

Regional Emergency Services Task Force

Meeting Minutes

7/10/2008

Manor Township Maintenance Building

I. Call to order

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

II. Roll call

Chairman Guthrie welcomed the members, and recognized the guest and thanked them for attending.

The following task force members were present:

Gregory G. Noll – Community-at-large – Citizen
Jay Breneman – Manor Twp.
Russell Guthrie – Manor Twp. – Citizen
Brian Henry – Highville Fire Co.
Phil Lastowski – Millersville Boro.
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
Mark Lauriello – West Lancaster Fire Co. – Citizen
Craig Hohman – West Lancaster Fire Co.

Unable to attend:

Carl Harnish – Highville Fire Co. – Citizen

Others attending:

Mike Ditzler – Highville Fire Co.
James R. Knapp, Sr.
Ted Gingrich – West Lancaster Fire Co.
Dean Gantz, Jr. – Mountville Fire Co.

III. Review and approve 6/5/08 Meeting Minutes

Russell Guthrie asked if there were any corrections to the minutes distributed.

Craig Hohman clarified a question from the last meeting about West Lancaster organization structure: West Lancaster Fire Company does have a Board of Directors.

Motion by Ron Goe to approve the Minutes as distributed.

Second by Brian Henry.

Motion passed.

IV. Breakup for Study Committee Assignments

Russell Guthrie reviewed two study committees and a few changes in member assignments since last meeting. Craig Hohman will serve on the Tactical Operations Committee and Russell will move to the Administration Committee:

Tactical Operations Committee

Ron Goe
Jim Eshleman
Jay Breneman
Greg Noll
Scott Haverstick
Mark Lauriello
Craig Hohman

Organizational Administrative Committee

Brian Henry
Phil Lastowski
Don McCann
Carl Harnish
Robert Thompson
Russell Guthrie

Craig noted that if needed to balance Fire Company representation on the committees he would serve on the Administrative committee. Ron Goe clarified that it is expected that the committees would expand and include members from the fire companies to assure input from all.

Jay Breneman commented before beginning our breakout session that discuss some general organization issues; maybe a central administration is appropriate for the organization with “station chiefs” for the various locations, or some other structure with multiple tactical chief.

Robert Thompson thanked Jay Breneman for raising a general concern, and expressed that we should all raise whatever concerns may be on our minds before we breakout. His primary concern is that we need a financial audit/assessment is needed to determine what can be supported.

Scott thought we may be a bit premature getting into specifics of structure.

Greg Noll said there are some guiding principles that need to be kept in mind. One point would be that the process will be transitional, that is, in the beginning the tactical side will be status quo. Change will be gradual with respect for tradition, and as we move

forward the new organization will implement changes in tactical organization as opportunity presents itself.

Several more comments followed which reinforced that, especially on the tactical side change will be transitional, while administratively there will need to be centralization.

Russell Guthrie advised that the schedule of Fire Company visits were scrapped so we can assure that such visits are publically advertised. Therefore a new schedule will be developed and communicated to members via email and advertised accordingly. He also presented for comment a brief (3 to 5 minute) PowerPoint presentation to be used with Manor Township Supervisors, Millersville Borough Council and the combined memberships of the four Fire Companies. The dates for these presentations would be determined and communicated to members via email. Members agreed the presentation is informative and needed.

Jay Breneman suggested these presentations occur before the municipalities get into budget planning next month.

Craig Hohman distributed information packets for West Lancaster Fire Company.

Russell Guthrie will work on obtaining more copies, but all provided information is on file in the meeting room and available for the committees for their study.

At this point the general meeting was recessed so the two committees could begin their organization and discussions.

After the recess for committee meetings the two committees gave a brief update of their initial sessions.

Robert Thompson, who was elected chair of the Administrative Committee, said his committee will develop, as suggested by Russell Guthrie a spreadsheet of side-by-side comparisons of the organizational aspects of the companies.

- Robert had already begun development of a comparative spreadsheet. And other items were added resulting from the discussions. This will be distributed to committee members for further review and discussion.
- Ted Gingrich, of West Lancaster Fire Company, who attended the session and provided detailed information of some financial aspects of Fire Company accounting, has agreed to serve on the committee.
- Robert has approached Joan Matterness, who was one of the candidates for the at-large citizen representative about serving on the Administrative Committee.
- Additional resources, although not identified at this time will be needed. The committee will be looking into finding assistance with legal work, i.e. a knowledgeable attorney.

Mark Lauriello said his committee decided they need to have the chief from each fire company as well as a second representative, from each fire company serve on the committee. They discussed organization of each station and idea of having them similarly organized. The titles are to be determined. Overseeing would be a fire board of the four chiefs, and administrator and two citizens responsible for policy issues. Granted this is preliminary and intended as brainstorming of creative ideas.

The main points of the meeting as provided by Mark are summarized below:

- It will be important to involve and get input from the four Chiefs before this committee goes too far with any recommendations. Each chief, or his representative, will be invited to attend each committee meeting. We need representation from Highville – Mike Ditzler has agreed to sit on Committee #1. Need two reps from each Fire Company. Each Chief will get a second member.
- Critical Challenge to resolve: How do we get these four stations to feel, act and operate like they're one Company?
- To address this challenge, the committee began discussion on the concept of having a **Centralized Administration Building** for major training, meetings, and possibly maintenance. The four stations would continue to serve as tactical deployment locations.
- Is a **Centralized Administration Building** something that can be accomplished in the short-term? There was preliminary discussion that geographically, the location of the Manor Township Maintenance Building could possibly serve this purpose. Much more research and discussion would be necessary to determine if this could make sense either as a short-term or long-term solution.

- Basic Current Structure

		▪ <u>Chief</u>	<u>Board</u> <u>Admin. Comm.</u>	<u>President</u>
Millersville	Elected	Elected	Elected	N/A
Highville	Elected	Elected	Elected	N/A
West Lancaster	Elected	Elected	Elected	N/A
Washington Boro	Elected	N/A	Elected	Elected

- What is the dividing line between administrative positions vs. tactical positions?

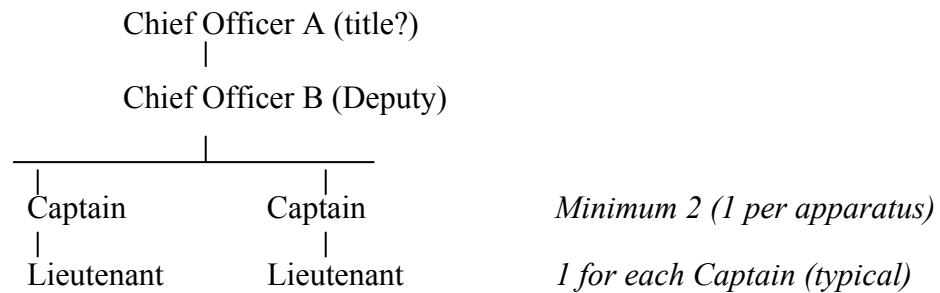
Board & President

Administrative: pay bills, approve expenditures, set policy, etc.

Chief

Tactical: fire fighting and training operations.

- We agreed that the operational structure at each station needs to be generally identical, in terms of basic format, but will vary in number of officers based on services provided. Qualifications for positions should be the same.
- At the top – Fire Board (4 Chief Officer A + Administrator + 2 citizens). Authority will generally to ensure tactical consistency, make policy decisions, and adjudicator of disputes.
- Preliminary structure at each station:



- Critical Challenge to resolve: How do allocation of resource decisions get made when there's a need at one station but those resources exist at another station? The chain of command/structure to make this decision must be resolved. Is this a tactical or administrative person, or a combination of both?

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

Jay asked if there would be any “homework” assignment for next meeting.

Greg Noll noted that he will be out of state on vacation next month.

Scott said he continues to be impressed by the sincerity and willingness to work for the common good.

Phil Lastowski said he working to organize information what the state is working on legislatively to support fire companies.

Mark Lauriello asked how the committee minutes should be distributed. After discussion consensus was that members would like to see “bullet points” of the committee meetings included as part of the Task Force meeting minutes.

Motion by Jim Eshleman that Russell Guthrie provides the PowerPoint presentation he presented at the beginning of this meeting, to each of the Municipal governments, to the

four fire companies combined at one of their locations. Schedule to be developed by Russell Guthrie.

Second by Craig Hohman.

Motion passed.

VI. Adjournment

Meeting adjourned 9:05 p.m.

VII. Next Meeting

Time – 7:00 p.m.

Date – August 7, 2008

Place – Manor Township Maintenance Building
Route 999 and Supervisor Road

Minutes submitted by: Don McCann, Recording Secretary, with contribution of Committee #1 bullet items by Mark Lauriello.