

Regional Emergency Services Task Force

Meeting Minutes

8/7/2008

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:

Jay Breneman – Manor Twp.
Russell Guthrie – Manor Twp. – Citizen
Carl Harnish – Highville Fire Co. – Citizen
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

Unable to attend:

Gregory G. Noll – Community-at-large – Citizen
Brian Henry – Highville Fire Co.
Craig Hohman – West Lancaster Fire Co.

Others attending:

Bill Hapke – Highville Fire Co.
Glenn Detrick – Highville Fire Co.
Keith Eshleman – Millersville Fire Co.
Dick Schock – Washington Boro Fire Co.
Les Eckman – Washington Boro Fire Co.
Ted Gingrich – West Lancaster Fire Co.

III. Review and approve 7/10/08 Meeting Minutes

Scott noted that those who did not attend the one of the respective breakout meetings, cannot verify the accuracy of the content of the committee which they did not attend. Russell Guthrie advised that considering that fact, Task Members will need to pay close attention to the items included from the meetings which they attend.

Mark Lauriello pointed out a formatting error on page four. The headings of the fifth bullet point were skewed to the right so they appeared over the wrong columns.

Motion by Jim Eshleman to approve the Minutes as distributed.

Second by Ron Goe.

Motion passed.

IV. Bill Approval – Lancaster Newspapers

Russell Guthrie presented a bill for \$132.42 for advertising the visits to the four fire companies as public meetings.

Motion by Scott Haverstick to approve the payment of \$132.42 to Lancaster Newspapers, Inc.

Second by Mark Lauriello.

Motion passed.

V. Review Trucks and Inventory Cost Analysis and other updates

Russell Guthrie reported that the presentation to the Manor Township Supervisors was well received. The response from the supervisors and an audience of approximately 70 citizens was positive. There was no negative feedback.

Russell Guthrie also presented a slide showing information on the fire companies' inventory of trucks and the age of the equipment to point out some of the challenges of administration and budgeting for equipment we will face. There was some discussion and comment that among the fire companies, only Millersville does not have a duty vehicle, although Millersville Boro has donated a used police vehicle.

Russell read feedback that he received from Dean Fernsler indicating that he feels we are on track and if we continue to address the basics everything else will fall into place.

As promised to the Administrative Committee, Russell contacted Mark Broyles of the Lewisburg Fire Company about attorney they used for their consolidation effort. He advised that they used an attorney from Middleburg, which was outside of the six township service area involved in their consolidation. They deliberately chose an attorney who had no prior involvement with any of the townships to avoid any bias. He also indicated that the consolidation resulted in a municipal fire co-op being formed to hold title to the buildings and equipment, all of which is leased by the fire company for \$1 per annum. They are funded by a per capita tax assessed by the six townships, but their auxiliary still runs an annual carnival because the community still has a social interest in it.

Next Russell provided some legislative updates. Senate Bill 96 would provide up to \$100,000 to fire companies to pursue consolidation. State legislation has been passed permitting active fire fighters can take a \$100 tax credit. A \$1,000 tax credit for firefighters is under consideration at the Federal level. He will keep the Task Force updated on progress of legislation.

Jay Breneman advised Senate bill 1350 for tuition reimbursement for fire fighters has passed the Senate and is before the House Education Committee. Senate bill 1316 provides for \$1,000 per employee, up to \$5,000, tax credit to employers who permit employees to be absent from work, without penalty, to respond to emergencies.

Phil Lastowski said he is monitoring a number of bills in various stages, all intended to encourage volunteerism for emergency services.

Robert Thompson questioned if the organizational model that was developed by the Tactical Committee, with a fire board overseeing the four tactical groups is the one they intend should be pursued. Scott Haverstick replied that they were attempting to establish the current structure as it might need to be structured to fit in a consolidated company. Robert asked if the Tactical Group saw the individual Boards of Directors continuing. Scott indicated they foresaw the individual boards being replaced by a single board.

VI. Breakup for Study Committee Assignments

At 7:45 the Task Force broke into the two committees to work on their respective assignments.

Organizational Administrative Committee

Les Eckman and Dick Schock, from Washington Boro Fire Company participated, along with Robert Thompson, chairman, Russell Guthrie, Carl Harnish Phil Lastowski and Don McCann.

- Robert Thompson advised that we have incomplete information from the fire companies and we are still in the information gathering process. Dick Schock said he will supply any Washington Boro Fire Company information needed.
- Phil Lastowski said the Lancaster Planning Commission has provided updated information on population, number of structures, businesses, churches etc., and can provide more information if we can identify needs. Dick Schock and Ted Gingrich said

they have listings of addresses they use for fund drive mailings and aggregated information on contributions received.

- One of the legal items will be to establish the method of dissolution for the fire companies to effect the consolidation. If a dissolution process is not in the current bylaws, bylaws may need to be amended to provide for the process, or an alternate process provided for. Other legal issues, such as the agreement for use of the Washington Boro Fire company parking lot by the neighboring church, Highville's property lease, debt obligations, investments and bank accounts, will need to be identified and resolved.
- Financial statements will need to be reviewed and pro forma consolidated statements prepared. There was some question whether we need to employ a CPA to do this.
- There was considerable discussion on composition of the administrative board that would oversee the consolidated company and how it would be constituted, and how it would relate to two municipalities, particularly for funding. Also, there were questions about how the board is viewed by the Tactical Committee. No definitive conclusions were reached, and the committee realized there are many questions that need to be understood and clarified jointly with the Tactical Committee.

Tactical Operations Committee

Regional Emergency Services Task Force

Committee #1: Tactical Operations

Meeting Minutes

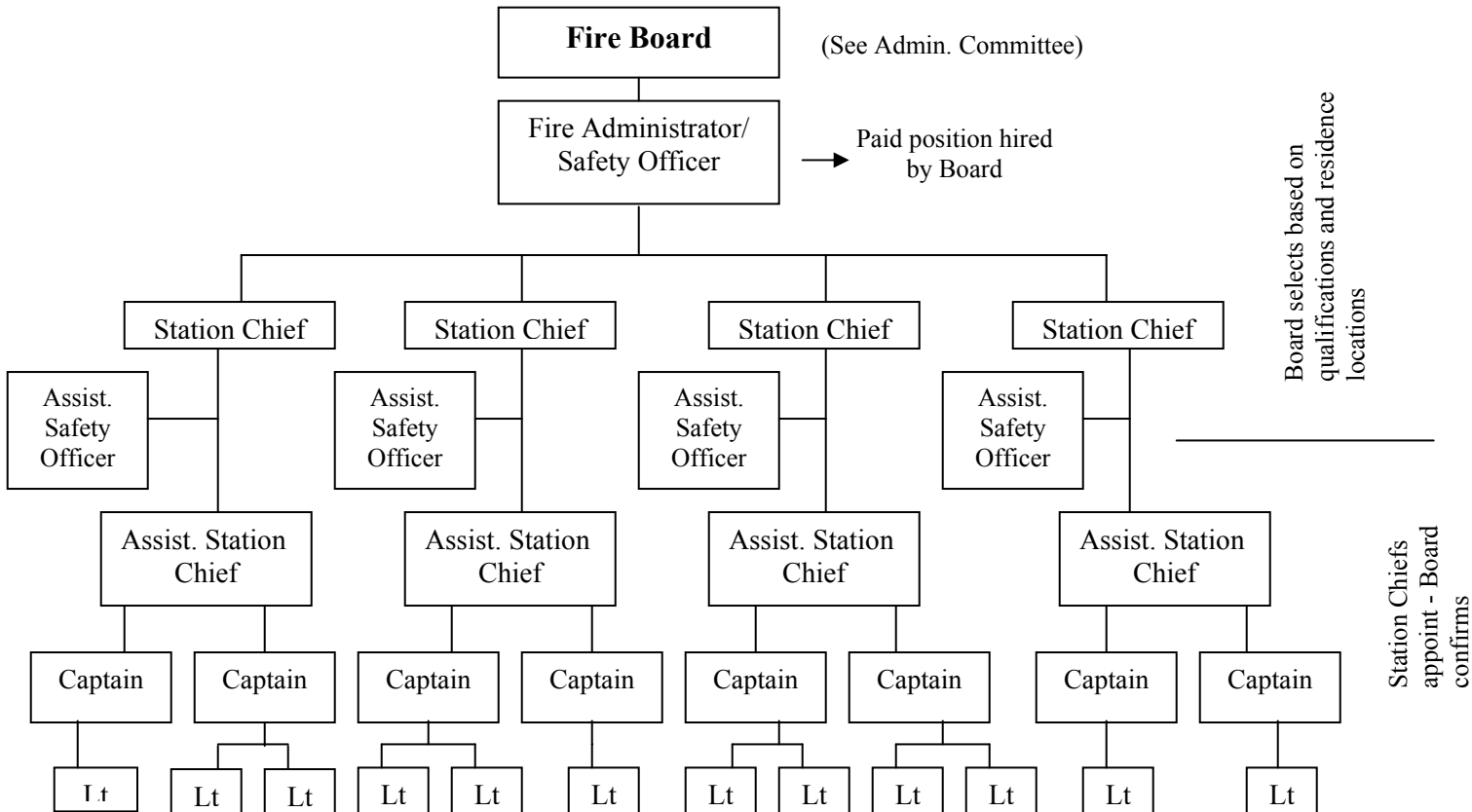
Meeting #2
August 7, 2008

Attendees: Bill Hapke, Keith Eshelman, Glenn Detrick, Ron Goe, Jay Breneman, Scott Haverstick, Mark Lauriello

Absent: Greg Noll & Craig Hohman

1. Task items:
 - a. Officer Structure
 - b. Housing Needs
 - c. Equipment Needs
 - d. Manpower Needs
 - e. Operational Procedures
 - f. Budget Needs

2. We should be using NFPA & ISO Standards as a guide for our task items. We need to get these ASAP and confirm that decisions are consistent with these national standards. Bill Hapke will get the ISO Standard. Keith will get the NFPA Standard.
3. Officer Structure: The basic structure developed on July 10, 2008 is generally consistent with how the four companies are individually organized now. Preliminarily, the consolidated company should look like this:



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

Ron Goe said they had a productive Tactical Committee meeting with more to do.

Robert Thompson said the Administrative committee is still developing a spreadsheet and collecting information.

Russell Guthrie encouraged everyone to “stay the course” and keep working on the objectives.

Scott Haverstick said he thinks we will all need to meet collectively to try to iron out what is administrative and what is tactical and how will the organization be “staffed.”

Jay Breneman offered that they viewed the representation on the board be something along the lines of this task force. He also said we may need a joint committee meeting to discuss the board.

Several voiced an opinion that we need to soon name the consolidated company we are working to form.

VIII. Adjournment

Meeting adjourned 9:08 p.m.

IX. Next Meeting

Time – 7:00 p.m.

Date – September 4, 2008

Place – Manor Township Maintenance Building Route 999 and Supervisor Road

Minutes submitted by: Don McCann, Recording Secretary, with contribution of Tactical Committee minutes by Mark Lauriello.