

HANOVER AREA FIRE & RESCUE COMMISSION

JANUARY 19, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met for the purpose of organizing on January 19, 2017, at 5:30 p.m. at the Borough of Hanover office. Present at the meeting representing Penn Township were Commissioners Phillip Heilman and Joseph Klunk and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen Daniel Noble and James Baumgardner along with Interim Manager Michael O'Rourke. Also present were Peter Sheppard, Andy Brough and Hanover-Penn Fire Chief Jan Cromer. The volunteers were represented by Fred Ayers, Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers. Robert Brady, from the PA Department of Community and Economic Development, was also present.

Fire Chief Cromer called the meeting to order at 5:30 p.m. with a declaration of a quorum.

The Committee began by discussing the appointment of the member at large per section five of the intergovernmental cooperation agreement. Commission Members Klunk/Ayers moved for the appointment of Peter Shephard as the member at large, said term to expire December 31, 2019. The motion carried on a voice vote.

Fire Chief Cromer then proceeded into the election of officers. Commission Members Heilman/Ayers moved for the appointment of Peter Shepard to the position of Chairman of the Commission. Motion carried on a voice vote.

Fire Chief Cromer turned the meeting over to Chairman Shepard. Mr. Shepard asked for nominations from the floor for Vice Chairman. Commission Members Baumgardner/ Ayers moved for the appointment of Daniel Noble to the position of Vice Chairman of the Commission. Motion carried on a voice vote.

Mr. Shepard asked from nominations for the office of secretary. Commission Member Heilman/Ayers moved for the appointment of Kristina Rodgers as Secretary of the Commission. Motion carried on a voice vote.

There was no public present to address the Commission.

The Commission established their standing and ad hoc committees. The Commission proposed the following Ad Hoc Committees Administrative and Labor Relations. The Committee proposed the following standing Committees Financial, Operations, and Facilities and Equipment.

The Administrative Committee will be responsible for the Charter/Bylaws, 501c3, corporation, mission statement. This Administrative Committee will be chaired by Commission Member Heilman with Managers O'Rourke and Rodgers serving on the Committee. The Labor Relations Committee will be responsible for staffing and hiring needs, job descriptions, testing for firefighters, contract benefits, insurance, pension, payroll, etc. This Committee will be chaired by Hanover Borough Interim Manager Michael O'Rourke with Fire Chief Cromer serving on the Committee.

The Financial Committee will be responsible for budgets, grants, purchasing, accounts receivables/payable, financial software. This Committee will be chaired by Peter Sheppard with

Fire Chief Cromer and Manager Rodgers serving on the Committee. The Operations Committee will be responsible for fire-rescue, EMS, policies, best practices, rules and regulations and organizational structure. Fire Chief Cromer will chair the Committee. The facilities committee will be responsible for the stations, apparatus and equipment present and future needs. Commission Member James Baumgardner will Chair the Committee. The Identification Committee will be responsible for the “branding” of the organization. This includes logos, patches, and any other equipment or gear that requires the name to be on it. Commission Member John Bankert will Chair the Committee. He will ask Jason Cromer to be on the Committee. It was suggested that the Chairs ask the appropriate Commission members, staff, volunteers or public at large to help on their Committees.

Following the discussion of the Committee Selection, Mr. Shepard discussed the help that Andy Brough provided as Vice Chairman of the steering committee. Mr. Shepard very much appreciated the help he provided the Committee over the last three years. Even though there is not a place for him on the current commission he was asked to serve on one or several of the Committees to help the organization get established. The Commission looks forward to working with Mr. Brough in the future on this project.

Fire Chief Cromer then brought up the subject of the purchase of a new fire truck by the Commission. Fire Chief Cromer reviewed why the purchase of a new truck is needed. Penn Township’s current 2001 E-One Bronto was placed in service March 2001. The truck continues to need costly repairs each year. The apparatus has also been out of service for long periods of time while repairs are being made. The Chief would like to purchase a quint fire truck. The Chief has brought up the subject at the Penn Township Public Safety Committee meeting and they suggested that the Commission may want to decide on the purchase. Since the Commission currently is not established the Township would bid and order the equipment with the Commission paying for it when it arrives. It is estimated that it will take almost a year for the truck to arrive once it is ordered. The estimated time of delivery is spring of 2018. The Chief provided specifications of a HP 78 Ladder truck that he was considering to purchase. He has not decided on a manufacture yet. The purchase of the quint will result in the replacement of the ladder truck and the replacement of the 2000 and 2003 engines which will need to be replaced soon. After some discussion, the Committee recommended moving forward with the purchase of the vehicle. Manager Rodgers will talk to financial institutions about the possibility of financing the vehicle.

Fred Ayers noted that Penn Township Volunteer Emergency Services has already voted to join the Commission and he has a letter stating that which he will provide to the Commission.

Rob Brady informed the Commission they could apply for the third year of the Fire Chief’s grant. The Commission agreed to apply.

The next meeting is scheduled for February 16, 2017 at 5:30 p.m. at the Penn Township Municipal Building.

The meeting adjourned at 6:45 p.m.

Kristina Rodgers  
Recording Secretary

## HANOVER AREA FIRE & RESCUE COMMISSION

FEBRUARY 16, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met on February 16, 2017, at 5:30 p.m. at the Penn Township Municipal Office. Present at the meeting representing Penn Township were Commissioners Phillip Heilman and Joseph Klunk and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen Daniel Noble along with Interim Manager Michael O'Rourke. Also present were Chairman Peter Sheppard and Hanover-Penn Fire Chief Jan Cromer. The volunteers were represented by Steve Otis and Fred Ayers, Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers. Robert Brady, from the PA Department of Community and Economic Development, was also present. Those in attendance that are not part of the Commission were Dave Milliken, paid firefighter Penn Township, Joseph Wysocki, paid firefighter Penn Township, Anthony Funk, Eagle Fire Company, Maynard Becker, Eagle Fire Company, and John C. Martin Jr., Eagle Fire Company.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

Members Klunk/Ayers approved the minutes from the January 19, 2017 meeting.

Secretary Rodgers provided a Treasurer's report that reflected the expenses incurred by Penn Township for the preparation of the agreement and the advertisement for public meetings. Member O'Rourke stated that invoices should be prepared as expenses are incurred and billed to the Borough of Hanover monthly.

The administrative committee gave a report. They will meet again on March 9, 2017 to discuss bylaws. They provided a sample mission statement to be considered by the Commission. The statement is as follows "It is the mission of the Hanover Area Fire and Rescue Commission to protect the lives and property of the citizens of the greater Hanover Area from fires, natural disasters, and hazardous incidents; to save lives by providing emergency medical services and to prevent fires through prevention and education programs. This will be accomplished by dedicated staff and volunteers committed to team work, continuous improvement and professionalism. Mr. Brady reported on the \$35,000 grant for fire chief services. He will also look into how the organization should be incorporated. The volunteer portion of the Commission will be a 5013C corporation.

Member O'Rourke reported on the labor relations committee. Member O'Rourke has prepared an RFP for legal labor services and forwarded a copy to the members of the Commission. The Commission will need to consider certain PA regulations for paid firefighters such as ACT 111, Heart and Lung and Workers Compensation. The current bargaining agreements expire on December 31, 2017. A new contract will need to be negotiated before year end.

The operations committee will be chaired by the Fire Chief and the Deputy Chief.

Member Rodgers reported that she started to get quotes for the borrowing of the new fire truck along with banking services for the Commission.

Member Bankert, Chairman of the identification committee, provided a design for a new patch and logo. They decided on gray with the possible number of 79. The number will be assigned by York County 911.

Under new business, Mr. Brady stated that the State College Fire Department would be willing to provide a tour of their facility and answer questions about their organization. It was suggested that anyone from the Commission that wished to go would take a field trip to State College.

There was no public comment.

The next meeting is scheduled for March 16, 2017 at 5:30 p.m. at the Penn Township Volunteer Emergency Service Building at 204 Clover Lane.

The meeting adjourned at 6:05 p.m.

Kristina Rodgers  
Recording Secretary

HANOVER AREA FIRE & RESCUE COMMISSION

MARCH 16, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met on March 16, 2017, at 5:30 p.m. at the Penn Township Volunteer Emergency Services Station located at 204 Clover Lane, Hanover, PA. Present at the meeting representing Penn Township were Commissioners Phillip Heilman and Joseph Klunk and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen Daniel Noble and James Baumgardner along with Interim Manager Michael O'Rourke and Manager Michael Bowersox. Also present was Hanover-Penn Fire Chief Jan Cromer. The volunteers were represented by Steve Otis representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers. Robert Brady, from the PA Department of Community and Economic Development, was also present. Chairman Peter Sheppard was absent with notice.

Vice Chairman Noble called the meeting to order at 5:30 p.m. with a declaration of a quorum.

Members Heilman/Klunk moved for the approval of the minutes from the February 16, 2017 meeting. Motion carried

Secretary Rodgers reported that a bill was sent to the Borough of Hanover for all the expenses incurred to the end of February 2017. The only invoice received since the last meeting was for the advertisement for the meeting. The Township will forward a bill to the Borough at the end of the month for the costs.

The administrative committee gave a report. Mr. Brady from the Department of Community and Economic Development helped the Commission apply for a grant for \$35,000 for salaries. The approval of the grant will require the Commission to have an EIN number to receive funds. Members Klunk/Baumgardner authorized the establishment of an EIN number. Motion carried. The administrative committee also provided a draft set of by-laws. This is a working document and bylaws will be added as each Committee provides their recommendations for bylaws for their Committee. It is suggested that if any Committee has by-law suggestions they need for their Committees to forward to the administrative committee for review and inclusion. The one decision that has to be made for the bylaws is the primary location for mail. Members Baumgardner/Klunk moved for the confirmation of the mailing address to be 20 Wayne Avenue, Hanover, PA 17331 until such time as the Commission headquarters are established. Motion carried. All correspondences will be sent to Penn Township at the above address to the attention of the Commission Secretary. It was noted that the officers contained in the by-laws should be changed to Chairman and Vice Chairman. There was some discussion on the proposed committees. It was suggested that facilities and equipment be combined but some members of the Commission thought they should remain separate. They by-laws will continued to be reviewed and updated as needed.

Member O'Rourke reported on the labor relations committee. He introduced Michael Bowersox the Borough Manager. Mr. O'Rourke reported that four quotes were received from law firms for the legal services for the Commission. The members of the Commission were provided copies of the proposals to review. Mr. O'Rourke suggested that the Commission may want to hold a special meeting prior to their next meeting to award the RFP so that they can begin work. The proposals received were from Eckert Seamans, Pillar and Aught, Clark Hill and Stock and Leader.

It was also reported that Fire Chief Cromer's last day is March 31, 2017. There was discussion by the Commission on developing a new job description along with advertising for the hiring of a new chief. There was some discussion on why the Commission was heading in this direction since there is a Deputy Fire Chief that could serve as Chief. After much debate the Commission agreed that new job descriptions would be created for the Chief and Deputy Chief and forwarded to the Committee for review. The managers from both municipalities would meet with the current Deputy Fire Chief.

The grant application requires that the Commission authorize the submission of the grant by adopting a Resolution. Members Baumgardner/Klunk moved for the adoption of Resolution No. 2017-01. Motion carried. The Secretary will forward to DCED.

Secretary Rodgers reported that a vendor list will need to be approved so that the Commission can start operating. She explained the development of the list and will provide to the Commission at their next meeting for adoption.

Secretary Rodgers also reported that a bank account would need to be created in order to have a place to deposit funds from the grant. Members Klunk/Baumgardner moved to adopt Resolution No. 2017-02 creation of a checking account. Motion carried.

Fire Chief Cromer reported that Deputy Chief Clousher will be the chairman of the operation committee.

John Bankert gave and update on the identification committee and the volunteers. The volunteers are moving forward with consolidation and have elected officers to help move the process forward. This will allow them to join the Commission as one unit rather than three separate units. The officers of the volunteer organization present were introduced.

There was a suggestion that the Commission meet once the members had time to review the RFPs for legal services so that an attorney could be appointed.

Anyone interested was invited to tour the building following the meeting.

The next meeting is scheduled for April 20, 2017 at 5:30 p.m. at the Wirt Park Fire Station, 201 N. Franklin Street. A tour of the facility will be conducted following the meeting.

The meeting adjourned at 6:24 p.m.

Kristina Rodgers  
Recording Secretary

Hanover Area and Fire Rescue Commission  
APRIL 20, 2017  
5:30 P.M.  
WIRT PARK STATION

1. Call to Order of the Meeting
2. Declaration of a Quorum
3. Reading of the minutes
4. Treasurer's report
5. Committee Reports
  - a. Administrative
    - 1) Further discuss mission statement and bylaws.
  - b. Labor Relations
  - c. Financial
    - 1) Designate bank signers to open account
    - 2) Authorize the creation of a vendor list to do business with.
  - d. Operations
  - e. Facilities
  - f. Identification
6. Unfinished Business
7. New business
8. Public Comment
9. Adjournment

HANOVER AREA FIRE & RESCUE COMMISSION

APRIL 20, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met on April 20, 2017, at 5:30 p.m. at the Wirt Park Fire Station located at 201 N. Franklin Street, Hanover, PA. Present at the meeting where Chairman Peter Sheppard, representing Penn Township were Commissioners Phillip Heilman and Joseph Klunk and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen James Baumgardner along with Manager Michael Bowersox. Also present was Hanover-Penn acting Fire Chief Anthony Clousher. The volunteers were represented by Steve Otis representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers. Hanover Borough Councilman Daniel Noble was absent with notice.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

There was no public comments.

Members Klunk/Otis moved for the approval of the minutes from the March 16, 2017 meeting. Motion carried

Secretary Rodgers provided a treasurer's report. Penn Township has been paid for all the joint expenses but those incurred in March for advertising. A bill was sent to them for those expenses.

The administrative committee gave a report. Member Heilman reported that an EIN number and a state vendor number had been secured. The state vendor number allows the Commission to accept funds from the State. The mission statement was provided again. The word visitors will be added and forwarded for approval at the next meeting. The bylaws were reviewed by the Commission Secretary. The mailing address was set at 20 Wayne Avenue, Hanover, PA 17331. Subsection d under Article III the addition of members to the Commission was added. The Commission decided that if additional municipalities are added the representation of the new municipality will be decided by the Charter members of the Commission. The Charter members are the Borough of Hanover and the Township of Penn. Under Article III subsection k was added. This section allows for an alternate member to be appointed. Article IV was changed to include the officers will be elected by the Commission members, each for a one year term. Officers will remain in office until the end of such term or until a successor to such office has been selected and qualified. Such election will take place at the first regular meeting of each year of the commission. The secretary description was changed to include the Secretary does not have to be a member of the Commission. The Treasurer's description was changed to include the same language. Subsection e was added which discusses vacancies. It states that any officer who is absent from two consecutive regular meetings without just cause may forfeit the right to hold such office. The Chairman shall declare such office vacant. All vacancies shall be filled by the Commission. Section 1 under article V was changed to include that the Chairman shall appoint all Committee Chairman. It was noted that all the Committees are the same as previously listed and if anyone wanted changes to let the Committee know. If any Committee wanted bylaws for their specific Committee they needed to provide them. Article VI fiscal management was added. Article VII Conflict was added. Article VIII amendment to the bylaws was added. The Commission agreed that the changes discussed during the meeting would be made and the final bylaws would be adopted in May. The bylaws could be

amended and changed as we go but it would give the Commission something to operate from. The bylaws will be adopted with the mission statement by resolution.

Member Bowersox noted that four rfp's were received for legal services. He is recommending Michael Miller, Eckert Seaman's, to be council for the Commission. Mr. Bowersox then introduced Mr. Miller. Mr. Miller gave a brief overview of himself and Eckert Seaman's. He noted his experience as a labor law attorney.

Members Heilman/ Bankert moved for the appointment of Eckert Seaman's to be the Solicitors for the Hanover Area Fire and Rescue Commission. It was noted that representatives from PTVES and Penn Township would be able to explain to the attorney the unique situation in Penn Township.

Secretary Rodgers noted that a bank account is needed to receive the funds from the state if the Commission is successful in receiving a grant. The Commission discussed that the Chairman and Secretary would be the signers on the account at BB &T. The by-laws do have the Treasurer and Chairman signing checks. There currently is not a Treasurer. There was some discussion on whom could serve as Treasurer. Members of the Commission will contact people that may be interested in the position. The Commission suggested each municipality place \$2,500 in the account. This could be used to pay expenses going forward instead of each municipality paying the bills and getting reimbursed by the other municipality. Current expenses include advertising but with the appointment of a solicitor additional expenses will be incurred. A warrant system similar to the one being utilized by both municipalities will be used. Commission Members Klunk/Baumgardner moved that the Chairman and the Secretary be the authorized signers on each account and each municipality place \$2,500 in the account for expenses. Motion carried.

Secretary Rodgers also presented a list of vendors for approval by the Committee. The list is composed of those businesses used by both the Borough of Hanover and the Township of Penn. Members Klunk/Baumgardner moved to approve the vendor list. Motion carried with Chairman Sheppard abstaining from voting on the list.

Acting Fire Chief Clousher then presented the report of the Operations Committee. He explained the need for a new fire truck since the current fire truck owned by Penn Township needs replaced. He stated that a new fire truck will replace three existing units, the one owned by Penn Township and two owned by the Borough. Penn Township Captain Kevin Adams gave a small presentation on the new fire truck. He provided a quote of \$1,048,772 for a new fire truck and equipment. There are several incentives that are offered by the manufacture which can help reduce the price. Captain Adams reviewed the incentives. Captain Adams noted that the proposal was sent to three fire truck vendors. The price is not the lowest but the vendor that most closely matched the specification. Costars pricing was used. Each municipality is a costars participant but the Commission is not. Captain Adams will also see if the quote can be extended for an additional thirty days. Secretary Rodgers will work on getting the Commission registered with Costars. Secretary Rodgers did receive a quote from BB &T for borrowing and will have it updated and forwarded to all the members.

The facilities committee noted that they took a tour of the Penn Township Volunteer Emergency Services station last month following the meeting. They will tour the Wirt Park Station following this meeting. The only facility that needs toured is the Clearview Station. It was suggested that the next meeting be scheduled at the YMCA so that anyone wishing to tour the station can do so after the meeting. There was some questions from the Committee to the Borough about the Tanger building as a possible location for the Commission.

The identification committee noted that they will be ready to provide designs next month.

The Fire Chief job description was discussed and will be reviewed by the labor relations committee. It was suggested that a list of all sub Committee members be provided to the Commission members. The identification committee did provide their list.

The next meeting is scheduled for May 18 at 5:30 p.m. at the YMCA. A tour of the Clearview Station will be conducted following the meeting.

The meeting adjourned at 7:00 p.m.

Kristina Rodgers  
Recording Secretary

HANOVER AREA FIRE & RESCUE COMMISSION

MAY 18, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met on May 18, 2017, at 5:30 p.m. at the Borough of Hanover Office, 44 Frederick Street, Hanover, PA. Present at the meeting where Chairman Peter Sheppard, representing Penn Township were Commissioners Wendell Felix and Michael Brown and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen Dan Noble and James Baumgardner and Manager Michael Bowersox. Also present was Hanover-Penn acting Fire Chief Anthony Clousher. The volunteers were represented by Steve Otis representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

An executive session was held on May 11, 2017 to discuss personnel issues.

There was no public comment.

Members Baumgardner/Noble moved for the approval of the minutes from the April 20, 2017 meeting. Motion carried unanimously.

Secretary Rodgers provided a treasurer's report. Penn Township has been paid for all the joint expenses but those incurred for the advertisement of this current meeting. An invoice was sent to the Borough of Hanover.

The meeting began with a report from the Labor Relations Committee. Mr. Bowersox stated that the Labor Relations Committee would like to recommend Acting Fire Chief Clousher for the position of fire chief.

Members Nobel/Baumgardner moved for the appointment of Anthony J. Clousher, as the first Fire Chief of the Hanover Area Fire and Rescue Commission. They further moved that the Commission set pay and benefits for the Fire Chief starting January 1, 2018 but until such time he will remain an employee of the Borough of Hanover. Motion carried unanimously.

Manager Bowersox noted that a job description for an executive secretary/administrative assistant had been provided. It is the Labor Relations Committee recommendation that the Commission advertise for an executive secretary/administrative assistant. It is anticipated that this person will start in the late summer/early fall.

Members Bankert/Noble moved to authorize the advertisement for the position of administrative assistant at a pay range of \$45,000 to \$50,000. Motion carried unanimously.

At this point in the meeting Chairman Sheppard swore in Anthony Clousher as the Fire Chief. During the ceremony Mr. Clousher was surrounded by family and the former Fire Commissioner James Roth and former Fire Chief 49 Jan Cromer. Mr. Clousher's wife pinned his badge on him.

The administrative committee presented a resolution for the adoption of the mission statement and bylaws. Corrections and changes from prior meetings have been included in the resolution. These bylaws can be adjusted as needed.

Members Baumgardner/Bankert moved to adopt Resolution 2017-03, a resolution authorizing the adoption of a mission statement and bylaws. Motion carried unanimously.

Mr. Sheppard noted that he believed there should be three signers on all bank accounts. The bylaws were changed to include the Chairman of the Commission along with the two municipal managers as check signers. Any combination of the two signers would be acceptable.

Members Baumgardner/Bankert moved to authorize Michael Bowersox as a signer on all banking accounts of the Hanover Fire and Rescue Commission. Motion carried unanimously.

Mr. Baumgardner reported that the Commission toured the Clearview Fire Station prior to the meeting. This concludes the tours of all the existing facilities. He suggested that a maintenance schedule be developed by the Commission for all of the facilities.

Mr. Bankert provided two quotes for getting clothing with the new logo. Secretary Rodgers noted that Witmer/Fire Store is a costars dealer. Since there is such a large volume of items needing be purchased on the initial order the Commission may want to utilize the costars vendor so they can save money on the bidding. The identification Committee will be prepared to make a presentation at an upcoming meeting.

Mr. Noble stated that if there is a separate committee for equipment he would be willing to serve on the Committee.

There was no new or unfinished business to come before the Commission.

The next meeting is scheduled for June 15 at 5:30 p.m. at the Penn Township Municipal Building.

The meeting adjourned at 5:52 p.m.

Kristina Rodgers  
Recording Secretary

HANOVER AREA FIRE & RESCUE COMMISSION

JUNE 15, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met on June 15, 2017, at 5:30 p.m. at the Penn Township Municipal Office, 20 Wayne Avenue, Hanover, PA. Present at the meeting where Chairman Peter Sheppard, representing Penn Township were Commissioners Joseph Klunk and Philip Heilman and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen Dan Noble and James Baumgardner and Manager Michael Bowersox. Also present was Hanover-Penn Fire Chief Anthony Clousher. The volunteers were represented by Fred Ayers representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

An executive session was held on June 1, 2017 to discuss personnel issues.

There was no public comment.

Members Noble/Klunk moved for the approval of the minutes from the May 18, 2017 meeting. Motion carried unanimously.

Secretary Rodgers provided a treasurer's report. Penn Township has been paid for all the joint expenses but those incurred for the advertisement of this meeting and the executive secretary position. An invoice was sent to the Borough of Hanover.

Mr. Bowersox reported the Labor Relations Committee will meet on June 29 to review the existing IAFF contracts and to discuss the resumes submitted for the executive secretary position. There were about sixty resumes submitted for the position. The personnel committee will schedule interviews and present a candidate to the commission for consideration. An executive session with Commission will be held at 4:00 p.m. on the same day.

Ms. Rodgers reported that if there are any requested changes to the bylaws they need to be submitted.

The Committee discussed the purchase of a fire truck. The agreement was sent to the solicitor for review. Comments were provided and addressed by Chief Clousher and Captain Adams. Captain Adams stated that we have a copy of the COSTARS 013 contract and the specifications were designed around the contract. He did not review the agreement page by page but reviewed the highlights of the proposal. There is a bumper to bumper warranty. Captain Adams also reviewed some of the individual warranties on parts. The truck will be constructed to Penn Dot specifications. The vehicle will be shipped to 204 Clover Lane, Hanover, PA, the PTVES Station. This fire truck had the least exceptions to the specifications sent to the manufacturer. Captain Adams stated that training will be provided to all the fire fighters. The truck would not be put into service until all personnel received training. All of the concerns that were expressed by the Solicitor were addressed. The Commission discussed the ability to finance the truck. Rob Brady, DCED representative, noted that the power to borrow could be given to the Commission if authorized by the municipalities. The Commission decided to request a resolution from each municipality to fund the purchase of the fire truck. Once the resolutions are approved by the municipalities the truck would be ordered.

The operations committee had no report.

Mr. Noble noted that the equipment committee needed to be added to the agenda. Mr. Noble meet with Fire Chief Clousher about the equipment and suggested that everything be logged and a replacement plan be established. It was suggested that we review what mutual aid companies have as well as the Hanover Area Fire and Rescue Commission. It was also suggested a list of items that can be disposed of be created. It was suggested that items could be purchased from a government surplus list.

The identification committee noted that they are still working on the final design of the logo.

Fire Chief Clousher noted under new business that we should consider getting IT quotes for the Commission. The service would not have to bid. He also suggested that the Commission may want to consider utilizing one EMA coordinator. The municipalities would have to agree but it is being done in other areas.

The next meeting is scheduled for July 20 at 5:30 p.m. at the Hanover Borough Office Building.

The meeting adjourned at 6:30 p.m.

Kristina Rodgers  
Recording Secretary

HANOVER AREA FIRE & RESCUE COMMISSION

JULY 20, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met on July 20, 2017, at 5:30 p.m. at the Borough of Hanover Office, 44 Frederick Street, Hanover, PA. Present at the meeting where Chairman Peter Sheppard, representing Penn Township were Commissioners Joseph Klunk and Philip Heilman and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen Dan Noble and James Baumgardner and Manager Michael Bowersox. Also present was Hanover Area Fire and Rescue Fire Chief Anthony Clousher. The volunteers were represented by Fred Ayers representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

An executive session will be held on August 3, 2017 to discuss personnel issues. There was an executive session held on June 29, 2017 to discuss personnel and financing issues.

There was no public comment.

Members Noble/Klunk moved for the approval of the minutes from the June 15, 2017 meeting. Motion carried unanimously.

Secretary Rodgers provided a treasurer's report. Penn Township has been paid for all the joint expenses but those incurred for the advertisement of this meeting. An invoice was sent to the Borough of Hanover. Mr. Bowersox is working on getting an updated invoice from the Solicitor.

Mr. Bowersox reported on the interviews held to hire an executive secretary. He stated he would like to offer the job to Vanessa Larson for \$48,000 a year with a start date of October 2, 2017. Members Baumgardner/Ayers moved to offer employment to Ms. Larson effective October 2, 2017. Motion carried. Ms. Larson will be an employee of the Borough of Hanover until January 1 and will be offered benefits similar to their employees.

Fire Chief Clousher reported that Penn Township authorized the ordering of the new fire truck. Delivery is anticipated within the next ten to twelve months. The truck was ordered in Penn Township's name but it will be titled to the Commission.

Fire Chief Clousher also announced the Commission will need to develop Civil Service Rules and Regulations and form a Civil Service Board for hiring.

Member Baumgardner noted that the Borough of Hanover is reviewing all of their facilities and there is a chance that the Tanger building maybe sold and that the Fire Chief and Secretary may need new offices. The facilities committee believes that there may be a place for offices at one of the three existing fire stations.

Member Bankert reported that the final presentation by the identification committee will be made next month.

Member Noble noted that the equipment committee is reviewing all the equipment owned by the Borough of Hanover and the Township of Penn along with the equipment owned by all

the neighboring fire stations. All the mutual aid companies are volunteer fire companies. The consolidation of equipment has begun with the purchase of the new fire truck. The Committee is working on a plan to cut costs on the equipment and to consolidate what we are going to have. The equipment committee also discussed the ambulances which are owned by PTVES. All five are costing the company money in repairs and should be replaced. A cost of a new ambulance can be as high as \$200,000. It was noted that PTVES is going to make a request of the Rice and Warehime Foundations to obtain funds to purchase new ambulances.

Fire Chief Clousher noted that he tried to get additional grant funding through the State Fire Marshal's office but the Hanover Area is not financial distressed.

Fire Chief Clousher noted that he is working on the 2018 budget but since there is not a bargaining contract in place it makes it difficult to anticipate wages and benefits.

Fire Chief Clousher noted that there is a retirement in the Borough of Hanover.

The next meeting is scheduled for August 17 at 5:30 p.m. at the Penn Township Office.

The meeting adjourned at 6:09 p.m.

Kristina Rodgers  
Recording Secretary

## HANOVER AREA FIRE & RESCUE COMMISSION

### Minutes

August 17, 2017

5:30 P.M.

The Hanover Area Fire and Rescue Commission met on August 17, 2017, at 5:30 p.m. at the Penn Township Municipal Building, 20 Wayne Avenue, Hanover, PA. Present at the meeting representing Penn Township were Commissioners Joseph Klunk and Philip Heilman and Manager Kristina Rodgers. Representing Hanover Borough were Councilmen Dan Noble and James Baumgardner and Manager Michael Bowersox. Also present was Hanover Area Fire and Rescue Chief Anthony Clousher. The volunteers were represented by Steve Otis representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers. Chairman Peter Sheppard was absent with notice.

Vice Chairman Noble called the meeting to order at 5:30 p.m. with a declaration of a quorum.

An executive session was held on August 3, 2017 to discuss personnel issues.

There was no public comment.

Members Bankert/Klunk moved for the approval of the minutes from the July 20, 2017 meeting. Motion carried unanimously.

Secretary Rodgers provided a treasurer's report. Penn Township has been paid for all the joint expenses but those incurred for the advertisement of this meeting. An invoice was sent to the Borough of Hanover. Mr. Bowersox is working on getting an updated invoice from the Solicitor.

Manager Bowersox reported that the Fire Chief would like the executive secretary to start in September rather than October.

Member Bankert/Klunk moved that the executive secretary be hired effective September 5, 2017. Motion carried.

Manager Bowersox reported that the first negotiation with the union will be held on September 13, 2017.

There was no report from the Finance Committee.

Fire Chief Clousher gave an update on the progress of the volunteer on consolidating into one organization prior to them entering the Commission. He suggested that members of the Commission attend a future meeting of the volunteers to explain how the volunteers would operate in the Commission.

There was no report from the facilities committee.

Member Bankert provided an update on the identification committee. He provided copies of the patches, logos, the clothing that would be worn by the paid staff and volunteers, the badges, and a representation of the colors for the vehicles. The number 79 has been assigned by York County 911. Member Bankert also suggested that a quartermaster system be utilized. He

estimates that the cost of new uniforms will be over \$18,000 for all volunteers and employees. The vendor that is proposed is a costars vendor. There was a brief discussion by the Committee.

Members Klunk/Otis moved to approve the identification packet as presented by the identification committee. Motion carried.

The equipment committee reported that all the equipment for the Borough and the Township along with the surrounding mutual aid companies has been inventoried. They are preparing a report on the last four years of maintenance costs on all the equipment that will be absorbed by the Commission.

Fire Chief Clousher announced that PTVES has been awarded \$175,000 to purchase a new ambulance from the Warehime Foundation. They have also been awarded a \$100,000 matching grant toward the purchase of another ambulance. PTVES will also be looking at other organizations to receive grant funds.

It was announced that Steve Otis and John Bankert will be the volunteer representatives on the Commission through December 2018.

Fire Chief Clousher reported he is working on the 2018 budget.

An executive session may need to be held prior to the next Commission meeting.

The next meeting is scheduled for September 21, 2017 at 5:30 p.m. at the Borough of Hanover office.

The meeting adjourned at 6:30 p.m.

Kristina Rodgers  
Recording Secretary



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, September 21, 2017 at 5:30 p.m.  
Hanover Borough

The Hanover Area fire and Rescue Commission met on September 21, 2017 at 5:30 p.m. at the Hanover Borough Office, 201 N. Franklin Street, Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard and member Michael Brown
- Penn Township Commissioners Joseph Klunk and Philip Heilman, and Manager Kristina Rodgers
- Hanover Borough Councilman Dan Noble, James Baumgardner, Treasurer Sam Miller, and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher
- Volunteer Fred Ayers representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

An executive session will be held on Thursday, October 5, 2017 to discuss personnel.

Members Noble/Klunk moved for the approval of the minutes from the August 17 meeting. There was a correction to the cost of uniforms of \$18,000 for volunteer and \$16,000 for career firefighters.

Secretary Rodgers provided a treasurer's report. There is a bill advertising this meeting that will be split between the two municipalities.

Labor Relations:

Managers Bowersox and Rodgers, Fire Chief Anthony Clousher and Executive Assistant Vanessa Larson will attend a union negotiation meeting with Attorney Mike Miller at the Eckert, Seamans Law Office in Harrisburg on October 2, 2017.

Administrative: No discussion

Financial: No discussion

Operations:

Fire Chief Anthony Clousher discussed an insurance proposal from Steve Hartlaub of Weber Insurance Agency.

Fire Chief Anthony Clousher noted that he is working on the 2018 budget and indicated that it cannot be finalized until a bargaining contract is in place.

Facilities:

Councilman Baumgardner discussed that there are several properties that the Borough Facilities Committee is looking to sell. They want to streamline the Borough's operations. One of these buildings is the Tanger Building where the current Fire Chief's office is located. A second property is the house at 409 N. George Street that the Borough purchased a few years ago for the purpose of expanding Clearview Station. The Facilities Committee and Fire Chief agree that the Clearview Station could be relocated in the future to a more advantageous location.

Identification:

John Bankert presented finalized identification patches. A question was raised concerning carry-over of unused uniform funds to purchase new uniforms with Commission logos. It was agreed that the firefighters having current funds in their uniform allowance would be allowed to purchase new uniforms, if their balance was zero, they would not be able to purchase new uniforms. Motion made by James Baumgardner, seconded by Dan Noble.

Discussion ensued on investigating the potential of a state grant for uniforms.

Equipment:

Fire Chief Clousher reviewed a notebook given to the members of the Commission containing a detailed inventory of current equipment, equipment to be added and disposed. Also included was a listing of neighboring mutual aid companies. This was a culmination of information to be used by the equipment committee to evaluate our current and future needs.

Unfinished Business: No discussion

The next meeting is scheduled for Thursday, October 19, 2017 at the Penn Township Office.

The meeting adjourned at 6:06 p.m.

Respectfully submitted,  
Vanessa Larson  
Recording Secretary



## Minutes

Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, October 19, 2017 at 5:30 p.m.  
Penn Township Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on October 19, 2017 at 5:30 p.m. at the Penn Township Municipal Building, 20 Wayne Avenue, Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Philip Heilman, Joseph Klunk, Michael Brown (alternate), and Manager Kristina Rodgers
- Hanover Borough Councilman Dan Noble, Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteer Fred Ayers representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

There is no report from the executive session held on Thursday, October 5, 2017. The board will schedule another executive session in the next few weeks.

Public Comment: No comment

Approval of the Minutes:

Members Noble/Ayers moved for the approval of the minutes from the September 21, 2017 meeting. Motion carried unanimously.

Treasurer's Report:

Kristina Rodgers provided a treasurer's report. The expense incurred for the advertisement of this meeting and \$8,000 in solicitor invoicing will be split with the Borough.

Labor Relations:

Managers Bowersox and Rodgers, Fire Chief Anthony Clousher and Executive Assistant Vanessa Larson attended the first union negotiation meeting with Attorney Mike Miller at the Eckert, Seamans Law Office in Harrisburg on October 2, 2017. The Commission's initial proposal was presented and included standard rules of the organization, works hours, etc. There was no discussion at this meeting of compensation or benefits. The Commission is waiting on word from Attorney Miller when the next meeting will be held to discuss compensation.

Administrative: No discussion

Financial:

Anthony Clousher reported that Rob Brady will start work on the grant proposal to fund start-up costs, re-branding, etc. Chief Clousher did not know the timeline for receiving the funds, but the Commission's current bank account is at zero dollars. There was no objection to Chief Clousher working with Mr. Brady in this manner.

Chief Clousher and assistant Vanessa Larson met with Mr. Steve Hartlaub of Weber Insurance today for their quote on vehicle, crime, property, workmen's compensation and other insurances. Some of the figures were comparable with the VFIS quote while others differed greatly. We will meet with VFIS in November to again review their quote with the addition of Workmen's Compensation coverage.

The question whether the Quint can be leased from the bank or the dealer will be confirmed by Attorney Miller.

Chairman Sheppard raised the question on how we would move forward purchasing future equipment. Chief Clousher stated that the borough, township and the Commission will put funds aside and purchase the equipment as a clear asset.

Per Chief Clousher, the Commission budget is still fluid; Commissioner Klunk noted that Penn Township will need a finalized budget by the first Monday in November.

Operations:

Chief Clousher stated that captain Kevin Adams has spearheaded the project of notifying the 911 center of new equipment numbers.

Facilities: No discussion

Identification: No discussion

Equipment:

Chairman Sheppard suggested having the vehicle oil sent out to be analyzed to project vehicle life. Chairman Sheppard will provide contact information to Chief Clousher.

Unfinished Business: No discussion

New Business: No discussion

Motion made by John Bankert to adjourn meeting at 6 p.m., seconded by Fred Ayers, motion approved.

The next meeting is scheduled for Thursday, November 16, 2017 at 5:30 p.m. at the Hanover Borough location.

Respectfully submitted,  
Vanessa Larson  
Recording Secretary



Minutes  
Hanover Area Fire and Rescue Commission  
November 16, 2017  
5:30 p.m.

The Hanover Area Fire and Rescue Commission met on November 16, 2017 at 5:30 p.m. at the Hanover Borough Office, 201 N. Franklin Street, Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Philip Heilman, Michael Brown (alternate), and Manager Kristina Rodgers
- Hanover Borough Councilman Dan Noble, Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteer Steve Otis representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

There is no report from the executive session held on Thursday, November 16, 2017.

Public Comment: No comment

Approval of the Minutes:

Members Noble/Bankert moved for the approval of the minutes from the October 19, 2017 meeting. Motion carried unanimously.

Treasurer's Report:

Kristina Rodgers stated that invoicing continues to be split equally between Penn Township and the Borough of Hanover.

Manager Bowersox reported that \$2,500 has been deposited into the Commission account from the Borough, Manager Rodgers stated that \$2,500 will be deposited (into the Commission account) from Penn Township the week of November 19, 2017.

Labor Relations:

IAFF Local 2045 negotiations are still taking place with two meetings scheduled in December. Manager Bowersox indicated that probably 75 percent of the language in the proposed agreement has been acceptable to both sides.

Administrative: No discussion

Financial:

1. Members Noble/Otis moved to approve a motion to change the official address of the Commission to a P.O. Box (size 11" x 5.5") at the cost of \$99 every six months. Motion carried unanimously.

2. Members Heilman/Bankert moved to adopt resolution No. 2017-4 authorizing an application to DCED for the Pennsylvania Municipal Assistance Program (MAP) Grant. Motion carried unanimously.
3. Members Heilman/Noble moved to adopt resolution No. 2017-5 authorizing the establishment of three additional bank accounts with BB&T. Motion carried unanimously.
4. Members Noble/Brown moved to adopt resolution No. 2017-6 authorizing an agreement with *Paytime* to provide payroll services to the Commission. Motion carried unanimously.

Operations:

1. Members Noble/Otis moved to adopt Article V, Section 4, Operations Committee By-laws. Motion carried unanimously.

Facilities: No discussion

Identification: No discussion

Equipment:

1. Members Noble/Otis moved to adopt Article V, Section 5, Equipment Committee By-laws. Motion carried unanimously.

Unfinished Business:

Member Steve Otis questioned the transfer of titles on the vehicles. Fire Chief Clousher or Executive Assistant Vanessa Larson will contact Runkle's Notary, Tag, and Title, 1206 High Street, Hanover, PA to inquire on costs.

New Business:

A Civil Service Commission will be established for future hiring purposes. Fire Chief Clousher will contact our attorney, Mr. Michael Miller of Eckert, Seamans Law Office to proceed with the establishment.

The Volunteer organization has finalized officer requirements for their operations, Mr. Funk, chairman of the steering committee, has been working with Rob Brady. Officers will be voted on in January 2018, the volunteer operations will then be ready to come into the Commission.

Motion made at 6 p.m. by John Bankert to adjourn meeting, seconded by Dan Noble, motion approved.

The next meeting is scheduled for Thursday, December 21, 2017 at 5:30 p.m. at the Penn Township location.

Respectfully submitted,  
Vanessa Larson  
Recording Secretary



## Minutes

Hanover Area Fire and Rescue Commission  
December 21, 2017  
5:30 p.m.

The Hanover Area Fire and Rescue Commission met on December 21, 2017 at 5:30 p.m. at the Penn Township Municipal Building, 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Philip Heilman, John Klunk, Michael Brown (alternate), and Manager Kristina Rodgers
- Hanover Borough Councilman Dan Noble, James Baumgardner and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteer Steve Otis representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Chairman Sheppard called the meeting to order at 5:30 p.m. with a declaration of a quorum.

An executive session was held on Wednesday, Dec. 20, 2017 to discuss ongoing negotiations with the firefighter union, IAFF Local 2045.

Public Comment:

Bruce Yealy, president of PTVES, announced the Congressional Fire Services Institute has nominated PTVES for an EMS Leadership award.

Former fire chief Jan Cromer, Mr. Yealy, Fred Ayers, and fireman Jeffry Parks all spoke in opposition to Community Life Team (Pinnacle/UPMC) potentially acquiring the ambulance service. Commission President Sheppard spoke of the difficulty in balancing the escalating costs, repair and/or replacement of our aging ambulances with income generated. He asked for everyone's comments and consideration to improve our current system.

Approval of the Minutes:

Members Bankert/Noble moved for the approval of the minutes from the November 16, 2017 meeting. Motion carried unanimously.

Treasurer's Report:

Chairman Sheppard stated that Commission related invoicing continues to be split equally between Penn Township and the Borough of Hanover.

Labor Relations:

IAFF Local 2045 negotiations are still taking place with the next meeting scheduled for Monday, Jan. 15, 2018.

Administrative:

1. Commissioner Heilman and Manager Bowersox stated the transfer of assets has begun.

Financial: No discussion

Operations:

1. Motion made to move the official start date of the Commission to February 1, 2018. Members Noble/Bankert moved to approve, motion carried unanimously.
2. Anthony Funk, chairman of the volunteer Steering Committee, stated they are electing officers and reviewing by-laws on Wednesday, January 3, 2018.
3. Fire Chief Clousher discussed insurance coverage and related costs for workmen's compensation, vehicles, buildings and content coverage.
4. Fire Chief Clousher requested that a monthly stipend of \$400 (each) be paid by the Commission in 2018 to the two Assistant Fire Chiefs who currently receive a stipend from their respective Borough/Municipality. Chief Clousher will ask the Borough of Hanover and Penn Township to pay the stipend until the volunteer organization officially joins the Commission; we will then reimburse the expenditures.  
No motion called but Commission members stated their approval.

Facilities:

1. Commissioner Baumgardner reported the property next to the Clearview station will be sold.

Identification:

Firefighter Phillips is working on Commission signage to be placed in the front of the three firehouses.

Equipment: No discussion

Unfinished Business:

1. Commissioner Klunk initiated a discussion (relating to a letter received from the volunteers) on the potential of the Community Life Team acquisition of the PTVES ambulance service. He stated that both Penn Township and the Borough of Hanover have stepped up to keep the ambulance service afloat; things have improved substantially, but we need to look at restructuring our current system.
2. Commissioner Baumgardner suggested putting a manager in place.
3. EMS chief Michael Smith indicated the challenge is to provide transport and pickups at the same time. On a positive note, our service area continues to grow through new contracts, also, the wheelchair van is making a profit. He also stated that the Community Life Team will manage from Harrisburg, not understanding our market and our mission of community based local service. The PTVES license expires July 1, 2018 with the application due the beginning of March, 2018.

4. Mr. Bankert commented that Pinnacle is not in tune with billing models.
5. Mr. Funk stated that the Volunteers will delay joining the Commission until this matter is resolved.
6. With the many comments received from current PTVES employees and residents attending the meeting in support of the Commission retaining the ambulance service, Chairman Sheppard called an immediate executive session.
7. The meeting was reconvened at 6:50 p.m.

As a result of the executive session, the Commission board will stop discussions with Community Life Team and work to restructure the current PTVES system to efficiently run the department, lower costs, and maintain equipment and vehicles.

After the close of this executive session, Chairman Sheppard questioned Mr. Funk if this decision by the Board allays their concerns. Mr. Funk indicated that it did and they would move forward with their plans to come into the Commission.

Chairman Sheppard thanked everyone for their comments and attendance.

New Business: No discussion

It was noted that Penn Township Commissioner Heilman is retiring from the Commission Board as of 12/31/17. Mr. Michael Brown, current alternate from Penn Township, will take his seat on the board.

Motion made at 7:05 p.m. by James Baumgardner to adjourn meeting, seconded by Steve Otis, motion approved.

The next meeting is scheduled for Thursday, Jan. 18, 2018 at 5:30 p.m. at the Hanover Borough location.

Respectfully submitted,  
Vanessa Larson  
Recording Secretary