



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, January 17, 2019 at 5:30 p.m.
Hanover Borough.

The Hanover Area Fire and Rescue Commission met on January 17, 2019 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, 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 Clouser, 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.

The meeting opened with a presentation made to former Fire Chief Jan Cromer by Chief Clouser and volunteer John Bankert. The engraved bronze plaque with Chief Cromer's image and dates of service will be hung in the Wirt Park Fire Station beside plaques for former chiefs Myers, Miller and Roth.

Board Reorganization:

Per the Intergovernmental Cooperation Agreement, Exhibit B, By Laws, the Commission must reorganize at the first meeting of each calendar year. Motion made by John Bankert that all 2018 office holders retain their position for 2019 as follows:

Chairman: Peter Sheppard to remain as chairman

Vice-Chairman: Councilman Joseph Klunk to remain as vice-chairman

Secretary: Vanessa Larson to remain as secretary

Treasurer: Sam Miller to remain as treasurer

Motion seconded by William Reichart. Motion carried unanimously.

Announcement of Executive Session:

Chief Clouser requested a session at the end of this meeting to discuss labor relations with Commission attorney Michael Miller of Eckert, Seamans, Cherin & Mellott, LLC.

Public Comment: None

Approval of the Minutes:

Members Reichart, Bankert moved for the approval of the minutes from the December 20, 2018 meeting. Motion carried unanimously.

Approval of December, 2018 Fire Report:

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

Treasurers Report:

- Treasurer Sam Miller reported we reached 95% of our 2018 revenue target, even while forfeiting the final 2018 draw from the municipalities. Some of this was offset by the sale of two pieces of apparatus.
- The 2018 Commissions expenditures were 74.6%, actual vs. budget.
- End of year cash balance was \$150,000
- \$168,000 was moved to the PLGIT investment fund.
- The Commission will continue to draw quarterly allotments and will review mid-year.

Motion to approve the Accounts Payable check runs dated January 3 and 14, 2019 made by members Lockard and Brown. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative: No Discussion
- Financial:
 - Treasurer Miller reported the BB&T Investment Account (BIDA) paperwork was signed this evening, funds will begin to be transferred when finalized by BB&T.
 - The PLGIT funds were invested in mid-December, with \$232 interest earned at 12/31/18.
- Facilities:
 - John Bankert requested approval for installation of a fire suppression system on the kitchen hood at Wirt Park Station. Chairman Sheppard requested three quotes be presented at the February Commission meeting.
 - Recently, a Wirt Park roof leaf (above the previous museum area) was repaired by Donald B. Smith Roofing.
 - Chief Clousher reported that a meeting was held with Energy Systems Group to discuss energy efficiencies and perform an audit at each station. They toured each station and will present their findings in February or March. In relation to the bunkroom at Wirt Park Station, the facilities committee requested to hold for the ESG audit findings.
 - The ventilation system in the apparatus bay at Wirt Park Station will be completed by Holland Electric, LLC.
- Operations: No Discussion
- Equipment:
 - The utility vehicle purchased through Gene Latta Ford was delivered to Reading Truck Equipment in December for (not inclusive) the service body, snow plow, auxiliary lighting and arrow board.

- Due to zero bids received on Municibid for the 2001 Bronto, the necessary paperwork has been forwarded to Brindlee Mountain to broker the vehicle. Chief Clouser also indicated interest from another purchaser and is waiting their reply. The agreement with Brindlee Mountain allows us to sell independently.
- EMS: No Discussion

Unfinished Business: No Discussion

New Business:

- In December the volunteer company attended a two-day training with VFIS titled “Effective Organizational Governance & Strategic Planning.” The training was interactive resulting in the group creating several lists to direct them in the future: expectations of both themselves and the Commission, their strengths/weaknesses, threats/challenges, opportunities, and a timeline of tasks to be completed. Chief Clouser discussed a memo he sent to the Commission board with his responses to their expectations of the Commission and their strengths/weaknesses.
- It was agreed that the Commission’s Administrative committee will review the lease draft (the Air Truck lease) and service agreement and work with the volunteers to finalize. Chief Clouser will contact Bruce Yealy to organize a committee for the volunteers.
- Chief Clouser discussed the results of the 2017 Insurance Services Office (ISO) rating, combined for the Borough and Penn Township. We are rated class 3.
The Public Protection Classification (PPC) depends on the following:
 - Needed Fire Flows (theoretical amount of water necessary for fire suppression)
 - Emergency Communications
 - Fire Department (equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction)
 - Water Supply (inspection & flow testing of hydrants, alternative water supply operations, evaluation of available water compared with the amount needed to suppress fires.)

Public Comments:

Ray Van de Castle questioned what it would take to better our ISO rating (obtain a lower number). Chief Clouser reported ‘better documentation of our training and increasing frequency of flow tests by the water department’; some of the requirements are out of our hands (station locations, number of employees.)

John Bankert asked if there is a current qualification list for hiring firefighters. Chief Clouser indicated there is not, he will be asking both municipalities for permission to start that project in the spring.

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

The next meeting is scheduled for Thursday, February 21 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 21, 2019 at 5:30 p.m.
Penn Twp. Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on February 21, 2019 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 Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue

Chairman Sheppard called the meeting to order at 5:32 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There was an Executive Session held at 5 p.m. prior to this meeting.

Public Comment: None

Approval of the Minutes:

Members Reichart, Otis moved for the approval of the minutes from the January 17, 2019 meeting. Motion carried unanimously.

Approval of January, 2019 Fire Report:

Motion to approve the January 2019 Fire Report made by members Lockard and Klunk. Motion carried unanimously.

Treasurers Report:

- Treasurer Sam Miller reported the Profit/Loss Budget to Actual; there was minimal activity during February. The negative budget figure of (\$42,329) is the planned use of reserves from the prior year.
- Funds in the amount of \$350,000 were moved to the Commission BB&T Investment account (BIDA) after approval at the January meeting. Funds invested in this account are moved from to and from the regular checking account as needed by Vanessa Larson.
- Interest earned on our long-term investment account with PLGIT is posted at the end of each month.
- Invoicing for the Gamewell systems will take place in April.

Motion to approve the Accounts Payable check runs dated February 1 and 13, 2019 made by members Klunk and Bankert. Motion carried unanimously.

EMA Report:

- Jeff Waltman, Penn Township's current EMA coordinator, introduced himself with an abbreviated history of his emergency services experience. Mr. Waltman indicated he would like to appoint an assistant and to further discuss the plan he is working on.
- Mr. Waltman reported that Penn Township has approved the EMA merger and Hanover Borough is expected to approve at their February meeting.

Committee Reports

- Labor Relations: No Discussion
- Administrative:
 - Commissioner Brown explained the purpose of Executive Sessions. The session is called for personnel or legal matters that are not subject to the Pennsylvania Sunshine Act. Anyone on the board can call a session; they usually are held either prior to or directly after a regularly scheduled Commission meeting.
 - Volunteer Corporation Service Agreement: Commissioner Brown spoke with Bruce Yealy a few weeks ago to discuss the draft service agreement. There was no discussion at that time; a meeting will take place after we receive the Letter of Approval from the Attorney General's office.
 - Commissioner Brown requested an elected official to help with the transition of the Volunteer organization into the Commission. Council member Lockard volunteered.
 - Air Unit Lease - pending.
- Financial: No Report (See Treasurer's report)
- Facilities:
 - Fire Suppression System at Wirt Park: A spreadsheet was distributed with the agenda detailing the three requested quotes. Member Bankert stated the Kint quote lists four protective nozzles, BFPE lists six, and Westminster Fire Extinguisher lists seven. Discussion ensued on the price differential among the three quotes, the building code requirement to install, and other options to protect the men and station. Commissioner Brown moved to table the discussion until the March meeting, Councilman Reichart seconded, motion carried unanimously.
 - Energy Systems Group: Electric bills were evaluated for all three stations for the past 12 months. The company looked at air flows and will perform flow and damper tests. ESG stated the Wirt Park station has a good system but is lacking modern controls, perhaps a computerized system is needed. If programmed correctly, the system should not produce humidity. The Clover Lane station mainly involves poor air flow and damper function.
Chairman Sheppard stated we will spend the money necessary to correct the various issues. If required, we will need to secure three bids.
Chairman Sheppard questioned how ESG will bill us. Chief Clouser stated there is no upfront costs for the Energy and Infrastructure Analysis; they evaluate the buildings and make recommendations; if we don't see the energy savings they quote, they will pay us the difference.
The Building Committee is meeting with ESG on Wednesday, Feb. 27 at 10:30 at Clover Lane, Chief Clouser extended an invitation for anyone interested to attend.

- Chairman Sheppard mentioned the availability of a state grant to change the lighting in the stations, he will forward the information to Chief Clousher.
- Approval of the Amended Lease for the Clover Lane Station: The Commission's 2019 VFIS renewal policy only covered the contents, not the building. Manager Rodgers stated that Penn Twp. is currently insuring the building. Review of the original Lease effective Feb. 1, 2018 proved unclear as to who should actually carry the coverage; Manager Rodgers contacted their attorney and an amendment to the original lease was created for the Commission to insure the building through VFIS.
- Motion to approve the Amended Lease made by members Bankert and Otis. Motion carried unanimously.
- Operations: No Comment
- Equipment:
 - 2001 Bronto Update: A company from North Carolina is very interested in the vehicle and will take the information to their Board. If approved, they will purchase. Chief Clousher gave them a price of \$90,000.
Motion to accept \$90,000 from the interested party made by members Bankert, Brown. If offer is less than \$90,000 Chief Clousher must get approval by the Commission board. Motion carried unanimously.
- EMS Committee: No Discussion

Unfinished Business: No Discussion

New Business: No Discussion

Public Comment: None

Motion made at 6:16 p.m. by Joseph Klunk to adjourn the meeting, seconded by Christopher Lockard. Motion approved.

The next meeting is scheduled for Thursday, March 21 at 5:30 p.m. at the Hanover Borough office.

Respectfully submitted,
Vanessa Larson
Recording Secretary



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, March 21, 2019 at 5:30 p.m.
Hanover Borough.

The Hanover Area Fire and Rescue Commission met on March 21, 2019 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, 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 Steve Otis and John Bankert representing Hanover Area Volunteer Fire and Rescue

In Chairman Sheppard's absence, Vice-Chairman Klunk called the meeting to order at 5:40 p.m. with a declaration of a quorum.

Announcement of Executive Session:

Vice-Chair Klunk reported that an Executive Session was held prior to this meeting to discuss legal and personnel matters. He also stated that another Executive Session will be held directly after adjournment of this meeting.

Public Comment:

Local 2045 President Howard Billig spoke on behalf of the Union. He stated the firefighters had hoped to be included in the discussions of bringing EMS personnel into the Commission, as well as their concerns for the fair and equitable treatment of the employees.

Bruce Yealy, President of PTVES, reported Hanover Area Volunteer Fire and Rescue, received the Office of Attorney General's 'No Objection' letter for the proposed merger. A meeting is scheduled with the Commission on April 3rd to discuss the proposed service agreement.

Approval of the Minutes:

Members Reichart, Brown moved for the approval of the minutes from the February 21, 2019 meeting. Motion carried unanimously.

Approval of February 2019 Fire Report:

Motion to approve the February 2019 Fire Report made by members Reichart and Otis. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller reported the 2/28/19 P&L Statement, there has been little activity to date.

- Treasurer Miller noted there were FY 2018 reserves unspent that the Commission was hoping to carry over into 2019 to cover the cost of the 2019 Ford F350 Utility vehicle. There will be a budget amendment made later in the year.
- The Commission's investments with PLGIT and BB&T are earning approximately \$700 monthly.

Motion to approve Accounts Payable Check Runs dated March 1, 7, & 13, 2019 made by members Brown and Bankert. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative:
 - A meeting is scheduled for April 3, 2019 at 4 p.m. to discuss the Hanover Area Volunteer Fire and Rescue service agreement with the Commission. Chief Clousher stated we hope to have a presentation to the full board in April.
- Financial:
 - The 2019 Ford F350 Utility vehicle was budgeted and ordered in FY 2018. Chief Clousher assumed the carry-over for the vehicle would be available in 2019. (See Treasurer's report above.)
- Facilities:
 - The Energy Systems Group 'Preliminary Energy Analysis' was distributed to the board with the meeting agenda. Chief Clousher summarized their findings as follows:
 - Solar Power is not an ideal situation for any station; the Clover Lane station would need to be outfitted to sell power back. With that, the savings over 20 years would amount to roughly \$4,575.
 - Building 'envelopes' (windows, caulking, etc) need evaluated and corrected.
 - HVAC upgrades are necessary for Clover Lane (controls and humidity sensor).
 - The addition of a separate cooling system for the Wirt Park bunkroom (there is space on roof next to existing system), but the thought is the current system needs electronically controlled.
 - Review radiant floor heat at Clover Lane.
 - Initiate rain water harvesting to wash vehicles.
 - Reclassify the electrical rate structures.
 - Lighting upgrades to LED in all stations.
 - Cost for project is \$215,700 (\$220,000 less utility rebates) amortized over 10 years.
 - If the stations don't meet their yearly efficiency goal, ESG will reimburse the difference.
 - To proceed we will generate a Request for Qualifications. ESG uses only local contractors. We wouldn't necessarily choose the lowest bid, but the best systems.
 - Savings expected - a \$600,000 savings for an investment of \$215,700.
 - Motion made to execute the project made by Reichart, seconded by Bankert, motion carried unanimously.

- The Wirt Park Fire Suppression system that was discussed at the February meeting was brought to the Board. John Bankert will obtain three quotes to be presented at the April meeting (Eastern Fire Protection Services, Westminster Fire Extinguisher Services, and Kint) for a gas shutoff system on the line to the stove that activates when the smoke detectors sound.
- Operations:
 - A meeting is scheduled to address two policies pertaining to Junior Firefighters.
- Equipment:
 - The Commission took delivery of the 2019 Ford F350 Utility Vehicle with snow plow. We have added a lighted traffic arrow board and bed liner; it will be fully equipped and lettered. When all items are complete, the 2003 Chevy Tahoe will be placed for sale on Municibid.
 - On April 3rd and 4th a fire department from Linwood, South Carolina is testing the 2001 Bronto we have for sale (includes an aerial test). They will bring a cashier's check for \$90,000.
- EMS:
 - Motion to approve the Terms and Conditions of Employment for Hiring EMS Employees as Amended, made by Lockard, seconded by Brown. Motion carried unanimously.

Unfinished Business:

- Car 46-3 (Dodge Durango) owned by Clearview Fire Co. will be disposed of.

New Business: No Discussion

Public Comments:

- Firefighter Parks spoke and shared firefighter Billig's concerns concerning EMS employees.

Motion made at 6:20 p.m. by William Reichart to adjourn the meeting, seconded by Steve Otis. Motion approved.

The next meeting is scheduled for Thursday, April 18 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 18, 2019 at 5:30 p.m.
Penn Twp. Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on April 18, 2019 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 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 5:30 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There was an Executive Session held after the meeting on March 21, 2019 to discuss legal and personnel matters.

Public Comment: None

Approval of the Minutes:

Members Lockard and Otis moved for the approval of the minutes from the March 21, 2019 meeting. Motion carried unanimously.

Approval of March 2019 Fire Report:

Motion to approve the March 2019 Fire Report made by members Klunk and Brown. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller reported nothing out of the ordinary with the 3/31/19 P&L statement.
- Treasurer Miller stated the EMS portion of the budget will soon see activity.
- The Building/Content Insurance line item is over budget due to a modification of the Clover Lane Lease Agreement; the Commission was invoiced and paid the annual premium for coverage on the fire station and out-buildings.

Motion to approve Accounts Payable Check Runs dated April 1, 15, 2019 made by members Klunk and Lockard. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion

- Administrative:
 - Commissioner Brown reported the Commission met with four HAVFR members on April 4, 2019 to present the Commission's Terms of Agreement. They were to review the document with their members at their upcoming meeting. President Yealy phoned prior to their meeting to report they would not be reviewing the document until after the Orphans Court approval.
 - Commissioner Brown reported we will wait for that approval. President Yealy stated he will forward a letter from their attorney.
- Financial:
 - Chief Clousher requested approval to use funds from the sale of the 2001 E-One Bronto to purchase a new utility vehicle later this year.
 - The funds allocated in the 2018 budget for the purchase of the Ford F350 Utility that we took possession of in March was paid with 2019 funds due to late delivery of the vehicle.
 - Motion to approve the use of funds from the sale of the 2001 E-One Bronto to purchase a new utility later in 2019 made by members Lockard and Bankert. Motion carried unanimously.
- Facilities:
 - Energy Systems Group Energy Analysis:
 - A quote from ESG was received today; theirs being the only quote generated from the RFP placed in the Evening Sun on March 28, 2019.
 - The quote is broken down by station with all potential options for each site.
 - ESG will begin the project immediately, with a completion date of October 6.
 - Discussion ensued on the floor heat in the apparatus bay at the Clearview station. Firefighter Brown is working with George H. Bixler, Inc. and is waiting on information.
 - Chairman Sheppard questioned the status of the Wirt Park bunkroom. It was noted that this project was listed as the last item to be completed by ESG. We will request that project be moved to the top of the list.
 - Member Bankert requested the Facilities Committee meet to review and discuss the ESG proposal.
 - Fire Suppression System - Wirt Park:
 - Fire Chief Clousher reported a certain type of valve is needed for the system along with a potential plumbing change. Project is still open.
 - Flooding at Clearview Station:
 - We have received a total of \$11,966.49 insurance reimbursement from VFIS for this restoration project; a third check is expected for asbestos removal.
 - Compleat Restoration from Ephrata, Pa. quoted \$5,318.80 to strip the basement down to concrete; we will schedule this phase for completion.
 - We will bid out the installation of new windows, two steel exterior doors and replacement of the interior wooden steps with concrete. Bids will be presented at the May meeting.
 - New Furniture at Clover Lane (item not on agenda):
 - We have received quotes on the new recliners and kitchen chairs from Working Fire Furniture, Mebane, North Carolina.
 - The cap on the Clover Lane brick signage has been installed.

- Operations:
 - Chief Clousher reported a meeting is scheduled to address two policies, one pertaining to Junior Firefighters, the other to Apparatus Responses. They conflict regarding the Junior sections.
- Equipment:
 - The 2001 E-One Bronto was sold to Linwood Fire Company located in North Carolina for \$90,000. The broker, Brindlee Mountain, received a 10% commission on the sale. Our net proceeds were \$81,000.
 - Linwood Fire Company also purchased the 2003 Chevrolet Tahoe for \$500. Chief Clousher received verbal approval by Commission members the day of the sale.
 - Motion to approve the sale of the 2003 Chevrolet Tahoe for \$500 made by members Klunk and Bankert. Motion approved.
- EMS Committee
 - Interview Process:
 - Chief Clousher reported that Michael Smith was hired as Deputy Emergency Medical Service Chief, Larry Rummel as Emergency Medical Service Captain and Rebecca Hanshew as Billing Manager. Their start dates are pending.
 - Interviews of current EMS employees are 90% complete. There are a few vacant positions with current part-time employees having the first option.
 - Insurance Updates:
 - Chief Clousher and Vanessa Larson met with Erik Bergdale of Bergdale insurance for quotes on Worker's Compensation Disability, AD&D, and Life Insurance for the EMS employees. (Volunteers to be added to Worker's Compensation policy after merger is complete.)
 - Chief Clousher, Vanessa Larson and EMS Chief Michael Smith met with Benecon today to review health insurance coverage and cost. Benecon is a consortium that works with Highmark, the current EMS provider. We are looking at the same coverage, but with significant cost savings. Dental and Vision coverage will also be quoted.
 - We will pass a resolution at the May meeting on behalf of Benecon.
 - We have set a target date of June 1, 2019 to bring EMS employees into the Commission.
- Unfinished Business: None
- New Business: None
- Public Comment: None

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

The next meeting is scheduled for Thursday, May 16 at 5:30 p.m. at the Hanover Borough Office.

Respectfully submitted,
 Vanessa Larson
 Recording Secretary



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, May 16, 2019 at 5:30 p.m.
Hanover Borough Office

The Hanover Area Fire and Rescue Commission met on May 16, 2019 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, Ray Van de Castle, and Manager Kristina Rodgers
- Hanover Borough Councilmen Christopher Lockard, William Reichart
- Hanover Area Fire and Rescue Chief Anthony Clouser, Treasurer Sam Miller and Executive Assistant Vanessa Larson
- Volunteer 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 will be an Executive Session held after this meeting to discuss legal and personnel matters.

Public Comment: None

Approval of the Minutes:

April 18, 2019 minutes to be amended as follows:

- Page 2, Facilities, fourth bullet should read:
 - Discussion ensued on the floor heat in the apparatus bay at the *Clover Lane station*. Firefighter Brown is working with George H. Bixler, Inc. and is waiting on information.

Members Klunk and Lockard moved for the approval of the corrected minutes from the April 18, 2019 meeting. Motion carried unanimously.

Approval of April 2019 Fire Report:

Motion to approve the April 2019 Fire Report made by members Reichart and Bankert. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller reported that Hanover Borough and Penn Township have provided 50% of their funding commitment for 2019. Funding will be reviewed in the third quarter.
- Year-to-date expenses are as expected.
- Earnings on the short and long-term investments are running \$800-\$900 a month.

Motion to approve the Accounts Payable Check Runs dated May 1 and 13, 2019 made by members Klunk and Reichart. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative:
 - Hanover Area Volunteer Fire and Rescue President Bruce Yealy reported they are aggressively working on a business plan and budget.
- Financial:
 - Due to the resignation of Michael Bowersox as Borough manager, the Commission is in need of a third signatory for the checking account. Chairman Sheppard asked who could fill this position and Councilman William Reichart offered to serve as the third signatory (backup to Manager Rodgers and Chairman Sheppard).
 - Motion made to approve William Reichart as third signatory made by members Klunk and Lockard. Motion carried unanimously.
- Facilities:
 - Energy Systems Group Energy Analysis:
 - The Facilities Committee approved the Request for Qualifications from Energy Systems Group (ESG).
 - The committee recommended moving forward with ESG to perform the work outlined in Scenario #1 at a cost of \$220,000, less Energy Rebates of \$4,300 for a total cost of \$215,700. ESG indicated they could help with funding; we have not discussed the terms at this time.
 - Items from Scenario #1 that we will not complete are as follows: Solar System, Resilience, Security, and Water Harvesting.
 - The Wirt Park station bunkroom will be addressed first, Clover Lane station second and Clearview third.
 - Savings expected is \$350,000.
 - Mr. Sheppard again spoke of state rebates for lighting upgrades. He recommended we speak with ESG concerning this opportunity.
 - Motion to approve the work from Scenario #1 with noted exceptions as outlined above made by members Reichart and Klunk. Motion carried unanimously.
 - Clover Lane Driveway Access/Rear Lot:
 - The original Clover Lane Land Development plan showed an entrance in the back corner of the rear lot to access the new J. A. Myers development (Stonewicke). Chief Clouser met with the developer, the cost to the Commission to install a storm drain box, grade and pave is \$14,000. Installation of the access does not impact Myers plans.
 - Wirt Park Fire Suppression System:
 - Von Sas Electric has ordered a 12 volt valve that will close on alarm and open on reset. The cost will be under \$1,000 for time and materials.
 - Clearview Station Flooding Cleanup:
 - Compleat Restoration has finished the removal of the damaged material. We will bid the work to apply Drylok to the block walls, seal the asbestos and tile/vinyl floor, install new windows, steel exit door, and replace the wooden steps with concrete steps. Chairman Sheppard asked if there will be a sump pump installed, Chief Clouser indicated there will not be.

- Operations: No Discussion.
- Equipment: No Discussion.
- EMS Committee
 - We have changed the target date to June 17, 2019 to bring the EMS employees into the Commission.
 - Offer letters were mailed, responses as well as new hire paperwork is being received.
 - Motion made to adopt resolution 2019-1, Participation in the Intergovernmental Insurance Cooperative (IIC) by members Klunk and Lockard. Motion carried unanimously.
- Unfinished Business:
 - Chief Clousher reported on costs of replacement furniture for the Clover Lane station. American Firehouse Furniture quoted \$6,417 for three double recliners and 14 kitchen chairs. Working Fire Furniture quoted \$8,903 for three triple recliners and 14 kitchen chairs.
- New Business: None
- Public Comment: None

Motion made at 6:10 p.m. by Members Bankert and Reichart to adjourn the meeting. Motion carried unanimously.

The next meeting is scheduled for Thursday, June 20 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 20, 2019 at 5:30 p.m.
Penn Township Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on June 20, 2019 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 and Michael Brown
- Hanover Borough Councilmen Christopher Lockard and William Reichart
- Hanover Area Fire and Rescue Chief Anthony Clouser 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 since May 16, 2019.

Public Comment: None

Approval of the Minutes:

Members Reichart and Klunk moved for the approval of the minutes from the May 16, 2019 meeting. Motion carried unanimously.

Approval of May 2019 Fire Report:

Motion to approve the May 2019 Fire Report made by members Lockard and Klunk. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller was absent. Vanessa Larson reported the 'Miscellaneous Contracted Services' expense on the May 2019 P&L in the amount of \$9,000 was the brokerage fees paid to Brindlee Mountain for the sale of the 2001 E-One Bronto.

Motion to approve the Accounts Payable Check Runs dated June 1 and 18, 2019 made by members Klunk and Lockard. Motion carried unanimously.

Committee Reports

- Labor Relations:
 - Chief Clouser reported the Commission received a letter dated June 18, 2019 from the Greater Hanover Professional Firefighters Association requesting collective bargaining negotiations on behalf of the EMS employees.

- Chief Clousher forwarded the letter to the EMS committee with a copy of the Commission's starting point contract.
- IAFF Local President Howard Billig is the contact.
- Administrative: No Discussion.
- Financial: No Discussion.
- Facilities:
 - Energy Systems Group:
 - A meeting is scheduled for Wednesday, June 26, 2019 with the Facility Committee and Mr. Bayesa. They will review the Wirt Park bunkroom project and take his recommendation on what the second project will be.
 - Clearview Station Flooding Cleanup:
 - The Facility Committee is still receiving bids to finalize the project.
 - Clover Lane Driveway Access/Rear Lot:
 - Chief Clousher met with Penn Township Public Safety department and gave them a copy of the Land Agreement for review.
 - Builder J.A. Myers quoted \$14,000 to install the access; Mr. Eric Bortner, Penn Twp. Engineer, will also quote the project.
 - Wirt Park Fire Suppression System:
 - The project is ready, we are waiting on installation by the contractor.
- Operations:
 - Chief Clousher reported on the Red Cross 'Sound the Alarm' event scheduled for Friday, June 21st. This is a Red Cross coordinated event where free smoke alarms will be installed in targeted areas of the Borough and a small portion of Penn Township.
 - The event was promoted through door hangers, Borough and Township newsletters, and social media.
 - Twenty-six coordinated teams of volunteers will meet at the First United Methodist Church on Maple Avenue where Chief Clousher will speak, volunteers will be trained, and a light lunch will be served before the teams are dispersed.
 - Our fire apparatus and EMS will be present and the Borough police will monitor the area during the event.
 - A second event will be held on October 2nd as the initial targeted area was too large for a one-day event.
- Equipment:
 - Chief Clousher was on the agenda to request a motion for the purchase of a second utility truck (funds were budgeted in 2019), instead, he made a request to purchase a 2017 Ford (Type 3) ambulance from Fire Line Equipment in New Holland at a cost of \$72,000. The vehicle mileage is 1,477, fuel is gasoline, and it has a three year 36,000 mile warranty. The unit is smaller overall than our other ambulances, and it has an 'open concept.'
 - The volunteers received a State Fire Commissioner's grant in the amount of \$7,000 to replace the stretcher in the unit.
 - Board member Steve Otis indicated PTVES has approximately \$30,000 put aside for replacement of an ambulance, he will speak with their trustees to request using those funds for this vehicle.

- This vehicle would replace the 2002 ambulance now housed at the Clearview station.
- PTVES signage would be on the vehicle until the licensing process is complete.
- Motion made to approve the purchase of the 2017 Ford ambulance from Fire Line Equipment at a cost of \$72,000 made by members Bankert and Sheppard. Motion carried unanimously.
- EMS Committee
 - The EMS personnel officially became employed by the Commission on Monday, June 17, 2019.

EMA Report:

- Our new EMA director, Jeff Waltman, has updated the Penn Emergency Management plan and is working on making it a regional plan that includes the Borough of Hanover.
- Mr. Waltman just had heart surgery (triple by-pass); the County EMA intern is available for incidents in Hanover or Penn until Mr. Waltman is able to return to work.
- He will be housed at the Clover Lane station.

Unfinished Business: No Discussion.

New Business: None

Public Comment: None

Motion made at 6:04 p.m. by Members Bankert and Reichart to adjourn the meeting. Motion carried unanimously.

The next meeting is scheduled for Thursday, June 18 at 5:30 p.m. at the Hanover Borough office.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, July 18, 2019 at 5:30 p.m.
Hanover Borough Office

The Hanover Area Fire and Rescue Commission met on July 18, 2019 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, Ray Van de Castle, and Manager Kristina Rodgers
- Hanover Borough Councilmen Christopher Lockard and William Reichart
- Hanover Area Fire and Rescue Chief Anthony Clouser, Executive Assistant Vanessa Larson and Treasurer Sam Miller
- Volunteers John Bankert and Fred Ayers representing Hanover Area Volunteer Fire and Rescue

Chairman Sheppard called the meeting to order at 5:33 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There have been no Executive Sessions held since May 16, 2019.

Public Comment:

- The Commission honored retired firefighter Jeffery Parks, whose last day with Penn Township was July 4, 2019. Mr. Parks has been with us since 2000; he became a Township employee in 2004 and served many years prior with Parkville Fire Company as a Volunteer.
- Chief Clouser read a proclamation from Representative Kate Klunk, and presented Mr. Parks with a U.S. flag in a display case. That flag flew at the Clover Lane station.

Approval of the Minutes:

Members Reichart and Klunk moved for the approval of the minutes from the June 20, 2019 meeting. Motion carried unanimously.

Approval of June 2019 Fire Report:

Motion to approve the June 2019 Fire Report made by members Lockard and Bankert. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller reported the EMS payroll expenses and liabilities will appear on the July 2019 reports; the Commission took the employees in on June 17; their first pay date being July 3, 2019.
- Vanessa Larson worked with Sam Miller and the third party payroll processor, Paytime, Inc. to ensure correct set-up of the accounts.
- July marks the half way point for both the Borough and Township budgets; work will soon begin on the 2020 budget. Referencing the 2020 budget, discussion took place at previous Commission meetings concerning the ESG project and the hiring of a Deputy Chief.

- Motion to approve the Accounts Payable Check Runs dated July 1 and 15, 2019 made by members Ayers and Klunk. Motion carried unanimously.

Committee Reports

- Labor Relations:
 1. Chief Clousher reported the first EMS bargaining agreement meeting went well; additional meetings are scheduled for July 22 and 29. The committee hopes to come to a final agreement very quickly.
- Administrative: No Discussion.
- Financial: No Discussion.
- Facilities:
 - Energy Systems Group:
 - Member Bankert reported ESG Systems Group ‘toured’ the Wirt Park station along with two local contractors that ultimately placed a bid on the required work. There were many areas noted where the high humidity problem is originating. These areas (the building ‘envelope’) will be addressed before the air conditioning is addressed.
 - The bids were from George H. Bixler, Inc. and Davidson H and C. Co., Inc. These bids will be given to ESG Systems Group
 - Clearview Station Flooding Cleanup:
 - A plumbing snake was used to clear the clog in the floor drain. This procedure will alleviate installing a sump pump.
 - Clover Lane Driveway Access/Rear Lot:
 - Motion made by member Bankert to approve \$14,000 (contractor J.A. Myers) to install the entrance at Ripple Drive, seconded by Mr. Klunk. Motion carried unanimously.
- Operations:
 - Chief Clousher reported several operational policies have been updated, also the adoption of a policy that will meet the requirements of the MS4 municipal permits. These updated policies will be sent to the stations for a 10 day review period. If no changes are requested during that review time, the policies will become effective.
 - Chief Clousher reminded the firefighters to hydrate during the current heat wave.
- Equipment:
 - Chief Clousher and EMS Chief Smith picked up the 2017 Frontline ambulance from Fire Line Equipment in New Holland, Pa. Radios have been installed and we have met with the stretcher company that will install the auto loading stretcher.
 - The ambulance will be lettered as PTVES until the Commission licensure is completed.
 - The aerial and ground ladders were tested and approved in early July.
- EMS Committee: No Report.

EMA Report:

- Jeff Waltman is working from home while recovering from his recent surgery, continuing to move EMA forward.

Unfinished Business: No Discussion.

New Business:

- The hiring process is progressing to fill firefighter Park's position.

Public Comment:

- The annual National Night Out will be held Tuesday, August 6 at 6 p.m. at Target.
- The volunteer's Orphans Court ruling will take place on Friday morning, July 19, 2019.

Motion made at 5:50 p.m. by Members Ayers and Reichart to adjourn the meeting. Motion carried unanimously.

The next meeting is scheduled for Thursday, August 15 at 5:30 p.m. at the Penn Township office.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, August 15, 2019 at 5:30 p.m.
Penn Twp. Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on August 15, 2019 at 5:30 p.m. at the Penn Twp. Municipal Bldg., 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

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

In Chairman Sheppard's absence, Vice-Chairman Klunk called the meeting to order at 5:32 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There will be an Executive Session held after this meeting to discuss legal and personnel issues.

Public Comment:

- Bruce Yealy read the Hanover Area Volunteer Fire and Rescue's 'Letter of No Objection' (dated July 19, 2019) from the Orphans Court, consolidating the volunteer companies.

Approval of the Minutes:

- With no objections, Vice-Chairman Klunk approved the minutes as presented.

Approval of July 2019 Fire Report:

Motion to approve the July 2019 Fire Report made by members Bankert and Brown. Motion carried unanimously.

Treasurers Report:

- Chief Clousher is finalizing the 2020 draft budget for review.
- The third and fourth quarter allotments will be reviewed, making provisions for staffing changes, etc.
- A couple expense lines are over budget, but we had discussed these previously; building repair expenditures are up, but everything is well in line with budgetary projections.

Committee Reports

- Labor Relations:
 - Numerous meetings have been held to negotiate the new EMS contract. Chief Clousher indicated it is going well, but there are still major points to discuss.
- Administrative: No Discussion.

- Financial: No Discussion.
- Facilities:
 - The Penn Township Solicitor reviewed the ESG contract and questioned a few items. His comments were sent to ESG with a request to address their response directly to Attorney Hovis.
 - The Clearview station basement windows are on order at Schmuck Lumber, with delivery four to six weeks out.
 - Member Bankert talked about including the apron sealants for stations 1 & 2 in the 2020 budget.
- Operations:
 - Recent policy updates have been placed in the Policy Books at each station.
 - Faly Morningstar, the Borough's MS4 Stormwater Coordinator has reviewed our spill response and debris removal policy for calls and in-house MS4 policies, she has been sharing this with Kristina Rodgers to assure both MS4 compliance requirements are met.
 - Chief Clouser would like to recognize Borough Firefighters Startzel, Billig, Amspacher and Hale who have all served the fire department in excess of 25 years each.
- Equipment:
 - The registration paperwork for the new 2017 Frontline Ambulance has been rejected twice by PennDot. The Lancaster County title company is sending the paperwork to us to have Miller-Hanover review and submit
 - The striping and identification is complete on this ambulance.
 - Member Klunk stated that since the Volunteer organization is official, the Commission will be meeting with their Executive Board to discuss the process of transferring the ambulances. The first step in obtaining licensure is transferring the vehicles.
- EMS Committee: No Report.
- EMA Report:
 - Jeffrey Waltman, Hanover Area Regional EMA Coordinator, reported on his July activities:
 - Conducted damage surveys after several storms.
 - Participated in a two-day FEMA course at Chester Co. Public Safety Training Center.
 - Worked with fire department personnel to conduct an inspection of safety measures at Hanover Dutch Days.
 - Followed up on FEMA requests.
 - Attended meetings with local utility supervisors and PA DEP, and the Annual Night Out event at Target.
 - The EMA radio identifier will change with York County 911.
 - West Nile Virus was found in the Hanover Borough
 - Mr. Waltman will attend a one-day FEMA course in Dauphin County.

Unfinished Business: No Discussion.

New Business: No Discussion

Public Comment:

- Firefighter Billig reported the third (and final) “Fill the Boot” event for Muscular Dystrophy will be held this weekend. The first two drives netted a combined amount of around \$15,000.
- The annual Pink-Out shirts can be pre-ordered, stop by one of the stations to place your order.

Motion made at 5:55 p.m. by Members Lockard and Brown to adjourn the meeting. Motion carried unanimously.

The next meeting is scheduled for Thursday, September 19 at 5:30 p.m. at the Hanover Borough office.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, September 19, 2019 at 5:30 p.m.
Hanover Borough Office

The Hanover Area Fire and Rescue Commission met on September 19, 2019 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, and Manager Kristina Rodgers
- Hanover Borough Councilmen Christopher Lockard and William Reichart
- Hanover Area Fire and Rescue Chief Anthony Clouser, Executive Assistant Vanessa Larson and Treasurer Sam Miller
- Volunteers John Bankert and Fred Ayers representing Hanover Area Volunteer Fire and Rescue

Chairman Sheppard called the meeting to order at 5:33 p.m. with a declaration of a quorum.

Announcement of Executive Session:

An Executive Session was held after the August 15 meeting to discuss personnel matters. An Executive Session will be held after this meeting to discuss financial matters.

Public Comment: No Comments.

Approval of the Minutes:

Members Reichart and Brown moved for the approval of the minutes from the August 15, 2019 meeting. Motion carried unanimously.

Approval of August 2019 Fire Report:

Motion to approve the August 2019 Fire Report made by members Lockard and Ayers. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller reported the general building repair expenses are high, however, those expenses were approved through the building committee.
- There are outstanding payroll receivables due for EMS.
- Motion made to approve the Accounts Payable Check Runs dated Aug. 19, 23 and September 2, 13, 2019 made by members Lockard and Ayers. Motion carried unanimously.

Committee Reports

- Labor Relations:
 - Due to Commissioner Klunk's leave of absence, Commissioner Brown will take his place on this committee.
 - Contract negotiations with EMS are ongoing, four or five articles are still open.

- Administrative:
 - Due to Commissioner Klunk's leave of absence, Christopher Lockard will assume the Vice President position of the Commission. Motion made by members Bankert and Reichart. Motion carried unanimously.
- Financial:
 - Chief Clousher reviewed the draft budget proposal distributed to committee members prior to this meeting. A review of expenses through 7/31/19 gave us more accurate figures than the previous budget cycle.
 - A few key requests in the 2020 budget draft is the deputy fire chief position; bringing Mr. Waltman in with 20 hours a week; and assuming the volunteer paratransit van debt. Other items of note are the EMS software program that previously was no cost, and the purchase of three new cardiac monitors.
 - Mr. Sheppard questioned the EMS billing procedures and how the insurances are billed. Chief Clousher assured him that our billing manager keeps on top of the billing. Chief Clousher stated he is confident the EMS income figure in the budget is firm.
 - Treasurer Miller asked that we pull out the EMS specific budget items to discuss during the Executive Session to be held after this meeting.
- Facilities:
 - Energy Systems Group:
 - Attorney Hovis, Penn Township's Solicitor, sent his contract changes back to ESG earlier this week. We hope to receive a finalized contract by the end of this month.
 - Clearview Station Update:
 - The basement windows have not been delivered yet. Some electrical work and wall patching is complete.
 - Clover Lane Station Update:
 - The rear parking lot curbing has been installed, the rough grading still needs completed.
- Operations:
 - Referencing the York County Youth Fire and Injury Reduction and Education Program (YC Y-FIRE), Chief Clousher and Firefighter Brown attended a meeting with the York Co. District Attorney, Law Enforcement and Fire Service personnel to revive this dormant program. The goal of the program is to intervene, educate and rehabilitate juvenile fire setters. Chief Clousher agreed to sit on the panel, and four or five of our fire and EMS personnel have volunteered to become part of the education process with the youth.
 - We recently met with VFIS, our vehicle/building/liability insurance carrier to review our use rating and Standard Operating Guidelines, and to discuss trends they are seeing in the communities they cover. They have a wealth of sample policies, checklists and guides to help us with risk reduction and possibly better insurance rates.
- Equipment: No Discussion.
- EMS Committee: No Discussion.

- EMA Report:
 - Jeffrey Waltman reported on his August activities and opened a discussion on the vulnerability of our streets during community events. Mr. Waltman has researched the cost and effectiveness of portable water vessels. A suggestion was made on parking Public Works tri-axle dump trucks at the intersections.
- Unfinished Business:
 - Member Bankert reported that the Volunteer's helmet fronts have not been rebranded. Chief Clouser referred this to the Volunteer Relief Assn.

New Business: No Discussion.

Public Comment: No Discussion.

Motion made at 6:17 p.m. by Members Bankert and Brown to adjourn the meeting. Motion carried unanimously.

The next meeting is scheduled for Thursday, October 17 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 17, 2019 at 5:30 p.m.
Penn Township Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on October 17, 2019 at 5:30 p.m. at the Penn Twp. Municipal Bldg., 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Michael Brown, Ray Van de Castle, and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard
- Hanover Area Fire and Rescue Chief Anthony Clouser and Executive Assistant Vanessa Larson
- Volunteers John Bankert and Fred Ayers 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 followed by a moment of silence honoring Commissioner Joseph Klunk who passed on October 8, 2019.

Announcement of Executive Session:

There is an Executive Session scheduled for the end of this meeting to discuss personnel matters.

Public Comment: No Comments.

Approval of the Minutes:

Members Ayers and Lockard moved for the approval of the minutes from the September 19, 2019 meeting. Motion carried unanimously.

Approval of September 2019 Fire Report:

Motion to approve the September 2019 Fire Report made by members Bankert and Ayers. Motion carried unanimously.

Treasurers Report:

Treasurer Miller was unable to attend, Vanessa Larson gave the following report:

- Cash on hand as of September 30, 2019 was \$395,686.30; that figure includes the PLGIT investment of \$171,340.53 and the BB&T BIDA (short-term) investment account of \$213,743.10.
- Total accounts receivable as of September 30, 2019 is \$184,971.85, with \$178,121.76 of that amount being EMS payroll costs.
- Based on the 2019 budget review with Chief Clouser and treasurer Miller, the fourth quarter allotments will be invoiced in full (\$170,517.50 each for the Borough and Township.)
- Motion to approve the Accounts Payable checks runs dated September 23 and 27, 2019 made by members Brown and Lockard.

Presentation/proposal by agent Sean Haggarty with the Bureau of Narcotics, Region 3, York Co. OCDETF Coordinator has been postponed and will be held at the November 21, 2019 meeting.

Committee Reports

- Labor Relations:
 - Chief Clousher reported there is a tentative agreement with EMS that will be reviewed during the Executive Session to be held after this meeting.
- Administrative:
 - Commissioner Brown also reported the EMS contract will be reviewed in the Executive Session at the close of this meeting.
- Financial:
 - Chief Clousher reported the proposed 2020 budget was previously circulated and questioned the approval process. Manager Rodgers stated the Borough and Township will approve our 2020 budget followed by the Commission approval.
- Facilities:
 - Energy Systems Group:
 - Solicitor Hovis and ESG made a few slight contract changes; Chief Clousher needs to sign the contract and submit to ESG. ESG would like to bring vendors out next week to review all buildings to begin the project.
Motion to approve and sign the contract made by members Bankert and Van de Castle.
 - Clearview Station Update:
 - The basement windows are installed; painting, installation of drop ceiling and flooring are to be completed by the end of November.
 - Member Bankert stated the Facilities Committee will need another member due to Mr. Klunk's recent passing.
- Operations:
 - Chief Clousher discussed Borough Halloween activities (Trick or Treat will be held Tuesday, Oct. 29 at 6 - 8 p.m., the annual Halloween Parade is scheduled for Thursday, Oct. 31 at 7:30 p.m.)
The parade committee has made Commissioner Klunk the Grand Marshall for the parade; the 2018 Pierce engine will display signage recognizing Mr. Klunk's commitment with both the Jaycees and Penn Township.
- Equipment:
 - Chief Clousher reported the new 2017 Frontline ambulance is ready to run as soon as it is inspected and we have receipt of the Medicare number.
- EMS Committee: No Discussion.
- EMA Report:
 - Mr. Waltman was unable to attend the meeting, however, his monthly report was sent to Commission members prior to this meeting for review.

- Manager Rodgers commented on the event barricades discussed at the September meeting. She attended several local community events and gathered the following comments:
 - Water filled barricades can only be moved while empty. One particular community staggered them at event entrances.
 - Concrete barriers were used by another community, but it was a lengthy process to move them after the event to get the streets opened.
- Chief Clousher stated each event sponsor should bear the responsibility of providing the barricades.
- Mr. Sheppard suggested using large Borough and Township trucks to block entrances.

New Business:

- Member Bankert thanked Chief Clousher for his diligence in correct reporting for the Attorney General's office to secure Relief Association and Volunteer funding. The funding received by the Borough went from less than \$15,000 last year to over \$50,000, and the Township went from \$30,000 to over \$60,000.

Public Comment:

- EMS member Gary Shoemaker questioned whether the EMS contract will be reviewed and approved at tonight's Executive Session. He also questioned if the EMS members have reviewed the contract. Chief Clousher indicated once the Executive Committee approves the contract, it will be distributed for review for the Local 2045 Union to ratify. How the Union reviews and votes to ratify is up to them.

Motion made at 5:49 p.m. by Members Bankert and Ayers to adjourn the meeting. Motion carried unanimously.

The next meeting is scheduled for Thursday, November 21 at 5:30 p.m. at the Hanover Borough office.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes
Hanover Area Fire and Rescue Commission
Meeting Held Thursday, November 21, 2019 at 5:30 p.m.
Hanover Borough Office

The Hanover Area Fire and Rescue Commission met on November 21, 2019 at 5:30 p.m. at the Hanover Borough Office, 44 Frederick St., Hanover, PA 17331

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Michael Brown, Ray Van de Castle, and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard
- Hanover Area Fire and Rescue Chief Anthony Clouser and Executive Assistant Vanessa Larson
- Volunteers John Bankert and Steve Otis 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 is no Executive Session scheduled for this evening.

Public Comment: No Comments.

Approval of the Minutes:

Members Lockard and Bankert moved for the approval of the minutes from the October 17, 2019 meeting. Motion carried unanimously.

Approval of October 2019 Fire Report:

Motion to approve the October 2019 Fire Report made by members Lockard and Brown. Motion carried unanimously.

Treasurers Report:

- Funding was provided by both Penn Township and the Borough of Hanover all four quarters this year (as budgeted), with the excess funds to be used against our contract with ESG and improvements to the facilities.
- The expected amount of reserve at the end of 2020 should be \$80,000.
- Investments – the market is softening, hopefully it will rise, but ultimately the fund is doing well.
- The 2019 budget is following expenses as projected. This was not quite a full budget year, 2020 should become the standard.
- Motion to approve the Accounts Payable checks runs dated October 16 and 25, 2019 made by members Bankert and Lockard.

Committee Reports

- Labor Relations:
 - The EMS five-year Union Local 2045 contract was presented for ratification. Motion to approve the contract made by members Lockard and Bankert, motion carried unanimously.
- Administrative:
 - Member Brown discussed the initial meeting held on November 20 with the Volunteers where they presented their draft contract, and reported on their restructuring and placing new officers on the board. Member Brown suggested we review and make a counter offer, preferably by January 1, 2020. The Commission board will hold an executive session prior to the December meeting to discuss.
- Financial:
 - Treasurer Miller discussed the need for an annual financial audit. Discussion ensued on what type of audit do we need? There are several types, the Borough has a full GASB audit, Penn Township has a modified cash basis audit, and there is a pure cash basis audit. There is quite a significant reduction in cost with a cash basis audit. Treasurer Miller suggested we have the cash basis audit this year and expand the audit type next year. (Cash basis is merely monitoring where the cash came from and where it was spent.).
 - Motion to approve a cash basis audit made by members Bankert and Lockard. Motion carried unanimously.
 - The 2020 Commission budget numbers have changed, initially the total was \$639,709 but there have been changes made, one is in EMS Payroll, another is the replacement of the three cardiac monitors that were \$15,000 less than originally budgeted. Also, there is an addition of \$39,000 (\$19,500.00 each municipality), for the ALS supervisor's salary, taking the final amount to \$627,709 requested from each municipality. This figure needs be presented to the Borough Council and the Township Commissioners.
- Facilities:
 - Clearview Station Update: The basement windows, painting and installation of drop ceiling is complete. Wall trim and the flooring needs completed. Erik Brown and Chief Clousher are considering covering the asbestos tile with cement board and gym matts. Erik is also getting bids on pouring a self-leveling material over the tile.
 - Chief Clousher reported that ESG visited all stations recently, reviewing the scope of work and individual projects. They are ready to start the HVAC project at Wirt Park.
 - Clover Lane Station Update: Pertaining to the floor heat in the apparatus bay, the clogged filters were removed from the heating tubes; the filters are no longer available so they were not replaced. A thermal imaging test indicated there were three heat pipes in the floor at the front, back and middle of the bay. The system is functioning much better.
 - Member Bankert requested that Andy Alwine join the Facilities Committee, taking Mr. Klunk's position. There were no objections.
- Operations: No Discussion

- Equipment: No Discussion
- EMS: No Discussion
- EMA Report:
 - Mr. Waltman discussed the success of the Halloween parade and the command post (located on the square) filtering communications from the parade marshals. There were a few glitches to work out with the Jaycees for next year.

Unfinished Business: None

New Business:

- The volunteers requested a copy of the agenda be sent to Helen Weaver as well as a list of Commission members and committees.
- Member Brown asked that we consider retaining a solicitor to be at our monthly meetings. Depending on the cost, we could use them on an hourly basis and/or they could be available to attend meetings where the agenda would call for their expertise. Both municipalities do have solicitors present.
- John Bankert asked if we are to the point where we can change to a quarterly meeting schedule. It was suggested that we hold a few meetings with the Volunteers on board, then revisit. Perhaps bi-monthly meetings would be the best way to start.
- Mr. Sheppard read his letter of resignation that was addressed to Kristina Rodgers. His resignation is effective December 31, 2019. He does not have any suggestions as to who could take his place. Member Chris Lockard will take on the responsibility of signing checks until a new chairman is in place.

Presentation by Mr. Sean Haggarty:

- Presentation/proposal was given by agent Sean Haggarty, Bureau of Narcotics, Region 3, York Co. OCDETF Coordinator. Mr. Haggarty discussed how their organization is in need of a medical team in the Hanover area, for providers to be on standby in case of an injury during a raid. Some of the particulars are that the state budget would cover the payroll, and the BLS provider would travel to the location with Mr. Haggarty's entourage. Travel would be in the south central/south eastern portion of the state. He asked us to consider moving a team forward; Mr. Haggarty will send a copy of the MOU for our review.

Motion made at 6:38 p.m. by members Lockard and Brown to adjourn the meeting. Motion carried unanimously.

The next meeting is scheduled for Thursday, December 19 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 19, 2019 at 5:30 p.m.
Penn Township Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on December 19, 2019 at 5:30 p.m. at the Penn Twp. Municipal Bldg., 20 Wayne Ave., Hanover, Pa.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Peter Sheppard
- Penn Township Commissioners Michael Brown, Ray Van de Castle, and Manager Kristina Rodgers
- Hanover Borough Manager Nan Dunford and Councilman Christopher Lockard
- Hanover Area Fire and Rescue Chief Anthony Clouser and Executive Assistant Vanessa Larson
- Volunteers John Bankert and Steve Otis representing Hanover Area Volunteer Fire and Rescue

Chairman Sheppard called the meeting to order at 5:36 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There was an Executive Session held prior to this meeting to discuss the proposed service agreement drafted by Hanover Area Volunteer Fire and Rescue. The matter was tabled to allow for more discussion.

Citizen Commendation:

Local resident Austin Wickham was honored with a Citizen Commendation for responding and calling 911 when he saw smoke coming from the residence at 1403 Baltimore Street, Hanover, on December 5, 2019.

Public Comment: No Comments.

Approval of the Minutes:

Members Van de Castle and Lockard moved for the approval of the minutes from the November 21, 2019 meeting. Motion carried unanimously.

Approval of November 2019 Fire Report:

Motion to approve the November Fire Report made by members Lockard and Van de Castle. Motion carried unanimously.

Treasurers Report:

- Referring to the November P&L statement, everything is trending with our budgetary lines. After clarification on the Building Repair/Maintenance and Capital Outlay categories, we will be moving funds around in those categories. We expect some billing costs in 2019 from the ESG contract, other than that, we will be shifting funds to 2020.
- Note - Firefighter Brown reported that ESG has set dates to begin their project, where they expect to be and where they guarantee us to be (financially).

- The market has dipped a bit with our BIDA and PLGIT investment funds.

Motion to approve the Accounts Payable check runs dated November 5 through November 22 made by members Lockard and Otis. Motion carried unanimously.

Labor Relations: No report.

Administrative: No report.

Financial:

- Referencing the adoption of the 2020 HAFRC budget, Penn Township approved their budget December 16, the Borough of Hanover will approve theirs December 23. Treasurer Miller is confident the Borough's will be approved in its current status.
- Motion made to adopt the 2020 Hanover Area Fire and Rescue Commission budget made by members Van de Castle and Lockard. Motion carried unanimously.
- We will be issuing an RFP for a 2019 financial audit and will ask for selection approval at our February 20, 2020 meeting. Treasurer Miller asked if any board member would like to be part of that audit, Commissioner Brown stated he may be interested. Treasurer Miller asked if the Board would like us to advertise, or do a direct send, it was agreed that we would do a direct send. Mr. Sheppard wanted to ensure we would have a representative sample, Treasurer Miller confirmed that we would.
- We are also looking at a potential change in our depository account in the first quarter of 2020 as our current provider's customer service level is not where we would like. We will conduct more research on that change.

Facilities:

- Firefighter Brown reported on the Wirt Park bunkroom project. ESG is changing the proposal from the chiller to a split unit in the career and EMS bunkrooms, with a unit on the roof. Bids have to be back by the end of the year and the work has to be completed by March 31, 2020. The cost of the project is not changing, just the scope.
- Clearview project – Firefighter Brown also reported that we are waiting on the completion of the floor (the area covered in asbestos tile). The intent is to cover the tile with a sealer then cover in rubber mats.
- Commissioner Brown questioned the new parking lot access point that was completed at the Clover Lane station and how we are going to keep citizens (from the new development) from using that as an access. Chief Clousher reported he has ordered two signs and Eric Bortner of Penn Twp. Public Works Department has agreed to install that signage.

Operations:

- Chief Clousher reported the stations will be cleared of old unwanted and unusable equipment located in the apparatus bays. The project will start at the Wirt Park station on December 28, followed by the Clover Lane and Clearview stations.

Equipment: No Report.

EMS Committee:

- Committee Chair Lockard had nothing to report but did request the board to consider eliminating this committee as their task was to bring EMS into the Commission. The board agreed that this committee will be dissolved.

EMA Report

- EMA Coordinator Waltman asked for questions on his November report (there were none.)
- Mr. Waltman then spoke about the November 13 accident on Poplar Street where three electrical transformers fell and exploded on impact. In addition, 75 gallons of oil leaked and flowed to Plum Creek, dams were placed in the creek to avoid further flow of the oil. The main concern was the runoff from the transformers that potentially contain PCB's; all three were tested and the PCB level was below the toxicity level.

Unfinished Business:

- Members from HAFR, SAVES and Pleasant Hill welcomed our veterans home after the Allied Veterans Council took them and a guest on a free trip to Quantico. The aerial trucks proudly displayed the US Flag at the entrance to the Elks Lodge. Chief Clousher received a thank you letter for their warm reception home.

New Business:

- The Commission honored Chairman Sheppard with an engraved mantel clock for his leadership for the past six years. Chief Clousher read and presented citations from Kate Klunk's office and Governor Wolf's office.
- The meeting was adjourned at 6:10 p.m. for cake and other refreshments.

The next meeting is scheduled for Thursday, January 16, 2020 at 5:30 p.m. at the Hanover Borough office.

Respectfully submitted,

Vanessa Larson
Recording Secretary