

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

**OCTOBER 17, 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
Don Bishop, Springettsbury Township
Holly Gumke, Spring Garden Township
Todd Langeheine, Springettsbury Township
Bill Mader, Spring Garden Township
John Fullmer, Jr., Spring Garden Township

ALSO IN ATTENDANCE: John Holman, Springettsbury Township Manager
Greg Maust, Spring Garden Township Manager
Barry Emig, Spring Garden Township, Fire Chief
Andrew Stern, Managing Director of Fire and Rescue Services
Various members from Spring Garden/Springettsbury FC

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

MAUST Mr. Maust certified that a Quorum was present with Holly Gumke, Bill Schenck, Austin Hunt, Jon Countess, and Todd Langeheine.

D. Approval of Meeting Minutes: September 19, 2006

MR. COUNTESS MOVED FOR APPROVAL OF THE SEPTEMBER 19, 2006 MEETING MINUTES AS PRESENTED. MR. SCHENCK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

E. Public Participation: Comments from the Public

There were no Public Comments.

F. Correspondence and Other Communications

There was no correspondence or communications for discussion.

G. Identification Package Presentation and Discussion

STERN Mr. Andrew Stern introduced representatives from Bradley Academy: Ms. Sandra Roberts, a staff member, Jacquelyn Williams and Adam Holtzapple. He reported that he, Chief Emig, representatives of both Spring Garden and Springettsbury's unions, career firefighters and volunteers had met with these three individuals to come up with a name and a logo patch for the new department. Ms. Williams is the student whose patch was chosen.

ROBERTS Ms. Roberts stated it had been a pleasure to work with both of the townships and it was a very positive project. She explained that it helps the students by giving them an opportunity to use their skills which will help launch their career positions. She provided a packet of information for the Committee.

Jackie Williams and Adam Holtzapple provided the development process information in a PowerPoint presentation.

ROBERTS Ms. Roberts stated that they had to think through the bigger picture other than just a patch. They took into account all the different elements that would be developed using a system in which the students are taught the graphics design program at Bradley Academy.

WILLIAMS Ms. Williams explained the process in which they were presented with the situation where two different townships and fire companies wanted to join forces. She and Adam Holtzapple came up with a word list from which evolved the York Area United Fire and Rescue.

ROBERTS Ms. Roberts asked them to relate the strength of the words and why the word "united" was chosen.

WILLIAMS Ms. Williams responded that the work would show two or more townships coming together, which also would be open for additional townships to work together.

HOLTZAPPLE Mr. Holtzapple stated that he had researched several words that would represent the action of coming together, which he found in the Thesaurus.

WILLIAMS Ms. Williams explained how the visual elements and name came together using the colors of red, white, and blue. Their starting point was a type of military font showing strength. The compass indicated all areas with the outline of York County, the fire shield and the Keystone for Pennsylvania.

ROBERTS Ms. Roberts indicated one of the things she liked best about the design was the strength of the patch. The compass portrayed what the future might include with all different areas. The word United indicated one force, people working together in a collaborative effort. She thought it was very strong. She stated that they are

going to go ahead and develop a standards manual, which will be strong and adhered to over years and does not waiver. The logo will be used on signage, letterhead and on apparatus, etc.

The PowerPoint presentation included the Need for Identity Program, Elements of Identity, Form of the Visual Identifier, Application and Implementation which included the Identity Manual, Graphic Standards Manual Guidelines and Specifications, Recipients for Graphic Standards and Publications, which included the Next Step.

ROBERTS Ms. Roberts thanked the two townships for the collaborative effort and indicated they looked forward to continuing the development of the Identity Package.

HUNT Chairman Hunt stated that they obviously have skills in graphic arts. He asked about how they had obtained some of the history of firefighting.

WILLIAMS Ms. Williams responded that they had several meetings with the firefighters about the design and the history. However, she had done her own research.

HUNT Chairman Hunt thanked the students, and presented each of them with a small stipend in appreciation of their efforts.

HUNT Chairman Hunt asked Mr. Maust whether the municipal boards were aware of the project and whether either had formally accepted it at the municipal level.

MAUST Mr. Maust responded that both elected boards had reviewed the Identity Package, and neither had expressed any concerns with what had been developed to date.

H. DCED – Dean Fernsler

HUNT Chairman Hunt introduced Dean Fernsler of DCED. He stated that Mr. Fernsler had been a valuable asset and champion of the project, which could not have been done without his help.

FERNSLER Mr. Fernsler thanked both townships, as well as the task force, for their support of the effort. He noted that much work had been done to get to this point, and he appreciated the effort and sacrifices made in a very difficult project.

HUNT Chairman Hunt noted that a very generous grant had been received, and through Mr. Fernsler's office in Harrisburg, the committee had been able to attract and hire a nationally-recognized firm, Carroll Buracker & Associates. Their representative, Les Adams, was contracted to step forward and look at the work done to date, have an unbiased professional set of eyes, compile data, ask some very pointed questions and compile a report. He stated that Mr. Adams had a long and full background in fire services and has been a fire service and consolidation consultant for some time.

I. Carroll Buracker & Associates – Consultant Study Presentation

ADAMS Mr. Les Adams stated that he appreciated the opportunity to present what turned out to be a rather voluminous document. He stated that the timing of the Bradley completion of the patch was outstanding and it was a very good looking patch. He had used it extensively throughout his 250-page report. Mr. Adams provided a PowerPoint presentation highlighting the information he had gleaned. He stated that there were several chapters, which included an Introduction, Implementation, Consolidation, Volunteer Recruitment and Retention, Services, Emergency Medical Services, and The Model.

Mr. Adams provided some background concerning Carroll Buracker & Associates, as well as the firm's dedication to public safety. He touched on the scope of the work for the project, which included the approach, data collection from municipal officials, fire chiefs and other officers. During his investigation he had spent part of the interview time at the fire stations observing work performed, analyzing the data collected and identifying resource base lines in terms of fire station locations, apparatus, specialty units, etc. He then compared the analysis to other similar projects, as well as national standards, developed alternative recommendations, developed a comprehensive report, followed by an oral presentation.

His report was provided in hard copy format for the municipalities and is available on both websites. Therefore, the detail of that report will not be included in these minutes.

Several important aspects were reported:

- Recommended a station at Tri Hill area for better coverage and response time.
- Two union contracts, Local 4460 and Local 2377 - recommended creation of one.
- Incentives to motivate volunteer firefighters.
- Future budget projections – excellent budgeting in place.
- Savings – Operating budget (\$16,000 less/year); Apparatus Disposed of over 20 year period (\$900,000 savings), Operating Costs (reduction \$400,000), Revenue from disposed of apparatus (\$60,000), Decreased operating budget for merged department (\$60,000). Estimated 20-year cost savings and avoidance is \$1.6 million.
- Initial operations to start June 1, 2007 organized under Fire Commission.
- Draft Charter Agreement clearly written.

HUNT Chairman Hunt stated that the report was very detailed. The next role for the Committee is to have a Work Session during November that will include one representative from each of the associations, two labor union members, one representative from each volunteer companies. The objective will be to have

open discussion on some of the details and at the conclusion of that Work Session to endorse or recommend the study to both Spring Garden and Springettsbury Township. A joint meeting will be held during early January, 2007 with the two municipal boards, and Mr. Adams will be available to answer any questions at that time.

GUMKE Ms. Gumke thanked Mr. Adams and his company for the amazing effort that he had put forth to bring the idea of individuals into a near reality.

HUNT Chairman Hunt echoed her comments and added that what he had read was very well researched and in a lot of detail; an outstanding piece of work. He asked whether there were any questions from the attendees.

Are response times and coverage areas of the north east of Springettsbury Township with future land use map indicated as adequate coverage? Answer: Two stations recommended, one in Tri Hill area.

Is this the first project in Pennsylvania that is regionalization of combined career and volunteer fire company? Answer: First in Pennsylvania; extensive combination department experience outside of the state.

Was York City involved in his discussions? Answer: Met with the Chief and the Mayor.

Did the unions diminish from nine to two by new hires and general attrition or did they actually merge? Answer: They merged. They were IAFF as well as FMBA but they chose to merge into two.

How are you going to determine funding possibilities for each municipality? Answer: Review cost allocation section in the Model chapter; information includes square miles, population, assessed value of property, etc.

What would prohibit or hinder a municipality from pulling out? Answer: The Charter Agreement includes methodology for becoming part of the organization. There is a process for pulling out and some financial impacts making it difficult.

HUNT Chairman Hunt added that the draft Charter Agreement indicates that the first two municipalities agree to stay involved for 10 years up front. Any additional municipalities who join agree to give three year's notice before pulling out.

How would the administration of the consolidated companies work. Currently in the Springettsbury Township Volunteer Fire Company there is a Board of Directors, President, Vice President, Secretary, Treasurer and two additional members. How will that be affected/change? Answer: The Model chapter discusses the opportunity for the volunteer fire companies to decide to become one; however, it is not essential for the new agency to function. The Volunteer

Fire Company administrations could essentially remain untouched. Continuous training would be necessary to remain up to date with the safety standards.

Will the new station be a headquarters station? What station would be moving?

Answer: The suggestion is that the Tri Hill Station would be more centrally located for Grantley since they provide EMS service; however, it would be their decision.

Would the operations be only from one station rather than two? Answer: Yes, the recommendation/suggestion is that it might be wise for Springetts and the Springettsbury Volunteer Fire Company to relocate to the new headquarters station; consider contributing the proceeds from the sale of their old station. Strictly a matter of decision on the part of the VFC.

Does your summary indicate that there is a change in service within the two townships from a mainly volunteer-based department to a career service?

Answer: It is a fact that in terms of actual service delivery it is largely a career organization. Spring Garden volunteers seem to be more active than Springettsbury.

Would it be a quality of life issue for the townships to identify what they want to provide service? Answer: It's just a fact of quality of life in terms of volunteers participating and whether they want to or not for the future. A pathway for them to become an important part of this new agency was suggested.

Has there been any kind of pension discussions for volunteers, in the area of retention? Answer: One recommendation is to consider volunteer recruitment and volunteer length of service award programs. Additional information can be found in the Recruitment and Retention chapter.

Is there a plan for those who may have become firefighters and move into officers? Will career staff be reduced in the plan? Answer: No, there would be no reduction in totality in the number of career staff.

If another department decided to come in, how would their staffing be reorganized? Answer: There would be transition, and they would be required to make adjustments in titles or functional work. This report suggests that nobody lose jobs or benefits as a result of the transition.

Does one township have more to gain or lose than the other financially? Answer: Because the townships are so different in terms of size, assessed valuation, population, level of development, a cost allocation formula would be developed by agreement.

Assuming that a funding mechanism has been determined and there's a new organization in place, going forward, what mechanisms are in place, or what

motivation is there for this new organization to operate efficiently and keep costs down and service levels up? Answer: The roots of the policy makers of the organization will come from the townships. The policy makers will reflect fiscal issues. A Commission and the Fire Chief would concentrate their efforts and develop quality service delivery approaches.

Is there to be a cost saving initially or is it a long term saving? Answer: The longer time goes on, the more cost savings and efficiencies there will be. The larger the department, the more municipalities involved, the more likely the more efficient and cost effective it will be for the townships.

FULLMER Mr. Fullmer asked whether Mr. Adams will attend the next meeting to respond to additional questions following review of the report by the Committee.

HUNT Chairman Hunt asked Mr. Adams whether he could do so. He stated that it will be a Work Session on the third Tuesday, November 21st with an informal setting for open conversations on the issues.

ADAMS Mr. Adams responded that he thought he could and would check the schedule.

J. ADJOURNMENT:

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

Respectfully submitted,

John Holman
Secretary

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