

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

**MAY 16, 2006  
APPROVED**

Springettsbury and Spring Garden Townships Joint Fire Services Committee convened on Tuesday, May 16, 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  
Ellen Freireich, Springettsbury Township  
Holly Gumke, Spring Garden Township  
John Fullmer, Jr., Spring Garden Township  
John Holman, Springettsbury Township  
Andrew Stern, Springettsbury Township  
Barry Emig, Spring Garden Township  
Don Bishop, Springettsbury Township

**MEMBERS NOT  
IN ATTENDANCE:** Bill Schenck, Springettsbury Township  
Greg Maust, Spring Garden Township  
Todd Langheine, Springettsbury Township

**ALSO IN  
ATTENDANCE:** Members of Springettsbury and Spring Garden Fire Co.  
Joe Barron, Spring Garden Township/Victory Fire Co.  
Don Eckert, Springettsbury Township Volunteer FC  
Dave Eckman, Springettsbury Township Fire Company

**A. Call to Order**

**HUNT** Chairman Austin 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 stated that a Quorum was present with Mr. Bishop, Mr. Hunt, Ms. Freireich, and Mr. Fullmer as alternate for Spring Garden Township.

**D. Approval of Meeting Minutes: April 24, 2006**

**MS. FREIREICH MOVED TO APPROVE MINUTES OF THE APRIL 24, 2006 MEETING. MS. GUMKE WAS SECOND. MOTION UNANIMOUSLY.**

**E. Public Participation: Comments from the Public**

There were no public comments.

**F. Correspondence and Other Communications:**

**G. Staff Reports:**

**1. Grant Application(s) Status**

**a. DCED Shared Municipal Service Program Grant**

**HOLMAN**

Mr. Holman stated that correspondence had been provided to the Committee which related to the Shared Municipal Services Program grant and the contract with Buracker and Associates. Signatures on the Shared Municipal Services acceptance letter authorized the townships to incur expenses against the grant and indicated acceptance of the terms and conditions. Copy of the Resolution from both townships had been distributed to the Committee as well as a copy of the grant. All documentation had been signed and forwarded to DCED for signature. Costs can be encumbered and in addition requests for reimbursement can be filed.

**b. York County Intergovernmental Cooperation Grant**

**HOLMAN**

Mr. Holman stated that he did not expect to hear anything with regard to the York County Intergovernmental Cooperation Grant for approximately a month. He had no update on the grant application that was filed with the legislative offices. He indicated that Mr. Maust would provide an update on that at the next meeting.

**GUMKE**

Ms. Gumke commented that she had a brief discussion with Lori Mitrick, who indicated that they are in the process of completion of the paperwork and should provide the documentation soon.

**2. Update from Staff:**

**a. Economic Review**

**HOLMAN**

Mr. Holman reported that the economic review will be done during the Buracker study.

**b. Inventory**

**HOLMAN**

Mr. Holman added that Buracker had requested a list of inventory items. The inventory had been received from the Chiefs and will be provided to Buracker. Interviews will be conducted by Buracker with the managers, elected officials, fire chiefs, senior fire department officials, all fire department personnel, all union officials, all volunteer fire officers and appropriate members, individuals with information on fire station location

options, the township's planning staff, which will be the Jt. Fire Services Committee, GIS staff, all other township staff as necessary, along with key stakeholders consisting of business and community leaders. The study is expected to be completed within four months.

**H. Old Business:**

**1. Update of DCED Peer Consultant Study**

**HUNT** Chairman Hunt noted that Dean Fernsler had communicated to Mr. Holman earlier during the week that Chief Heddon had some additional comments to add to his report, which will delay completion of the report an additional month.

**2. Status of Draft Charter Agreement**

**HUNT** Chairman Hunt stated that there had been no change in the documentation of the draft charter agreement. That document had been forwarded to Mr. Adams at Buracker for his review.

**3. Title Update**

**HUNT** Chairman Hunt requested the volunteers and the career firefighters to begin revisiting the title of Metro York Fire and Rescue. He indicated that several other prominent projects had surfaced in the York area titled Metro York which have nothing to do with the fire service project. He indicated the need for an alternate idea and added that he was aware that everyone had worked very hard on the name.

**I. New Business:**

**1. Les Adams – Buracker Report – Presentation**

**HOLMAN** Mr. Holman introduced Mr. Les Adams of Carroll Buracker & Associates. He explained that Mr. Adams would be the consultant representative working with the townships on the project.

**ADAMS** Mr. Adams indicated he would provide a PowerPoint presentation providing information about the firm, staff, history and projects of Carrroll Buracker and Associates. In addition he will discuss the project, time frame and various steps that will be followed. He explained that Carroll Buracker and Associates is a full public safety consulting firm having completed police, fire, medical services and dispatch studies over the past 20 years. He noted that Mr. Carroll Buracker was former Police Chief of Fairfax County, Virginia for 18 years.

Mr. Adams personally had worked for Montgomery County as Chief Officer and had been full time for Buracker since 1993.

Various points of the PowerPoint presentation follow.

- Fire department studies – Mostly east coast and northeast area including 120 municipalities.
- Pennsylvania fire studies included Allentown, Downingtown, Norristown
- Police studies in Falls Township
- EMS study in Lower Marion Township
- Dispatch study in Philadelphia, Pittsburg, and Upper Marion

**HUNT**

Chairman Hunt asked whether the fire studies had been primarily volunteer or primarily career firefighters.

**ADAMS**

Mr. Adams responded that there were three types of services:

- All volunteer and a combination of paid and volunteer
- Paid fire departments such as Hartford, Connecticut, Springfield, Massachusetts, Tacoma and Washington.
- Combination fire and EMS county systems throughout east cost including six in Virginia and four in Maryland.
- Pennsylvania studies included two police and career fire and EMS.

Mr. Adams provided the members of the entire primary study team and noted that Carroll Buracker, Kari Foster and he will be doing the Springettsbury/Spring Garden fire service study. Mr. Adams personally will do most of the on-site work. Mr. Adams noted that he had volunteered in four different fire departments and current is a volunteer in Maryland where he resides. His background in fire service extends over 30 years. Their team represents a broad range of fire service experience. Mr. Adams stated that some of the material used in their assessments emanates from the Commission on Fire Accreditation International. He serves as a peer assessor for the Commission.

Mr. Adams reviewed their corporate philosophy.

- Open and honest assessment.
- No relationships with local municipality.
- Follow standards and laws, seek employee input and consider the customer a primary factor for conclusions and implementable recommendations.

**HUNT**

Chairman Hunt noted that Pennsylvania has no real laws guiding any fire service regionalization. He asked whether anyone on the Buracker staff had state law experience. He noted that the state legislators had been supportive of the effort and wondered whether there might be some enabling legislation needed.

**ADAMS**

Mr. Adams responded that if the study process indicated a need, they would offer recommendations. All of the Buracker staff has a strong background in the National Fire Protection Association Standards and OSHA, and even though guidelines might not absolutely apply in Pennsylvania, they could be used as guidelines. He added that he had spoken with Mr. Holman about getting local solicitor support in some of the legal aspects of this project. If such issues arise, they will work through the local solicitor.

Further summary of the presentation:

Core tasks - Areas of review and importance:

- Policy level organization structure
- Legal options and considerations
- Command and administrative organizational structure of a consolidated fire department
- Fire prevention programs
- Funding options
- Role of volunteer fire fighting staff – Large percentage of time to be spent.
- Fire and EMS training programs
- Professional specialty services such as HazMat, defined rescue, heavy rescue, etc.
- Communication and dispatch in a consolidated department.

Data Collection - Chiefs are providing data such as delivery data, staffing, risk information, previous plans, current operations, geography, etc.

Interviews - Meet with everyone for understanding of importance and future work, problems. People who are impacted will buy into the project because they had a say even though they may not agree with everything, but they have an understanding of the logic of it.

**HUNT**

Chairman Hunt ask what was meant by the term stakeholders.

**ADAMS**

Mr. Adams responded that stakeholders would be business people, community leaders and people not directly part of the township or the fire department organization structure. It is important to consider stakeholders because they have a different view of things.

**FREIREICH**

Ms. Freireich asked where they would obtain the stakeholder names.

**ADAMS**

Mr. Adams will request that information from the Committee or township officials. He added that they will meet with volunteer staff, labor officials

and any committees that will be impacted by the study or implementation. Interviews will take place in the within one to 10 weeks.

On-site observations - They will visit fire stations, meet with company officers and firefighters, and may have the opportunity to observe some incidents. They want to be sure to have some interaction at the service delivery level, and have an opportunity to observe what occurs there.

Assimilate information – They will begin to assimilate information gathered and analyze it. Some of the data reviewed includes: risk analysis, geographic decision areas, interview data, all of the things that would have been collected in the initial part of the study.

Identified resource baselines - Fire station locations and apparatus and includes station location that is GIS based. There may be considerable economies in terms of future capital equipment.

**HUNT**

Chairman Hunt asked how large a geographic area will be included in the study.

**ADAMS**

Mr. Adams responded that the two townships will be included. However, they will look at adjacent fire stations where there may be mutual aid agreements. Mr. Adams continued that they will do a comparative analysis, consider national standards, and review the strengths of the agencies. They will then identify alternatives and recommendations in all of the areas of study. They will develop a comprehensive written report with analysis, recommendations, a timeline and color illustrations. They will participate in monthly meetings as necessary and periodically in meetings with the managers and keep everyone informed. The final report and oral briefing is typically supported by a PowerPoint presentation.

Mr. Adams provided some added information on other fire department studies completed by Carroll Buracker & Associates. In summary, he indicated that the strengths, qualifications, experience as a team, consistency in team members, up to 18 years, uniquely qualifies them to provide a quality study.

**FREIREICH**

Mrs. Freireich asked what kinds of reports or information Mr. Adams would provide on a monthly basis as opposed to simply providing a final report.

**ADAMS**

Mr. Adams responded that the monthly reports would provide the status of the project and indicate any issues that might require the Committee's help or provide rumor control. The RFP called for him to meet with the townships, and he will be present if necessary.

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**HUNT** Chairman Hunt indicated that he would prefer Mr. Adams attend meetings on a monthly basis. Previous experience with a peer consultant that was engaged approximately 18 months ago and who guaranteed a study to be completed in six months had yet to provide any study to date. Chairman Hunt acknowledged that a monthly meeting might be somewhat tedious; however, for the peace of mind of the Committee, they would prefer monthly attendance.

**ADAMS** Mr. Adams responded that it will not be a problem as they prefer to have good open communications as the project goes along. It would help to identify any areas they might have missed, etc.

**HUNT** Chairman Hunt stated that Mr. Adams' presentation was very nice; Buracker got the job.

**J. Committee Resolutions:**

There were none for discussion

**K. Adjournment:**

**HUNT** Chairman Hunt asked for questions from the audience. Hearing none, he adjourned the meeting at 7 p.m.

Respectfully submitted,

John Holman  
Secretary

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