



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, January 16, 2020 at 5:30 p.m.
Hanover Borough Office

The Hanover Area Fire and Rescue Commission met on January 16, 2020 at 5:30 p.m. at the Hanover Borough Office, 44 Frederick St., Hanover, PA 17331

Present at the meeting:

- Penn Township Commissioners Michael Brown, Wendell Felix, and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard, William Reichart, and Manager Nan Dunford
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue

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

Board Reorganization:

Per the Intergovernmental Cooperation Agreement, Exhibit B, By Laws, the Commission must reorganize at the first meeting of each calendar year. Members recognized as follows:

- Penn Township Commissioners Mr. Michael Brown, Mr. Wendell Felix, and alternate Mr. Justin Heiland.
- Hanover Borough Councilmen Mr. William Reichart, Mr. Christopher Lockard, and alternate Mr. Heath Chesney.
- Hanover Area Volunteer Fire and Rescue members Mr. Steve Otis, Mr. Jeffrey Spielman, and alternate John Bankert.

Motions:

- Motion to appoint Mr. Bertram Elsner II, President and CEO, Elsner Engineering Works as Member at Large made by members Brown and Reichart, motion carried unanimously.
- Motion to elect Mr. Elsner as Chairman made by Brown and Reichart, motion carried unanimously.
- Motion to elect Mr. Reichart as Vice Chairman made by members Brown and Otis, motion carried unanimously.
- Motion to elect Ms. Vanessa Larson as Secretary made by members Otis and Brown, motion carried unanimously.
- Motion to elect Mr. Sam Miller as Treasurer made by members Reichart and Brown, motion carried unanimously.

Appointment of Committee Vacancies:

- Borough Manager Nan Dunford is hereby appointed to the Administrative Committee.
- Mr. Bert Elsner is hereby appointed Chair of the Financial Committee.
- Mr. Jeff Spielman is hereby appointed Chair of the Facilities Committee.

- Mr. Wendell Felix is hereby appointed to Chair the Labor Relations Committee, motion made by members Brown and Otis, motion carried unanimously.

Announcement of Executive Session:

There is an Executive Session scheduled after tonight's meeting.

Public Comment: Member Lockard introduced Mr. Bert Elsner as Chairman of the Board.

Approval of the Minutes:

Members Brown and Reichart moved for the approval of the minutes from the December 19, 2019 meeting. Motion carried unanimously.

Approval of December 2019 Fire Report:

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

Treasurers Report:

- Treasure Miller reviewed the 2019 P&L Budget vs. Actual report, stating that the 2019 budget was for a complete year, with six months of EMS activities. The bottom line is we are carrying over about \$96,000 additional reserves (due to prepayment of January 2020 invoices.)
- Treasurer Miller stated that he and Vanessa Larson will review the 2019 Capital Outlay account.
- Financials as a whole are where we want them to be.
- Audit RFP's have been sent with a few informational requests coming back. After review of completed RFP's, a recommendation will be made to be approved at the February 20, 2020 Commission meeting.
- In addition to Treasurer Miller's report, Volunteer Steve Otis reported he has been working on the EMS financials for the last few months and provided a report for December 2019 (12/1 through 12/31). Commissioner Brown suggested the Commission review the EMS financials monthly; closely following the financials is particularly important due to the transition.
- Motion to approve the December financial reports made by members Brown and Reichart, Motion carried unanimously.
- Motion to approve the Accounts Payable checks run dated January 15, 2020 made by members Reichart and Brown, motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative: No Discussion
- Financial:
 - Treasurer Miller mentioned again that the audit RFP's have been sent out.
- Facilities:
 - The Energy Services Group (ESG) kick-off meeting is scheduled for Tuesday, January 21, at 11 a.m. at the Clover Lane Station. The job foreman for the general contractor will be present to review the work before the project begins.

- Operations:
 - Chief Clousher reported he sent an email to Manager Rodgers and Commissioner Felix thanking the Penn Twp. Police for their recent report of smoke at the Sign of the Horse Brewery, an early call that saved the business; fire was minimal but there is smoke and soot damage.
- Equipment: No Discussion
- EMS:
 - Chief Clousher reported that the ALS licensure for the EMS units has been received, so the ambulance we recently purchased is ready to go into service.
- EMA Report:
 - Mr. Waltman is beginning to plan Intergovernmental Operations.
 - Due to a recent 24 + hour power shortage (a portable sub-station is still being used today), calls were received from residents who had children and no heat. Mr. Waltman indicated he is going to contact the local Council of Churches to hopefully establish an overnight shelter, in addition to warming and cooling shelters. He stated that overnight sheltering requires a lot of effort and can be difficult due to varying situations, security, etc.
 - Mr. Waltman is also working with the Borough of Hanover to create a Right to Know Request Policy for critical infrastructure.
 - Mr. Waltman will be participating in a Regional Drill for WebEOC at the end of January, 2020. (Cloud based incident management software) that coordinators can log into to keep up to date on happenings in the area and request resources. This program also keeps FEMA informed.

Unfinished Business: No Discussion

New Business:

- Motion was made to approve Borough Manager Nan Dunford as the third signatory on the BB&T bank account. Motion to approve made by members Reichart and Brown, motion carried unanimously.
- As of this meeting, those on the signatory card for BB&T are Kristina Rodgers, Nan Dunford, and Christopher Lockard.

Public Comment:

- Volunteer John Bankert questioned when Fire Chief Clousher and Secretary Larson will receive their 2020 raises. Treasurer Miller stated they are both employees of Hanover Borough and a 2.5% raise (each) was budgeted and received.
- Jan Cromer congratulated Manager Dunford, Mr. Jeff Speilman and Mr. Bert Elsner on their new positions on the board. He questioned what the selection process was for the chair position. Commissioner Brown explained the process.

At 7:03 p.m., the public was excused so an Executive Session could be held.

Upon reconvening the meeting, a discussion was held regarding the Commission consolidating the vehicle insurance policies and invoicing the volunteers until such time that an agreement is reached. Chief Clousher explained that three ambulances are currently being “double covered” by the Township and the volunteer corporation. VFIS believes that eliminating this double coverage will save Penn Township at least \$10,000. After a short discussion, it was decided to wait until the agreement was signed to add the volunteer pieces.

At 7:15 p.m. motion to adjourn made by members Reichart and Otis. Motion carried unanimously.

The next meeting is scheduled for Thursday, February 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, February 20, 2020 at 5:30 p.m.
Penn Twp. Municipal Bldg.

The Hanover Area Fire and Rescue Commission met on February 20, 2020 at 5:30 p.m. at the Penn Township Municipal Bldg., 20 Wayne Ave., Hanover, PA 17331

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Wendell Felix, and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard, William Reichart, and Manager Nan Dunford
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue

Chairman Elsner 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:

Firefighter and Local IAFF 2045 President Howard Billig reported the collection of \$21,682 during their recent annual Muscular Dystrophy Association Boot Drive.

Approval of the Minutes:

Members Reichart and Otis moved for the approval of the minutes from the January 16, 2020 meeting. Motion carried unanimously.

Approval of January 2020 Fire Report:

Motion to approve the January 2020 Fire Report made by members Reichart and Lockard. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller reported that RFP's were sent to six accounting firms with four responding. Mr. Miller consulted with Kristina Rodgers and Chief Clousher as well reference checks and recommended Hamilton and Musser (H&M) from Mechanicsburg. Motion to select Hamilton and Musser made by members Reichart and Spielman. Motion carried unanimously.
- Referring to the January P&L statement, the PLGIT investment interest rate is still good. Other items of interest: PTVES is billed for payroll costs as they occur, a large investment was made to update the IT security platform, and the first quarterly contribution from both municipalities has been received.

- Motion to approve the Accounts Payable check runs dated December 2019 made by members Reichart and Lockard. Motion carried unanimously.
- Motion to approve the Accounts Payable check runs dated January 2020 made by members Otis and Lockard. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative: No Discussion
- Financial: Reported above.
- Facilities:
 - A meeting and walk-through was held on January 21 with Energy Services Group (ESG) to discuss the 'enveloping' of all three stations. Work will begin March 2 at the Wirt Park Station followed by Clover Lane and Clearview stations. All lighting that is not currently LED will be replaced with LED lights/fixtures.
- Operations: No Discussion
- Equipment: No Discussion
- Fire Chief's Report
 - Chief Clousher reported that he is meeting with Nan Dunford and Kristina Rodgers the Thursday prior to the monthly meeting to review agenda items and minutes.
 - As a result of the February 5, 2020 fire on York Street, three Borough police officers will be recognized at the at the February 26 Council meeting for the rescue of a disabled tenant. Chief Clousher will recognize Mr. Keriazes and staff of the Famous Hot Weiner at the March 19 Commission meeting for preparation of food for tenants and rescue personnel, as well as the use of their location to meet with Red Cross.
 - Volunteer Service Agreement - Chief Clousher made recommended changes for the Commission board members. Mr. Brown questioned how the interest bearing account will be controlled. (Interest generated will go into the Capital Equipment Fund.)
 - Chief Clousher introduced Ms. Claudia Christensen, ALS Supervisor. Her current tasks are managing EMS finances and the ALS licensure process. Ms. Christensen stated the Volunteers have made contact with the legal firm Page, Wolfberg & Wirth, LLC who deal specifically with EMS and Medicare transitions. She also stated that Medicare has 90 days to approve after our paperwork is received.
 - Chief Clousher requested a motion to authorize the distribution of a RFP for a solicitor. Commissioner Brown made the motion under the condition that a list is prepared of potential solicitors or firms, with the administrative committee conducting the interviews to bring a recommendation to the board. Motion was seconded by Commissioner Felix and motion carried unanimously.
- EMA Report:
 - Mr. Waltman reviewed the report distributed with the agenda.

Unfinished Business: No Discussion

New Business:

- Treasurer Miller requested a motion to replace Mr. Sheppard with Chairman Elsner on the PLGIT investment account. Motion made by members Reichart and Otis. Motion carried unanimously.
- Treasurer Miller requested a motion to open a bank account with Peoples Bank for Medicare deposits. Motion made by members Lockard and Otis and motion carried unanimously.
- Committee Restructuring - Chief Clousher discussed the need to restructure our Committees. This resulted in proposing combining the committees as follows:
 1. Personnel and Finance
 2. Facilities and Apparatus
 3. Administrative

The restructuring would put one Township Commissioner, one Borough Councilman and one volunteer representative on each committee. This should provide better transparency and increase communications between all parties. The Administrative Committee will consist of the Fire Chief and both managers to act in an advisory capacity to the Board.
- Mr. Reichart proposed these be changed in the by-laws to present to the Commission so the new committee structure can take place.

Public Comment:

- Divino's Pizzeria & Grille ran a two day fundraising effort for the York Street fire victims; the amount raised is unknown as the owner of Divino's contacted the tenants directly.
- There was also interest by Divino's employees in collecting home goods for the tenants, Mr. Yealy will provide storage space.

At 6:20 p.m. motion to adjourn made by members Lockard and Otis. Motion carried unanimously.

The next meeting is scheduled for Thursday, March 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, May 21, 2020 at 5:30 p.m.
Via ZOOM

The Hanover Area Fire and Rescue Commission met May 21, 2020 at 5:30 p.m. via the virtual platform ZOOM.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Jan Cromer and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard and Manager Nan Dunford
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue

NOTE: The virtual meeting statement read by Treasurer Sam Miller prior to the opening of this meeting is shown at the end of these minutes.

Chairman Elsner called the meeting to order at 5:35 p.m. with a declaration of a quorum.

Announcement of Executive Session:

There is no Executive Session scheduled or requested for this evening.

Public Comment:

Heath Chesney (the Borough's alternate Commission member) "Relating to the COVID-19 Pandemic, thank you and kudos to the administration's efforts on behalf of the citizens with the intuitive and creative staffing moves; efforts were done very early in the pandemic."

Approval of the Minutes:

Members Lockard and Brown moved for the approval of the minutes from the February 20, 2020 meeting. Motion carried unanimously.

Approval of February, March and April 2020 Fire Reports:

Before approval was made, member Brown asked for an explanation of the term 'debris removal,' Chief Clousher stated it is vehicle accident debris. Member Brown also questioned the Monthly Inspection Report - there are five entries with no billable hours, Chief Clousher reported this report does not give billable hours, but a separate report that goes to the municipalities does. Motion to approve the Fire Reports noted above made by members Brown and Lockard. Motion carried unanimously.

Treasurers Report:

- We are billing PTVES for payroll and related costs prior to the transition with EMS. Ambulance billing should begin around August.

- Expenditures are as expected. EMS payroll overtime was running high, we will be reposting that expense into the correct budget category.
- Interest income on our investments has been minimal.
- Collections are not a problem nor are Payables.
- Motion to approve the Accounts Payable check runs dated February, March and April 2020 made by members Lockard and Brown. Motion carried unanimously.

Selection of a Commission Solicitor:

Two firms responded to our RFP with summary of those respondents sent to the board members prior to this meeting. Chief Clousher stated that Managers Dunford and Rodgers previously reviewed that summary and recommend Pillar + Aught.

Motion to approve Pillar + Aught by member Brown, seconded by member Lockard. Motion carried unanimously. Notifications to both firms will be sent after this meeting.

Committee Reports

- Labor Relations: No Discussion
- Administrative:
 - Mr. Brown reported that Jan Cromer was appointed to the Penn Twp. Board of Commissioners to fill Mr. Felix's position. Mr. Cromer has also been appointed to the Commission board.
- Financial: No Discussion
- Facilities: Report distributed with agenda. Additional comments by Chair Spielman:
 - Work restarted this week by ESG (Energy Systems Group), all LED lighting at Wirt Park and Clover Lane has been completed except for the lounge area at Wirt (bulbs are on order and a fixture needs replaced at the pole).
 - Clearview station - replacement of fixtures in apparatus bay began May 20.
 - Clover Lane station - shingles on the shed in the rear parking lot were damaged due to high winds, B-shift firemen re-shingled the entire roof.
- Operations:
 - Chief Clousher stated there is a ZOOM meeting scheduled for May 29 to review Operational Policies.
- Equipment: No Discussion
- Fire Chief's Report:
 - Chief Clousher updated the board on COVID-19 and our operations. As we reported earlier, we have reduced some of the fire side responses for EMS calls unless it is a cardiac arrest or drug overdose. The firemen continue to respond to any EMS assist calls when requested by on scene units.
 - Firemen have been able to function properly with turnout gear and PPE masks.
 - Captain Adams, Kemmerly and Christensen developed a de-escalation plan that will go into effect May 22, where we will fall in line with the state colors. Our plan categorizes them as Phase 1, 2, 3. This plan can be used for any communicable disease in the future.

- We've had a recent problem with a Township resident placing calls for smoke and natural gas leaks. Upon responding, there weren't any issues so we reduced our responses. This resident was then found in the parking lot at Clover Lane station videoing the gas line, building and employee vehicles. The police were notified and the resident was warned of trespassing; we then followed up with a letter barring that resident from all properties of Hanover Area Fire & Rescue. Our letter was served Wednesday morning (May 20).
We then received two more calls from that resident who was then served with an involuntary petition for commitment.
- Claudia Christensen, EMS Report:
 - March, April and May call volumes have significantly dropped due to COVID-19 and orders to not call 911 or go to the hospital. During April and May we were down 189 calls, with approximately \$78,000 in lost revenue.
 - Unfortunately, there is an increased cost for coverage based on an emergency and we are not getting the revenues for that increased cost. We are not meeting budget expectations.
 - Only one EMS employee was out for suspected COVID-19.
 - We are still following all of same guidance from CDC and Department of Health, including full PPE in a nursing community.
 - Crews have been very resilient with assignments changed to one station.

EMA Report:

Mr. Waltman reviewed the report distributed with the agenda. Additional comments:

- HAFR has been registered with FEMA and PEMA for reimbursements of costs associated with the pandemic.
- York Co. Food Bank's "Pop-up Food Distribution" event will be held at South Western High School May 23rd. If this event is successful, another event will be scheduled. Free boxed foods, meat, dairy and shelf stable foods will be distributed.

Unfinished Business: No Discussion

New Business: No Discussion

Public Comment:

Volunteer President Bruce Yealy made the following comments:

- The volunteers are moving forward with the agreement to merge into the Commission.
- Volunteer fundraisers have been canceled. State representatives spoke of programs to support volunteer organizations, but that is fluid.
- The ambulance solicitation is being moved to late August/early September.
- The volunteer and career staff recently delivered 35 pizza's (donated by Domino's) to the staff at Hanover Hospital.
- Mr. Yealy questioned meetings being held again at stations during the Yellow Phase. Per Chief Clousher, all gatherings will be held at the Clover Lane station, limited to 25 people and social distancing will apply.

At 6:10 p.m. motion to adjourn made by members Lockard and Otis. Motion carried unanimously.

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

Respectfully submitted,

Vanessa Larson
Recording Secretary

VIRTUAL MEETING STATEMENT:

Treasurer Miller opened the meeting with the following statement:

Please note that this presentation along with any individual video feeds and unmuted communications during our public comments section that are occurring, are recorded and will be made available for viewing through a link on the Borough and Township's websites shortly thereafter. A log of the chat feature will also be taken to assist with any documentation of minutes.

In accordance with the Governor's signature of Senate Bill 841, which became Act 15 of 2020, this meeting was legally posted, advertised Sunday, May 17, 2020 and communicated in advance of the meeting and will provide adequate ability for public comment as required under this new legislation.

Throughout the meeting, all members of the Commission, managers of each municipality, the Treasurer and Secretary will be unmuted. All public will have the ability to comment during the meeting at designated public comment sections of our agenda, and I will facilitate that with our participants. Thank you for your understanding and patience as we proceed. I will now turn the meeting over to the Commission Chairman, Bert Elsner.



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, June 18, 2020 at 5:30 p.m.
Clover Lane Fire Station

The Hanover Area Fire and Rescue Commission met June 18, 2020 at 5:30 p.m. at the Clover Lane Fire Station.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Jan Cromer and Manager Kristina Rodgers
- Hanover Borough Councilmen William Reichart, Christopher Lockard and Manager Nan Dunford
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue

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

Announcement of Executive Session:

An Executive Session was held on June 9 to discuss labor matters.

Public Comment:

- Relative to suspending the operation of one MICU, Firefighter Billig stated that IAFF Union Local 2045 is opposed to any kind of service cuts that will affect the community; this service should be considered a critical infrastructure. He also commented that the Clearview station area has the potential for large incidents needing our services.
- EMS Union member Mr. William Lawver voiced his concerns for a delay of life-saving measures.

Approval of the Minutes:

Members Brown and Reichart moved for the approval of the minutes from the May 21, 2020 meeting. Motion carried unanimously.

Approval of May 2020 Fire Report:

Members Lockard and Otis moved for the approval of the May 2020 Fire report. Motion carried unanimously.

Treasurers Report:

- Members Lockard and Reichart moved for the approval of the May 2020 Accounts Payable check runs. Motion carried unanimously.
- Referencing the May 2020 Profit and Loss statement, there is a delay in reimbursement of payroll costs from PTVES.
- The 2020 budget was created with a full year of EMS income and expenses. Treasurer Miller, Chief Clousher and Vanessa Larson will review to determine 2021 budgetary figures.

- The Commission is trending as expected with Borough and Township funding meeting our needs.
- The 2019 audit by Hamilton & Musser showed no major issues with our accounting.

Committee Reports

- Labor Relations:
 - Chief Clousher recommended suspending the operation of one MICU (the Clearview Station truck currently scheduled at 12 hours/day, 7 days/week) until finances are more in line. The affected employees will be retained on payroll, covering for full-time employee leave. (We committed to staffing three trucks when we brought the EMS employees into the Commission in June 2019.)
 - Claudia Christensen, EMS supervisor, recently created a unit cost analysis. Due to COVID-19 and UPMC staffing their own transport, our income is no longer meeting the payroll expense (a 50% loss of revenue over a three month period.)
 - Cost saving measures put into place by supervisor Christensen has been the reduction of supply costs by 30% and the increase of our customary fees (that were very low) for transports. Unfortunately, Medicare reimbursements from the government are fixed. Currently we are only taking transports that generate income. In addition, we have stopped the Para-transit service (costs were at \$36,000 with revenue of \$13,000) and terminated one full-time employee who ran that service.
 - Commissioner Brown mentioned that other EMS services in our area are being taken over by Life Team (UPMC). Chief Clousher stated that Life Team made a proposal to us in early 2019; but they did not have the employees needed to provide the service.
 - Chief Clousher stressed that this is a temporary cost saving method but income will need to increase dramatically to bring back this third MICU.
 - PTVES is currently behind \$138,000 in payroll expenses payable to the Commission.
 - As a note, the PTVES subscription service generates approximately \$187,000 yearly.
- Mr. Reichart made the following motion:

Due to the decreasing call volume specifically related to emergency and non-emergency transports, and in consideration of the unit cost analysis of our EMS operations, I make a motion to suspend the operation of the MICU stationed at Station 79-3 (Clearview Fire Station) until such time that the Fire Chief can provide an analysis that demonstrates the operation of this unit is financially sustainable to the operation of the Commission. The motion was seconded by Commissioner Brown. Motion carried unanimously.
- Administrative: No Discussion
- Financial: No Discussion
- Facilities:
 - The ESG station energy projects are nearing completion. Another meeting is scheduled with them on June 23.
 - Bids were solicited for Wirt Park's heating and cooling system, two bids were received with Walton and Company from York, Pa. selected.
 - George Bixler Inc. has agreed to take care of all plumbing issues for all three stations.

- Operations:
 - Chief Clousher reported the Committee is in the process of reviewing operational policies with the most recent update being the Epidemiological policy.
- Equipment: No Discussion
- Fire Chief's Report: No Discussion
- EMS Report:
 - EMS ran 346 calls in May in the Borough, Township and other locations including West Manheim and Heidelberg Township.
 - On June 22, EMS personnel moved back to their home stations while the firefighters moved back to the Clearview station.

EMA Report:

- EMA Coordinator Waltman was unable to attend the meeting; Chief Clousher reported that Mr. Waltman is working with FEMA to determine our organizational type to submit reimbursable COVID related purchases to FEMA. PEMA has approved our submittal.

Unfinished Business: No Discussion

New Business: Attorney Cory Iannacone of Pillar + Aught was introduced as our new solicitor.

Public Comment:

- Firefighter Billig expressed his disappointment on the decision to take one ambulance out of service.
- Volunteer president Bruce Yealy read a statement pledging their full continued support of the EMS operations.
- Firefighter Billig requested that the stations be contacted prior to scheduled contractor entry and subsequent work; also that it be placed on the station's calendar.

Meeting adjourned at 6:44 p.m. The next meeting is scheduled for Thursday, July 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, August 20, 2020 at 5:45 p.m.
Via ZOOM

The Hanover Area Fire and Rescue Commission met August 20, 2020 via the virtual platform ZOOM.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Jan Cromer and Manager Kristina Rodgers
- Hanover Borough Councilmen William Reichart and Christopher Lockard
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, EMS Captain Claudia Christensen and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Cory Iannacone

NOTE: The virtual meeting statement read by Treasurer Sam Miller prior to the opening of this meeting is shown at the end of these minutes.

Chairman Elsner called the meeting to order at 5:45 p.m. Secretary Larson indicated all voting members are present; there is a quorum.

Announcement of Executive Session:

Chief Clousher reported the last Executive Session was held on June 9, 2020 to discuss labor matters.

An Executive Session was requested by Commissioner Cromer to discuss personnel items. He requested an in-person meeting (if possible) in September. Chief Clousher to organize this session.

Public Comment:

- Jerry Misner, President of the Relief Association, was notified by the state that as of today the merger of the Hanover and Penn Township Relief Associations is official. A few audit items need to be finalized with the state auditor and the merger will be complete.
- Bruce Yealy, HAVFR President, stated the annual volunteer solicitation was mailed this week as well as a PSA with Station 1077. It is uncertain how successful the drive will be this year due to COVID; please review the mailing, the Volunteers are pleased with the final product.

Approval of the Minutes:

Members Brown and Lockard moved for the approval of the minutes from the June 18, 2020 meeting. Motion carried unanimously.

Approval of June and July 2020 Fire Reports:

Members Reichart and Brown moved for the approval of the June and July Fire Reports. Motion carried unanimously.

Treasurers Report:

- In addition to the Treasurer's report, the 2020 budget information with projections through the end of the year was distributed. There are budgetary differences due to the EMS service still being billed and collected by PTVES; we in turn invoice PTVES for incurred payroll and related benefit costs. There continues to be a backlog of receivables from PTVES, as of June 31, the figure was approximately \$185,000. We expect some collections on outstanding invoices due to PTVES revenue picking up; if there is a cash flow issue we will work with Managers Rodgers and Dunford for any needs ensuring the Commission is funded.
- EMS payroll – when the 2020 budget was established, the Paramedic and EMT salaries were budgeted to include their base salaries and expected overtime. Overtime such as back-fill and unanticipated coverage was budgeted separately. In processing our payroll with Paytime, all overtime was coded as overtime whether it was anticipated or not. In the 2021 budget, all overtime will be segregated into its own budget line and base pay will be stated for the individual payrolls.
- Other budget items are in line with expectations. The ESG costs (energy efficiency improvements) were a very big part of our 2020 budget, which should come in at or under total budget.
- Members Lockard and Cromer moved for the approval of the June and July 2020 Accounts Payable check runs. Motion carried unanimously.

Approval of the June and July 2020 Fire Reports:

Members Reichart and Brown moved for the approval of the June and July 2020 Fire Reports. Motion carried unanimously.

Committee Reports

- Labor Relations: No Report
- Administrative:
 - Commissioner Brown questioned where the Volunteer agreement stands. He stated he would like a thorough analysis of the most recent document that includes information from their counsel. Chief Clousher stated he met with the Volunteers on August 19, they did receive the agreement from their solicitor, it was sent it back for revisions. Chief Clousher anticipates the agreement will be available for review in the next month.
- Financial: Budget Review Discussions
 - The initial 2021 budget shows an increase over FY 2020.
 - EMS payroll anticipated for 2020 was \$1.17 million, in 2021 we anticipate \$971,500. Some of the reduction is due to the lack of the third truck, some is due to over-estimating 2020 salaries. At the time of the 2020 budget, the third truck was to go 24/7 and that did not take place.
 - 2020 EMS income was over-estimated at \$1.6 million, a more realistic figure is \$1.4 million. With COVID still around and being down one truck, we anticipate 2021 income at \$1.25 million.
 - The budget narrative includes the assistant chief position, the addition of a vehicle for Vanessa Larson, a building insurance increase assumed at 4%, principal and interest figures in line with respective amortization schedules, and an increase in attorney fees due to the contract with Pillar + Aught.

- Fire and EMS costs will be separated in the 2021 budget for more accurate figures.
- Chairman Elsner recommended an ad-hoc committee to review the budget.
 - The committee should include Chief Clousher, Managers Rodgers and Dunford, Sam Miller, Chris Lockard and Jan Cromer.
 - Chief Clousher will schedule a meeting to be held during working hours.
- Facilities: Jeff Spielman
 - The ESG project is wrapping up with the exception of Clover Lane, when that work is finalized, Mr. Spielman will meet with ESG to close the project.
- Operations: No Report
- Equipment: No Report
- Fire Chief's Report
 - Referencing EMS benefits, the insurance carrier for Life, STD & ADD was not re-writing coverages. Benecon, the Intergovernmental Insurance Group worked with us to provide exact coverages at the same cost. The new insurance includes an EAP (at no cost). The deadline to make the change was August 1.
 - DCED received a grant for COVID related expenses from the Federal Government and administered through the PA State Fire Commissioners Office. Chief Clousher applied for the grant for each municipality. The expenses have to be tied directly to COVID (if the potential recipients trimmed their budget due to COVID, that is not an acceptable expense.) (Each grant is typically around \$13-15,000 each.)
 - The career fire departments can apply for reimbursement for any overtime related to COVID. We did have a few firefighters off in Penn Twp. and one in Hanover due to potential exposure that generated overtime.
- EMS Report: Claudia Christensen
 - Analysis of the first month of station 79-3 truck closure showed we lost about seven percent of call volume, equating to \$4,200 - \$5,700 in funds lost. The monthly expenditure for Truck 79-3 in service is \$16,800.
 - There has been an uptick in COVID-19 infections and as a result, some state regulations have gotten stricter, requiring N-95 masks with every medical encounter. Following those guidelines, we will go through our PPE faster than expected (we recently were wearing surgical masks.) Quantities of N-95 masks will be hard to find especially since Firefighters are required to wear N-95 masks on medical assist calls.
 - We are still working on the Medicare licensure and have run into a stumbling block with our tax identity; we cannot move forward with the most recent IRS determination. Because of this, we missed our 90-day window and must reapply.
- EMA Report: Jeff Waltman
 - The COVID concern right now is exposure within the schools. Each school system seems to have its own plan (in person, remote, blended, full remotes). Both Hanover and SW will re-open with strict guidelines.
 - Chief Hettinger, Manager Rodgers, Chief Clousher and Mr. Waltman now have online access to Township utility maps that allow for quick identification in an emergency accident (hazardous materials spill, etc.)

- We are on hold with FEMA and our COVID related reimbursements because of the IRS ruling on what type of organization we are.
- Our solicitor, Cory Iannacone stated our status is an unincorporated non-profit association. (We can operate like this.) The problem is nothing is filed with the Pa. Dept. of State thus causing the issue with our tax-exempt status. Attorney Iannacone's work colleague previously worked for the Dept. of Revenue and offered to help. Mr. Iannacone also requested their tax attorney reach out to the IRS – it was unanimously noted by the Board this is how we should proceed with Mr. Iannacone the liaison. The Commission will sign an IRS POA for their use.
- Attny. Iannacone asked for an email address for FEMA to request an extension of time. Mr. Waltman will follow-up.

Unfinished Business: No Discussion

New Business: No Discussion

Public Comment: None

At 6:25 p.m. motion to adjourn made by members Lockard and Otis. Motion carried unanimously.

The next meeting is scheduled for Thursday, September 17 at 5:30 p.m.

Respectfully submitted,

Vanessa Larson
Recording Secretary

VIRTUAL MEETING STATEMENT:

Treasurer Miller opened the meeting with the following statement:

Please note that this presentation along with any individual video feeds and unmuted communications during our public comments section that are occurring, are recorded and will be made available for viewing through a shared video link afterwards. A log of the chat feature which is open for any communications you will need with me, the host, will also be taken to assist with any documentation of minutes.

Due to indoor restrictions that are in place to limit to 25 parties in the most recent order last month from the Governor, we have advertised to hold this meeting via ZOOM to assure the public had an adequate chance to attend to provide comments because in the event the meeting was held and more than 25 attended which included all members and necessary staff, we would have been forced to cancel the meeting to abide by the Governor's order. We did have a posting of the ZOOM information and do have the ability for public comment as required under this legislation during the meeting.

Throughout the meeting the members of the Commission, the managers of each municipality, the solicitor, treasurer and secretary will have the ability to unmute it. Given we have a smaller crowd, Treasurer Miller will leave individual unmute controls open in case any individuals of the Commission Board want to mute or unmute themselves as they deem necessary. If we run into any problems with public unmuting lines and commenting during non-public comment sections, I will lock the unmute controls.

Thank you for your understanding and patience as we proceed. I will now turn the meeting over to the Commission Chairman, Bert Elsner.



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, September 24, 2020 at 5:30 p.m.
Via ZOOM

The Hanover Area Fire and Rescue Commission met September 24, 2020 via the virtual platform ZOOM.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Vice-Chairman William Reichart
- Penn Township Commissioner Jan Cromer, Manager Kristina Rodgers and Raymond Van de Castle.
- Hanover Borough Councilman Christopher Lockard
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, EMS Captain Claudia Christensen and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Cory Iannacone

NOTE: This meeting was originally scheduled to be held 9/17/20.

The virtual meeting statement read by Treasurer Sam Miller prior to the opening of this meeting is shown at the end of these minutes.

Vice-Chairman Reichart called the meeting to order at 5:30 p.m. Secretary Larson completed a rollcall; five voting members are present; there is a quorum.

Announcement of Executive Session:

There is no Executive Session scheduled or requested for this evening.

Public Comment: None

Approval of the Minutes:

Members Cromer and Lockard moved for the approval of the minutes from the August 20, 2020 meeting. Motion carried unanimously.

Approval of August 2020 Fire Report:

Members Lockard and Spielman moved for the approval of the August Fire Report. Motion carried unanimously.

Treasurers Report:

- The August 2020 Financial Report is trending as expected based on Chief Clousher's budget projections.
- Treasurer Miller and Vanessa Larson are tracking funds closely while we wait for receipt of payroll reimbursements from PTVES and that quarterly allotments are received timely ensuring the payment of bills.

- A Motion to approve moving all Commission funds from BB&T to Peoples Bank was made by Steve Otis and seconded by Chris Lockard. Motion carried unanimously.
- Members Otis and Lockard moved for the approval of the August 2020 Accounts Payable check runs. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative:
 - Chief Clousher requested a discussion of the Volunteer agreement and asked for guidance. Originally the Committee (Commissioner Brown, Councilman Lockard, Manager Rodgers and Chief Clousher) met with Volunteers on their proposed document that stated “the Volunteers would turn their vehicles over to the Commission,” we would then sell what we did not need and invest the funds in our Capital Equipment Fund.
 - The Volunteer’s counsel subsequently created two separate agreements, Service and Asset. This Asset agreement states that the Commission would lease, maintain and provide insurance coverage for the vehicles and invoice the Volunteers for those expenses.
 - Treasurer Miller asked what substantiated this change? Chief Clousher indicated there could be a conflict with the Volunteer’s 501(c)3 status of giving assets to a municipal entity.
 - Volunteer Steve Otis is concerned that the Ambulances were not mentioned in the agreement.
 - Solicitor Iannacone stated his concern that the Relief Association was not mentioned, and suggested a separate agreement be created; the same agreement template could be used for both. He also stated that in the event of the dissolution of the Commission, everything would go back to the Volunteer company with no mention of the Scuba truck and Utility going back to the Relief Association.
 - The Commission Board supports ownership of the assets and has given Solicitor Iannacone permission to meet directly with the Volunteer’s solicitor.
- Financial:
 - Budget Review & Discussion

Chief Clousher reviewed the 2021 budget spreadsheet noting the following:

 - EMS is scheduled for a two percent pay increase.
 - Insurances are assumed at a four percent increase.
 - Lease principal and interest is based on the amortization schedules.
 - Fire Prevention and the FireHouse Software program was removed from 2021, those are eligible expense for the Relief Association.
 - We’re not anticipating much activity with capital building expenditures.
 - Chief Clousher discussed several factors resulting in the reduced income amount from EMS in 2020. Those included the over-stated projected 2020 income figure, Community Life Team starting their transport service, and call volume reduction due to COVID-19.

Treasurer Miller stated we are trying to keep reserves to right around \$90–\$100,000; this figure helps to determine municipal funding. Pre-funding the Commission by both the Borough and Township to start FY 2021 will be discussed at the October meeting.

Solicitor Iannacone stated per the Commission By-Laws, we must provide a draft budget by October 1 of the year preceding the budget year. Each municipality has until December 1 to either approve or reject. If rejected, the by-laws require the Commission to operate under the current (2020) budget.

(Note – the budget sent on Tuesday, September 22 was not the most recent draft. The most recent draft was sent to Commission members during this meeting and is the draft that was accepted in the motion below.)

Commissioner Cromer made a Motion to accept the draft budget, Councilman Lockard seconded. Motion carried unanimously.

- Facilities:
 - Walton and Company completed the semi-annual HVACR preventive maintenance check at the Wirt Park station; there were a few small issues with the chiller system.
 - The Clover Lane station oil separating system holding tank has filled up indicating a clog on the discharge side. The facilities committee is working with plumbers to locate the issue.
- Operations: No Discussion
- Equipment: No Discussion
- Fire Chief's Report:
 - See Fire Report distributed.
 - Chief Clousher also commented on the Thank You notes sent to two separate EMS crews.
- EMS Report: Claudia Christensen
 - We received notification today that we now have our Medicare License to operate the ambulance service through the Commission.
 - Captain Christensen stated they are looking forward to the agreement with the Volunteers and the use of those ambulances.
 - COVID-19 numbers are increasing with a current hotspot at Homewood.
 - Call numbers are back to normal with an uptick in overdoses and Narcan use.
- EMA Report: Jeff Waltman
 - COVID expenses of approximately \$17,300 were submitted to FEMA for reimbursement, we are waiting on confirmation of what expenses are eligible.
 - York County had two care facilities request assistance through the National Guard due to a significant number of COVID-19 infected employees.
 - Mr. Waltman requested approval to fill (on a voluntary basis) the EMA Deputy Coordinator position. Mr. Josh Otis, a member of HAVFR was recommended by Mr. Waltman. Mr. Otis is actively engaged in online classes for his Emergency Management Major and wants to pursue International Terrorism as well. There were no objections.

Unfinished Business: No Discussion

New Business:

- Chief Clousher questioned Solicitor Iannacone if a resolution is required to set the ambulance Fee Schedule and if can we include market fees as well? "Yes, a resolution is necessary to officially establish and adopt the schedule on a yearly basis."
- Motion made for the Commission to take over Accounts Payable and Accounts Receivable for EMS as of 1/1/2021 made by Councilman Lockard, seconded by Commissioner Cromer. Motion passed unanimously.

Public Comment: None

At 6:37 p.m. motion to adjourn made by members Lockard and Otis. Motion carried unanimously.

The next meeting is scheduled for Thursday, October 15 at 5:30 p.m.

Respectfully submitted,

Vanessa Larson
Recording Secretary

VIRTUAL MEETING STATEMENT:

Treasurer Miller opened the meeting with the following statement:

Please note that this presentation along with any individual video feeds and unmuted communications during our public comments section that are occurring, are recorded and will be made available for viewing through a shared video link afterwards. A log of the chat feature which is open for any communications you will need with me, the host, will also be taken to assist with any documentation of minutes.

Due to current limitations on indoor capacity and social distancing requirements at our offices, we are currently not performing this meeting in person. In accordance with Act 15 of 2020, this meeting was legally posted in advance and will provide adequate ability for public comment as required under the legislation while we remain in the Governor's Emergency Declaration period.

Throughout the meeting the members of the Commission, the managers of each municipality, the solicitor, treasurer and secretary will be unmuted.

The public will have the ability to comment during our two designated points of public comments in the meeting. Treasurer Miller will facilitate that with the participants.

Thank you for your understanding and patience as we proceed. I will now turn the meeting over to the Commission Vice-Chairman, William Reichart who is serving in Chair Bertram Elsner's position for this meeting.



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, October 15, 2020 at 5:30 p.m.
Via ZOOM

The Hanover Area Fire and Rescue Commission met October 15, 2020 via the virtual platform ZOOM.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Jan Cromer and Manager Kristina Rodgers
- Hanover Borough Councilmen Christopher Lockard and William Reichart
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, EMS Captain Claudia Christensen and Executive Assistant Vanessa Larson
- Volunteer Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Cory Iannacone

NOTE: The virtual meeting statement read by Treasurer Sam Miller prior to the opening of this meeting is shown at the end of these minutes.

Chairman Elsner called the meeting to order at 5:35 p.m. Secretary Larson completed a rollcall; five voting members are present; there is a quorum.

Announcement of Executive Session:

The Commission held an Executive Session on Tuesday, October 13, 2020 to discuss personnel issues.

Public Comment: None

Approval of the Minutes:

Members Lockard and Spielman moved for the approval of the minutes from the September 24, 2020 meeting. Motion carried unanimously.

Approval of September 2020 Fire Report:

Members Cromer and Brown moved for the approval of the September 2020 Fire Report. Motion carried unanimously.

Treasurers Report:

- We continue to monitor funds; some ledger accounts are over budget with others under. We do have adequate cash available, however, our receivable figures are high with monies due from PTVES.
- Commissioner Brown questioned what the Gamewell Fees are. Treasurer Miller stated they are annual fees for the fire alarm system installed at numerous organizations and businesses throughout the Borough and Township. Chief Clousher added that the Gamewell system sends immediate notification of a fire, even before notification from the alarm company and York County 911.

- Members Lockard and Brown moved for the approval of the September 2020 Accounts Payable check runs. Motion carried unanimously.

Committee Reports

- Labor Relations: No Discussion
- Administrative:
 - Prior to this meeting Chief Clousher reviewed the Steering Committee minutes beginning with the initial December 13, 2013 meeting. Through this, he compiled the history of the Commission and where the Volunteers fit in. Chief Clousher reviewed his compilation with the Commission and stated it was clear to him that there was never any formal discussion by the Volunteers, and it appeared they had a lot of reservations about coming into the Commission as a separate branch.
 - Attorney Tilley, the Volunteer counsel at that time, stated they could not come into the Commission as a branch of the Commission; a separate agreement would be needed for a separate organization.
 - Regarding the Relief Association, Attorney Iannacone recommended at the last meeting their agreement be separate from the Volunteer agreement. Chief Clousher stated the only item pertaining to Relief is the leasing of the scuba truck, the utility vehicle and a foam trailer. At this time, Chief Clousher suggested removing the Relief Association from the agreement with the Volunteers and not entertaining an agreement with them. The Relief Association under the Volunteers have been very generous with the use of their equipment, etc. Attorney Iannacone suggested having the Relief Association sign off on the Volunteer contract due to the equipment titled in their name.
 - Attorney Iannacone spoke with the Volunteer solicitor, their concern is selling or giving the equipment versus leasing and how that would impact their 501(c)3 status. He then contacted the Attorney General's office (reviews the transaction/sale of assets), who requested specific information (from Attorney Iannacone and the Volunteer solicitor) so a definite answer can be given on the impact of the 501(c)3 status. Attorney Iannacone provided the requested information but has not received a reply, he will follow-up.
 - Chief Clousher stated if we agree to lease the equipment (\$1 each for the life expectancy of each piece of equipment) the Commission would be responsible for insuring and maintaining that apparatus and would be reimbursed by the Volunteers. The Volunteers would sell the equipment when applicable and deposit those funds in a Capital Equipment fund (we need to address whose Capital Equipment fund.) When the equipment is replaced, we would purchase (and own) with the Volunteer's financial assistance. (Ambulances and EMS equipment were not addressed in the agreement.)
 - Mr. Spielman suggested a meeting with the Volunteers and the Commission Executive Committee to further discuss and make necessary changes.
 - Chief Clousher requested a motion to hold a meeting with the Volunteers, Commissioner Brown, and managers Dunford and Rodgers. Members Cromer and Lockard made a Motion to approve the meeting. Motion carried unanimously.

- Financial:
 - Budget Review & Discussion
 - Chief Clousher made a presentation of the 2021 budget to the Penn Twp. Commissioners and is scheduled to present to Borough Council. The request for a Deputy Chief and the two vehicles has been removed, reducing our budget by approximately \$100,000.
 - Chief Clousher has requested permission from Penn's Commissioners to appoint a captain (day work only) to fill his position for scheduled vacations. (Individual appointed to be acting fire chief and would be compensated at a higher rate.) The Borough previously agreed to this request.
 - Treasurer Miller, Chief Clousher, Claudia Christensen, both Municipal Managers, Commissioner Cromer and Councilman Lockard have been working together concerning payroll and related expenses due from PTVES, whose receivables are down due to the timing of COVID, collections and reduced transports.
 - Discussion has taken place of the Borough pre-funding the first quarter allotment which will be presented to the Borough next week. The Penn Township first quarter allotment will be available immediately at the first of the new year.
 - We do not expect any cash shortfalls from PTVES to be permanent cash shortfalls.
 - Facilities: No Discussion beyond report sent to members prior to meeting.
 - Operations: No Discussion
 - Equipment: No Discussion
 - Fire Chief's Report:
 - Several EMS staff were recognized last month by the community and UPMC for their outstanding service. (EMT's Lawver, Blevins, Davis and Watts, Health Professional Weber, Paramedic Tesche and Smyth.) In addition, the A Shift firemen under Captain Kemmerly received thanks from a family whose son was in an auto accident with entrapment. The card included a \$250 donation.
 - EMS Report: Claudia Christensen
 - COVID-19 numbers have increased with increased admissions to our local and area hospitals.
 - Our exposure policy has changed slightly, asking for quarantine for 14 days for an actual exposure to a COVID positive patient.
 - Ambulance calls are back up to where they should be, but flu season is coming. All EMS employees were mandated to receive a flu shot.
 - Ms. Christensen thanked the EMS personnel for their continuing efforts in the field and for our organization.
 - EMA Report: Jeff Waltman
 - COVID reimbursements are still being processed by FEMA.

- Motion was requested by Mr. Waltman to approve the appointment of Joshua Otis on a volunteer basis to the position of EMA Deputy Coordinator. Members Reichart and Cromer moved for the approval. Motion carried unanimously.

Unfinished Business:

Commissioner Cromer thanked Chief Clousher for his work with the Commission. He also stated he would like to start contract negotiations between the Hanover Borough and Penn Township firefighters. In addition, move Chief Clousher and the Executive Secretary to the Commission payroll. Commissioner Brown suggested we place these items on the November agenda.

New Business:

Chief Clousher discussed the proposal distributed to the board members to provide ALS service to West Manheim or to provide total EMS services to that Municipality. Chief Clousher requested a motion to present said proposal to West Manheim for review.

Motion to approve presentation of said proposal made by members Cromer and Brown. Motion carried unanimously.

Public Comment: None

At 6:37 p.m. motion to adjourn made by members Lockard and Reichart. Motion carried unanimously.

The next meeting is scheduled for Thursday, November 19 at 5:30 p.m.

Respectfully submitted,

Vanessa Larson
Recording Secretary

VIRTUAL MEETING STATEMENT:

Treasurer Miller opened the meeting with the following statement:

Good evening and welcome to the Hanover Fire and Rescue Commission Meeting this 15th day of October 2020. My name is Sam Miller and I am the Treasurer for the Commission and will be administering this Zoom meeting tonight.

Please note that this presentation along with any individual video feeds and unmuted communications during our public comments section that are occurring, are recorded and will be made available for viewing through shared video link thereafter, the Borough of Hanover website and social media. A log of the chat feature will also be taken to assist with any documentation of minutes.

Due to current limitations on indoor capacities and social distancing requirements, we are currently not performing this meeting in-person. In accordance with Act 15 of 2020, this meeting was legally posted in advance and will provide adequate ability for public comment as required under this legislation while we remain in the Governor's Emergency Declaration period.

Throughout the meeting, all members of Commission, Managers of each municipality, Solicitor, Treasurer, and Secretary will be unmuted or have the ability to unmute themselves. All public will have the ability to comment during the meeting at designated public comment sections of our agenda, and I will facilitate that with our participants. Thank you for your understanding and patience as we proceed.

I will now turn the meeting over to Commission Chair Bert Elsner.



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, November 19, 2020 at 5:30 p.m.
Via ZOOM

The Hanover Area Fire and Rescue Commission met November 19, 2020 via the virtual platform ZOOM.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Jan Cromer and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, EMS Captain Claudia Christensen and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Cory Iannacone

NOTE: The virtual meeting statement read by Treasurer Sam Miller prior to the opening of this meeting is shown at the end of these minutes.

Chairman Elsner called the meeting to order at 5:32 p.m. Secretary Larson completed a rollcall; five voting members are present; there is a quorum.

Announcement of Executive Session:

Chief Clousher requested an Executive Session be held at the conclusion of this meeting to discuss a personnel matter.

Public Comment: None

Approval of the Minutes:

Members Cromer and Otis moved for the approval of the minutes from the October 15, 2020 meeting. Motion carried unanimously.

Approval of October 2020 Fire Report:

Members Lockard and Spielman moved for the approval of the October 2020 Fire Report. Motion carried unanimously.

Treasurers Report:

- Referring to the Oct. 2020 Financial Report, there are line items both over and under budget. Building repairs are slightly over projection due to the ESG project, and we expect to have offsetting savings with other categories. Everything is trending as expected for the 2020 actual and we should end the year more positive than what the October P&L is showing.
- We are also awaiting the finalization of the PEMA and FEMA submissions, slightly over \$16,000 was requested.

- As of this week, PTVES owes the Commission just over \$300,000. That will improve through year-end as the solicitation funds are starting to come in and ambulance billing picking up.
- The Hanover Borough Council will vote at the November 24th meeting on pre-funding the Commission's first quarter 2021 allotment if necessary.
- Members Lockard and Brown moved for the approval of the October 2020 Accounts Payable checks runs. Motion carried unanimously.

Committee Reports

- Labor Relations:
 - Commissioner Cromer noted his request at the October meeting to begin discussion on the merger of the two fire contracts. At that time, Commissioner Brown suggested it be tabled until the November meeting.
 - Mr. Otis suggested starting the conversation and Commissioner Brown agreed. Chief Clousher also stated he believes the union is amicable to opening up discussion. At this time, Mr. Spielman suggested a committee be formed to begin this project. Chief Clousher stated this may be addressed in the Bylaw discussion later in this meeting and subsequent approval of those Bylaws.
- Administrative:
 - Chief Clousher spoke of the amended Volunteer agreement and the removal of the Relief Association. He noted what the term 'Company' meant in the agreement and the Volunteer's intent is they are establishing a Capital Equipment fund in their name for the sale of their equipment, which in turn would help us monetarily to replace apparatus. The EMS units with appraised value were also added to the agreement.
 - Commissioner Cromer questioned the 501(c)3 and how that tied into leasing the equipment. Attorney Iannacone stated he contacted (via email) both the Volunteer's attorney and the Attorney General's office who requested a response as well as multiple documents (from the Volunteer's attorney) to make a full assessment. Mr. Iannacone did not receive an email response from the request.
 - Commissioner Brown called for a vote to lease the equipment. Attorney Iannacone suggested a resolution be made to authorize.
 - Motion made to authorize the preparation of a resolution to adopt the asset and service agreement with the Volunteer organization. Resolution to be presented at the December 2020 meeting. Members Otis and Brown moved for approval. Motion carried unanimously.
- Financial:
 - Budget Review & Discussion
 - Chief Clousher stated the Penn Twp. Board of Commissioners will vote on our 2021 budget at their upcoming meeting.
- Facilities:
 - Member Spielman reported that work is nearing completion with ESG. A meeting will take place within the next week to finish up a few items.

- Operations:
 - Chief Clousher met with the captains to discuss COVID and review the Epidemiological Plan that was created in May. With the uptick of COVID cases, we have entered Phase 2 of that plan.
- Equipment:
 - Chief Clousher reported on the 2010 KME (Engine 79-3, compressed air system pumper) pump that has had some very costly repairs. Consequently, that pump system will be shut down and ran as a Class A foam pumper.
- Fire Chief's Report:
 - Chief Clousher discussed the new procedure to send out background information on agenda items.
- EMS Report: Claudia Christensen
 - In October EMS ran 399 calls with 389 of those billable. There has been a significant uptick in COVID cases. Daily, at least one COVID positive patient is transported, an 80% increase over the spring COVID-related transports. (Wellspan does not notify us of a positive patient while UPMC does.) Several employees have been affected with family members or themselves having potential exposure and waiting for test results.
 - We are working on how to quickly and easily obtain COVID tests and results for our EMS and firefighters when there is a suspected exposure. We are working through Emergency Health Services Federation to clear that path.
- EMA Report: Jeff Waltman
 - Total PEMA/FEMA reimbursement has been approved for \$16,495.13, with a portion of that (75%) to be released shortly. We do have remaining expenses to submit for reimbursement of the balance.
 - COVID-19 positive cases have increased significantly, but due to current available medications, there is a smaller number of ICU admits. However, Pennsylvania is at risk of having the hospital systems overwhelmed.
 - Josh Otis has been approved for the EMA Deputy Coordinator position by Penn Township and the Borough of Hanover.

Unfinished Business: No Discussion

New Business:

- Chief Clousher spoke about the revision of the bylaws and previous discussion on forming two committees (Finance/Personnel and Building/Apparatus). A draft of the revised document (reviewed by Attorney Iannaccone) was sent to Commission members prior to this meeting for review. Chief Clousher asked for input on the draft document, there were no questions or concerns. Chair Elsner stated the revised bylaws as distributed will be voted on at the December 17, 2020 meeting.
- Unemployment Compensation status: Chief Clousher asked for direction on our annual election status as a Reimbursable or Non-Reimbursable employer. After a lengthy discussion, members Cromer and Otis moved to elect Reimbursable status for FY 2021. Motion carried unanimously.

- Discussion then ensued on the payment of the FY 2021 Unemployment Compensation Solvency Fee (due December 2). Attorney Iannacone will research, clarify, and send a group email. Chair Elsner and Chief Clousher will make a decision based on that email and feedback from Commission members. The decision made to either pay the Solvency Fee or not will be ratified at the December 2020 meeting.

Public Comment: None

At 6:41 p.m. motion to adjourn made by members Brown and Lockard. Motion carried unanimously.

The next meeting is scheduled for Thursday, December 17, 2020 at 5:30 p.m.

Respectfully submitted,

Vanessa Larson
Recording Secretary

VIRTUAL MEETING STATEMENT:

Treasurer Miller opened the meeting with the following statement:

Good evening and welcome to the Hanover Area Fire and Rescue Commission Meeting this 19th day of November 2020. My name is Sam Miller, I am the Treasurer for the Commission, and will be administering this Zoom meeting tonight.

Please note that this presentation along, with any individual video feeds and unmuted communications during our public comments section that are occurring, are recorded and will be made available for viewing through shared video link thereafter. A log of the chat feature will also be taken to assist with any documentation of minutes.

Due to current limitations on indoor capacities and social distancing requirements, we are currently not performing this meeting in-person. In accordance with Act 15 of 2020, this meeting was legally posted in advance and will provide adequate ability for public comment as required under this legislation while we remain in the Governor's Emergency Declaration period.

Throughout the meeting, all members of Commission, Managers of each municipality, Solicitor, Treasurer, and Secretary will be unmuted. All public will have the ability to comment during the meeting at designated public comment sections of our agenda, and I will facilitate that with our participants. Thank you for your understanding and patience as we proceed.

I will now turn the meeting over to Commission Chair Bert Elsner.



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, December 17, 2020 at 5:30 p.m.
Via ZOOM

The Hanover Area Fire and Rescue Commission met December 17, 2020 via the virtual platform ZOOM.

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Ray Van de Castle and Manager Kristina Rodgers
- Hanover Borough Councilmen Christopher Lockard, William Reichart and Justin Heiland
- Hanover Area Fire and Rescue Chief Anthony Clousher, Treasurer Sam Miller, EMS Captain Claudia Christensen and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

NOTE: The virtual meeting statement read by Treasurer Sam Miller prior to the opening of this meeting is shown at the end of these minutes.

Chairman Elsner called the meeting to order at 5:30 p.m. Secretary Larson completed a rollcall; six voting members are present; there is a quorum.

Announcement of Executive Session:

Chief Clousher reported there was an Executive Session held after the November 19, 2020 meeting concerning personnel matters.

Public Comment: None

Approval of the Minutes:

Members Lockard and Brown moved for the approval of the minutes from the November 19, 2020 meeting. Motion carried unanimously.

Approval of the Fire Report:

Members Spielman and Reichart moved for the approval of the November 2020 Fire Report. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller stated the November P&L is trending as expected. Building expenses are over budget due to the work performed by ESG. That overage is offset by savings in other budget line items.
- Concerning cash flow with PTVES, reimbursements are currently about \$240,000 in arrears, however, ambulance solicitation funds are coming in. There isn't an immediate need to pre-fund the 2021 Commission allotment, but it is available if necessary.

- Motion to approve the November 2020 Accounts Payable checks runs made by members Lockard and Brown. Motion carried unanimously.

Committee Reports

- Labor Relations: No report.
- Administrative:
 - Chair Elsner requested a motion to approve the agreement with Hanover Area Volunteer Fire and Rescue. Members Lockard and Spielman made the motion to approve. Motion carried unanimously.
- Financial:
 - Chair Elsner requested a motion to adopt the 2021 HAFRC budget. Motion made by members Van de Castle and Brown. Motion carried unanimously.
 - Member Otis reported the PTVES solicitation has brought in \$116,000 thus far. Also, a PTVES grant was received in the amount of \$15,000 to be used strictly for COVID related expenses.
- Facilities:
 - Member Spielman reported that work is nearing completion with ESG. A meeting will take place within the next week to finalize. All warranties for items installed by ESG are effective 12/10/2020.
 - ESG is tracking the cost/savings as a result of changes made within each building.
 - The bay floor drains at Clover Lane station are still problematic, funds have been budgeted in 2021 to remedy the problems occurring between the station and the street.
- Operations:
 - Chief Clousher commented on the previous weekend and the upcoming Santa Claus events. He stated he has received many accolades publicly but is quick to mention that this was a community wide effort spearheaded by Manager Rodgers.
 - It was suggested by Commissioner Heiland that this event be held next year. Discussion on this will take place late in 2021.
- Equipment: No discussion.
- Fire Chief's Report:
 - Two Penn Township firefighters are currently off for COVID quarantine, and one is off on bereavement leave. Two Borough firefighters are currently off for COVID quarantine.
 - Two applications for \$15,000 each will be submitted to the 2021 Pa. State Fire Commissioner Grant program (one application each on behalf of the Township and the Borough.)
 - We still have funds available from the 2020 Fire Commissioner Grant to spend on items directly related to COVID. (Each municipality received a little over \$24,000).
 - Ms. Carrie Lantz, the local Home Depot manager contacted Chief Clousher in relation to their corporate \$1,000 Christmas grant; the grant was awarded to HAVFR as a 501(c)3 entity.
 - At that time, Chief Clousher discussed the need for smoke detectors for Borough and Township residents. Home Depot will secure a bulk price for the purchase.

- Other community businesses that offer funding are Wal-Mart, Sam's Club, Target, and Fire House Subs.
- EMS Report: Claudia Christensen
 - During November EMS responded to 333 calls.
 - There are no EMS employees currently off for COVID. There were three quarantined for seven days (per the Dept. of Health) but tested negative and have returned to work.
 - COVID is still on the rise, we receive reports daily on COVID *positive* patients transported. Unfortunately, those transported to the hospital with *potential* COVID symptoms are sent elsewhere for testing and we do not receive those results.
 - We are using approximately 195 masks a month, they are being reused until there is a positive or suspected positive patient, they are then discarded.
 - We are using a fair number of gowns and unfortunately, they are hard to obtain.
 - We recently received a shipment of 1,000 N-95 masks.
- EMA Report: Jeff Waltman
 - Mr. Waltman reported COVID cases continue to increase as well as hospital admissions.
 - COVID vaccine point of distribution for first responders will be handled by the County Dept. of Emergency Services (911 center) via their drive-thru bays. DES is currently waiting on guidance from the Dept. of Health in how to track the two-shot requirement. (Hospitals do not want to administer shots to people who are not affiliated with their institution.)
 - After the vaccine is administered, the state requires two days of quarantine, it is expected that adverse effects will take place; a fever is a positive response.
 - FEMA has required another document for the Commission COVID expense reimbursement; it will be submitted tomorrow (December 18).

Unfinished Business:

- Early this year discussion ensued on revising the Commission bylaws pertaining to Committees. Consolidation of committees was suggested to increase communication with both the Township and the Borough. The new bylaws require three committees: Finance and Personnel, Operations, Building and Apparatus. Each municipality and the Volunteer organization will have representation on each committee.
- Chief Clousher will send an email to board members as to which committee they would like to serve on. Those appointments will be approved at the January 2021 meeting.
- The draft bylaws were reviewed by Solicitor Iannacone with recommendation that the annual meeting be held the third Thursday in January with a set location.
- Commissioner Brown and other members stated their concern of Article III, section G stating that "The Commission shall meet at least once per calendar quarter....." Chief Clousher indicated this was worded the same as the original bylaws with a motion made at that time to hold monthly meetings.
- Chair Elsner requested a motion be made in January 2021 to hold Commission meetings on a monthly basis.
- Motion made to approve Bylaw changes by members Van de Castle and Reichart. Motion carried unanimously.

New Business:

Discussion on PA Fire Recovery Service:

- Chief Clousher discussed the memo and informational piece distributed on December 11 from PA Fire Recovery Service, a company that invoices insurance companies (and/or residents) for expenses resulting from a fire and/or accident (with a 15% collection fee.)
- Captain Christensen stated that Cornerstone, our ambulance billing company, also handles fire and rescue billing with a 7.5% collection fee.
- Chair Elsner requested Chief Clousher provide more information and clarification on exactly how and who is invoiced for expenses.

Public Comment: None

At 6:24 p.m. motion to adjourn made by members Lockard and Van de Castle. Motion carried unanimously.

The next meeting is scheduled for Thursday January 21, 2021 at 5:30 p.m.

Respectfully submitted,

Vanessa Larson
Recording Secretary

VIRTUAL MEETING STATEMENT:

Treasurer Miller opened the meeting with the following statement:

Good evening and welcome to the Hanover Area Fire and Rescue Commission Meeting this 17th day of December 2020. My name is Sam Miller, I am the Treasurer for the Commission, and will be administering this Zoom meeting tonight.

Please note that this presentation along, with any individual video feeds and unmuted communications during our public comments section that are occurring, are recorded and will be made available for viewing through shared video link thereafter. A log of the chat feature will also be taken to assist with any documentation of minutes.

Due to current limitations on indoor capacities and social distancing requirements, we are currently not performing this meeting in-person. In accordance with Act 15 of 2020, this meeting was legally posted in advance and will provide adequate ability for public comment as required under this legislation while we remain in the Governor's Emergency Declaration period.

Throughout the meeting, all members of Commission, Managers of each municipality, Solicitor, Treasurer, and Secretary will be unmuted. All public will have the ability to comment during the meeting at designated public comment sections of our agenda, and I will facilitate that with our participants. Thank you for your understanding and patience as we proceed.

I will now turn the meeting over to Commission Chair Bert Elsner.