

**SPRINGETTSBURY/SPRING GARDEN TOWNSHIPS
JOINT FIRE SERVICES COMMITTEE**

**SEPTEMBER 19, 2006
APPROVED**

Springettsbury and Spring Garden Townships Joint Fire Services Committee meeting convened on Tuesday, September 19, 2006 at 6:00 p.m. at the Springettsbury Township offices located at 1501 Mt. Zion Road, York, PA.

MEMBERS PRESENT: Austin Hunt, Spring Garden Township
Bill Schenck, Springettsbury Township
Jon Countess, Spring Garden Township
Ellen Freireich, Springettsbury Township
Todd Langeheine, Springettsbury Township
Bill Mader, Spring Garden Township
John Fullmer, Jr., Spring Garden Township

**MEMBERS NOT
IN ATTENDANCE:** Don Bishop, Springettsbury Township
Holly Gumke, Spring Garden Township

ALSO IN ATTENDANCE: John Holman, Springettsbury Township Manager
Greg Maust, Spring Garden Township Manager
Barry Emig, Spring Garden Township, Fire Chief

A. Call to Order

HUNT Chairman Hunt called the meeting to order at 6 p.m.

B. Pledge of Allegiance

HUNT Chairman Hunt led the Pledge of Allegiance.

C. Determination of Voting Quorum

HOLMAN Mr. Holman certified that a Quorum was present with Mr. Countess, Ms. Freireich, Mr. Hunt, Mr. Schenck and Mr. Fullmer with five voting members.

D. Approval of Meeting Minutes: July 18, 2006

MRS. FREIRICH MOVED TO APPROVE THE MINUTES OF THE JOINT FIRE SERVICES COMMITTEE ON JULY 18, 2006 AS SUBMITTED. MR. COUNTESS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

E. Public Participation: Comments from the Public

There were no public comments.

F. Correspondence and Other Communications

There were no communications for discussion.

G. Grant Application(s) Status:

1. DCED Grant: Leading Agency Spring Garden Township

MAUST Mr. Maust reported updated information regarding the DCED Grant, which he had received in a discussion with Senator Waugh's office this date. A grant award in the amount of \$30,000 had been previously reported. In Mr. Maust's discussion he was advised that the contract will not be released for approximately five weeks. Spring Garden Township will sign the contract on behalf of the Fire Services Committee, return them to DCED, following which a check will be received for the \$30,000. In addition, he was advised to proceed with any task activity for which the funds will be used. Letters were authored to Senator Waugh, Senator Armstrong, Representative Gillespie and Representative Stetler thanking all of them for their support.

HUNT Chairman Hunt asked whether any formal bills had been received from any of the actuaries.

HOLMAN Mr. Holman responded that he expected the first actuarial bill within about two weeks. The actuary had just completed some pension calculations which Mr. Holman had been sharing with the units as part of the ongoing meetings with them.

HUNT Chairman Hunt asked about any legal expenses incurred which had not been billed to date.

HOLMAN Mr. Holman responded that from the time of notification of the award retroactivity will not apply. He added that the legal expenses had not been significant to date.

HUNT Chairman Hunt asked how long it might take to spend the \$30,000. He stated that at some point the guiding body will move from the ad hoc committee into some kind of transition committee to a formal fire commission. He wondered whether there was any wording limiting the expenses or whether that would be the responsibility of Spring Garden as the lead agency.

HOLMAN Mr. Holman responded that the \$30,000 should carry the expenses through February or March. He added that Spring Garden, as the lead agency, is the actual recipient of the grant.

MAUST Mr. Maust added that the time frame to utilize the funds is at least another year or more.

HOLMAN Mr. Holman stated that there were three professionals that both governing bodies through this Committee agreed to utilize: a personnel attorney, Pat Harvey of Ballard Spahr; Steve Hovis, as the general counsel for this Committee; and

Conrad Siegel for the actuarial work. This funding should carry this project to the potential implementation. It provides the gap funding needed to move forward.

H. Update from Staff/Consultant

1. Staff Update

HUNT Chairman Hunt noted a thank you letter that had been sent to Chief Heddon.

HOLMAN Mr. Holman stated that there were no further updates at this time.

2. Consultant Update

HUNT Chairman Hunt asked Mr. Adams for a brief update. He explained that Mr. Adams work had been ahead of schedule; however, due to a major computer problem, the final report will be provided during the October, 2006 meeting.

HOLMAN Mr. Holman noted that it will be within the time frames of the contract.

ADAMS Mr. Adams reported that he had hoped to have the PowerPoint and reports prepared for this meeting; however, because of the computer crash he was unable to do so. He stated that 95% of the report is written. He is working on some of the graphics and preparing it all for printing. He had just received a few additional items from the volunteers that he will include in the report. He looked forward to presenting it during the October meeting.

SCHENCK Mr. Schenck asked how long the presentation will take.

ADAMS Mr. Adams responded that his presentation, without questions, will take approximately 45 minutes.

SCHENCK Mr. Schenck urged as many of the volunteers and firefighters to come to the October meeting as it will be very valuable.

ADAMS Mr. Adams added that his presentation will include a lot of the background and philosophy.

HUNT Chairman Hunt encouraged all the committee members to be present and hopefully somewhat agree with Les and endorse the report to pass onto the governing bodies for their actions. He also encouraged the managers and staff to issue press notices to have some sort of reporters and TV reporters here.

FREIREICH Ms. Freireich asked whether there might be a pre-report if the Committee would be asked to give some nod of approval. She would like to see something beforehand.

ADAMS Mr. Adams responded that they typically prefer not to do that because they provide the background, thoughts and concepts of the various areas. They normally suggest within the initial phases of the timeline, that the Committee and governing bodies take a period of time for input and comments. They do not suggest that it be adopted from the point of view of agreeing with everything. There might be items that will be handled differently.

FREIREICH Ms. Freireich indicated her understanding that the Committee would accept the receipt of the report, decide how to handle it and then forward it to each of the governing bodies.

HUNT Chairman Hunt stated for clarification that Mr. Adams will stand by his report and is not asking for the Committee's input.

ADAMS Mr. Adams noted that it is their professional judgment and the Committee will make the decision.

COUNTESS Mr. Countess asked whether the governing bodies going to be invited to attend the October meeting.

HOLMAN Mr. Holman responded that the governing boards will be sent invitations to attend in order to hear the presentation. A future goal will be to have a joint meeting with both governing bodies and ask Mr. Adams to make the presentation to a large group of the public. He noted that a press release will be sent September 20th to make the press aware of the October 17th presentation; an additional notice will be sent out in two weeks and then one week before the meeting.

HUNT Chairman Hunt asked Mr. Holman to provide his rough time line.

HOLMAN Mr. Holman stated that the rough time line was based upon acceptance of the Committee.

- October 17th - Presentation by the consultant to the Committee.
- November/December - A joint governing body meeting, a presentation to them with the recommendation from the Committee to make a decision.
- December 2006/January 2007 - Governing bodies make the decision to say okay to proceed forward.
- January/February 2007 – Begin drafting up ordinances for the governing bodies to review.
- February/March 2007 - Introduction of draft ordinances if everything goes according to schedule.
- March/April 2007 - Adoption of the ordinances
- March/2007 – Hiring of administrative and other personnel needed to put the organization together assuming it's recommended to move forward.
- June/July 2007 - Effective date for the organization based on that schedule.

Mr. Holman added that the major decision of whether to move forward or not sets all the timelines into place. That would be expected December 10, 2006.

HUNT Chairman Hunt commented that some time after the third Tuesday in November the Committee would send comments to the governing bodies and invite them to a joint meeting.

HOLMAN Mr. Holman agreed but indicated everything was based upon the recommendations made in November. Funding is available to begin working on ordinances.

HUNT Chairman Hunt asked Mr. Adams whether he could foresee enough transition tasks that the Committee would stay involved through December 2006 and on into 2007.

ADAMS Mr. Adams responded that the study committee has the experience and completed much of the work with staff. If the two municipal boards want to proceed, they would likely want to utilize those on the Committee. There will be a need for a broad coordination effort until personnel are hired for staff positions to continue the work.

HUNT Chairman Hunt stated his understanding of the mission statement of the Committee, which was to compile information, most of which would be in Mr. Adams' report, and make a recommendation to the municipal boards. He added that the on-going committee might have the same people; however, it would have a different name.

ADAMS Mr. Adams responded that the report will include a suggestion along those lines to assure no gaps in the transition oversight.

HOLMAN Mr. Holman asked how long the report will be.

ADAMS Mr. Adams responded that it is 250 pages.

I. Old Business:

- 1. Discussion on Organization Name Proposed**
- 2. Identification Package Presentation and Discussion**

EMIG Chief Barry Emig stated that two months ago the representatives from the unions, the volunteers and the Chiefs were charged with coming up with an organization name and patch. They met with Bradley Academy, gave some direction to be used in the development of an Identity Package. Bradley identified two students and asked them to provide some different ideas and names. They provided approximately 20 names which were whittled down to five. The boards of each municipality reviewed the five. They began working on the designs for a patch

and submitted a number of examples. Through the process it was narrowed down to a design with a number of features. He provided a sample of the patch and samples of the draft designs.

HOLMAN Mr. Holman added that the names, which were scored by the Committee, were: Fire and Rescue Alliance of Greater York, York Area United Fire and Rescue, Greater York Fire and Rescue, York Area United Fire and Rescue Alliance, York United Fire and Rescue Alliance. Only two names had close scoring which were York Area United Fire and Rescue, Greater York Fire and Rescue. The top score was for York Area United Fire and Rescue.

EMIG Chief Emig stated that the patch selections he provided had slight variations such as changes in font, the Keystone, two stars in white and red, etc. The design of the patches utilizes the Maltese cross, as the fire services insignia. The center is a map of York County with a compass with all points shown. The idea of that was to show that in the future it will encompass anywhere in the area in York County that wishes to participate. The color scheme was based on what the uniforms could be with something that would have at least some contrast. One item that had been pointed out was that there was nothing to indicate Pennsylvania to delineate the state, which was then added to the patch.

MADER Mr. Mader asked whether there might be an external segment which would denote a station number. He noted that there still will be the segregation that exists from the county.

EMIG Chief Emig responded that at this point they did not know how that would be handled.

SCHENCK Mr. Schenck wondered whether there would be a typical number of rockers that could be added to the fire patch.

EMIG Chief Emig responded that there could be an independent rocker along with the original patch attached underneath.

SCHENCK Mr. Schenck noted that with some of the Boy Scout patches when the circle is complete it becomes more significant.

EMIG Chief Emig added that if it were to go beyond two stations the patch would have to be too big.

HOLMAN Mr. Holman stated that they were reviewing this in the generic and overall idea that it would expanded over time.

FREIREICH Ms. Freireich stated that the senior members could be identified by the color of a hat or something like that as the Chief.

- EMIG** Chief Emig stated that this would be the official patch; however, any station could have its own patch in some cases, such as in New York City.
- ADAMS** Mr. Adams stated that the primary patches would be typically on the left shoulder and the right shoulder could designate a volunteer department with their own patch, or a paramedic patch or an EMT patch or a U.S. flag and use both shoulders.
- ECKERT** Mr. Eckert commented that they had discussed the top style of letters as compared to the bottom. He wondered about thread count and thickness of the letters and whether that would be costly.
- EMIG** Chief Emig noted that the Bradley student who designed the patch contacted a vendor who advised they could handle the lettering.
- COUNTESS** Mr. Countess commented that he had difficulty seeing the lettering clearly.
- EMIG** Chief Emig responded that the York Area United patch actually has one with a divided letter, which takes away from the boldness of the letter.
- COUNTESS** Mr. Countess indicated his personal preference would be the clarity of the bottom, and that the Keystone should be white.
- FREIREICH** Ms. Freireich agreed with Mr. Countess. The white Keystone would stand out. Someone who has been in EMS knows that the more bold the letters, the less time is spent knowing who is responding. She wanted to be sure that the patches would hold up through washing.
- HUNT** Chairman Hunt added that extending that further, it would be used also for letterhead and truck decals.
- MAUST** Mr. Maust commented that whatever decision is made, they will look at the patch and come up with additional ideas for the best image to create for letterhead and various other uses. There will be detailed specifications for each use of the image.
- HUNT** Chairman Hunt asked whether there had been any discussion about the York County image.
- EMIG** Chief Emig responded that there had been at least one organization that had the County image as their patch. The County had been made part of the patch on the inside of the Maltese cross.
- COUNTESS** Mr. Countess expressed that he thought it was exciting and liked the cross, the county image and the compass.

EMIG Chief Emig stated that the patches measured to about four inches.

SCHENCK Mr. Schenck commented that he would like to see the word “and” instead of the ampersand.

HUNT Chairman Hunt entertained a motion for endorsement.

MR. COUNTESS MOVED TO ENDORSE THE THIRD IMAGE WITH THE MODIFICATIONS AS DESCRIBED TO ENCOURAGE BRADLEY TO MOVE FORWARD ON THAT IMAGE. MS. FREIREICH WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HUNT Chairman Hunt clarified that it included the font and text of the third image with the only substantive change being the white stars to be replaced with white Keystones.

EMIG Chief Emig expressed his thanks to everyone. He thought it was a nice product, and felt that the Bradley Academy people were tremendous. They had been very helpful and he was sure they would be in the future with the rest of the project.

COUNTESS Mr. Countess thought it was an outstanding design.

MAUST Mr. Maust agreed with Mr. Countess.

HUNT Chairman Hunt asked whether there had been a formal vote of the Committee endorsing the name York Area United Fire and Rescue.

HOLMAN Mr. Holman responded that Springettsbury Township’s Board of Supervisors did not object to the name.

MAUST Mr. Maust stated that on September 20th the Spring Garden will have an opportunity for the Commissioners to indicate their approval to move forward with the name. He did not expect any opposition whatsoever.

HUNT Chairman Hunt stated that Mr. Adams could begin using the term York Area United Fire and Rescue.

MAUST Mr. Maust asked whether Mr. Adams would like Bradley to send him the official name and patch design.

ADAM Mr. Adams responded that he would appreciate that. He has several places within his presentation where it would be appropriate to discuss it and the action by the Committee.

WILLETT Mr. Ken Willett asked whether there were any specifications for the patch for the size and colors, etc.

HUNT Chairman Hunt responded that the designers at Bradley Academy will develop formal specifications for thread count, PMS colors, size, font, etc.

HOLMAN Mr. Holman added that specifications will be developed not only for the patch, but also for what goes on the vehicles, for the letterhead so that everything is coordinated. He asked how long the Bradley presentation will be.

EMIG Chief Emig responded that it would probably take approximately five minutes.

HOLMAN Mr. Holman asked whether it would be possible to take a recommendation of the name to the governing bodies for action.

MR. SCHENCK MOVED THAT THE JOINT FIRE SERVICES COMMITTEE ENDORSE THE NAME OF YORK AREA UNITED FIRE AND RESCUE AND THAT THE GOVERNING BODIES BE ASKED TO DO THE SAME. MS. FREIREICH WAS SECOND. MOTION UNANIMOUSLY CARRIED.

3. Draft Charter Agreement

There was no activity on the Draft Charter Agreement.

4. Additional Miscellaneous Item

HUNT Chairman Hunt brought forward one additional item under Old Business, which was an update on the volunteer committee. He asked Don Eckert whether he had anything to report.

ECKERT Mr. Eckert responded that the volunteers from both townships met with Mr. Adams after the July 18th meeting. They had a very productive meeting, and they are anxiously waiting for the presentation. There will then be additional meetings with the volunteers.

HUNT Chairman Hunt asked whether there had been combined meetings where Mr. Eckert was getting a better working knowledge of Grantley and Victory.

ECKERT Mr. Eckert responded that several of them attended the July 18th meeting. Prior to that there was a combined meeting between the two townships. They are trying to get more people involved as the process moves forward.

HUNT Chairman Hunt suggested that all volunteers be encouraged to come to the October meeting.

HOLMAN Mr. Holman indicated that Dean Fernsler planned to be present as the DCED representative. In addition, the County Commissioners will be invited as they helped fund a portion of the project.

J. New Business:

HOLMAN Mr. Holman recommended that the Agenda be rearranged slightly so that public comment could be made after the presentation as opposed to before.

HUNT Chairman Hunt had no objection to adjusting the Agenda.

K. Committee Resolutions:

There were no Committee Resolutions for action.

L. Adjournment:

MS. FREIREICH MOVED TO ADJOURN THE MEETING. MR. COUNTESS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HUNT Chairman Hunt adjourned the meeting at 6:50 p.m.

Respectfully submitted,

John Holman
Secretary

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