of the raw material and not just a summary of it.

- Mr. Swomley referenced Section IV – requirement content of proposal - #1 which indicates YAUFRR has unlimited funding, and providing the exact methodology they have to follow. He felt there was a problem with how this is approached. It also includes wording relating to proposed project costs, stating prices quoted shall be firm and not subject to increase with a statement the proposal is firm for 120 days. Mr. Swomley interpreted that to mean the quote is good 120 days but the price for the contract will then be firm from that time for as long as it takes.
- Mr. Swomley referred to #7 – General Conditions – “YAUFRR reserves the right to reject any raw proposals, to waive any defects in received proposals and to select the most advantageous consultant for the department – proposals received after the deadline and/or received unsigned shall be considered void and will not be considered.” He asked if they can waive that defect because it states YAUFRR indicates the right to do that above it.
- Terms and conditions B.10 – “Final work product will be due no more than 90 days following execution of contract. It also states the price has to hold for 120 days and then has to be good for the duration of the contract. It was questioned if that is too short a time to pull together all the interviews as well as the documentation and meet with everyone, with a finished product.
- Chief Hoff stated he and Mr. Madzellan will meet with Solicitor Hovis to make corrections and bring it back to the Commission next month.
- Chief Hoff indicated he will make an adjustment to the wording relating to the stakeholder engagement process in accordance with the Commission on Fire Accreditation Model 10th edition. He noted the accreditation model spells out preferences on how to conduct strategic planning.

12. NEW BUSINESS

There was none.

13. ADJOURNMENT

ROONEY Chairman Rooney adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

Thomas Gwilt
Secretary/ses