

Springettsbury Township and Spring Garden Township Joint Fire Services Committee met at 6 p.m. on Tuesday, April 19, 2005 with the purpose of discussion of a potential Joint Fire Service

MEMBERS IN ATTENDANCE: Austin Hunt, Spring Garden Township, Commissioner and Member
Zane Sjoberg, Spring Garden Township, Member
Todd Langheine, Springettsbury Township, Alternate
Thomas Englerth, Springettsbury Township, Member
Gregory Maust, Spring Garden Township, Township Manager
Jon Countess, Spring Garden Township, Public Service Representative
William Schenck, Springettsbury Township, Supervisor and Member
Don Bishop, Springettsbury Township, Alternate
John Holman, Springettsbury Township, Township Manager
Andrew Stern, Springettsbury Township, Director, Interim Fire Chief
Barry Emig, Spring Garden Township, Fire Department
Jean Abrecht, Stenographer

MEMBERS NOT IN ATTENDANCE: Mrs. Ellen Freirich, Springettsbury Township, Primary Citizen Member
Mr. William Mader, Spring Garden Township, Alternate
Mr. Dave Meckley, Spring Garden Township, Alternate

ALSO IN ATTENDANCE: Keith Prowell, Representative, Spring Garden Township Professional Firefighters
Michael Freet, Spring Garden Township Fire Department
Kevin Keough, Springettsbury Township Fire Department
Rich Mellon, President, Springettsbury Local IAFF 2377 Bargaining Unit
Joe Barron, Victory Fire Company Member
Zack Boyer, Spring Garden Township, Grantley Fire Company Vice President
Firefighter Les Rhoades, Springettsbury Local 2377 Representative

A. Call To Order:

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

B. Pledge Of Allegiance:

HUNT Mr. Hunt led the Pledge of Allegiance.

C. Determination Of Voting Quorum:

HOLMAN Mr. Holman indicated that based on a review of the members present voting members for this meeting will be Mr. Langheime, Mr. Countess, Mr. Sjoberg, Chairman Hunt and Vice Chairman Schenck.

HUNT Chairman Hunt asked whether all the primary members who should be present had been counted.

HOLMAN Mr. Holman responded that the Primary Citizen for Springettsbury Township was unable to be present, Mrs. Ellen Freirich. Mr. Langheime is the Alternate. Mrs. Freirich apologized that she was unable to attend, but stated she will attend future meetings.

D. Approval Of Meeting Minutes: March 15, 2005

HUNT Mr. Hunt stated that the minutes had been distributed electronically.

HOLMAN Mr. Holman indicated that a revised copy had been distributed due to the spelling and municipalities of some of the names.

MR. ENGLERTH MOVED TO ADOPT THE MINUTES OF MARCH 15, 2005 AS SUBMITTED. MR. SCHENCK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

E. Public Participation: Comments From The Public

There were no public comments.

HUNT Chairman Hunt introduced the Mr. Dean Fernsler, Representative, DCED.

1. Dean Fernsler, DCED

a. Overview of Commonwealth Participation & Support

FERNSLER Mr. Fernsler stated that his participation in this effort is through representation of the Department of Community and Economic Development, Center for Local Government Services. The Center aids and assists in volunteer and paid fire issues. He had been contacted by both Springettsbury and Spring Garden Townships approximately two years ago when the process began to render technical assistance to both Townships with regard to a review of the volunteer and paid fire services in order to determine the possibility to combining assets of the organizations. The process evolved to date with the appointment of the Joint Fire Services Ad Hoc Committee, which he considered to be the beginning of the process. Their office will be available throughout the entire process regardless of how long it will take for technical assistance. Mr. Fernsler stated that a primary item which had to occur, in addition to the appointment of the Committee, was to fashion a Scope of Services for an analysis of the fire service, which was done and accepted by both parties, including DCED. Based on that Scope of Services they were able to engage a highly-qualified consultant to provide the analysis of the organizations, whose name is Bob Hedden. Mr. Hedden had participated in projects of this nature in the past and will be working directly and indirectly with the Committee for an undetermined period of time. His primary goal is to provide a written analysis with recommendations to both boards and fire companies on how to achieve this combination of assets. He will provide guideposts to measure progress throughout

the process, not only for the present but also for the future. At the end of that process with Mr. Hedden, he will make a formal presentation with time for questions or concerns. Given the complexity of this project with the virtual numbers involved, it would be appropriate for Mr. Hedden to meet with the Committee just prior to issuance of that written report. Following that there will be an official written report issued to both municipalities. That's the extent of Mr. Fernsler and Mr. Hedden's participation. However, Mr. Fernsler did not think it would end there. If this goes through to conclusion and there is some combination of assets of the organizations, both would be willing to assist both municipalities to fashion some sort of grant proposals to assist if there are any capital expenditures involved. He believed that there would be some additional funding available for projects like this in the near future.

HUNT Chairman Hunt asked whether he might have a broad time frame for the project.

FERNSLER Mr. Fernsler responded that the project was fairly complex due to the numbers involved. He would normally say from beginning to end it would take approximately nine months.

HUNT Chairman Hunt commented that the process is two months into it to date.

FERNSLER Mr. Fernsler responded that he was right, and it could happen a little more quickly than that. All of their consultants are full time, so this is something they have to work into their schedule too.

COUNTESS Mr. Countess indicated he noticed in the materials in one place it said that the Committee was to complete its work by May of '06, and in another place it said it was expected to take two years. And now nine months had been mentioned. A lot of work apparently has been done.

FERNSLER Mr. Fernsler responded that he was referring only to Mr. Hedden and his part of the project, which would not necessarily coincide with the time table that the Committee has. This is entirely separate. This is actually a tool for the Committee to use to make recommendations and suggestions. It will add value to the Committee because it will outline all of the elements of the fire service that are present from both Townships, both paid, volunteer and otherwise. It will be a good resource material book for every committee member. They're parallel, but the end game is with the Committee and not with Bob Hedden.

MAUST Mr. Maust clarified that Mr. Countess made an excellent point. While Mr. Hedden is proceeding with focusing on the technical analysis, the Committee will be looking at the other aspects of it from an organizational and operational standpoint and how that part of it can fit together. At some point the technical end product of Mr. Hedden's efforts will fit into the equation. His nine month time period runs in parallel with the Committee, whose time period is in the range of two years.

FERNSLER Mr. Fernsler confirmed that working with organizations with these numbers his estimate would be about two years.

HUNT Chairman Hunt agreed with Mr. Maust. There's a technical side and an administrative side to this. Mr. Hedden will take care of the technical side and the Committee will handle the administrative side. Chairman Hunt thanked Mr. Fernsler for his presentation.

HUNT Chairman Hunt summarized Mr. Hedden's remarks in that he will handle the technical hard side, and the Committee will be responsible for the operational soft side. He commented that the next portion of the Agenda will provide a quick overview of the existing fire service providers from the municipal side.

G. Reports from Officials, Staff and Township Committees

1. Municipal Department Presentation

- a. Chief Barry Emig, Spring Garden Township**
- b. Interim Chief Andrew Stern, Springettsbury Township**

STERN Interim Chief Andrew Stern stated that his presentation was intended to be a brief overview of the two departments. He provided information regarding the inception of Commonwealth and Springettsbury Fire Companies. The PowerPoint presentation of his remarks is herewith attached to the minutes.

EMIG Chief Barry Emig reported that the Spring Garden Township Fire Department started out as three volunteer companies. The two which still exist are Victory which was founded in 1921 and Grantley which was founded in 1926. The PowerPoint presentation for his remarks is herewith attached to the minutes. A copy was provided to each Committee member. The presentation included the following: The organizational structures, Incident Commands, Volunteers, EMS/EMT Functions, Career Ambulance/Fire people, Recruitment, Captain vs. Lieutenant, Fire Stations Location, Inception, Financial Structure, Budgets, Expenses (Springettsbury's report did not include benefit costs; Spring Garden's did), Relief Funding, Apparatus and Command Vehicles, Services Provided, Fire Code Authority, Call Volume, False Alarms, Staffing, Regulations, Training

2. Volunteer Department Presentations

- a. Chris Spinelli, Victory Fire Company, Spring Garden Township**

SPINELLI Chris Spinelli stated that he and Joe Barron created a prepared statement, which he read. A copy of that statement was provided to the Committee, and is attached hereto as part of the minutes. It included information surrounding the founding of Victory Fire Company, the current status, Structure/Organization, Apparatus, Command Vehicles, Facilities, Finances, Fire Police, Fund Raising.

b. Zachary Boyer, Grantley Fire Company, Spring Garden Township

BOYER Mr. Zach Boyer provided a prepared statement regarding the Grantley Fire Company and EMS, located on the west side of Spring Garden Township. The statement included information regarding Mutual Aid, Fire Staff, EMS and EMT's, Management, Volunteers, Fire Police, Fund Raising, Apparatus, Relief Association, Billing. The presentation had been provided to the Committee and is herewith made a part of these minutes.

c. Robert Astor, STVFC, Springettsbury Township

ASTOR Bob Astor of Springettsbury Township Volunteer Fire Company explained that STVFC is the parent corporation of Springetts Fire Company and Commonwealth Fire Company. He explained the inception of the organization, and provided information regarding the financial and managerial resources. He included information regarding the Volunteers, Recruitment, Minimum Requirements and Training, Fund Raising, Relief Association, Management Structure, 501 (c)3 Status. A copy of his presentation was provided to the Committee and hereto is attached to the minutes.

HUNT Chairman Hunt asked for a summary of where the money comes from for the Relief Fund.

FERNSLER Mr. Fernsler responded that the money comes from insurance companies who are located outside the state of Pennsylvania and homeowners who pay homeowners insurance policies. There is a 5% added premium on those policies from out of state insurance companies. That 5% comes back to Pennsylvania, 2% of which goes into Act 84, which is the Relief Association distribution.

HUNT Chairman Hunt asked how it was allocated.

FERNSLER Mr. Fernsler responded that the formula is based upon population and assessed value.

COUNTESS Mr. Countess commented that it must be policed in order to obtain the appropriate funding for the appropriate municipality.

ASTOR Mr. Astor recalled that the City of York was the beneficiary of a lot of Relief monies in the 50's and 60's when Act 84 first went through by virtue of the zip code designation, etc. A lot of money poured into the cities, and none came to the townships.

COUNTESS Mr. Countess cited an example of Hellam, which has a York address, but it may be a York, PA 17406. The location must be clear.

HUNT Chairman Hunt asked whether there had been any discussion of changes to that system.

FERNSLER Mr. Fernsler responded that a report was recently issued called Senate Resolution 60, a report on the state of volunteer fire service in Pennsylvania. It was issued back in November by the Blue Ribbon Commission. One of the recommendations coming out of that was to take a good look at the physical locations and revisiting Act 84 in order to make substantive changes to that with respect to how monies are distributed. There are some very wealthy Relief Associations and some very poor ones. There should be, according to this report, some change in the distribution pattern of funds in order to make it more balanced. Mr. Fernsler added it will be an exciting time when that piece of legislation builds up.

HUNT Chairman Hunt commented that the likely recipients of that money still will be volunteer organizations.

FERNSLER Mr. Fernsler confirmed he was correct.

3. Union Presentations:

a. Keith Prowell, Spring Garden Township Professional Firefighters Association

HIGGINS Mr. Rich Higgins, a Career Firefighter, spoke in behalf of Keith Prowell, who had been fighting a fire all night. He thanked the Committee for the opportunity to present their information. He provided a PowerPoint presentation, a copy of which was provided to the Committee and is herewith made a part of these minutes. His presentation included some of the following information. Representation, Structure, Professional and Special Qualifications, Structure, Training, Public Education, Fire Prevention and Grants.

HOLMAN Mr. Holman requested a Motion by the Board to extend the meeting through to 9 p.m. if required.

MR. COUNTESS MOVED TO EXTEND THE MEETING FOR ONE HOUR TO 9 P.M. MR. SCHENCK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HUNT Chairman Hunt stated that the meeting will continue no longer than 9 p.m. without further extension.

b. Rich Mellon, Springettsbury Township Professional Firefighters Association (IAFF Local 2377)

RHOADS Mr. Les Rhoads, Springettsbury Township, provided a PowerPoint presentation as to who the Springettsbury Township Career Firefighters are and what they do. He served as an alternate for Rich Mellon, who had been called out to an incident. A copy of the presentation was provided to the Committee and made a part of these

minutes. Mr. Rhoads reported on the inception of the organization, the Organized Labor, Local 2377, Training, Fire Safety Education, Fire Suppression, Rescue, EMS, Apparatus and Facility, Community Activities, Fund Raising,

- SCHENCK** Mr. Schenck noted that, even though the charter is not to look at EMS, it does wind itself through both organizations.
- STERN** Mr. Stern responded that it had increased every year, but they are up to nearly 3000 EMS calls, some for car accidents to which the fire department responds as well. He stated that most of the Career Firefighters are EMT's.
- SCHENCK** Mr. Schenck asked whether the Career Firefighters in Spring Garden are EMT's.
- EMIG** Chief Emig responded that they have two Paramedics and a few EMT's. Everyone has a basic level training with AED's CPR, and Basic First Aid.
- SCHENCK** Mr. Schenck stated that he wanted to mention this aspect moving forward in order not to overlook it.
- COUNTESS** Mr. Countess asked for clarification concerning the comments that the Committee had not been asked to separate the two scopes of service.
- HUNT** Chairman Hunt responded that he indicated the Committee should not ignore it, but not to "bite off too much in the first nibble."
- COUNTESS** Mr. Countess stated that it seemed to be very difficult to separate the two.
- HUNT** Chairman Hunt indicated it was easy from a Spring Garden point of view to separate it because of the separate volunteer organization. It would be more difficult on the Springettsbury side because they are co-joined.
- HOLMAN** Mr. Holman added that this will be mixing a non-arbitratable with an arbitratable unit, which is more complicated.
- COUNTESS** Mr. Countess appreciated his comment; however, if a scope of services was to be defined, it would have to be defined with it or without it.
- SCHENCK** Mr. Schenck indicated that his point was to recognize that they are intertwined and not sever that.
- COUNTESS** Mr. Countess indicated a concern. He did not believe that any of the Committee had made any judgments at this point.
- HUNT** Chairman Hunt asked how Springettsbury ambulance handled billing for insurance and whether that revenue came to the Township.

- STERN** Mr. Stern responded that the billing was handled by a part-time billing clerk, and the revenue comes to the Township.
- HUNT** Chairman Hunt noted that there is a working model to do that within the Township structure.
- COUNTESS** Mr. Countess indicated he was willing to listen. He thought the presentations were very informative and he had learned a lot.
- HUNT** Chairman Hunt thanked all the presenters, and stated that the presentations had been very professional and well done.

H. Correspondence and Other Communications:

- 1. Local 2377 Springettsbury Township Union Contract**
- 2. Spring Garden Township Professional Firefighters Union Contract**

- HUNT** Chairman Hunt focused on copies presented of the two labor contracts for the Springettsbury Firefighters and the Spring Garden Firefighters. He did not anticipate getting into them during this meeting but suggested they be reviewed.

3. 2005 Meeting Schedule

- HOLMAN** Mr. Holman stated that the Meeting Schedule for 2005 had been provided along with an updated contact list. He indicated that the meeting minutes which had been approved could be placed in their booklets. He stated that the excellent presentations should be made a part of the minutes, which can be provided electronically, and placed on the website for the public.
- HUNT** Chairman Hunt requested paper copies for their reference as well.
- HOLMAN** Mr. Holman responded that paper copies will be distributed with the correspondence for the next meeting.

I. Old Business:

There was no Old Business for discussion.

J. New Business:

1. Suggested Topics of Discussion for May 17, 2005

- HUNT** Chairman Hunt suggested a on-site tour of the four station houses so that the Committee could actually see the facilities and how it all would fit into the grand scheme of things. He added that during the June meeting several speakers will

discuss possible organizational models which could be used. The advantage of that schedule is that it provides a full eight weeks to develop presentations.

- HOLMAN** Mr. Holman stated that the Springettsbury recreational van can handle up to 12 people. He suggested that everyone meet at Springettsbury and they will schedule trips out to each of the stations so that the members could get a first-hand view of the facilities.
- MAUST** Mr. Maust commented on his thoughts for the June meeting which, with Mr. Fernsler's assistance, would be to have individuals come and speak before the Committee that have essentially gone through a consolidation process. The real benefit to that is to get the lessons learned, get the pro's and con's of what had been encountered in similar efforts, which would be valuable background information.
- COUNTESS** Mr. Countess noted that Spring Garden is a First Class Township and Springettsbury is a Second Class Township. The Codes are different, but he did not know whether they differed in respect to this project. He thought it might help if the respective Solicitors would address the issue of whether there's any difference in the procedure to follow.
- MAUST** Mr. Maust responded that he and Mr. Holman had discussed it and agreed that at some point the Committee would need to know how that distinction would affect this effort.
- COUNTESS** Mr. Countess indicated he had participated in police department mergers between two boroughs and two second class townships, but never between a first and second.
- HOLMAN** Mr. Holman stated that Representative Saylor and Gillespie were behind this process and would provide help for some of the difficult legislative matters.
- COUNTESS** Mr. Countess stated that in each of the Township's respective Codes, there should be a section dealing with inter-government cooperation or agreements. He hoped they would be similar.
- HOLMAN** Mr. Holman stated that each Township has different tools, different ways to raise funds, Civil Service versus non-Civil Service. He indicated they would do a comparison of each of the codes and have the Solicitors review them.
- HUNT** Mr. Hunt commented he did not think there was any legislation that specifically excluded this effort.
- COUNTESS** Mr. Countess indicated he did not think so either, but the procedure may differ, particularly with Civil Service.
- HOLMAN** Mr. Holman added that Mr. Fernsler will be assisting.

HUNT Chairman Hunt stated that there had been great presentations, and he thanked everyone again. He asked for any further comments from the Committee. Hearing none, he moved for adjournment.

I. Adjournment:

MR. HUNT MOVED TO ADJOURN THE MEETING AT 8:25 P.M. MR. SCHENCK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

Respectfully submitted,

John Holman
Secretary

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