

Regional Emergency Services Task Force

Meeting Minutes

4/2/2009

Manor Township Maintenance Building

I. Call to order

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

II. Recognize Present Members and Visitors

Chairman Guthrie recognized members present and welcomed others and asked all to identify themselves.

Roll call

The following task force members were present:

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

Unable to attend:

Glenn Hess – Highville Fire Co.
Phil Lastowski – Millersville Boro Council

Others attending:

Ted Gingrich – West Lancaster Fire Co.
Joan Matterness – West Lancaster Citizen
Dean Gantz – Mountville Fire Co.
Jim Knapp – Washington Boro Fire Co.
Jim Neff – Washington Boro Fire Co.
Bill Hapke – Highville Fire Co.
Glenn Deatrack – Highville Fire Co.

Dick Schoch – Washington Boro Fire Co.
Carolyn Ranck – Manor Twp. Citizen

III. Review and approve 2/5/09 Meeting Minutes

Chairman Russell Guthrie noted that after the last meeting it was realized that the second for the motion to approve the 2/5/09 minutes was made by Glenn Deatruck who, although he was filling in for the absent Glenn Hess he was not the official a member of the Task Force; therefore we thought it best to re-approve the minutes.

Motion by Robert Thompson to approve the 2/5/09 minutes as presented.

Second by Craig Hohman.

Motion passed.

IV. Review and approve 3/5/09 Meeting Minutes

Ron Goe noted that he did not vote “no” on the motion on page 5 to advertise the sub-committee meetings.

Motion by Jay Breneman to approve the 3/5/09 minutes with a correction on page 5, that it was “Greg Noll” not “Ron Goe” who voted “no” for the motion to advertise the sub-committee meetings.

Second by Jim Eshleman.

Motion passed. [Note: Secretary McCann emailed the corrected 3/5/09 Minutes to Task Force members on 4/3/09.]

V. Approve Lancaster Newspaper Bill for \$168.86.

Russell Guthrie presented a bill from Lancaster Newspapers for advertising meetings for \$168.86, and requested that it be paid.

Motion by Ron Goe to pay the bill.

Second by Robert Thompson.

Motion passed.

VI. Sub-Committee Report – Tactical

Mark Lauriello said work is progressing on two fronts—the work of the consultant, and the four chiefs began their work on Standard Operating Guidelines (SOG). He said Russell will update the consultant’s work later in the agenda, he then asked Ron Goe to give an update on the SOGs.

Ron Goe said the chiefs met and used the Millersville SOGs as a starting point, since they were the most complete, and compared the other companies SOGs point by point to select the best, or combine features of all, to develop a new SOG for the consolidated company. The second meeting on the SOGs is scheduled for the 22nd of April.

Mark said with the main work this month focused on the consolidation of the SOGs the 4/30/09 meeting will be cancelled.

VII. Sub-Committee Report – Administrative

Robert Thompson reported that notes from the 3/19/09 meeting were included with the March Task Force Minutes. The committee is still awaiting the financial information from West Lancaster Fire Company and understands they have had a computer problem causing the delay. The Committee will be looking for more direction from the Task Force as the work of the consultant progresses.

Don McCann noted that since the 3/19/09 meeting he has received all the financial information for 2008 and 2009 projections for all four fire companies, and he has forwarded it to Jay Breneman to assist in complying with Act 7, but has not yet sent the information to the task force because Joan Matterness is reviewing the 2008 data. She had found some errors in the 2008 data and will provide that later this evening. [Note: Secretary McCann sent the updated 2008 & 2009 spreadsheet to Task Force members on 4/15/09.]

Jay Breneman said that the information provided meets the requirement for the four fire companies. Now all Manor Township needs is the Mountville report.

VIII. Report –1st Dr. Jenaway Meeting March 23, 2009

Robert Thompson said Dr. Jenaway felt that the Task Force has made good progress so far in the last 15 months, and that our selection of him will enable the completion of the task. Dr. Jenaway said he thought the completion of the NFPA 1720 Self Assessment Form will assist with the process. He thought it would take each fire company about 10 to 12 hours to complete. The Form can be split up and completed by multiple fire company members.

Robert said Dr. Jenaway also recommended attorney Steve Worth, from Page Wolfberg and Worth LLC of Mechanicsburg, as preeminent in fire company work. This is the same attorney mentioned in an article previously provided by Jim Eshleman. He also noted that most are

variations of fire company organization structure going back to a fire company created by Ben Franklin in Philadelphia. He thought the legal work could be completed in 3 to 4 months by an attorney experienced with fire companies.

Robert said that Dr. Jenaway is confident, based on his prior work with more than 20 companies, that information obtained from the companies' self-assessments will provide accurate projections when entered into the model he uses.

Russell Guthrie said that while they were taking a driving tour of the area, a call occurred for a house fire on Anchor Road, which gave Dr. Jenaway a first hand view of a response by Highville that went quite well.

Russell commented that it has been very challenging arranging meetings for the companies to meet with Jenaway.

IX. Review Schedule of Events

Russell reviewed a handout of a schedule of upcoming meetings with Dr. Jenaway, the Subcommittees, Community Updates and special meetings through the remainder of the year. There were clarification and revisions resulting from discussion. Russell will provide an updated schedule at the next meeting.

Russell also mentioned he has three attorneys' names so far for our consideration.

Robert Thompson said one of the efforts on the budget development is going to be how we can benefit from some economies of scale by combined purchasing, including the Relief Associations.

Greg Noll cautioned that in his experience cost savings may be difficult to come by, in fact costs may go up and this needs to be understood by the municipalities.

X. Review Co-Op Model

Russell reviewed the information he handed out concerning Title 53 Section 2303 which is the basis for the Co-Op model used by Warrior Run. This will be the subject of our special meeting June 25, 2009, with the attorney, Mike Sholley, who developed it.

Greg Noll said as we review various models we need to document the various strengths and weaknesses of each model so we can substantiate our selection when we present our recommendation.

XI. Review Community Update PowerPoint

Russell presented his initial preparation of a PowerPoint for the 2nd Community Update for presentation to the municipalities and the fire companies during May, and asked for comments and suggestions. Several suggestions were made and Russell will make the revisions before the presentations.

XII. “Wrap Up” Comments Roundtable for the Good of the Order

Jay Breneman announced he has copies of Act 7 for anyone who would like a copy.

XIII. Adjournment

By unanimous consent Chairman Guthrie adjourned the meeting at 8:56 p.m.

XIV. Next Meeting

Time – 7:00 p.m.

Date – May 7, 2009

Place – Manor Township Maintenance Building

Route 999 and Supervisor Road

Speaker – Andy Weaver, Fire Chief, Southeastern Adams Volunteer ES

Minutes submitted by: Don McCann, Recording Secretary

The following notes from the Administrative Committee, by Robert Thompson, and Tactical Committee, by Mark Lauriello, which met later in the month, are incorporated here for reference.

Administrative Sub-Committee meeting of April 16, 2009

Seven members (Russ, Les, Dick, Ted, Glen, Carolyn and Bob) met at Highville Station to discuss and review multiple topics.

1. The RFP letter for legal services was reviewed for content and approved for mailing to potential service providers. A May 22, 2009 date for proposal returns was requested.
2. Don's excellent spreadsheet with (2007 actual, 2008 actual and 2009 projected) expenses including consolidations was carefully reviewed for content. Don's request and recommendation that the treasurers of the four VFC's scrutinize this document and provide corrections and comments is strongly recommended. In the future thought and consideration must be given to costs associated with the hiring and employment of the Administrator.
3. Data available for review of Relief Association activities and balances was discussed. The Sub-Committees recommendation, at this point in time, is for the four treasurers of the Relief Associations to provide, at a minimum, a reconciled total balance sheet. The Goodwill Fire Company's Relief

Association is currently being audited by the State and Dick is becoming very knowledgeable on that activity and procedures.

4. Determining a name for the new consolidated entity was discussed. Involving the public at large and school children in particular might prove to provide additional education and public awareness and exposure to the RESTF's activities. Competition with a cash prize for the winning submission was recommended. Input from service providers is especially welcomed.

All the Sub-Committees determinations were planned to coincide with the master scheduling plan.

RPT

Mark Lauriello reported that the Tactical Committee did not meet on Thursday, April 30.