

**SPRINGETTSBURY TOWNSHIP
JOINT FIRE SERVICES AD HOC COMMITTEE**

**AUGUST 16, 2005
APPROVED**

Springettsbury Township and Spring Garden Township Joint Fire Services Committee convened at 6 p.m. on Tuesday, August 16, 2005 at the Springettsbury Township Office located at 1501 Mt. Zion Road, York, PA for the purpose of further joint fire services discussion.

MEMBERS PRESENT: Austin Hunt, Spring Garden Township
Bill Schenck, Springettsbury Township
William Mader, Spring Garden Township
Ellen Freireich, Springettsbury Township
John Holman, Springettsbury Township
Gregory Maust, Spring Garden Township
Andrew Stern, Springettsbury Township
Barry Emig, Spring Garden Township
Jon Countess, Spring Garden Township
Todd Langheine, Springettsbury Township

**MEMBERS NOT
IN ATTENDANCE:** Zane Sjoberg, Spring Garden Township
Don Bishop, Springettsbury Township
Thomas Englerth, Spring Garden Township
David Meckley, Spring Garden Township

ALSO IN ATTENDANCE:
Members of Springettsbury and Spring Garden Fire Companies
Keith Prowell, Spring Garden Township FD
Rich Mellon, Springettsbury Township FD
Kristi Reese, Springettsbury Township
Jean Abrecht, Stenographer

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 reported that a Quorum was established with the following voting members: Mr. Hunt, Mr. Schenck, Mr. Countess, Mrs. Freireich.

D. Approval of Meeting Minutes: July 19, 2005

MRS. FREIREICH MOVED FOR APPROVAL OF THE JULY 19, 2005 MEETING MINUTES. MR. COUNTESS WAS SECOND. MOTION CARRIED.

E. Public Participation: Comments from the Public

There were no public comments.

F. Staff Reports

1. Grant Application Status

HOLMAN Mr. Holman reported that both governing bodies had approved grant applications for the section grants submitted. They are computing the numbers related to the Legislative grant, which they hope to be ready within a couple of weeks. Mr. Holman reported that he will meet with Ballard, Spahr for a review of the personnel and actuarial numbers.

HUNT Chairman Hunt asked for the submittal deadline.

HOLMAN Mr. Holman responded that he expected to submit the Legislative grant application by the end of August and specifically before the budget is adopted.

2. Dean Fernsler, DCED

FERNSLER Mr. Fernsler reported that his remarks would be brief. He had made some general observations. He voiced some words of caution, along with some other items to the Committee with respect to the process in general. Technical, operational and administrative details will be discovered, all of which must be worked through very deliberately. He urged the Committee not to rush through things and reminded them that it is a very important process which requires deliberation. He stated that the Committee had done extraordinarily well up to this point.

SCHENCK Mr. Schenck appreciated his comments. He noted that the goal was to complete this project and have a recommendation back to the governing boards by June or July of 2006. He asked whether he considered that too aggressive.

FERNSLER Mr. Fernsler responded that he did not think it would be too aggressive. The temptation is to jump ahead when good progress was being made; however, each item must be processed in order. The process is especially complicated with the combination of paid and volunteer firefighters, which will become even more evident as time goes on. All the problems and issues can be dealt with to everyone's satisfaction. The goal is a win-win situation, which is very feasible.

HUNT Chairman Hunt cited the original Scope of Services letter, which the Board had endorsed, indicated an expected completion day of May, 2005.

FERNSLER Mr. Fernsler explained that the staff used as consultants are all employed full time elsewhere. They are working on a first-come, first-served basis, which changed the dynamics of the committed resources.

FERNSLER Mr. Fernsler indicated that Mr. Hedden could provide that information.

3. Robert Hedden, Technical Consultant

HEDDEN Mr. Hedden introduced himself to the Board and stated that he is a consultant assigned by Mr. Fernsler to undertake this study. He provided an updated report indicating the current status including the following points:

- Framework laid out, spring of 2005
- Surveys sent to Township staffs, career personnel.
- Surveys returned at varying times.
- Additional information requested.
- Met with Career union staff to solicit concerns and insight.
- Scheduling a meeting within three weeks with the Volunteer staff to solicit input.
- Original time frame was spring of 2006; very realistic.
- Cooperation has been good from all parties.
- He will make professional recommendations to Mr. Fernsler, who will forward to the Townships.

HUNT Chairman Hunt asked Mr. Hedden to reiterate what he is reviewing. His thinking was that it is the tactical operations side of baseline equipment.

HEDDEN Mr. Hedden responded that he is reviewing:

- Two separate fire departments with individual identities
- Taking an overview of operations and how they interact with the municipal government.
- Reviewing how the Fire Chief in each town interacts with the staff, career and volunteer; the policies and procedures; and the day-to-day operations, broad, not micro-management.
- Checking philosophies and delivery of fire protection services.
- Determining if the citizens in each municipality are better served by merger or by individual departments.

HUNT Chairman Hunt stated that he wanted to be sure that the Committee would not be duplicating any of his efforts.

HEDDEN Mr. Hedden responded that the municipalities saw wisdom of this Ad-Hoc Committee. He indicated he saw his report independent and separate of the activities of this Committee. He would not, in any way shape or manner, try to indicate to the Ad-Hoc Committee what they should or shouldn't be looking at. In the same manner he expected the Ad-Hoc Committee to respect his view of what he thought was imperative to put in a report.

HUNT Chairman Hunt responded that he had stated it very well. He indicated he was absolutely always invited to come to the meetings. He asked whether he could

see any other value in interim meetings or additional presentations between now and next spring.

HEDDEN Mr. Hedden responded that if there was a compelling reason that makes the report outcome more positive and efficient, he certainly will attend. He planned to come from time to time unannounced to complete several of his reports. Mr. Hedden stated that if the Committee felt his presence was needed, they should contact Mr. Fernsler and he would make every effort to attend the meeting.

SCHENCK Mr. Schenck asked how he was keeping track of the Committee's progress. He asked if he was getting the minutes.

HEDDEN Mr. Hedden responded that the municipal staff had been sending the emails, minutes and invitations. Every request for information had been very timely and returned very quickly. He receives the utmost cooperation from both townships.

SCHENCK Mr. Schenck asked whether or not Mr. Hedden would dig into the structure of the governing board.

HEDDEN Mr. Hedden responded that he could recommend an operational structure for any combined department relative to the command structure. He added that, with Mr. Fernsler's guidance, he will touch on the mechanism to oversee. He indicated that Mr. Fernsler would be able to recommend an overall governing body based upon state statutes that would allow the creation of any proposed combination fire department. He added that he was not certain of the direction of the project and had no preconceived notions. His recommendation might be status quo with some improvements, or it might be a full-blown merger.

COUNTESS Mr. Countess stated that he thought he understood that he would address the operating structure chain of command of any proposed combination and perhaps also the manner in which the municipalities supervised the combined departments. He asked whether part of his job would involve determining how property and equipment would be transferred or the entities themselves would be dissolved or merged.

HEDDEN Mr. Hedden responded that he saw his goal as a technical operational issue. He indicated he would not be bashful about evaluating apparatus and proposing if there is a merger how that apparatus should be stationed and manned. But as far as all the other options that were mentioned, they are things that must be governed by some type of state statute or Inter-municipal Government Agreement that he would not feel comfortable commenting on within the confines of that report. He will work with Mr. Fernsler as he has in the past in order to appropriately address those issues. Should there be a recommendation for a merger, the recommendation will be provided to you of the best way to merge apparatus and personnel. There will be some over-reaching problems that the report will not address, which are out of his area of expertise. One of those areas is two

collective bargaining units, real property, four fire stations plus all the apparatus, two Firemen's Relief Associations. Those may be issues that the Committee might be set up to do, but they are not technical issues in addressing the fire department operations.

COUNTESS Mr. Countess thanked him and stated that answered his questions.

HUNT Chairman Hunt indicated that both Mr. Fernsler and Mr. Hedden needed to leave for another appointment.

FERNSLER Mr. Fernsler apologized for having to leave; however, he advised he will be available for future meetings.

HUNT Chairman Hunt stated that there are a lot of structural governance issues that the Committee is struggling with, an item that seems to be first on the list. He indicated that Steve Hovis had personal experience with police regionalization. Chairman Hunt asked Mr. Fernsler to be available for further discussions.

FERNSLER Mr. Fernsler concurred with his thinking. He agreed with having someone experienced in regionalization to speak. This would be very similar in construction, in terms of how it operates and would be reinforced by the Inter-Governmental Cooperation Agreement, which would have to be a part of this.

3. Update from Chief Emig and Interim Chief Stern

STERN Mr. Stern reported that they had hoped to be able to present a name recommendation and patch recommendation. The group has met and worked on it, and had a perceived consensus. However, the final touches have not been refined yet. They hope to present that in September.

HUNT Chairman Hunt stated he had included that item as a task for September timeline.

G. Guest Presentation

HUNT Chairman Hunt introduced Attorney Steve Hovis, who had been intimately involved in the creation of the York Area Regional Police Department, which was based on the York Township traditional municipal police department with the addition of several boroughs for coverage.

HOVIS Mr. Hovis reported that he had been involved in three different situations: Spring Garden/Springettsbury Police Departments negotiations which were abandoned; York/Windsor Townships which became York Area Regional Police Department, and North Codorus/Manheim/Heidelberg Townships, which became Southwestern Regional Police Department. Mr. Hovis provided several booklets of information for the Committee's review. He explained that the information contained adopted ordinances, governing documents, initial resolutions and

Charter. The Collective Bargaining Agreement was included for York and Windsor Townships. Mr. Hovis stated that the companion document was one which was created by the Southwestern Regional Police Department's Chief of Police.

Mr. Hovis presented the process through which the Committee had moved in order to ultimately form the merged departments. Mr. Hovis focused on the following:

- Charter Agreement – Entered into Inter-Governmental Cooperation Act by ordinance.
- Basic Definitions included Charter, Contracting and Participating Municipalities.

HUNT Chairman Hunt asked what the term “unincorporated association” meant.

HOVIS Mr. Hovis responded that it was a legal distinction. DCED defined the creation of departments not as an incorporated political subdivision but rather a body created by the Inter-Governmental Cooperation Agreement.

HUNT Chairman Hunt asked whether the liability would be passed through to the municipalities.

HOVIS Mr. Hovis responded that provisions are in place concerning the commission to hold the municipalities harmless from any claims.

HUNT Chairman Hunt asked whether the association could be owners of titled equipment for real estate.

HOVIS Mr. Hovis responded that his position is that they can be; other attorneys do not agree. However, the Commonwealth, through DCED and the presentations they've provided, create this unincorporated concept and within their model agreements contemplate having them owned real estate and equipment.

COUNTESS Mr. Countess stated that the most logical and obvious way to proceed would be through the Inter-Governmental Cooperation Act.

HOVIS Mr. Hovis continued with his presentation. A synopsis of that presentation follows:

- Jurisdiction and Authority – Defined that the commission provide supervision and direction including listing of all responsibilities. Police Chief reports to the commission.
- Collective Bargaining Agreements, Volunteers – Combined Collective Bargaining Agreement to be reached; alternative is to operate under current agreements until expiration.

- Resolutions and Ordinances to then be passed authorizing firefighting within the regional area. Alternatives developed to handle unresolved issues within 150 days.
- Some alternatives may be pulled from First Class Township; some from Second.
- Commission shall be governing body with one representative from each Township (two year term) and one designated Citizen At Large alternating between townships (one year term).
- Budgetary issues have potential for tension. Must have equitable solutions.
- Shares determined by alternates in the makeup of the commission. The alternate was non-voting only in absence of voting member.
- Department to become operational within 150 days of date commission determines, thus triggering the adoption of ordinances and resolutions, transferring of titles of real estate, terminating employment and transferring employment to the commission.
- Organizational meetings to be held monthly or when called.
- Charter municipalities – Other municipalities may join.
- Apportionment Formula – Units of Service could be determined by hours of fire service, number of fire calls, percentages, number of houses, businesses, residents. This could vary from year to year; formula should be established with DCED's help.
- Reduction of Units of Service – Lay off or transfer personnel to another unit willing to purchase units. Reduction limited to pre-determined percentage. Negotiable as well.
- Increase of Units of Service – Could be requested by joining municipalities.
- Units of Service may not be workable in fire service. May be determined as Fire Protection.
- Financial Provision – Each municipality provides payment of its annual funding assessment bi-monthly on the first day of the month.
- Commission may raise budget by a percentage; municipalities are obligated to fund the increase; need to agree on increase.
- How much control will the Commission have in the budgeting process – provide leeway to make proper decisions for fire services and avoid micro-managing.
- Capitalization - Fire stations, fire trucks, hoses, etc. All equipment will be analyzed and transferred to the commission. Municipality would have an initial capital contribution through this equipment. Upon any dissolution the assets would be distributed on the same percentage basis.
- Older equipment deemed not useful would not be transferred.
- Pensions – Could be combined; if unresolved there could be several alternatives combined. Follow Pennsylvania Municipal Retirement System rules and regulations.
- Pension Plans and Collective Bargaining Agreements take a lot of analysis, including Non-Uniform Pension Plans.

- Headquarters – Fire Chiefs to determine whether there should be one central location and whether it should be identified in the agreement.
- Liability Insurance Claims – Obtain liability insurance coverage to hold harmless other municipalities arising from the commission and departmental activity.
- Additional Municipalities – Allow for joining of other municipalities. Negotiate a deal.
- Withdrawal – Not permitted by Charter Municipalities before a pre-determined year (such as 12/31/2010). Long-term obligation. Municipality responsible for all costs associated with withdrawal. Same would apply with non-charter or participating municipalities. Dissolution must be voted upon by at least 2/3's of participating or charter municipalities.
- Charter Agreement – Authorizing Ordinances adopted the Charter Agreement – Organizational mechanics to make department operational. Basic Charter Agreement was a recommendation to municipalities.
- Act 111 is specific with regard to firefighters as well as police officers.
- Provisions are made in First Class and Second Class Township Codes for what could be pro's and con's.

SCHENCK Mr. Schenck commented that the Springettsbury Volunteer Fire Company owns its apparatus and real estate, and Spring Garden Township owns its vehicles. The Volunteers must be encouraged to get involved in this effort because it is critical.

COUNTESS Mr. Countess indicated he had read all the information including the minutes of the last two meetings. Many alternatives had been discussed. He recommended that the logical option was to pursue the Inter-Governmental Cooperation Act.

SCHENCK Mr. Schenck commented that it was an issue that the Committee should get a firm legal opinion on, and if it is really only one option, there would be no reason to wait to do so.

HOVIS Mr. Hovis stated that he had read the minutes and the options. He agreed that the other options would be solved with the Inter-Governmental Cooperation Agreement and provide additional flexibility.

SCHENCK Mr. Schenck asked whether the Agreement would cover such things as the Volunteer Company and its assets.

COUNTESS Mr. Countess indicated that it would provide the frame work for resolving the issue as to how to transfer the equipment and title to real estate into the capital structure of the new joint effort.

HUNT Chairman Hunt noted that some sort of lease payment could be established, but the beauty of it would be that the Committee is not working with a blank page. It can be used or changed.

FREIREICH Mrs. Freireich noted that Mr. Hedden indicated that his study would not be completed for six or eight months and that he would determine whether or not it is reasonable or possible. She asked whether the Committee should proceed and settle the issues. Mr. Hedden could come back with a negative response.

HUNT Chairman Hunt responded that Mr. Hedden's report would be in the form of a recommendation. It is possible for the committee to say it sounded like a good idea. It's possible for DCED to say it's a good idea, and it is possible, though at this point unlikely, for Mr. Hedden to come back and say, do nothing, but the committee can still move forward.

FREIREICH Mrs. Freireich agreed, but she thought it was possible to work both sides of the street by moving forward but at the same time waiting for Mr. Hedden's report and hope to reach the same conclusion.

HUNT Chairman Hunt stated that the alternative would be to do nothing and table further activity until the spring of 2006.

COUNTESS Mr. Countess could not see any benefit for doing that. He understood Mr. Hedden to say he would address the organizational structure within the combined departments.

HUNT Chairman Hunt indicated that he was not technically competent enough to assess the operational and financial value of the apparatus or the operational structure. He stated he would continue to encourage the Committee to let the tactical and operational level decisions to them.

COUNTESS Mr. Countess indicated that every one of the issues will have to be addressed, and the opportunity to do so through the approach Mr. Hovis laid out would provide a model or framework from which to work.

HOVIS Mr. Hovis added that many of the issues might be addressed on a parallel basis. Any one of those issues be it collective bargaining, pension, etc., could make the project unfeasible where the committee would say abandon the project. However, at this time it needed to move forward.

COUNTESS Mr. Countess stated that, if a consensus could be reached that it is the right approach, the committee could concentrate on the issues that need to be resolved, rather than put them off until the last minute and not have them resolved. The approach used by the Commonwealth for mergers of police departments, etc. has been used for a number of years.

HOVIS Mr. Hovis agreed that the concept is not unique.

HUNT Chairman Hunt asked what had been written in the documentation that actually made the project work, i.e., whether there was some driving personality or crisis.

HOVIS Mr. Hovis responded that it was two municipalities that wanted it to work and did not have underlying reasons why they wanted to do so besides providing better service.

HUNT Chairman Hunt asked what the outlook was from the police associations, i.e., were they skeptical, positive, cautious.

HOVIS Mr. Hovis responded that they realized that with a merger it would provide them with opportunities they probably would not have if the department remained in its current existence. It allowed certain officers to specialize in certain areas. For the most part they were receptive to the idea and embraced the idea as something very positive.

HUNT Chairman Hunt asked whether anyone had admitted that their concerns were unfounded five years later.

HOVIS Mr. Hovis responded that he had not heard of any concerns or anyone who had indicated it was a wrong decision. He thought it had worked very well.

PROWELL Mr. Keith Prowell noted that they had asked that question also and the answer they received was the same. It had worked very well.

COUNTESS Mr. Countess added that one of the biggest problems will be a fair allocation of the cost between the two municipalities. He thought it would be easier to do with fire companies than with police departments.

HOVIS Mr. Hovis agreed since there are different elements to it. The two municipalities are very similar as far as the mix of residential, commercial, etc., as well as two sophisticated fire companies with professional staff. The challenge is with the mix of paid firefighters and volunteers.

HUNT Chairman Hunt asked how the technical merging of ranks and leadership and new chain of command had been addressed.

HOVIS Mr. Hovis responded that in the instance of the York Area Regional Police Department situation, both municipalities recognized that Chief Bross would be the Chief of that ultimate department, and therefore, it was his responsibility to come up with recommendations as to how that seniority would play out. But as part of the agreement, no officer would be reduced in seniority, and therefore, they were guaranteed the rank that they had prior to the merger, but we looked to the Chief at that point in time.

COUNTESS Mr. Countess added that the problems could be solved by attrition later. He thought that was part of what Mr. Hedden would address including how many captains, lieutenants, etc. at each location. That specific problem had not been

addressed in the agreement and was left to the two departments and the commission to work out.

- HOVIS** Mr. Hovis stated that in the case of Southwestern Regional Police Department, they actually hired a new Chief to come in and be responsible for the entire department.
- MADER** Mr. Mader asked whether there was anything in the process that would require a referendum vote or would it strictly stay within the jurisdiction.
- HOVIS** Mr. Hovis responded that it would not require a referendum vote.
- HUNT** Chairman Hunt stated that it will require a vote from a municipal board.
- COUNTESS** Mr. Countess added that each municipal board will have to adopt an ordinance.
- MAUST** Mr. Maust asked how the original organization of the board was affected as the service started to expand and others started participating and buying units of service. He wondered whether new participants would come on board with a voting seat.
- HOVIS** Mr. Hovis responded that initially they did not come on with a voting seat and as the participation from contracting municipalities grew, there was some recognition that they could participate in the meeting and voice their concerns without a voting seat. Some distinction was made that they were not a participating municipality bound to 2010.
- MAUST** Mr. Maust added that they were not bringing assets to the table.
- HOLMAN** Mr. Holman continued that they were just purchasing services.
- COUNTESS** Mr. Countess commented that negotiations could be done with anyone who wanted to join.
- HOLMAN** Mr. Holman asked about the extension of Charter Members.
- HOVIS** Mr. Hovis responded that if a particular municipality indicated such an interest to becoming a Charter member and would pay an annual budgetary amount, there would be terms and conditions to join as far as assets and capital contribution. As long as there is an agreement, then an amendment to the Agreement to add a party would be done under those terms and conditions.
- COUNTESS** Mr. Countess stated that he had provided a very excellent presentation. He was impressed with the document.

HOVIS Mr. Hovis indicated he was glad he could provide the information and would stay to the end of the meeting if there were any questions.

HUNT Chairman Hunt thanked Mr. Hovis as well for an outstanding presentation.

PROWELL Mr. Keith Prowell had two comments concerning Mr. Hovis' presentation. They had been impressed with the document as well and as more all encompassing than any others they had reviewed. Mr. Prowell commented that when focusing on the cost sharing segment, the number of calls is probably one of the worst indicators that could be used to come up with a cost. It does not accurately portray the situation. One municipality could have a more aggressive fire prevention program and, therefore, that drives the number of calls down. He stated that the contention that fire trucks just wait around for fire calls must be totally disregarded. In today's world the Fire Chief even has to make an appointment. He has to call to find out when it's going to be at the station.

HOVIS Mr. Hovis responded that it had been more or less a distinction between police service and fire service.

COUNTESS Mr. Countess interjected that it obviously is a problem to be addressed because if the two municipalities aren't satisfied with the formula there is a problem.

HUNT Chairman Hunt asked whether Mr. Prowell could suggest any working models for cost allocation.

PROWELL Mr. Prowell responded that they had no working models but they have surely have discussed it. The one that they keep coming back to is a combination of per capita and square miles. They had not put the detailed numbers to it, only rough numbers.

HUNT Chairman Hunt asked whether they had looked at assessed value and put that into any of the models.

PROWELL Mr. Prowell responded that they hadn't. They had discussed assessed value but had not put that together.

COUNTESS Mr. Countess indicated that it could be a multi-tiered formula with six factors. There could be assessed value, square mileage, etc., and it could be calculated with 1/6th of the budget based on square mileage, 1/6th on assessed value, 1/6th on calls.

HUNT Chairman Hunt stated that he had been struggling with the idea of a defined level of service. Spring Garden and Springettsbury are covered by very equivalent levels of service. As this idea is extended outward and in various directions there are different levels of existing service. How to bring those new municipalities into this and define either what the level of service is or the cost of that is an area

for review. He mentioned that for the fire experts in the room and the Committee members to think about.

COUNTESS Mr. Countess stated it was a very appropriate concern. That is another key element of the allocation, which could be 50% of the total cost to be shared 50/50 because that's the basic level of service calls, with the rest based on something else.

HUNT Chairman Hunt indicated that his suggestion was very clever.

MADER Mr. Mader indicated that seeing the classification of the types of calls might have some bearing on it. I think I83 out here, if you measure the yards of I83 in Springettsbury and Spring Garden, you could probably assign a dollar value to every yard.

HUNT Mr. Hunt noted one of the risks with trying to stratify calls is when the alarm comes in, it could be a false alarm.

MADER Mr. Mader responded that it would be a classification of its own.

MELLON Mr. Mellon indicated that there was discussion about being able to gage the levels of service unlike Police Departments. The Fire Service does have an industry standard.

HUNT Chairman Hunt responded that they had discussed that and he was agreeable with the concept. However, he cautioned to be careful of what is agreed to as an industry standard because it sometimes comes back with unintended consequences. He added it was a great comment and asked whether he knew specifically what some of those industry standards are called and how they're measured.

MELLON Mr. Mellon responded that it covered the entire standard from the smallest to the largest. They all control different areas of service.

COUNTESS Mr. Countess added that it would be uniform in both Townships.

PROWELL Mr. Prowell added that it is a National Standard.

SCHENCK Mr. Schenck wondered whether it was only one standard. The goal is to create a structure that can grow. If a municipality such as Manchester becomes interested in joining, their structure is fairly compatible with Springettsbury and Spring Garden. However, Hallam Township might also come seeking to join. How can they be joined and do those same types of standards relate to those types of communities.

- MELLON** Mr. Mellon responded that the standards relate to the fire service in general. There are two specific standards that drive career and volunteer, but there are myriad other ones that pertain to every facet of the fire department operations from designed equipment, each type of equipment has its own standard and how it's designed. Firefighter Safety has its own standard. The standards that exist pertain to the fire service as a whole.
- SCHENCK** Mr. Schenck asked whether he could expect the same level of service if he were down by the river in Hallam Township as he would expect in the middle of Springettsbury Township.
- HUNT** Chairman Hunt indicated that yes, it could be measured.
- SCHENCK** Mr. Schenck stated that he was specifically referring to the level of service, such as the response time, and the point he was ultimately driving to was cost.
- MELLON** Mr. Mellon indicated it could be cost driven at that point.
- SCHENCK** Mr. Schenck asked whether anyone had thought out the balancing act of cost versus level of service.
- MELLON** Mr. Mellon suggested to look at Baltimore County in Maryland where it's a County-wide system. They have a system where they have interspersed stations. One station is career; next station is volunteer, and therefore, provides a better level of service than if it's strictly volunteer.
- SCHENCK** Mr. Schenck thought that model could possibly play into what they are searching for.
- PROWELL** Mr. Prowell noted that in discussing the rural area versus the suburban area, it is not so much a standards driven answer, but a level of acceptance of the citizens as to what they expect. He noted that he lives in Hallam Township but does not expect the same level of service than a resident of Springettsbury Township gets, but that's his choice to live there. Not a lot of people understand it that way, but the level of service is definitely different.
- SCHENCK** Mr. Schenck noted it was not his intention to single out Hallam Township; he was simply discussing examples. Scalability is one of the goals in creating a structure that could grow.

J. New Business:

1. Meeting with the Legislators

- MAUST** Mr. Maust provided a brief update. He reported that he had been unable to secure a date; however, he had communicated with Senator Waugh's office. He had

reported the progress made and that the Committee wanted to provide an update. He stated that a point had been reached where there was interest in opportunities for support going forward with the organization keeping in mind the grant concerns. He was advised that the project should be coordinated with the Harrisburg staff, and he is working on that. He had mentioned that they wanted to provide this information to all of the legislators, such as Senator Armstrong. He was advised that there may be some interest in a combined meeting, but it would be up to Senator Waugh's staff to see how best to do that. Mr. Maust will advise the Committee as soon as he has a date.

SCHENCK Mr. Schenck noted several of his concerns. There are gaps today in the legislature. A review of items like relief and other funding items that could be in jeopardy, he asked whether there was any way to have some of those things identified when this meeting is held. He was aware they don't want to hear about asking for money, but to ask them to look at their laws wouldn't hurt. There are some things that when both Townships do rely on volunteer companies, they bring things to the table that the state legislature makes available and that all needs to fit together.

HOVIS Mr. Hovis noted that the legislature tends to encourage regionalization. They notice gaps in police regionalization legislation. It would be helpful to address now what the Committee may perceive as gaps in the fire end as well.

MAUST Mr. Maust stated that one of the things to be done once a confirmed date is known, in advance, provide an outline of issues of discussion to cover at that time, and that would at least give them some time to prepare.

SCHENCK Mr. Schenck stated that he would like to go prepared to provide a list of some specific gaps that the Committee recognized that might be obstacles.

HUNT Chairman Hunt suggested an action item to direct the staff, Mr. Maust and Mr. Holman, to develop an Agenda for the meeting and draw from the available collective experience to draft a list in preparation for a meeting in the near future.

MAUST Mr. Maust noted that it would be necessary to work around the Senator's availability and knowing everyone's schedule for something sporadic. He thought the timing was right, and it had been some time and much had been accomplished that had not been provided to him or anyone else.

HUNT Chairman Hunt thanked him for a great presentation.

2. Review of "Draft" Time-Line for Completion of Joint Fire Study Presenters, Commissioner Hunt & Supervisor Schenck

HUNT Chairman Hunt stated that there had been a huge amount of very bright opinions and a lot of good facts. He struggled with how to sequentially move forward. He

distributed a Task/Recommendation Time-Line for conversation. He had tried to organize some thoughts of what he thought was needed to accomplish working backwards from the June '06 deadline. He indicated this was what he visualized the Committee dealing with. There are no standard operating guidelines or tactical things. This is more governance and the kind of information that Mr. Hovis spoke of earlier. He asked how each one thought the concept could best be approached. There had been some discussion of breaking into subcommittees with individual bullet points to discuss and bring back for review. He asked for their thoughts.

COUNTESS Mr. Countess stated that items 1, 2, 4, 5, 7 and 8 would be self-resolving if a decision was made to use the Inter-Governmental Cooperation model, and number 6 will be addressed by either Mr. Fernsler and Mr. Hedden. As far as the name of the regional entity that will probably be the most contentious. Number 9 is going to work itself out. No. 10 and 11 are going to be very difficult things to resolve because of the unique situation with the volunteers versus career or paid firefighters. His overall suggestion would be to commission Mr. Hovis at the shared expense of the two municipalities to provide a modified model agreement, having sat here and listened to some of the concerns. He likely could provide that by the next meeting. Mr. Countess indicated that the Committee would be way ahead by hiring someone who has experience, which would be cheaper in the long run. Mr. Countess added that he had not been prepared to recommend such until he had seen the final agreement.

HUNT Chairman Hunt agreed that it would be a great move forward. He asked for an approximate cost for such a project.

HOVIS Mr. Hovis responded that to provide a draft could be done in not much time at all.

COUNTESS Mr. Countess noted that he did not have a final agreement in mind, but rather taking his existing model and stripping out the things that are peculiar to police and perhaps the alternatives for the pension and things like that because there are things to be discussed and worked out anyway.

HOVIS Mr. Hovis stated that what he would contemplate would be some of the issues that are unique to police and fire to provide the suggestions of what the Committee needs to review.

COUNTESS Mr. Countess noted that any formula or method of allocating the cost should be removed because it is already a known factor that it will not be done the same way a police consolidation would work. He added that it would be advantageous to have something like that to look at in order to be more specific in making the decisions.

HUNT Chairman Hunt asked Mr. Holman for information contained in his entity discussion concerning the free-standing joint entity.

HOLMAN Mr. Holman responded that the organization would be set up under the Inter-Governmental Cooperation Law. It was Joint Service with Lead Agency but under the Inter-Governmental Cooperation Law, that is really what must be used here to put this together. He added that the Committee has a copy of that. What was being worked through was how many people are doing it, what are the authorities who are going to get it, etc. Mr. Hovis is being requested to provide a model from which to work. The Joint Services as Lead Agency is not to develop another clerical or administrative staff to deal with the personnel. Both municipalities already have that set up.

SCHENCK Mr. Schenck noted the concern for not duplicating departments and people. The organization could contract either with Spring Garden or Springettsbury to provide those services, similar to the way the sewer work is handled in Springettsbury.

COUNTESS Mr. Countess suggested that each could provide services in kind and a value could be assigned to those for purposes of budget and allocation.

HOLMAN Mr. Holman noted that it would be done as part of the agreement. The whole purpose is to be sure there are no duplications of an effort.

COUNTESS Mr. Countess stated that what Mr. Hovis was faced with was the magnitude of the combined forces. He asked how many officers were involved in the two departments.

HOVIS Mr. Hovis responded that it had been identified in one of the Resolutions as about 35.

HUNT Chairman Hunt stated that the subject on the table was extending Mr. Countess' proposal to engage Steve Hovis to develop a fire-based draft charter agreement for the Committee to review and to specifically identify technical things for which there are no questions, specifically identify recommendations that he has and specifically identify blank paragraphs from which to work.

FREIREICH Mrs. Freireich agreed that it is always easier to work from a document than simply sharing ideas. She guessed that it would be up to the Committee to decide how inclusive they wanted Steve's document to be, i.e., whether to cover points 1 to 12 or give specific direction. She agreed that a lot of Mr. Hunt's Time Line review would be encompassed. What isn't included will have to be reviewed. Her additional concern is that Mr. Hedden's report will not be received until June of '06, which might have to have some flexibility. By working with a document, one can get a sense of accomplishment.

SCHENCK Mr. Schenck noted that both boards authorized some expenditure of something like \$5,000.

HOLMAN Mr. Holman stated that there is \$6,000 in the budget for this year for this project.

FREIREICH Mrs. Freireich stated that there should be some guidance as to how much he will be expected to do on this.

SCHENCK Mr. Schenck added that it would be within that grant application.

HOLMAN Mr. Holman stated that it would be within the Manager's authorization to sign as long as it had been budgeted. A \$6,000 budget had been set aside for joint municipal fire.

COUNTESS Mr. Countess indicated that Spring Garden would certainly match that.

MAUST Mr. Maust confirmed that had been done.

HOLMAN Mr. Holman noted that Mr. Hovis would provide an estimate cost.

SCHENCK Mr. Schenck noted that this is the type of project that the legislature wants to provide funding for through grants.

HOLMAN Mr. Holman noted that the first portion might have to be underwritten by the Townships because they usually don't do retroactive payments, but they would provide for future payments.

HOVIS Mr. Hovis indicated that, having heard the discussion and knowing how much time it would take him to turn around a product for the Committee's use, it would be the most cost effective way to proceed. He did not think it would cost that much to produce a document that will identify issues that will provide some guidance to start talking about discussion points as well as legal pitfalls that need to be reviewed.

HUNT Chairman Hunt asked Mr. Hovis if he could provide a draft document for submittal for next month.

HOVIS Mr. Hovis responded that he absolutely could do so.

MAUST Mr. Maust stated it then would become a Work Plane, which will be the draft charter agreement that becomes a real living document going forward and is of value.

MR. SCHENCK MOVED TO ENGAGE THE SERVICES OF MR. STEVE HOVIS TO START THE FIRST LEVEL DRAFT OF THE CHARTER AGREEMENT. MRS. FREIREICH WAS SECOND. MOTION UNANIMOUSLY CARRIED.

**SPRINGETTSBURY TOWNSHIP
JOINT FIRE SERVICES AD HOC COMMITTEE**

**AUGUST 16, 2005
APPROVED**

HUNT Chairman Hunt indicated that a motion was in order to extend the meeting for 15 additional minutes.

MR. SCHENCK MOVED TO EXTEND THE MEETING TO 8:15 P.M. MR. COUNTESS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

HUNT Chairman Hunt stated that Old Business would be skipped because much of that information will be covered in the draft document.

FREIREICH Mrs. Freireich asked whether the volunteers would be encouraged to begin attending the meetings. She wanted to be sure that they are treated equally and fairly as volunteers because they are going to become a real important part of the process and the Committee is going to need to hear from them as it moves forward in this process.

SCHENCK Mr. Schenck stated that he would re-remind the Springettsbury volunteers.

COUNTESS Mr. Countess stated that he was very encouraged at the progress tonight because a giant step had been made in the right direction. The biggest problem we're going to have is to figure out how to incorporate the volunteer fire department equipment and real estate into this combined structure, and that's something to start working on promptly. He asked whether there was a state association that represents the volunteer fire companies that would have expertise in how this could be accomplished?

MAUST Mr. Maust responded that DCED would be the best source.

SCHENCK Mr. Schenck noted that VFIS is right here in town.

SCHENCK Mr. Schenck noted that there had been discussion about subcommittees. The volunteer portion of this might be a valuable subcommittee. Review of the whole volunteer component and having discussions with them to see how that can all be pulled together might be an appropriate subcommittee.

HUNT Chairman Hunt stated that he was suggesting a Volunteer Relations Subcommittee.

SCHENCK Mr. Schenck responded that he thought it would be good to reach out and engage them.

MELLON Mr. Mellon indicated that at some point in time the Committee has to decide what role the Committee would want the Volunteers to play.

SCHENCK Mr. Schenck responded that it had been defined in item 11. However, he would rather not do that in a vacuum. They need to be involved.

**SPRINGETTSBURY TOWNSHIP
JOINT FIRE SERVICES AD HOC COMMITTEE**

**AUGUST 16, 2005
APPROVED**

HUNT Chairman Hunt asked Miss Reese to include that on next month's Agenda to include discussion of the creation of a Volunteer Relations Subcommittee.

L. Adjournment

HUNT Chairman Hunt adjourned the meeting at 8:10 p.m.

Respectfully submitted,

John Holman
Secretary