



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, January 18, 2018 at 5:30 p.m. Hanover Borough

The Hanover Area Fire and Rescue Commission met on January 18, 2018 at 5:30 p.m. at the Hanover Borough Office, 201 N. Franklin Street, Hanover, Pa.

Present at the meeting:

- Penn Township Commissioners Joseph Klunk, Michael Brown and Manager Kristina Rodgers
- Hanover Borough Councilman Bill Reichart, Chris Lockard, Treasurer Sam Miller, 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.

Commissioner Joseph Klunk opened the meeting for Chairman Peter Sheppard who was absent. The meeting was called to order at 5:30 p.m. with a declaration of a quorum.

Fire Chief Clousher introduced the new Hanover Borough committee members, Council President Bill Reichart and member Christopher Lockard. They replaced Dan Noble and Jim Baumgardner on our board.

Board Reorganization:

Per the Intergovernmental Cooperation Agreement, Exhibit B, By Laws, the Commission must reorganize at the first meeting of each calendar year. Nominations and motions approved are as follows:

Chairman: John Bankert nominated Peter Sheppard to remain as chairman, motion to close made by Bill Reichart, seconded by Chris Lockard.

Vice-Chairman: Michael Brown nominated Councilman Joseph Klunk, motion to close made by John Bankert, seconded by Steve Otis.

Secretary: John Bankert nominated Vanessa Larson, motion to close made by Bill Reichart, seconded by Chris Lockard.

Treasurer: Joseph Klunk nominated Sam Miller, motion to close made by John Bankert, seconded by Michael Brown.

All motions carried unanimously.

Adoption of 2018 Commission Budget:

Both the Borough of Hanover and Penn Township have approved the 2018 Commission budget. Motion made to adopt the 2018 Commission budget made by Michael Brown, seconded by Steve Otis. Motion carried unanimously.

Executive Session:

An executive session was held prior to this meeting to discuss labor relations with Commission attorney Michael Miller of Eckert, Seamans, Cherin & Mellott, LLC Law Office.

Approval of Minutes:

Members Brown/Otis moved for the approval of the minutes from the December 21, 2017 meeting. Motion carried unanimously.

Treasurer's Report:

There was no official report. Manager Kristina Rodgers stated that Penn Township continues to reimburse the Borough of Hanover for shared Commission expenses.

Labor Relations:

Managers Bowersox, Rodgers, Chief Clousher and Vanessa Larson attended the scheduled contract negotiation meeting held on Monday, January 15, 2018 at the Borough of Hanover offices. On Tuesday, January 16, 2018, union members met with Managers Bowersox and Rodgers. Attorney Miller will contact union attorney Sean Welby in the very near future.

Administrative: No discussion

Financial:

A question was raised if a financial committee is needed since a treasurer is now in place. Manager Bowersox stated the yes, as the treasurer tracks the funds; the committee makes recommendations on how to spend the funds.

Operations:

Fire Chief Clousher stated the renumbering for dispatch is to go live February 1, 2018. The 911 center has updated the mapping, and stations and equipment will be designated as '79'.

Facilities: No discussion

Identification: No discussion

Equipment:

The new Quint engine (79-2) is scheduled to arrive sometime in May. Payment is to be made on delivery.

Unfinished Business:

A question was raised if the Commission has met with Pinnacle, Chairman Sheppard was to handle.

New Business:

Due to the change of board members, committees need to be reorganized. New committees will be in place by the February 15, 2018 meeting.

Public Comment:

Local IAFF 2045:

(Local IAFF 2045 installed firefighter Howard Billig as the union president as of January 1, 2018.)

Mr. Billig introduced himself and stated that negotiations haven't been progressing as fast as the union would like to see. The union members would like more personal involvement in the negotiations by attending both work and negotiation sessions; the union's team is going to

negotiate their side without the involvement of their attorney. Mr. Billig stated it is their hope this will help speed the negotiations. Mr. Billig can be contacted at 717-476-9591 (cell) or email at hdbillig@gmail.com.

EMS Service:

Per the board request at the December 2017 Commission meeting, EMS Chief Michael Smith distributed an EMS Business Plan to the Commission board, reviewing the contents. The packet included staffing scenarios with costs and options, 2017 call statistics, 2017 accounts receivable, course of action, financial history and strategy, and proposed timeline.

Actions initiated for 2018: inventory control, transferring building ownership to Penn Township, monitoring non-emergency transport service and the potential loss of income.

Mr. Smith asked to be sanctioned by the Commission Board to begin moving regulatory items by July 2018. He stated that he and Tracey Estes should be brought into the Commission first to begin this lengthy changeover.

Commissioner Brown commented that moving EMS into the Commission was agreed upon at the last board meeting, the question is how we will move forward. Decisions need to be made before the February Commission meeting.

Volunteer Board:

Mr. Tony Funk reported that the Volunteer Board elections were held in January, they intend to hold their first meeting in February.

Miscellaneous:

Fire Chief Clousher introduced Andy Crouse, assistant fire chief who was elected by the volunteer company. Jason Cromer, assistant fire chief appointed by Chief Clousher attended the meeting in December.

Motion made at 6:10 p.m. by John Bankert to adjourn meeting, seconded by Steve Otis, motion approved.

The next meeting is scheduled for Thursday, February 15, 2018 at 5:30 p.m. at the Penn Township Municipal Building.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, February 15, 2018 at 5:30 p.m.
Penn Township Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on February 15, 2018 at 5:30 p.m. at the Penn Township Municipal Building, 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

- Penn Township Commissioners Joseph Klunk, Michael Brown, Manager Kristina Rodgers
- Hanover Borough Councilmen Bill Reichart, Chris Lockard and Treasurer Sam Miller
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteers Steve Otis representing Penn Township Volunteer Emergency Services (PTVES), and John Bankert representing the Borough of Hanover volunteers.

Commissioner Joseph Klunk opened the meeting for Chairman Peter Sheppard who was absent. The meeting was called to order at 5:30 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment:

Bruce Yealy, president, HAVFR, stated that the Volunteer Steering Committee has completed their work and has turned everything over to Hanover Area Volunteer Fire and Rescue, whose officers are in place.

Mr. Klunk stated that both attorneys need to review and/or develop the Service Agreement.

Approval of the Minutes:

January 18, 2018 minutes to be amended as follows:

- Board Reorganization:
 - Vice-Chairman: Michael Brown nominated Councilman Joseph Klunk should read: Michael Brown nominated *Commissioner* Joseph Klunk
 - Treasurer: Joseph Klunk nominated Sam Miller should read:
Councilman Bill Reichart nominated Sam Miller
- Address of meeting location on Jan. 18, 2018 should read: *44 Frederick St.*, Hanover, Pa.

Minutes approved as presented and changed.

Treasurers Report:

There are no reports to distribute due to minimal activity in January. Profit and Loss and Balance Sheet reports will be distributed in March, with a line item for approval of checks.

An (adjusted) quarterly allotment payment will be issued to the Commission in February from both the Borough of Hanover and Penn Township.

Treasurer Sam Miller indicated a list of accounts payable checks has been distributed for authorization.

Motion to approve report and payables made by Steve Otis, seconded by Bill Reichart.
Motion carried unanimously.

Committee Reports

a. Review Current Committees, Roles and Responsibilities:

- Administrative:

Chief Clousher indicated this is an Ad Hoc committee, and questioned if it should remain. Manager Rodgers stated that not all committees have by-laws drafted, a task of this committee. Vice Chair Klunk indicated that this committee will remain active. Michael Brown volunteered to chair this committee.

- Facilities:

John Bankert volunteered to chair this committee, Chief Clousher recommended firefighter Erik Brown (Clover Lane), and a firefighter from the Wirt Park building.

- Financial:

Stands as is, other members will be accepted if interested.

- Identification:

This committee is finalizing their tasks.

- Operations:

Stands as is.

- Equipment:

Steve Otis volunteered to chair, Chief Clousher will remain, more members needed.

- Labor Relations:

Managers Bowersox and Rodgers will remain, Councilman Bill Reichart volunteered to chair.

- EMS Committee (new):

Councilman Chris Lockard will chair, Steve Otis will serve (both volunteered), Chief Clousher will also serve on the committee.

Please inform Chief Clousher if you would like to serve on any of the above committees.

b. Labor Relations:

Negotiations are ongoing.

c. Administrative: No discussion

d. Financial:

1. DCED Grants:

- The Commission received the first installment of the \$35,000 DCED grant.
- A grant submitted for rebranding is currently pending.
- Another grant application will be submitted as DCED is opening up another round.

2. Motion to Adopt Resolution No. 2018-1:

Michael Brown moved to table resolution for review. All approved.

3. Financing options for 2018 Pierce Quint:

Manager Rodgers will research options. BB&T Bank has reached out with their leasing program, Manager Rodgers will also inquire at M&T Bank.

Attorney Michael Miller of Eckert, Seamans Law Firm approved leasing the vehicle.

Length of lease should be five years.

4. Per Chief Clousher, the Borough of Hanover and Penn Township quarterly allotments initially included all aspects of the budget. The allotment figures have been reduced by payroll and related costs. New allotments figures were sent to Managers Bowersox and Rodgers.
- e. Operations:
Motion made to approve the January 2018 Fire Report made by Michael Brown, seconded by Christopher Lockard. Motion carried unanimously.
- f. Facilities:
Members Bankert/Lockard moved to adopt resolution No. 2018-2 authorizing the Lease Agreement for property located at 204 Clover Lane, Penn Township, Pa. Manager Rodgers requested the lease become effective March 1, 2018, pending approval of Penn Township Board of Commissioners.
Motion carried unanimously.
- g. Identification:
Committee is finalizing station and equipment signage.
- h. Equipment:
Members Bankert/Lockard moved to adopt resolution No. 2018-3, the Sublease of the 2015 Sutphen Custom Monarch SPH 100 Midmount Aerial Tower located at 201 N. Franklin Street, Hanover, Pa. from the Borough of Hanover.
Borough Treasurer Sam Miller requested the lease become effective February 1, 2018.
Motion carried unanimously.

Unfinished Business:

A discussion was held regarding the outstanding loans on Eagle Fire Company's Air Unit. There is a state loan and a commercial loan outstanding on that unit. Tony Funk spoke with Peter Sheppard about how the Commission can assume that debt, and Mr. Sheppard reported that we should refer this matter to Attorney Miller. Chief Clousher will follow up with Maynard Becker from Eagle Fire Company to get loan information.

New Business: None reported.

Public Comment: No comment.

Motion made at 5:58 p.m. by Christopher Lockard to adjourn meeting, seconded by Michael Brown, motion approved.

The next meeting is scheduled for Thursday, March 15, 2018 at 5:30 p.m. at the Hanover Borough location.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, March 15, 2018 at 5:30 p.m. Hanover Borough

The Hanover Area Fire and Rescue Commission met on March 15, 2018 at 5:30 p.m. at the Hanover Borough Office, 44 Frederick St., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Michael Brown, Ray Van de Castle (alternate) and Manager Kristina Rodgers
- Hanover Borough Councilmen Bill Reichart, Christopher Lockard, Treasurer Sam Miller and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteers Fred Ayers (alternate) 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.

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment:

Bruce Yealy, president, HAVFR, announced the ribbon cutting ceremony to be held on Saturday, April 14, 2018 at 11 a.m. at 204 Clover Lane, Hanover. Larry Rhoten is hosting the ceremony; Judge Todd Platts will administer the officers Oath of Office.

Approval of the Minutes:

Members Bankert/Ayers moved for the approval of the minutes from the February 15, 2018 meeting. Motion carried unanimously.

Treasurers Report:

Treasurer Sam Miller reported on the Profit and Loss YTD ending February 28, 2018, making note that payroll is being administered by the Borough of Hanover and Penn Township. Future discussion is needed on how to reconcile payroll with the Commission. Accounts Payable was distributed for review.

Motion to approve report and payables made by Michael Brown, seconded by Fred Ayers. Motion carried unanimously.

Committee Reports

a. Labor Relations:

Manager Bowersox reported that the combined negotiations are at a standstill, Penn Township and the Borough of Hanover are negotiating separate contracts.

b. Administrative:

- Manager Bowersox reported that the salary for the Fire Chief was never set and approved by the Commission. Current base salary is \$78,925 plus longevity and acting fire chief pay. After discussions with Manager Rodgers, he is proposing the base rate to be increased to \$92,000. Motion to approve made by John Bankert, seconded by Christopher Lockard, motion carried unanimously.

c. Financial:

- Leasing options were discussed for the 2018 Pierce Quint. Proposals from PNC, BB&T and Peoples Bank were discussed.

Motion made by John Bankert, seconded by Christopher Lockard to lease through PNC for 60 months at \$18,195.85/month plus document preparation fees. Motion carried unanimously, Chairman Sheppard will execute.

It was noted that the Commission will take ownership of the vehicle at the end of the lease.

- Motion made by Fred Ayers and seconded by Christopher Lockard to secure BB&T credit cards in the Commission's name.
- Motion made by Michael Brown, seconded by Fred Ayers to rescind resolution No. 2018-1 dated February 15, 2018 due to stalled (combined) contract negotiations. Motion carried unanimously.

d. Operations:

- Motion to approve the February 2018 Fire Report made by John Bankert, seconded by Michael Brown. Motion carried unanimously.
- Motion made by Bill Reichart, seconded by Fred Ayers to adopt Resolution No. 2018-4, Fire Ground Chain of Command. Motion carried unanimously.
- The Hanover Area Volunteer Fire and Rescue agreement was modeled after the current agreement with both municipalities. Chief Clousher forwarded the draft to Attorney Miller for approval but has not received a response.
- Manager Bowersox recently met with the career division of the fire department concerning primary operation of the equipment. The Commission-owned equipment is to be operated exclusively by the career division. Volunteer-operated equipment will be designated in the policy manual.

e. Facilities:

- The lease agreement for 204 Clover Lane is finalized with Penn Township.

f. Identification: No Discussion

g. Equipment:

- The sub-lease agreement for the 2015 Sutphen Aerial Tower is finalized with the Borough.

h. EMS:

- The EMS committee met to discuss maintaining the ambulance service. (The ambulances are owned by the volunteers.)

Unfinished Business:

The Eagle Fire Company air unit is encumbered by a State Fire Commission loan and a commercial loan with the Kansas State Bank. Discussion ensued on HAVFR making payments (with reimbursement by the Commission) until the agreement between HAVFR and HAFRC is finalized.

New Business:

- Maynard Becker questioned the finances of HAVFR after they are absorbed into the Commission. Initial discussion is to bring the new company into the Commission with HAVFR holding their funds for a time (i.e. the organization has to exist six months to apply for 501c3 status). Discussion to continue on funds. It was also noted that the Commission will secure insurance on the vehicles that are transferred over.
- Chief Clousher questioned whether the Commission should obtain a local solicitor (in addition to labor attorney Miller.) It was suggested we contact Rob Brady for input, with a report at the April 19 meeting.
- Bruce Yealy inquired whether the Commission will be involved in the 4th of July activities this year. Manager Bowersox stated this is a Borough funded event and welcomed the fire department involvement. A volunteer committee will be formed to plan.

Motion made at 7:10 p.m. by Fred Ayers to adjourn the meeting, seconded by John Bankert, motion approved.

The next meeting is scheduled for Thursday, April 19, 2018 at 5:30 p.m. at the Penn Township Municipal Building.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, April 19, 2018 at 5:30 p.m. Penn Twp. Municipal Building

The Hanover Area Fire and Rescue Commission met on April 19, 2018 at 5:30 p.m. at the Penn Twp. Municipal Building, 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Michael Brown, Joseph Klunk and Manager Kristina Rodgers
- Hanover Borough Councilmen Bill Reichart, Christopher Lockard, and Manager Michael Bowersox
- Hanover Area Fire and Rescue Commission Executive Assistant Vanessa Larson
- Volunteers Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue

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

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment:

Chairman Sheppard recently met with the Hanover Red Cross chapter. The building they were housed in (on Carlisle St.) was recently sold; they are in need of a location to garage their vehicle. Mr. Sheppard indicated that our firehouses are currently full but the Commission plans to dispose of a few vehicles.

Approval of the Minutes:

Members Reichart/Bankert moved for the approval of the minutes from the March 15, 2018 meeting. Motion carried unanimously.

Treasurers Report:

Treasurer Sam Miller was absent, Vanessa Larson reported on the Profit and Loss YTD ending March 31, 2018.

John Bankert questioned the purchase of the \$8,000 Hose Reel and subsequent reimbursement from the Relief Association. Bruce Yealy explained the item was needed immediately and reimbursement will be made when HAVFR is up and running.

Motion to approve report and payables made by Joseph Klunk, seconded by Peter Sheppard. Motion carried unanimously.

Committee Reports

- a. Labor Relations: No Discussion
- b. Administrative:

- Commissioner Brown stated the Administrative Committee met on April 10 to discuss the possibility of all committees meeting collectively prior to the monthly Commission meeting. During those meetings, each committee would voice their issues with discussion by the entire group.
- The Commission board decided each committee will meet individually with minutes of those meetings sent to Vanessa Larson by the second Thursday of each month. Vanessa will then distribute.
- If a committee does not meet, inform Vanessa and send minutes on your next meeting.
- It was stated that if a quorum is met, these committee meetings do not have to be public.

c. Financial:

- Per Attorney Michael Miller, leasing the 2018 Pierce Quint through PNC is not an option. Mr. Miller cannot issue an opinion letter, also, the Commission has no authority to incur debt.
- Manager Rodgers stated that Penn Twp. will purchase the truck with a lease drawn up for the Commission.

d. Operations:

- Motion to approve the March 2018 Fire Report made by Joseph Klunk, seconded by Bill Rechart. Motion carried unanimously.
- Prior to this meeting, Chief Clousher gave the board a draft service agreement for Hanover Area Volunteer Fire and Rescue (that mirrors the Clearview and Eagle agreement). The draft agreement will also be reviewed by the attorneys.
- All HAVFR officers were sworn in on Saturday, April 14, 2018.

e. Facilities:

- As a trustee of HAVFR, Steve Otis requested an agreement that HAVFR can remain in the Clover Lane building now that Penn Township owns the property. It was decided by the Commission board that a recorded motion would stand as agreement. Motion is as follows:

Motion to allow the three volunteer companies, Eagle Fire Company #2, Clearview Fire Company #3, Penn Township Volunteer Emergency Services, and the Fire Police of Penn Township, to continue to use the building located at 204 Clover Lane, Hanover, Pa. as they have in the past until such time the merger is complete with the Hanover Area Fire and Rescue Commission.
Motion made by Joseph Klunk, seconded by John Bankert. Motion carried unanimously.

f. Identification: No Discussion

g. Equipment:

- The refurbished ambulance was delivered to Clover Lane on April 18, 2018. Mr. Sheppard noted that the older ambulances (as previously discussed) should be removed from service when applicable.

- 2018 Pierce Truck - Captain Kevin Adams reported the firemen will travel to the plant to review the (approx.) 200 page specification book and inspect the truck before taking possession in May.

h. EMS: No Discussion

Unfinished Business: No Discussion

New Business: No Discussion

Public Comment:

Local IAFF 2045 will hold their annual Breast Cancer Awareness fundraiser on September 15, 2018. Firefighter Wysocki requested permission to use Clover Lane as their starting point with off-duty personnel managing the event. They will offer donuts and coffee, and use of the restrooms; their ending point is Bay City Restaurant.

Mr. Sheppard indicated a formal request letter be sent from the Union to the Commission, also an insurance rider be obtained.

Commissioner Klunk thanked everyone for their support during his recent illness.

Motion made at 6:20 p.m. by Bill Reichart to adjourn the meeting, seconded by Chris Lockard, motion approved.

The next meeting is scheduled for Thursday, May 17, 2018 at 5:30 p.m. at the Hanover Borough location.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, May 17, 2018 at 5:30 p.m. Hanover Borough

The Hanover Area Fire and Rescue Commission met on May 17, 2018 at 5:30 p.m. at the Hanover Borough Office, 44 Frederick St., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Michael Brown, Joseph Klunk and Manager Kristina Rodgers
- Hanover Borough Councilmen Bill Reichart, Christopher Lockard, and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue

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

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment: None

Approval of the Minutes:

Members Reichart/Bankert moved for the approval of the minutes from the April 19, 2018 meeting. Motion carried unanimously.

Treasurers Report:

Treasurer Sam Miller reported the Profit/Loss Budget to Actual. He also stated we will modify the Commission's 2018 budget to remove all payroll related items.

Motion to approve the Accounts Payable check runs dated May 1 and May 15 made by Joseph Klunk, seconded by Bill Reichart. Motion carried unanimously.

Committee Reports

a. Labor Relations:

- Manager Michael Bowersox stated there is an agreement 'in principle' with the Hanover Borough firemen, thanking their committee. Mr. Bowersox also stated this is a five year contract, however, we will continue to work on a joint contract under the Commission.

b. Administrative: No Discussion

c. Financial:

- Motion to adopt Resolution 2018-5 authorizing the Lease Agreement with Penn Twp. for the 2018 Pierce Ladder Truck made by John Bankert, seconded by Christopher Lockard. Motion carried unanimously.
- Motion to change address on BB&T Bank accounts to 228 High St., PO Box 1292, Hanover, Pa. made by Joseph Klunk, seconded by Christopher Lockard. Motion carried unanimously.
- Motion to approve the Commission Credit Card Policy made by Christopher Lockard, seconded by Joseph Klunk. Motion carried unanimously.
- Motion to register with the Pa. Dept. of Labor and Industry as a Reimbursable employer for Unemployment Compensation made by John Bankert, seconded by Steve Otis. Motion carried unanimously.

d. Operations:

- Motion to approve the April 2018 Fire Report made by Christopher Lockard, seconded by Joseph Klunk. Motion carried unanimously.

e. Facilities: No Discussion

f. Identification: No Discussion

g. Equipment:

- The 2015 Sutphen truck will be repainted the week of June 14, the cab to be painted grey, the signboard will be stripped, repainted, re-lettered.
- The 2011 KME will then get the same identification.
- Cost of both trucks will be approximately \$5,800.

h. EMS:

- The EMS Committee did not meet, however, Chief Clousher spoke with Rob Brady. Rob indicated that EMS cannot liquidate assets or make any capital/large expenditures, they must first merge into the volunteer group, which should be by the end of 2018.

Unfinished Business: No Discussion

New Business:

Chief Clousher spoke of the recent incident at the Wirt Park Station. Discussion ensued on current security measures at all three stations. The Operations Committee, in conjunction with the Facilities Committee were asked to make recommendations.

Public Comment:

Trustee Fred Ayers thanked everyone who attended the Ribbon Cutting Ceremony for Hanover Area Volunteer Fire and Rescue.

Fireman and Local 2045 President, Howard Billig, thanked the board for their safety concerns and indicated they would like to participate in solutions.

Mike Smith, EMS Chief, reported their tri-annual Department of Health inspection took place today, certification was issued for three more years. Our organization is one of only four that carry Critical Care level certification. The DOH indicated the policies of PTVES were stellar.

Currently the two new units are in service as primary MICU's, as well as the wheelchair van.

Motion made at 6:15 p.m. by John Bankert to adjourn the meeting, seconded by Christopher Lockard, motion approved.

The next meeting is scheduled for Thursday, June 21, 2018 at 5:30 p.m. at the Penn Township Municipal Building.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, June 21, 2018 at 6 p.m.
Penn Township Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on June 21, 2018 at 6 p.m. at the Penn Twp. Municipal Building, 20 Wayne Avenue, Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioner Joseph Klunk and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue

Chairman Sheppard called the meeting to order at 6 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment: None

Approval of the Minutes:

Members Bankert, Ayers moved for the approval of the minutes from the May 17, 2018 meeting. Motion carried unanimously.

Commendation Awards

Fire Chief Anthony Clousher welcomed everyone on behalf of the Commission and the fire departments in honoring our Firefighters and EMS personnel.

The Commendation Committee is comprised of Assistant Chief Andrew Crouse, Assistant Chief Jason Cromer, Captain Kevin Adams, Volunteer Firefighter Josh Otis, and Career Firefighter Steve Kaiser, who reviewed all nominations submitted by personnel.

Commendations were awarded to both EMS and Firefighters.

The regular monthly meeting resumed at 6:25 p.m.

Treasurers Report:

Treasurer Sam Miller reported the Profit/Loss Budget to Actual, stating we are on target financially with a \$500,000 cash reserve. We will be reviewing the 2018 budget to remove all payroll related expense and to make some minor adjustments. Lease payments for the 2018 Pierce engine will begin in July (to Penn Township).

Motion to approve the Accounts Payable check runs dated June 1 and June 18 made by Joseph Klunk, seconded by Christopher Lockard. Motion carried unanimously.

Committee Reports

a. Labor Relations:

- Manager Michael Bowersox stated the Hanover Borough Council ratified the Borough's union contract for a five-year period. Manager Bowersox thanked the negotiating team.
- Penn Township is scheduled for an arbitration hearing in October of 2018.

b. Administrative: No Discussion

c. Financial:

- The rebranding grant received from DCED in the amount of \$52,000 is a 50/50 match. We have submitted the first invoice for reimbursement.
- The Penn Township Relief Association approved reimbursement to the Commission for a Hose Reel. Assistant Chiefs Crouse and Cromer had a chance to update the equipment but Relief funds were not available at the time so the Commission covered the cost.

d. Operations:

- Motion to approve the May 2018 Fire Report made by Christopher Lockard, seconded by Fred Ayers. Motion carried unanimously.
- Chief Clousher reported the updated Policy Manual is nearing completion.
- Two proposals were received for a camera system at Wirt Park, we are waiting on the third proposal. One proposal needs amended so we can compare apples to apples.
- Both municipalities are ready to move forward to combine their EMA programs into one emergency operation plan. Mr. Jeff Waltman is the current Penn Twp. director; the Borough's Director is Mr. Rick Rorrer.
Joseph Klunk moved to approve the merger, Christopher Lockard seconded, motion approved.

e. Facilities: No Discussion

f. Identification:

- The 2015 Sutphen truck cab has been repainted and should return to the station Friday, June 22.
- Firefighter Phillips requested quotes from a local signage company to rebrand the station signage but did not receive a reply. He will contact W.J. Strickler Signs, Inc.

g. Equipment:

- The 2018 Pierce Engine arrived at Clover Lane station on Tuesday; it was brought to the Township Parking lot to view after this meeting.

h. EMS:

- Per Chris Lockard, work is in progress bringing the EMS into the Commission.

Unfinished Business: No Discussion

New Business:

- Treasurer Sam Miller indicated that we are preparing to make 2018 budget amendments, and questioned whether we should make an amendment to the Intergovernmental Cooperation Agreement. Amendments to the agreement would include payroll and related expenses currently paid by the Borough of Hanover and Penn Township. Another would be for the Commission to assume debt for vehicles/equipment after both municipalities pass a Resolution authorizing the purchase. Chairman Sheppard stated we need to look at this.
- Chief Clousher indicated the 2018 Pierce engine will be in service the beginning of August, after factory training is completed. Once this vehicle goes into service, other trucks will be advertised for sale. It was suggested that we start advertising now, just set the bid date out. It was also noted that a Resolution is required to sell/dispose of vehicles.
- The 2008 Sutphen still has not been transferred to the Commission as the title is missing.
- John Bankert indicated that Company 2 will be the ghost company for the balance of the loan (two years) on Air 79 as Kansas State Bank is not cooperating with transferring the loan to the Commission.

Public Comments

Firefighter Billig thanked the Commission for their efforts on fire station safety; they are following the order from Chief Clousher. The firemen feel the related incident was not targeted on the station and are feeling closed in by keeping the bay doors closed. They agree that the bay doors should definitely be closed during hours of darkness, but asked for a little leeway in the door policy during daylight hours, as the firefighters remain vigilant.

Chairman Sheppard stated that it was up to the Commission; Manager Bowersox wants to mitigate crimes of opportunity. Chris Lockard agreed that a proposal for gates in front of the doors wasn't feasible. All agreed that the General Order could be amended to loosen restrictions. Chief Clousher will amend the Order.

Motion made at 6:55 p.m. by Fred Ayers to adjourn the meeting, seconded by John Bankert, motion approved.

The next meeting is scheduled for Thursday, July 19, 2018 at 5:30 p.m. at the Hanover Borough location

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, July 19, 2018 at 5:30 p.m. Hanover Borough

The Hanover Area Fire and Rescue Commission met on July 18, 2018 at 5:30 p.m. at the Hanover Borough Office, 44 Frederick St., Hanover, Pa.

Present at the meeting:

- Penn Township Commissioners Joseph Klunk, Michael Brown, and Manager Kristina Rodgers
- Hanover Borough Councilman Bill Reichart and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteers Fred Ayers and John Bankert representing Hanover Area Volunteer Fire and Rescue
- Commission Treasurer Sam Miller

Vice Chair Klunk called the meeting to order at 5:35 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment: None

Approval of the Minutes:

June 21, 2018 minutes to be amended as follows:

- Attendance:
 - Fred Ayers (alternate) attended the meeting for the Volunteers, Steve Otis was incorrectly listed.
 - Attendee Sam Miller, Commission Treasurer should be added.

Members Bankert, Ayers moved for the approval of the corrected minutes from the June 21, 2018 meeting. Motion carried unanimously.

Commendations: Incorrectly appeared on the July 19, 2018 agenda.

Treasurers Report:

Treasurer Sam Miller reported the Profit/Loss Budget to Actual, stating we are on target; budgeted funds of \$50,000 should be available to transfer to the Capital Reserve fund at year end.

Motion to approve the Accounts Payable check runs dated June 28, July 2, July 18 made by John Bankert, seconded by Fred Ayers. Motion carried unanimously.

Committee Reports

- a. Labor Relations:
 - Manager Michael Bowersox had no report.

b. Administrative: No Discussion

c. Financial:

- Treasurer Sam Miller reported that he, Chief Clousher and Vanessa Larson met to review the current 2018 budget to amend as necessary. All payroll and benefit related expenses will be removed from the budget and several other small adjustments will be made, mostly related to receipt of the DCED MAP Grant.
- The net effect is a change to the funding schedule from the Hanover Borough and Penn Township; the final draws will be adjusted accordingly.
- Commissioner Klunk indicated that each municipality must approve the changes before the Commission budget can be updated.

d. Operations:

- Motion to approve the June 2018 Fire Report made by John Bankert, seconded by Fred Ayers. Motion carried unanimously.
- Chief Clousher reported the updated Policy Manual is nearing completion, several of the previous policies were amended while other Operational Policies are new.
- Chief Clousher reported on the surveillance camera bid sheet for security outside the Wirt Park and Clearview stations. The motion sensor cameras can be programmed to block out natural movement (moving tree leaves, etc.) and the video can be accessed remotely via an application on cell phones with shared permissions.

The lowest bidder is Feltch's Computer Consulting, LLC, who is currently installing a system for the Hanover Borough Police Department. Chief Clousher indicated with Feltch's bid there would be no additional IT costs to the Commission.

Motion made to accept Feltch's bid made by John Bankert, seconded by Michael Brown. Motion carried unanimously.

e. Facilities: No Discussion

f. Identification:

- Engine 79-3 is being painted with graphics to follow.
- Eagle Fire Company's cost for rebranding Air 79 Unit will be approximately \$28,000.
- W. J. Strickler Signs, Inc. is drawing up a proposal for station signage.

g. Equipment:

- Resolution 2018-7 for approval to sell three Commission-owned vehicles was presented. Information sheets with specifications, photos, and advertising information on the three vehicles were distributed with meeting items.
- Mr. Van de Castle questioned the asking price, Chief Clousher indicated they would be sold "as is."
- Discussion ensued on the best place to advertise (only one public bid can be put out at a time), through Municibid or the Pennsylvania Fireman magazine. With Municibid, a reserve can be placed on the selling price, giving us the ability to reject bids, and interest can be garnered nation-wide. Manager Rodgers indicated the process would only last one month and the purchaser pays all costs through

Municibid. An ad in the Pennsylvania Fireman magazine would be published for two months.

- Decision was made to advertise first with Municibid and to close the bid on Friday, September 14, 2018.
- Motion made to adopt Resolution 2018-7 made by Fred Ayers, seconded by Michael Brown. Motion carried unanimously.

h. EMS:

- Per Chief Clousher, he is in contact with Attorney Miller concerning legal questions, one involving the 501(c)(3) status (the subscription service), the others are regarding the contract.
- The remaining \$30,000 donation from the Warehime Foundation for the refurbishment of the ambulance was turned over to EMS Chief Michael Smith this evening.
- Chief Clousher and Michael Smith reported PTVES is the recipient of a Sweet Charities donation of \$20,000 towards a new ambulance. The award event will take place on October 1, 2018 at the Rice residence.

Unfinished Business: No Discussion

New Business:

Member John Bankert questioned when the Commission meetings will change to semi-monthly or quarterly. Vice Chair Klunk indicated they will remain monthly for at least another year.

Public Comments

President Yealy reported the last monthly volunteer meeting was well attended; four high school members joined, and committees are being formed. Rob Brady indicated the merger paperwork should be finalized soon.

The Fire Museum's grand opening is scheduled for Saturday, Sept. 1st at 1 - 4 p.m., the volunteers are contributing \$500 for food for the event.

Firefighter Howard Billig thanked the Commission for adjusting the station security policy. Mr. Billig feels they now have the best of security and practicality. Chief Clousher indicated we will have an item in the 2019 budget to alleviate heat in the station bays.

Motion made at 6:12 p.m. by Michael Brown to adjourn the meeting, seconded by Fred Ayers, motion approved.

The next meeting is scheduled for Thursday, August 16, 2018 at 5:30 p.m. at the Penn Township Municipal building.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, August 16, 2018 at 5:30 p.m.
Penn Township Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on August 16, 2018 at 5:30 p.m. at the Penn Township Municipal Bldg., 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

- Penn Township Commissioners Joseph Klunk, Michael Brown, and Manager Kristina Rodgers
- Hanover Borough Councilman Bill Reichart, Chris Lockard and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher
- Volunteers Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue
- Commission Treasurer Sam Miller

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

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment: None

Approval of the Minutes:

Vice Chair Klunk asked for additions or corrections to the minutes from the July 19, 2018 meeting; there were none. He stated the minutes stand approved as submitted.

Treasurers Report:

- Treasurer Sam Miller reported the Profit/Loss Budget to Actual. The first reimbursement of Grant funds awarded by DCED for rebranding was received in the amount of \$35,376.82. Refund of \$31,877 received for cancellation of Workmen's Compensation policy that was paid by the Commission.
- The Commission budget amendments discussed at the July 19 meeting were approved at the Penn Township August Commissioner's meeting; the Borough Council meeting will be held Wednesday, August 22. With these amendments, financials will be more concise and condensed by removing all payroll and benefit related items.

Motion to approve the Accounts Payable check runs dated August 1 and 15, 2018 made by Chris Lockard, seconded by William Reichart, motion carried unanimously.

Committee Reports

- a. Labor Relations: No Report
- b. Administrative: No Discussion

c. Financial:

- Treasurer Sam Miller reported that work has begun on the 2019 budget.
- The Intergovernmental Cooperation Agreement does not require the financial records to be audited by an outside firm. Potential changes to the agreement related to auditing need to be discussed.

d. Facilities:

- Discussion ensued on Community Aid collection bins being placed at the Clover Lane and Wirt Park stations. Although the stations would receive monies for the poundage of clothing dropped in the boxes and potential Grant monies, there was concern about the locations becoming 'dumping grounds.'
- Bruce Yealy indicated boxes could be placed in other business locations with proceeds coming back to us. He will look into this on behalf of the volunteers.
- Motion was made by John Bankert, seconded by Chris Lockard to not permit the boxes at the two fire stations. Motion carried unanimously.
- John Bankert would like to meet concerning potential exhaust fans in the bay roofs or walls (Clover Lane and Wirt Park stations). Chief Clousher did receive a quote from Big Ass Fans in the amount of \$16,000 for two ceiling mounted fans.

e. Operations:

- Motion to approve the July 2018 Fire Report made by John Bankert, seconded by Steve Otis. Motion carried unanimously.

f. Identification:

- John Bankert presented a proposal from Gene Reynold Signs of McSherrystown in the amount of \$6,500 to rebrand all three stations (station name, number, 79 fire patch). Drawings were distributed for review. Steve Otis requested a formal finalized quote and layouts. Final quote and layouts will be presented at the September Commission meeting for approval.
- Embroidered shirts for board members have not been ordered yet.

g. Equipment:

- Per Chief Clousher, funds were set aside in the 2018 budget to replace the 2003 Chevy Tahoe with a utility vehicle. We have received tentative pricing from Gene Latta Ford, a Costars participant. Chief Clousher would like to replace the vehicle this year.
- The PTVES Chevy pickup truck should be replaced in 2019 with a utility vehicle. Chief Clousher will obtain pricing for the 2019 budget.
- The Commission vehicles for sale on Municibid will remain listed until Friday, Sept. 14. There are no formal bids to this date, but Chief Clousher has received interest. The 2001 E-One has a reserve bid of \$50,000; the 2001 KME \$10,000, the 2003 KME \$12,500.

h. EMS:

- The goal is to have EMS come into the Commission by the end of 2018. Firm answers have been received pertaining to the membership drive, a 'Fee for Service' is allowable for an organization such as ours.
- It was noted that some organizations create 501(c)3 Foundations.

- Vice Chair Klunk mentioned an article that Michael Smith distributed concerning EMS funds/reimbursement rates, etc. Mr. Klunk asked that everyone review for discussion at next meeting.
- Chief Clousher asked Mr. Otis if they could review EMS' financials together to clarify a few line items.

Unfinished Business:

- Saturday, September 1st at 1 p.m. is the grand opening of the Fire Museum. Program will begin at 1 p.m. with tours to follow.
- The question was raised on when the Volunteer merger will be finalized. Rob Brady indicated it is with the Attorney General.
- Chief Clousher reported he has a draft (Volunteer) agreement from Eckert Seamans and questioned which committee should oversee this, it was decided the Administrative Committee will handle. Chief Clousher will send a copy of the draft agreement to those committee members.

New Business:

- The Hanover Eagle Riders presented PTVES with a check for \$1,038 and Teddy Bears for the ambulances.

Public Comments: None

Motion made at 6:12 p.m. by Michael Brown to adjourn the meeting, seconded by John Bankert, motion approved.

The next meeting is scheduled for Thursday, September 20, 2018 at 5:30 p.m. at the Hanover Borough location.

Respectfully submitted,
Fire Chief Anthony Clousher



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, September 20, 2018 at 5:30 p.m.
Hanover Borough

The Hanover Area Fire and Rescue Commission met on September 20, 2018 at 5:30 p.m. at the Hanover Borough Office, 44 Frederick St., Hanover, Pa.

Present at the meeting:

- Penn Township Commissioners Joseph Klunk, Ray Van de Castle (alternate) and Manager Kristina Rodgers,
- Hanover Borough Councilmen Bill Reichart, Christopher Lockard and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher and Executive Assistant Vanessa Larson
- Volunteers Fred Ayers (alternate) and John Bankert representing Hanover Area Volunteer Fire and Rescue

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

Announcement of Executive Session:

There have been no Executive Sessions held since Wednesday, Dec. 20, 2017.

Public Comment: None

Approval of the Minutes:

Members Ayers, Lockard moved for the approval of the minutes from the August 16, 2018 meeting. Motion carried unanimously.

Treasurers Report:

Treasurer Sam Miller was unable to attend the meeting; report given by Vanessa Larson:

- Fund balance as of August 31, 2018 is \$716,782.
- Treasurer Miller asked Vanessa to report that the Commission will not request the 4th quarter draw from the municipalities.
- The Commission budget amendments discussed at the July 19 meeting were approved by both municipalities at their respective meetings. Those budget amendments were made in September.

Report by Chief Clousher:

- The proposed 2019 budget was distributed to Commission members via email on September 19. Chief Clousher presented to the Borough and is on the agenda to present at the Township meeting.
- Pending approval by both municipalities, the Commission will vote to adopt the 2019 budget at the December 20, 2018 meeting.

Motion to approve the Accounts Payable check runs dated September 1 and 18, 2018 made by John Bankert, seconded by Fred Ayers, motion carried unanimously.

Committee Reports

- Labor Relations:
 - The Borough had nothing to report. The Penn Township arbitration is scheduled for October 19 at 20 Wayne Ave., Hanover. Manager Rodgers stated it could be 6 - 8 months before a decision is made.
- Administrative: No Discussion
- Financial:
 - The DCED Rebranding Grant of \$47,000 for vehicles and uniforms has been expended; the final request for reimbursement has been submitted.
 - The grant does have an additional \$5,000 available for legal fees relating to the volunteers coming into the Commission.
- Facilities:
 - The committee toured all three stations to review apparatus bay ventilation. John Bankert asked for approval to accept the Holland Electrical Services, LLC bid in the amount of \$11,072; this bid does not include two pieces of material for the Wirt Park station, but extra cost should be minimal and will be obtained by Erik Brown.
Motion to accept the Holland Electrical Services, LLC quote made by Bill Reichart, seconded by Ray Van de Castle. Motion carried unanimously.
 - Three cameras have been installed at Wirt Park Station and one at Clearview. They should be fully functional by the beginning of next week.
- Operations:
 - Motion to approve the August 2018 Fire Report made by Christopher Lockard, seconded by Fred Ayers. Motion carried unanimously.
- Identification:
 - Proposed Station 79 signage costs and examples were distributed to Commission members via email on September 13 (for all three stations).
 - Permitting has been obtained from both Municipalities for the changes.
 - John Bankert asked for approval to accept the Gene Reynolds Signs quote (material is cast aluminum) in the amount of \$10,674 and is for signage at all three stations.
Motion to accept the Gene Reynolds Signs quote made by John Bankert, seconded by Bill Reichart. Motion carried unanimously.
 - Bruce Yealy reported the volunteers and fire police have purchased identification plates for the front of their vehicles. Each plate is numbered and shall be returned upon leaving the company.
 - Chief Clousher stated that the vehicle rebranding is nearing completion. He also noted that until the volunteers are officially part of the Commission, their signage has to remain on the EMS vehicles (for licensure); other volunteer vehicles can be rebranded.

- Equipment:
 - The Municibid auction for the sale of the 2001 E-One Bronto, 2001 KME Pumper, and 2003 KME Pumper ended at 5 p.m. on September 17, 2018. Final bids were as follows:
 - 2001 E-One Bronto - no bids
 - 2001 KME Pumper - \$44,900
 - 2003 KME Pumper - \$73,200
- Motion to accept the two KME Pumper bids made by John Bankert, seconded by Fred Ayers. Motion carried unanimously.
- Discussion ensued on the 2001 E-One Bronto. If no bids are received through Municibid, you are required to rebid it through them. The board instructed Chief Clousher to place the vehicle back on the site around November.
- Chief Clousher is working with three vendors through Costars to replace the 2003 Tahoe with a utility vehicle. He has not received enough information to present at this meeting, this item will be on the October agenda.
- EMS:
 - The goal is to have EMS in the Commission by the end of 2018. A phone conference is scheduled for September 25 at 6 p.m. at the Borough office with Eckert, Seamans, Cherin and Mellott, LLC. Chief Clousher stated that we should have directives in place by the October meeting.

Unfinished Business:

- Bruce Yealy reported that he, Steve Otis and EMS supervisor Michael Smith met with the PTVES accountant where they explained the Commission, the Relief Assoc., etc. Apparently, the IRS Form 990 is the hold-up with the Pa. Attorney General's office; after their discussion with the accountant, there is a better understanding on how he is to report everything.

New Business: None

Public Comments: None

Motion made at 6:00 p.m. by Bill Reichart to adjourn the meeting, seconded by Fred Ayers.
Motion approved.

The next meeting is scheduled for Thursday, October 18, 2018 at 5:30 p.m. at the Penn Township Municipal building.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, October 18, 2018 at 5:30 p.m.
Penn Twp. Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on October 18, 2018 at 5:30 p.m. at the Penn Township Municipal Bldg., 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Joseph Klunk, Michael Brown, Ray Van de Castle and Manager Kristina Rodgers
- Hanover Borough Councilmen Bill Reichart, Christopher Lockard and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, and Executive Assistant Vanessa Larson
- Volunteers Fred Ayers (alternate) and John Bankert representing Hanover Area Volunteer Fire and Rescue

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

Announcement of Executive Session:

There was an Executive Session held at the close of this meeting.

Public Comment: None

Approval of the Minutes:

Members Ayers, Lockard moved for the approval of the minutes from the September 20, 2018 meeting. Motion carried unanimously.

Treasurers Report:

- Treasurer Sam Miller reported the Profit/Loss Budget to Actual.
- Funds in the amount of \$118,100 were deposited Sept. 24, 2018 for the sale of the 2001 (\$44,900) and 2003 (\$73,200) KME Pumpers.
- The IT Services line is over budget primarily due to work completed on the Wirt Park and Clearview security camera installations.
- Due to the Commission getting a slower start than expected at the beginning of 2018, the fourth quarter allotments from the Borough of Hanover and Penn Township will not be needed.

2019 Budget Report by Chief Clousher:

- Budget presentations have been made to the Borough of Hanover and Penn Township. The budget work session has taken place at the Borough; Penn Township's session is scheduled this month.
- Pending approval by both municipalities, the Commission will vote to adopt the 2019 budget at the December 20, 2018 meeting.

Motion to approve the Accounts Payable check runs dated October 1 and 12, 2018 made by members Lockard, Ayers. Motion carried unanimously.

Committee Reports

- Labor Relations:
 - The Borough had nothing to report. The Penn Township arbitration is scheduled for October 19 at 20 Wayne Ave., Hanover.
- Administrative: No Discussion
- Financial:
 - Treasurer Miller reported the funds held in our checking account are not interest bearing and requested the Commission approve becoming a member of Pennsylvania Local Government Investment Trust (PLGIT) to hold our capital reserves for investment. PLGIT serves local governments, school districts, municipal authorities, and other types of governments in the Commonwealth of Pennsylvania with various investment options.
 - Treasurer Miller stated that the funds invested with PLGIT would be held long term to build reserves. He also suggested we look at an additional account with Peoples Bank for more short-term investments.
 - Motion to adopt Resolution 2018-8, Participation in the Pennsylvania Local Government Investment Trust (PLGIT) made by John Bankert, seconded by Christopher Lockard. Motion carried unanimously.
 - Chief Clousher spoke about the current (Borough) insurance reimbursement to the Fire Police for use of their personal vehicles. The Borough requires the Fire Police to carry liability insurance through their personal policies to match what the Borough carries (reimbursement made to cover their additional cost). When the Volunteers are approved and become part of the Commission, they will be covered under the VFIS policy, therefore the limit increase and subsequent reimbursement will not be needed.
- Facilities:
 - The Facilities Committee reviewed the heating, cooling, and humidity issues in the Wirt Park station's bunkroom, and are collectively requesting a new rooftop unit be installed to address all three problems.
 - Chairman Sheppard requested an energy evaluation be completed by a professional with three bids presented to the Commission.
- Operations:
 - Motion to approve the September 2018 Fire Report made by John Bankert, seconded by Fred Ayers. Motion carried unanimously.
 - Chief Clousher reported the Operations Committee recently met to remedy items such as equipment placement, box assignments, County dispatch errors, etc.
 - Chief Clousher reported the Safety Committee is being organized and currently has three members (will have additional EMS members.) These members will participate in large scale incidents as safety officers, review safety programs, develop trainings, etc.

- Identification:
 - New station signage is on order from Gene Reynolds Signs.
 - The Air Truck rebranding is almost complete, leaving the Rescue Truck, two reserve engines, current utility truck at Clearview, the duty car at Wirt Park, Fire Police unit, and the rehab unit.
- Equipment:
 - Chief Clousher received bids to purchase a 2019 Ford F-350 truck (replacing the 2003 Chevy Tahoe at the Clover Lane Station.) from Hondru Ford, Apple Ford, and Gene Latta (all Costars pricing). He requested a motion to approve the purchase from Gene Latta for \$59,438. Joseph Klunk approved, seconded by Fred Ayers. Motion carried unanimously.
 - The 2001 and 2003 KME's were sold for a combined total of \$118,100.
- EMS:
 - There was no committee report, however, Mr. Sheppard requested a report on the ambulances (make, year, mileage, etc.) Chief Clousher stated he would obtain the information and send to the board members.

Unfinished Business: None

New Business: None

Public Comments: None

Motion made at 6:05 p.m. by John Bankert to adjourn the meeting, seconded by Joseph Klunk. Motion approved.

The next meeting is scheduled for Thursday, November 15, 2018 at 5:30 p.m. at the Hanover Borough Building.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, November 29, 2018 at 5:30 p.m.
Hanover Borough.

The Hanover Area Fire and Rescue Commission met on November 29, 2018 at 5:30 p.m. at the Hanover Borough Office, 44 Frederick St., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Joseph Klunk, Michael Brown, and Manager Kristina Rodgers
- Hanover Borough Councilmen Bill Reichart, Christopher Lockard, Ray Van de Castle, and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue

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

Announcement of Executive Session:

Chief Clousher requested an Executive Session be held at the end of this meeting.

Public Comment:

Howard Billig, president, Local 2045, reported on their ongoing philanthropy activities:

- Local donations for the 2018 Muscular Dystrophy Association Boot Drive totaled \$16,132. An oversized donation check was presented to the MDA at the Wirt Park station; the event was attended by a family whose son is afflicted with Muscular Dystrophy. The funds collected are used for summer camps, equipment, wheelchairs, etc. Since 2007, Local 2045 has collected over \$118,546 for the MDA.
- In conjunction with Jane Rice's Pink Out Cancer Fund, Local 2045 has collected over \$10,205 since 2012.
- 'Operation Santa Claus' will be held again this year. The event includes purchasing, wrapping, and delivering toys and food (via the fire trucks) to local needy families.
- Donations of firefighter themed books have been made to the local library over the years.
- They continue their annual sponsorship of two local Little League teams.

Approval of the Minutes:

Members Bankert, Reichart moved for the approval of the minutes from the October 18, 2018 meeting. Motion carried unanimously.

Treasurers Report:

- Treasurer Sam Miller reported the Profit/Loss Budget to Actual, with total expenses under budget.
- The IT Services line is over budget primarily due to special projects.

- Both the Hanover Borough and Penn Township approved the 2019 Commission budget, with each municipality contributing \$682,070 annually.

Motion to approve the Accounts Payable check runs dated November 1 and 12, 2018 made by members Klunk and Lockard. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative: No Discussion
- Financial:

Treasurer Miller requested a motion to close the two small bank accounts held at BB&T. These accounts were opened with a minimal deposit of \$100 each in November 2017 to cover payroll expenses and hold capital funds. When applicable, the payroll funds will run through the general account, and approval was made at the October 18, 2018 meeting to invest the capital funds with Pennsylvania Local Government Investment Trust (PLGIT). Motion to approve the closure of the two small bank accounts with BB&T made by members Reichart and Bankert. Motion carried unanimously.
- Operations:
 - Motion to approve the October 2018 Fire Report made by members Lockard and Bankert. Motion carried unanimously.
 - Chief Clousher opened discussion/review of the Apparatus Replacement Plan distributed with the agenda. Several notable items:
 - There is a noticeable reduction in value after 20 years.
 - Page three shows the EMS units and scenarios. The Commission will also look at leasing options for the EMS units.
- Identification:
 - The station rebranding is complete.
 - Identification Committee chair John Bankert requested the Identification Committee be disbanded, as all rebranding decisions are complete. Commission Chair Mr. Sheppard approved.
- Facilities:
 - An energy expert met with the Facilities Committee at the Wirt Park station to discuss the bunkroom humidity/heat/ventilation problems. Three different scenarios will be presented in the next few weeks.
 - The ventilation system in the apparatus bay at Wirt Park Station is not yet complete, louvers still need to be installed. Clearview and Clover Lane apparatus bays are complete.
- Equipment:
 - Regarding the 2001 Bronto that did not sell earlier this summer on Municibid, Brindlee Mountain (purchaser of the other two vehicles) is interested in brokering the vehicle. Discussion ensued on where to go with the vehicle and the decision was

made to place on Municibid for one month and if there is no activity, broker it through Brindlee Mountain.

- EMS: There was no committee report.

Unfinished Business:

- Penn Township received the Emergency Management Agency agreement today and has not reviewed the document; they will review and forward next week. Their attorney suggested the Commission be the lead agency with the EMA board made up of four elected officials.

New Business: Discussion ensued on issues at the fire stations:

- Several comments were made on the possible relocation of the Clearview station.
- ESG (Energy Systems Group, Lemoyne, Pa.) will conduct an energy audit at the Clover Lane station. They will quote our savings and pay us the difference if that savings is not realized. Chief Clousher did not rule out solar panels if the Township would approve. Installation of LED strips or tubes was discussed; it was also noted that the air handler runs continuously.

Public Comments: None

Motion made at 6:10 p.m. by Chris Lockard to adjourn the meeting, seconded by John Bankert. Motion approved.

The next meeting is scheduled for Thursday, December 20, 2018 at 5:30 p.m. at the Penn Township Municipal Building.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, December 20, 2018 at 5:30 p.m. Penn Township Municipal Building

The Hanover Area Fire and Rescue Commission met on December 20, 2018 at 5:30 p.m. at the Penn Township Municipal Building, 20 Wayne Ave., Hanover, PA 17331

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Joseph Klunk, Michael Brown, and Manager Kristina Rodgers
- Hanover Borough Councilmen William Reichart, Christopher Lockard, and Manager Michael Bowersox
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue

Chairman Sheppard called the meeting to order at 5:31 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There was no Executive Session held.

Public Comment:

Howard Billig, president, Local 2045, reported the following:

- 'Operation Santa Claus' items will be delivered to recipients on Sunday, December 23.
- In conjunction with WREATHS across AMERICA, members of Local 2045 unloaded 299 boxes of Remembrance wreaths (9 wreaths to a box) at the Mt. Olivet Cemetery. The wreaths were placed on Veteran's graves on December 15.

Approval of the Minutes:

Members Reichart, Klunk moved for the approval of the minutes from the November 29, 2018 meeting. Motion carried unanimously.

Approval of November Fire Report:

Motion to approve the November 2018 Fire Report made by members Klunk and Lockard. Motion carried unanimously.

Treasurers Report:

- Treasurer Sam Miller reported the Profit/Loss Budget to Actual, with total expenses under budget. Cash in hand at end of November was \$416,000.
- The transfer of \$168,100 was made in early December to Pennsylvania Local Government Investment Trust (PLGIT), into a long-term prime account with a 365 day lock. The funds consisted of the sale of the 2001 and 2003 KME's (\$118,100 combined) and \$50,000 held in the Commission capital fund.

- The Finance Committee will review the finances mid-year 2019 to potentially reduce the third or fourth quarter allotments from Hanover Borough and Penn Township.

Motion to approve the Accounts Payable check runs dated December 1, 17, and 19, 2018 made by members Lockard and Klunk. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative: No Discussion
- Financial:
 - Motion to adopt the 2019 Hanover Area Fire & Rescue Commission budget made by Members Klunk, Lockard. Motion carried unanimously.
 - Treasurer Miller requested approval to open a BB&T Business Investor's Deposit Account (BIDA). The account will hold funds short-term for investment and will be funded from transfers from our regular checking account. Transfers will be made by Vanessa Larson, Executive Secretary, in conjunction with the Accounts Payable checks runs. The account is fee-free (up to six transfers per statement cycle with a minimum \$10,000 balance to remain in the BIDA). Motion to approve the BB&T Business Investor's Deposit Account made by members Lockard and Brown. Motion carried unanimously.
- Facilities:
 - The apparatus bay ventilation louvers at the Wirt Park Station still have not been installed, John Bankert has been unable to make contact with Wildasin Roofing to make the extensions for the louvers.
 - George H. Bixler, Inc., 564 Broadway, Hanover, quoted the Wirt Park bunkroom project at \$31,500. Because Bixler's quote was over \$20,600, the project must be put out for bid. Specifications will be completed by Chief Clousher and the job advertised. Manager Bowersox suggested a pre-bid conference with potential bidders.
 - John Bankert requested a motion to approve a bid of \$850 from Diller Wierman, Inc., 2024 W. Park Ave., Hanover, to construct and place a cap on the brick sign at the Clover Lane station. The cap is necessary to keep further water from entering the interior of the sign. Motion to approve made by members Reichart and Klunk. Motion carried unanimously.
- Operations
 - The Attorney General's office has requested a meeting with Rob Brady and representatives from the Hanover Area Volunteer Fire and Rescue for clarification of a few items. HAVFR's legal representative stated when the merger is approved, their business operations can start.
 - Relocation of Apparatus - the Volunteer organization still retains ownership of their equipment; it will be strategically placed among the stations. Chief Clousher stated the HAVFR apparatus to be sold should take place as soon as possible.

- Equipment:

- There were no bids placed on Municibid for the 2001 Bronto. Chief Clousher will contact Brindlee Mountain to start the brokerage process.
- The 2008 Sutphen transfer has been completed by PennDot.
- The rebranding of the utility vehicles has started.
- The reserve engines are not being totally repainted, only changing out numbers and seals.

- EMS: No Discussion

Unfinished Business: No Discussion

New Business:

- An Active Shooter drill including Fire and EMS is planned for SouthWestern School District (High School building). Police departments participating are Penn Township, Hanover, West Manheim and Southwest Regional. Manager Kristina Rodgers suggested doing a workplace drill for both municipal buildings.
- The Knox Box units (containing the master keys) are being replaced in the Engines, Truck and Utilities. Each firefighter has a security code to access the unit. The Penn Township keys will be replaced by Hanover Borough keys; the current Penn Township keys will be surrendered to the other municipalities that hold them. Fire Captain Miller and Chief Clousher maintain the database of keys. The new units will come with a new database program.

Public Comments:

- Firefighter Parks thanked the Commission for their oversight, stating the units are operating safer and we're providing better service under the Commission leadership.
- Fire Police First Lieutenant Ayers thanked the Commission for their support while recently fulfilling his (alternate) duties on the Commission board.

Motion made at 6:10 p.m. by John Bankert to adjourn the meeting, seconded by Chris Lockard.
Motion approved.

The next meeting is scheduled for Thursday, January 17, 2019 at 5:30 p.m. at the Hanover Borough office.

Respectfully submitted,
Vanessa Larson
Recording Secretary