

Regional Emergency Services Task Force

Meeting Minutes

1/8/2009

Manor Township Maintenance Building

I. Call to order

The meeting was called to order by Chairman Guthrie at 7:00 p.m.

II. Roll call

The following task force members were present:

Glenn Hess – Highville Fire Co.
Jay Breneman – Manor Twp.
Russell Guthrie – Manor Twp. – Citizen
Phil Lastowski – Millersville Boro Council
Robert Thompson – Millersville Boro. – Citizen
Jim Eshleman – Millersville Fire Co.
Don McCann – Millersville Fire Co. – Citizen
Ron Goe – Washington Boro Fire Co.
Scott Haverstick – Washington Boro Fire Co. – Citizen
Craig Hohman – West Lancaster Fire Co.
Mark Lauriello – West Lancaster Fire Co. – Citizen
Gregory G. Noll – Community-at-large – Citizen

Unable to attend:

Carl Harnish – Highville Fire Co. – Citizen

Others attending:

Ted Gingrich – West Lancaster Fire Co.
Bill Hapke – Highville Fire Co.
Dean Gantz – Mountville Fire Co.
Glenn Deatrick – Highville Fire Co.
Keith Eshleman – Millersville Fire Co.
Les Eckman – Washington Boro Citizen
Jimmy Knapp – Washington Boro Fire Co.
Dick Schoch – Washington Boro Fire Co.

III. Review and approve 12/4/08 Meeting Minutes

Motion by Ron Goe to approve the 12/4/08 minutes with the correction of the date of the prior minutes (S/B 11/6/08), and a clarification on the mention of “Act 7” by Jay Breneman (page 2) to also include “Act 8.”

Second by Jim Eshleman.

Motion passed.

Don McCann advised that he will make the corrections and email the corrected version.

IV. Approve Expenditures

Russell Guthrie requested advance approval to purchase printing supplies of approximately \$150.

Motion by Scott Haverstick to approve approximately \$150 fir printer supplies.

Second by Robert Thompson.

Motion passed.

Russell Guthrie requested approval of expenditure of \$111.59 for newspaper advertisement of 2009 meetings.

Motion by Jay Breneman the to pay the advertising bill.

Second by Greg Noll.

Motion passed.

V. Speaker for next meeting

Russell Guthrie advised that Mark Burrows from the Warrior Run Area Fire Company, which serves four boroughs and two townships, will be the speaker at the next meeting. At that meeting we will also review the budget as provided by the Administrative Committee. The March meeting will review the 20 Year Equipment Projection as provided by the Tactical Committee. Subsequent meetings will focus on budget preparations to be able to present to Manor Township and Millersville Borough in August.

VI. Review of Accomplishments so far

Russ Guthrie reviewed our mission and provided a brief recap of the work of the Administrative and Tactical Committees so far.

There was discussion whether the issue before us is mainly to assure funding, and if there is continuing need for us to pursue an administrator position. The consensus reaffirmed we need to pursue all the benefits of consolidation and an administrator position.

Mark Lauriello said he felt we were not making the progress we should, that we should roll up our sleeves and get more done in the Tactical and Administrative Committees.

Robert Thompson concurred from the Administrative Committee standpoint; we need to produce a Constitution and By-Laws for consideration.

Ron Goe said we need to keep moving if we are going to have a finished proposal by August.

Motion by Don McCann: The Administrative and Tactical Committees shall meet separately monthly between the regular monthly Task Force meetings.

Second by Ron Goe.

Motion passed.

Jim Eshleman suggested we limit the time spent on the monthly review of the Task Force mission and progress to date, to allow more time for current work.

Discussion continued on funding with a conclusion that we need to do more study before a proposal can be presented to the municipalities.

Russell Guthrie suspended the general meeting of the Task Force at 7:54 p.m., so the Administrative and Tactical Committees could convene.

VII. Notes from Administrative Committee Meetings (including meeting that took place at later date)

January 8, 2009

Discussion of bylaws--should we try to draft bylaws by consolidating current bylaws on our own, or have them prepared by an attorney. Robert Thompson indicated that all from current bylaws are quite different, and the articles do not correspond and therefore do not lend themselves to direct comparison. Les Eckman noted that Goodwill had theirs prepared by an

attorney, and suggested we start from scratch in drafting a new set of bylaws for a Consolidated Company.

Russ commented that he thought we should focus on getting the budget done before the bylaws, although we should work on both.

Don McCann reviewed the consolidated income statements he had prepared for the four companies. He indicated he consolidated them but did not condense them. It was realized there were errors in calculating some of the Consolidated column. Les said we need to focus on the end result instead of spending too much time on the details as the changes to the line items will only occur over time--not in the first year. Ted Gingrich noted that most of the operating expenses will not change, i.e., building expenses. But several noted that there will be administrative savings and the capital expenses (as developed by the Tactical Committee) will be better coordinated which should result in additional savings, but these savings may not be apparent in the first year. This will be a challenge for the municipal officials to deal with if immediate savings are expected. Fund raising will need to continue, even if the municipalities pick up more of the funding.

We agreed to meet the third Thursday of each month. We will meet 1/15/09, at Highville Fire Company to condense the Income Statements.

January 15, 2009

Members present: Russ, Don, Les, Dick, Ted, Glen, Joan and Bob

Before the scheduled starting time, 7 PM, the members were treated to a viewing of the impressive equipment and facilities of our host, the Highville Fire Co. Thanks, Glen.

For an hour and a half we worked diligently on crunching numbers and categories on Dons' spreadsheet project. We arrived at a consensus opinion on the following items:

1. The need to employ one type software by the four organizations-Quicken?,
2. Establish uniform reporting of categories,
3. Reduce the number of line items from seven(7) pages to two(2)Pages while maintaining accessibility to details,
4. Have the two(2) page presentation available for analysis and discussion at the February meeting of the full Committee, and
5. Establish the need for all organizations to have 2008 data quickly available in this format.

For the last half hour of the meeting we had a general discussion on the following topics:

1. The possibility of having a midcourse presentation made to the Manor Township Supervisors and the Millersville Borough Council on the ESTF Committees progress to date with hopefully a Resolution by those bodies supporting our work and encouraging us to complete our task (buy In),
2. The necessity of establishing a time line in which tasks are to be completed,
3. Resolved to work as a full committee to work on the Constitution and Bylaws,

4. Hoped to have the name of this new entity resolved,
5. Hoped to have the numbers of members/citizens to sit on the Board established, and
6. Questioned the selection of legal representation and the timing of the selection and authorization.

Next meeting of the Administrative Committee is 2/19/09 at Highville Fire Co.

VIII. Notes from Tactical Committee Meetings (including meeting that took place at later date)

January 8, 2009

Each of the four fire companies provided the committee with information on currently planned Major Equipment and Capital Needs. This information was provided for inclusion in a worksheet intended to summarize, in one place, all of the known equipment and capital needs for each of the four individual companies. The collected information treats each company as a stand-alone company -- it did not assume that a consolidation would take place. Information was provided to Mark so that it could be compiled and distributed.

After compiling and discussing the capital needs of the four individual (non-consolidated) companies, the committee then wrestled with this critical question:

Do we have the capabilities in the committee to determine the major equipment, station, and other capital needs of a consolidated company?

The fire guys on the committee stated that they do not believe that our committee has the expertise, time, or credibility to determine the major equipment and capital needs of the consolidated company. It was suggested that we develop a Request for Proposal (RFP) and send it to qualified consultants with known expertise in this (emergency services) area. Greg Noll volunteered to discuss this with some of his contacts in the industry and develop a DRAFT RFP for the committee to consider.

January 29, 2009

The committee re-visited the need to hire a consultant to determine major equipment, capital, station, and other needs. There was again unanimous agreement in the committee that a consultant was necessary to bring credibility, objectivity, and impartiality to the process of identifying needs. A consultant is also necessary to ensure compliance with NFPA and other standards.

The committee reviewed and suggested various edits to the RFP that Greg Noll had prepared. The intent is to briefly review the RFP with the full committee at our meeting on February 5, 2009. Once the full committee authorizes sending the RFP, Greg Noll will distribute the RFP to consultants. The tentative plan is to receive proposals and costs for review by the full committee at our March 5, 2009 meeting. If the full committee authorizes proceeding with the study, it is estimated that the study will take roughly 5 months to complete. If that is the case and if all goes well, the consultant's report may be ready for review by the full committee by August of 2009. Greg Noll agreed to be the point-of-contact for the consultants, should they

have questions as they prepare their proposals. Someone else will need to be the point-of-contact for the consultant as they actually prepare the study.

The committee took another look at the Major Equipment and Capital Needs spreadsheets and offered revisions and additions for Mark to include and distribute.

Russell Guthrie re-convened the meeting of the Task Force at 8:54 p.m.

Russell Guthrie asked that the two subcommittees present a report of their mid-January meetings at the next meeting.

There were some questions about the subject of the proposed speaker from Warrior Run at our next meeting. Jim Eshleman said if they consolidated, like we intend to do, then we should proceed with having Mr. Burrows speak to us so we can learn from their experince.

IX. Adjournment

Motion to adjourn by Jim Eshleman.

Second by Robert Thompson.

Motion passed. Meeting adjourned 8:58 p.m.

X. Next Meeting

Time – 7:00 p.m.

Date – February 5, 2009

Place – Manor Township Maintenance Building
Route 999 and Supervisor Road

Minutes submitted by: Don McCann, Recording Secretary