

# **Regional Emergency Services Task Force**

## ***Meeting Minutes***

9/4/2008

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  
Scott Bailey – Millersville Boro Council (for Phil Lastowski)  
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:

Phil Lastowski – Millersville Boro.  
Brian Henry – Highville Fire Co.

Others attending:

Bill Hapke – 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.  
John Berkenbine – West Lancaster Fire Co.  
Joan Matterness – West Lancaster Citizen

**III. Review and approve 8/7/08 Meeting Minutes**

**Motion** by Jim Eshleman to approve the Minutes as distributed.

**Second** by Greg Noll.

**Motion passed.**

**IV. Joint Study Committee Meeting**

Russell Guthrie said the objective of this meeting is to get an understanding of the organization structure as the two committees, Tactical and Administrative, have envisioned in their previous meetings.

Russ asked for a recap of the Tactical Committee’s view of the consolidated company structure.

Scott Haverstick summed up some conclusions embedded in the organization chart the Tactical Committee developed. He said the Tactical Committee consensus was that the Administrator would need to be a paid position. There needs to be some autonomy in the stations with each having a Station Chief. He also said there opinion was a 24-member board would be unwieldy.

Jim Eshleman indicated that they felt the initial structure of the stations should retain as much as possible of the existing organization structure of the current companies, further that over time this may evolve as the opportunity arises.

Don McCann asked how new volunteer resources would be deployed. That is would they be assigned by the location, by the needs of the respective stations or directed by the Administrator, and is that an issue the Administrative Committee should address now. Responses by Jay Breneman and Ron Goe indicated that this will evolve over time as the consolidated company becomes more established and would most likely be an issue that we need to define but could be developed by the company and the Administrator.

Greg Noll suggested we not get too caught up in organization of the stations under the level of the officers defined. People will go where they feel a “natural” fit. He recommends a passive approach to let this evolve naturally.

Carl asked if the Administrator would be expected to go to the scene on fire calls. Ron Goe indicated that that would be his prerogative, but not a requirement. Jay Breneman indicated that they did not view the Administrator as a “super chief,” but rather the primary administrator who would rely on his Station Chief as the primary tactical officers. Greg Noll indicated that the Administrator’s focus would not be a command role.

Jay Breneman asked for some input of the Task Force about Mountville's request to Manor Township for monetary support as he enters budget considerations next week, and posed the question: What about equipment in our four stations now, do we go forward and replace things, or do we "hang on a bit" until the outcome of this task force is concluded.

Considerable discussion followed with a consensus formed that, until the consolidated company is created and as long as Mountville provides fire service in the Township, the Township should support them as before. Scott Haverstick indicated it may be inappropriate to make capital improvements now, until we know where we are going forward, because it could lead to more redundancies. Such decisions should be collective.

Mark Lauriello concurred that is what we had said before; that unless something was already in the works, like the Millersville auxiliary station, there should be discussion among the companies, although we cannot mandate decisions.

Ron Goe said Washington Boro also has a tanker in the works.

Joan Matterness commented that unforeseen things could happen to existing equipment, necessitating replacement.

Don McCann recalled that previously we said there needs to be a "common sense approach," that the companies think collectively in their plans given the process we are involved in.

Scott asked if the four companies could provide coverage the area now served by Mountville. Jim Eshleman indicated that there are occasions when primary coverage designations could be changed, but the same coverage would be provided, but this gets into political considerations.

Jay Breneman said that until we have a consolidated company we should support Mountville for operating expense, but we (Manor Township) should not support request for additional equipment. Don McCann said, he thought the Township should not support—or at least take a hard look at capital expense relative to the needs of the other companies. Scott Haverstick concurred.

Jay said for example Washington Boro has a tanker request in process, it was not budgeted last year, but he plans on considering budgeting for it this year.

Les Eckman said in the past Supervisors apportioned requests based on the relative area supported by the companies (including Mountville). Greg Noll asked how this apportionment occurred. Les indicated that in the past there was a fixed rate for each station, and Mountville, since it supported a smaller area, their support was scaled down. It was based on a combination of geography and the number of residents. Jay said the basis has now been adjusted recently; rather the amount was just increased incrementally each year.

Craig Hohman indicated that West Lancaster covers about 500 houses in Wheatland Hills and gets a “little piece” of the fire insurance tax, but that is all. Jay asked about percent of calls to service that area. Craig said maybe 30%.

Keith Eshleman indicated the Mountville may need to justify their request based on support provided.

Jay reiterated his question; whether this group agrees that the Township should not support Mountville’s capital request at this time. Jay said he understood another municipality only provided a small amount of the capital request.

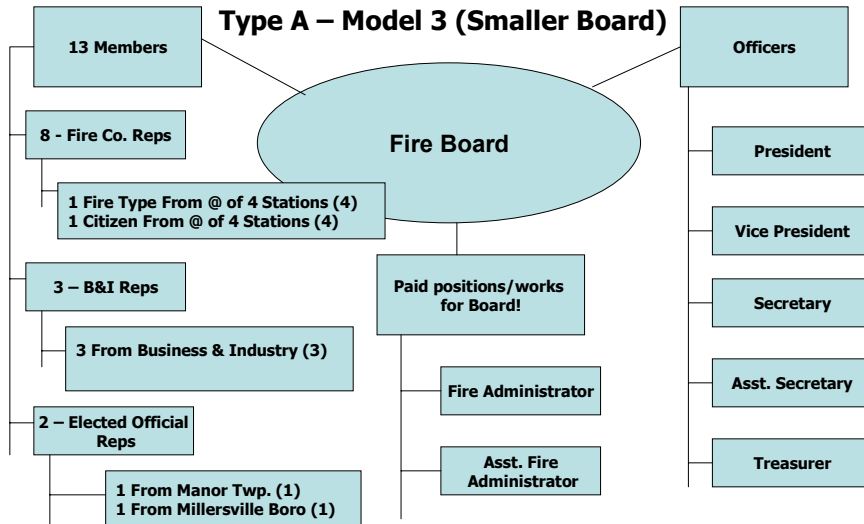
Greg Noll suggested a business approach should be taken to determine the degree of support should be based on the relative support to the Manor Township area versus the support the requested equipment would provide to service area outside the township.

Jay Breneman said that is fine, and agrees with his concern. At this point the discussion moved on.

Russell Guthrie asked for a recap of the Administrative Committee’s view of the consolidated company structure.

Robert Thompson said there were two models considered by the Administrative Committee for a Fire Board of 21 members; the first dominated by citizens, the second by fire companies. Russell Guthrie showed slides of the various compositions. Considerable discussion followed with a consensus that the size of the Board should be scaled down to 13 members, a straw vote favoring model A3, as shown below. Discussion continued on alterations to this model, relating to the nature of representation and how they would be selected. Some felt the size should be even smaller, for example a total of 9, composed of 4 fire company representatives, 3 citizens at large and 2 municipal representative. Discussion on this model will continue at the next meeting.

## From the “Organizational Administrative ” Committee...



Greg Noll recommended that the Task Force invite the Manheim Township Fire Administrator to meet with us and explain his job duties to help us understand his responsibilities.

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

Scott Bailey noted that Millersville Borough is in the process of developing a Vision for 2020, and holding a series of public meetings to seek input. The first of these meetings is September 22nd, with others to follow in October and November.

Robert Thompson mentioned that he has received extensive financial and other information from the Goodwill Fire Company.

Craig Hohman pointed out that he has posted a new map on the wall indicating locations and numbers of fire calls in Manor Township. He will ask for information that covers the Mountville running area of the township so he can update the map.

Jay Breneman said there was an news article about the Update that Russ Guthrie gave to the municipalities and the Fire Companies, and we should continue to work to get our message out.

Greg Noll said next week is the 7<sup>th</sup> anniversary of 9/11 and he offered to give a presentation on the rescue effort that followed.

**VI. Adjournment**

**Motion** for Adjournment by Robert Thompson.

**Second** by Mark Lauriello.

**Motion passed.**

Meeting adjourned 9:04 p.m.

**VII. Next Meeting**

Time – 7:00 p.m.

Date – October 2, 2008

Place – Manor Township Maintenance Building  
Route 999 and Supervisor Road

Minutes submitted by: Don McCann, Recording Secretary