



## Minutes

Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, January 21, 2021 at 5:30 p.m.  
Via ZOOM

The Hanover Area Fire and Rescue Commission met January 21, 2021 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, Christopher Lockard and Manager Nan Dunford
- 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: Correction to attendance of 12/21/20 meeting – Justin Heiland was erroneously listed as a Hanover Borough Councilman, he was in attendance as a Penn Township Commissioner.

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.

Vice Chair Reichart called the meeting to order at 5:35 p.m. Secretary Larson completed a rollcall; six voting members are present; there is a quorum.

*At this time Chairman Elsner officiated the meeting.*

Solicitor Iannacone oversaw the 2021 Board Reorganization:

Members who were approved in December 2020 by and to represent their respective municipality as a Hanover Area Fire and Rescue Commission board member:

- Penn Township representatives: Commissioners Brown, Cromer, and alternate Raymond Van de Castle.
- Hanover Borough representatives: Councilman Reichart, Lockard, and alternate Heath Chesney.
- Hanover Area Volunteer Fire and Rescue representatives: Steve Otis, Jeffrey Spielman and alternate John Bankert.
- Motion to reappoint as Chairman, Mr. Bert Elsner, made by Mr. Reichart and seconded by Mr. Spielman. Motion carried unanimously.
- Motion to reappoint as Vice-Chairman, Mr. William Reichart, made by Mr. Lockard and seconded by Mr. Spielman. Motion carried unanimously.

- Motion made to reappoint the Secretary, Vanessa Larson, made by Mr. Cromer and seconded by Mr. Brown. Motion carried unanimously.
- Motion made to reappoint the Treasurer, Samuel Miller made by Mr. Reichart and seconded by Mr. Brown. Motion carried unanimously.

**Committee Membership:**

- The new Bylaws approved at the December 2020 Commission meeting included restructuring the board committees. The following board members will serve those committees as follows:
  1. Finance & Personnel: Commissioner Brown, Councilman Reichart, Volunteer Otis
  2. Building & Apparatus: Commissioner Cromer, Councilman Lockard, Volunteer Spielman
- Chief Clousher questioned whether the two committees would meet regularly? Nan indicated they should meet at least quarterly.
- Per Attorney Iannacone, these committee meetings do not need to be advertised. Advertising should take place only when said committees present information to the Commission Board.

**Announcement of Executive Session:** No Executive Sessions have been held.

**Public Comment:** None

**Approval of the Minutes:**

Members Reichart and Lockard moved for the approval of the minutes from the December 17, 2020 meeting. Motion carried unanimously.

**Approval of the Fire Report:**

Members Cromer and Lockard moved for the approval of the December 2020 Fire Report. Motion carried unanimously.

**Treasurers Report:**

- The preliminary 2020 P&L was distributed with the agenda. Although cash balances at the end of the year were limited, prefunding was not necessary.
- As of year-end, PTVES owed just over \$161,000; our initial projection was \$228,000. We will continue to monitor.
- The 2020 budget was built on ambulance income for the entire year. Complete turnover of the ambulance service is set to take place February 1, 2021. Also, there was a budget expectation of \$25,000 income that was held up due to the delay in finalizing the Volunteer agreement and the sale of several pieces of that apparatus.
- Relating to 2020 expenses, Attorney Fees were over as they were not budgeted in 2020. IT Services was also over budget due to unexpected costs relating to security updates. Building Repairs and Maintenance was over due to work completed for the ESG contract.

**Approval of the December 2020 Accounts Payable**

Members Lockard and Cromer moved for the approval of the December 2020 Accounts Payable. Motion carried unanimously.

Committee Reports:

- a. Labor Relations: No Report
- b. Administrative: No Report
- c. Financial: No Report
- d. Facilities: In addition to the report distributed, the Clover Lane apparatus bay drainage issue is still being investigated.
- e. Operations: Chief Clousher reported we continue to operate in Phase 3 of the Epidemiological Situation & Awareness Response Plan; the stations are locked down and in-person training is not allowed. We are monitoring the effects of COVID-19 in the Hanover area before we revert back to Phase 2.
- f. Equipment: No Report

NOTE: The new committee structure will be in place at the February 18, 2021 Commission meeting.  
(Finance & Personnel and Building & Apparatus)

- Fire Chief's Report:
  - The Attorney General is reviewing the Volunteer agreement for final approval. When approved, we will move to ratify the agreement.
  - Effective January 1, 2021, the Volunteers are covered under the Hanover Area Fire and Rescue Workers Compensation policy; at a lower cost than the Township and Borough were paying.
  - The Volunteer vehicles will be moved over to the VFIS Commission policy February 1, 2021. The Volunteer organization will cover their portion of the cost.
  - Regarding COVID-19 vaccines, the career staff was moved to the 1-A group at UPMC (due to their medical certifications.) All career staff has been offered the vaccine with 62% of employees receiving their first injections.
  - Chief Clousher began work on the 2020 Annual Report.
- EMS Report: Claudia Christensen
  - The COVID numbers are starting to flatten per stats from the regional Emergency Health Services Federation. There was a big spike early this year with the 17331 zip code having the second highest COVID positive patients in the state January 1-7<sup>th</sup>.
  - We currently have zero providers off for COVID.
  - Calls for the month of December totaled 384 with a yearly total of 4,512 calls, down 398 from 2019. The decrease can be attributed to COVID and stopping transports.
  - Commissioner Brown questioned why 48% of our employees refused the vaccine. Claudia reported that it was a personal choice, when the Emergency Authorization use came out, it was illegal for us to mandate the vaccine.
  - Claudia reported that we are waiting for authorization from our trip sheet program provider, ESO, to operate under Hanover Area Fire and Rescue. The timeline was 30-45 days (as of the first week of January). If the necessary authorization is not received by February 1, we cannot bill under HAFR in February.
  - Vehicles have not been transferred due to missing titles. The process to secure the titles is in motion.

- EMA Report: Jeff Waltman
  - There were no issues with the recent planned Met-Ed power outage in the Borough and Township.
  - The 911 outage that occurred on January 15 was the result of fiber-optic damage in Adams and Franklin Counties. We were then notified that the Hanover area was affected as well and could not reach York Co. 911. Messages were put out on social media and an alternative number was issued for calls. We are now back to full 911 coverage.
  - Mr. Waltman expressed his concerns about the next generation of 911, using GIS data to route the call to the correct call center.
  - Chair Elsner asked if there is a Plan B when communications are out. Per Chief Clousher, iPads will be used to communicate.

Unfinished Business:

- Relating to the new Bylaws and discussion held during our December 20, 2020 meeting, (the Bylaws state “the Commission shall meet at least once per calendar quarter”), a motion was made to ‘Schedule meetings for the entire year on the third Thursday of every month during 2021.’ Commissioner Brown made the motion and Councilman Lockard seconded. Motion passed unanimously.
- Chief Clousher spoke at the December 2020 meeting about the possibility of charging for services using Pa. Recovery Services. He has not secured all the necessary information to present to the board at this time.
- Commissioner Cromer again brought up the topic of merging the Borough and Township fire departments under the Commission. Chief Clousher stated that the Union is willing to discuss with the Commission Finance and Personnel Committee.
- Commissioner Cromer also questioned moving Chief Clousher and the Executive Assistant to the Commission payroll. With the most important piece being the pensions, Treasurer Miller suggested speaking with legal counsel and actuaries. Attny. Iannaccone suggested reaching out to the plan administrator. Manager Dunford stated the project would be a joint effort between her and Treasurer Miller. Commissioner Brown voiced his approval to keep the full merger moving forward.

New Business: No discussion.

Public Comment:

- EMS Captain Christensen thanked volunteer Andrew Crouse for securing a grant for PPE equipment. The funds will be used for bunker gear for EMS and all paid and volunteer staff (to be used for vehicle accident response.)
- EMS Coordinator Waltman spoke of the vaccination schedules that change daily. York County sent a request for potential large vaccination sites i.e. empty retail sites, etc., with Wellspan renting or leasing the space for up to six months. Please contact Mr. Waltman (via email) if you have any suggestions (jwaltman@79fire.com).
- Union President Howard Billig spoke of the COVID vaccine and the roll-out thus far. Initially there were only three places to receive the vaccine - Carlisle or Lititz (on a Sunday morning with a four-hour window.) A few days later, the third location was scheduled (for one day) in Hanover, with a short window as well. He stated as more sites are available, more employees will get the vaccine.

- Manager Dunford and Commission Brown asked Chief Clousher to keep the board up to date with the vaccination numbers.
- President Billig spoke of our system to prevent infections, that it is working, shown by our low rate of infection.

At 6:30 p.m. motion to adjourn made by members Reichart and Brown. Motion carried unanimously.

The next meeting is scheduled for Thursday February 18, 2021 at 5:30 p.m.

Respectfully submitted,

Vanessa Larson  
Recording Secretary

Good evening and welcome to the Hanover Area Fire and Rescue Commission Meeting this 21<sup>st</sup> day of January 2021. My name is Sam Miller, 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, are recorded and will be made available for viewing through shared video link thereafter through the Hanover Borough's Vimeo page. A log of the chat feature will also be taken to assist with any documentation of minutes.

Due to continued limitations on indoor capacities and social distancing requirements, we are not currently 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 Vice-Chair William Reichart.



## Minutes

Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, February 18, 2021 at 5:30 p.m.  
Via ZOOM

The Hanover Area Fire and Rescue Commission met February 18, 2021 via the virtual platform ZOOM.

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.

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
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

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.

Ratification of Change of Alternate Board Member:

The minutes of the January 21, 2021 meeting incorrectly stated the Penn Township alternate member was Ray Van de Castle. Motion was made by member Spielman and seconded by Commissioner Brown to appoint Justin Heiland as the Penn Township alternate board member. Motion passed unanimously.

Announcement of Executive Session: No Executive Sessions have been held.

Public Comment: None

Approval of the Minutes:

Members Brown and Otis moved for the approval of the minutes from the January 21, 2021 meeting. Motion carried unanimously.

Approval of the Fire Report:

Members Cromer and Lockard moved for the approval of the January Fire Report. Motion carried unanimously.

Treasurers Report:

- The first allotments were received from both Hanover Borough and Penn Township.

- The EMS Software package purchase was over budget, however, with the purchase of this software savings will be seen elsewhere in the budget.
- The Building Capital Outlay category is also over budget, we expected more of the ESG expenses to be invoiced and paid in 2020. (Amount invoiced in 2021 was \$15,000.)
- PTVES has been submitting payments toward EMS payroll, with an \$83,000 balance due.

#### Approval of the January 2021 Accounts Payable

Members Lockard and Otis moved for the approval of the January 2021 Accounts Payable. Motion carried unanimously.

#### Committee Reports:

- Finance & Personnel
  - Member Brown stated the committee held their first meeting with discussion on Chief Clousher and Vanessa Larson moving under the Commission. The committee has requested Treasurer Miller's help with a specific cost analysis.
  - Member Otis referenced item #2 of the Finance & Personnel Committee Report "requesting the Chairman to appoint a committee to move forward with starting negotiations with the firefighter's union." The current contract expires December 31, 2022.
  - Motion made by members Otis and Brown to organize this committee. Motion carried unanimously. The committee will consist of members Reichart, Cromer and Chief Clousher.
  - Solicitor Iannacone stated a committee can be organized with details and financial topics being discussed in Executive Sessions.
  - Updating personnel policies – all 100 Series Administrative policies were sent to Solicitor Iannacone for review.
- Facilities & Apparatus
  - The committee's first meeting included a review of the 2020 projects.
  - The Clover Lane station apparatus bay floor drain system is still problematic. They have contacted two contractors who can actually go into the tank to evaluate.
  - They also discussed the Clearview Station with three firefighters now located there 24/7. The committee will meet at the station and look at potential future updates.
  - Discussion will be held on replacement of the 2004 Sutphen Engine whose life expectancy has been met.
- Operations Committee
  - We are currently in Phase II of the Epidemiological Response Plan, allowing us to hold in-person meetings of ten people or less, mask required. We monitor the Pa. Department of Health COVID Dashboard to determine when we can safely move to Phase 1, allowing our peers back into the station (the volunteer sector, who are starting to receive their vaccinations this week.)
  - The DOH has also released a new Return to Work & Exposure Requirement for employees.

- Fire Chief's Report:
  - There were two working incidents in the past month. The 219 York St. fire misplaced 15 residents, some only temporary. The insurance companies have completed air quality and sponge testing, allowing some residents to move back. The second-floor residents are still displaced as the restoration company needs to clean that area.
  - The second incident was the Hanover Wire Cloth powder coating tower where their sprinkler system and CO2 system activated. Chief Clousher estimates that loss at over \$75,000.
  - With the recent inclement weather, we have been out several times clearing fire hydrants of snow.
- EMS Report (Chief Clousher reported in Ms. Christensen's absence)
  - Wellspan and UPMC has contacted us about training our Paramedics to administer the COVID Vaccine. We are interested in this training and will report more as the project progresses.
- EMA Report: Jeff Waltman
  - A revised Emergency Operations Plan for our Regional EMA should be ready for review shortly.
  - Mr. Waltman discussed the immediate need in offering the residents displaced by fire emergency deployment kits of survival blankets, masks, etc. for use prior to the arrival of the Red Cross. In addition, he thanked the Fire Museum for opening their doors to those in need.
  - The 2022 Tier II Chemical reports will be added to the Active 911 mapping interface so the responders can query the amounts/risk of a particular on-site chemical. The report includes floor plans and location of the chemicals on site.

Unfinished Business:

- Mr. Spielman reported that the Attorney General has signed the Volunteer agreement. Chief Clousher will coordinate signage on our behalf.

New Business: No discussion.

Public Comment: None

At 6:15 p.m. motion to adjourn made by members Reichart and Brown. Motion carried unanimously.

The next meeting is scheduled for Thursday March 18, 2021 at 5:30 p.m.

Respectfully submitted,

Vanessa Larson  
Recording Secretary

Good evening and welcome to the Hanover Area Fire and Rescue Commission Meeting this 18th day of February 2021. My name is Sam Miller, 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, are recorded and will be made available for viewing through shared video link thereafter through the Hanover Borough's Vimeo page. A log of the chat feature will also be taken to assist with any documentation of minutes.

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I will now turn the meeting over Chairman Elsner.



## Minutes

Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, March 18, 2021 at 5:30 p.m.  
Via ZOOM

The Hanover Area Fire and Rescue Commission met March 18, 2021 via the virtual platform ZOOM.

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.

Present at the meeting:

- Penn Township Commissioners Michael Brown, Justin Heiland (alternate), 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, Executive Assistant Vanessa Larson, and EMS Captain Claudia Christensen
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

Vice-Chair Reichart called the meeting to order at 5:33 p.m. Secretary Larson completed a rollcall; six voting members are present; there is a quorum.

Announcement of Executive Session: No Executive Sessions were held.

Public Comment: None

Approval of the Minutes:

Members Brown and Otis moved for the approval of the minutes from the February 18, 2021 meeting. Motion carried unanimously.

Approval of the Fire Report:

Members Lockard and Brown moved for the approval of the February 2021 Fire Report. Motion carried unanimously.

Treasurers Report:

- Items of interest on the February P&L Budget vs. Actual:
  - Property owners will be contacted for past due amounts on Gamewell invoicing.
  - Chief Clousher is working with the Workmen's Compensation agent in bringing HAVFR onto the current Commission plan, the invoiced amount is not correct at this time.
  - HAVFR and the Relief Association reimbursed the Commission for their vehicle coverage on the VFIS policy.
  - The \$12,371 PEMA reimbursement will be reclassified as grant monies received.

- Referencing the February Balance Sheet, PTVES' 2020 payroll costs have been reimbursed to the Commission in full. We will continue to monitor and project against future receipts.

**Approval of March 2021 Accounts Payable and Financial Report:**

Members Lockard and Brown moved for the approval of the February 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

**Committee Reports:**

- **Finance & Personnel**
  - Treasurer Miller clarified the memo he provided for the meeting, the recommendation pertained to moving Chief Clousher and Vanessa Larson under the Commission payroll with matching benefits. On an annual basis, the difference is approximately \$10,000. Fire pensions and Act 205 would have to be addressed if we combined for a joint contract, and it would be better done all at once, with Firefighters, Chief Clousher, and Vanessa Larson transitioning at the same time. There were difficulties in retaining quotes based on only two employees. Volunteer Otis questioned Treasurer Miller, as we already have EMS employees; Treasurer Miller indicated the benefit package is entirely different.
  - Commissioner Brown expressed his concerns if we are not able to negotiate a combined contract. He asked to go on record that if those negotiations fail, he will choose to move on the above issue at that point, or upon the hiring of the next Chief and/or any administrative hires. They would be hired as Commission employees.
- **Facilities & Apparatus**

Mr. Spielman stated some changes have taken place since his original report was distributed:

  - Wirt Park's heating and air conditioning unit on the second floor is still problematic. ESG contacted Stauffer & Co. from Chambersburg, who has returned twice since, at one point replacing contaminated freon.
  - Clover Lane – progress has been made on the separator tank issue in the apparatus bay. Bids were received from two companies with confined space certification, the lowest bid will be selected. In addition, the building sprinkler system failed last week due to a valve issue.
  - Both Wirt Park and Clover Lane – Conewago Enterprises is quoting resealing around the perimeters of the building, as well as cement repairs.
  - Clearview Station – the committee met at this station to look at the future of the kitchen and bunkroom areas. In addition, the attic fans are not commercial grade and need replaced.
  - Erik Brown approached Volunteer Spielman concerning flag bunting and/or a line-of-duty death bunting. Two local companies have donated funds to complete the project (Elsner Engineering Works, Inc. and Panebaker Funeral Home and Cremation Care Center.)
- **Operations Committee:** No meeting was held in February.

- Fire Chief's Report:
  - COVID update – 67 percent of our providers have been vaccinated. We are in Phase 1 of our Epidemiological Plan, allowing in-person meetings with required masks and social distancing. In-person training will begin to take place.
- EMS Report
  - EMS ran 314 calls in February, down 62 from last year. Ambulance 79-3 has been out of service since July 2020, that vehicle would normally run 58-60 calls a month.
  - Sixteen transportable calls were missed in February.
  - We have received only one notification of a COVID infection in the last 30 days, we continue to use PPE.
  - Transitioning into the ESO software is going smoothly.

Manager Rodgers stated we are in line with the state average of Public Safety Employees vaccinations (Fire & EMT) with 50-70 percent state-wide having received vaccines.

- EMA Report: Jeff Waltman
  - EMA Deputy Coordinator Josh Otis will attend quarterly training with Mr. Waltman on 2021 PEMA Damage Report updates.
  - Mr. Waltman will be submitting another round of COVID reimbursement to FEMA.
  - Reminders will be sent to managers that elected officials and employees who may be involved in emergency response are now required to have NIMS training (National Incident Management System) through FEMA. The training is online at this time. Mr. Waltman will distribute information and access to the training. NIMS100 training is online as well. The EMS employees have all updated their NIMS, the firefighters will begin their updates.
  - Chief Clousher and Mr. Waltman have discussed planning for a regional emergency operations emergency center. The presence of an EOC is mandated by the Commonwealth of Pennsylvania. Mr. Waltman is moving forward in developing a traditional Emergency Operations Plan. He will request to meet with local elected officials.

Unfinished Business: None

New Business:

- Chief Clousher stated as COVID cases are decreasing, he inquired about our April meeting. Commissioner Brown and Heiland, Councilman Lockard and Reichart suggested in-person meetings.
- The meetings were scheduled at the beginning of the year and the April meeting is scheduled at Penn Township. Penn Township's Safety Committee will advise. Volunteer Spielman also suggested the availability of a fire station.
- Claudia would like to request a meeting with the Finance & Personnel committee regarding joining the South-Central Task Force. Commissioner Brown will schedule a meeting when he receives a potential date from Volunteer Otis.
- Treasurer Miller commented on the Cash Basis 2020 Audit Report that was distributed prior to this meeting, it was a clean audit. If there are any questions, please contact Chief Clousher or Vanessa Larson.

Public Comment: None

At 6:09 p.m. motion to adjourn made by members Lockard and Brown. Motion carried unanimously.

The next meeting is scheduled for Thursday April 15, 2021 at 5:30 p.m., location to be determined.

Respectfully submitted,

Vanessa Larson  
Recording Secretary

Virtual Meeting Statement

Good evening and welcome to the Hanover Area Fire and Rescue Commission meeting this 18<sup>th</sup> day of March 2021. My name is Sam Miller, and I am the Treasurer for the Commission, and will be administering this Zoom meeting tonight.

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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 Vice-Chair Reichart.



## Minutes

Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, April 15, 2021 at 5:30 p.m.  
Via ZOOM

The Hanover Area Fire and Rescue Commission met April 15, 2021 via the virtual platform ZOOM.

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.

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, Executive Assistant Vanessa Larson, and EMS Captain Claudia Christensen
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

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: No Executive Sessions were held.

Public Comment: None

Approval of the Minutes:

Members Reichart and Brown moved for the approval of the minutes from the March 18, 2021 meeting. Motion carried unanimously.

Approval of the Fire Report:

Members Lockard and Otis moved for the approval of the March 2021 Fire Report. Motion carried unanimously.

Treasurers Report:

- Treasurer Miller reported on items of interest on the March P&L Budget vs. Actual.

Approval of March 2021 Accounts Payable and Financial Report:

Members Spielman and Lockard moved for the approval of the March 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

Committee Reports:

1. Finance & Personnel

2. Facilities & Apparatus
  - See March 2021 report from Jeffrey Spielman.
  - Operations Committee:
    - We are still following the Epidemiological Situational Awareness & Response Plan relating to COVID.
  - Fire Chief's Report
    - FF James Startzel retired effective April 2, 2021 after 30 years of service.
    - EMT Adam Hartman and Paramedic Casey Barnes recently transferred from full-time to part-time employment.
  - EMS Report
    - During March, we responded to 380 dispatched calls, 166 of which were billable. Mutual Aid handled 23 calls.
  - EMA Report: Jeff Waltman
    - Fire and EMA staff recently participated in a (ZOOM) exercise sponsored by TC Energy. (Penn Township's Columbia Gas travels through TC Energy pipeline.)
    - Mr. Waltman is a member of the group InfraGard, a partnership between the FBI and the private sector allowing information for protection of the critical infrastructure. (Energy, Oil, Gas, Agriculture, Electricity, etc.)

Unfinished Business: None

New Business:

- The state has an over-reaching contract that everyone must have a mutual aid agreement. As Hanover Area Fire and Rescue, we need a more specific mutual aid agreement with neighboring municipalities to outline what specific units would be available for mutual aid. This contract would have to be approved by each municipality and the Commission.

Public Comment: Borough Manager Nan Dunford questioned who is responsible to oversee the hiring process to replace FF Startzel.

At 6:09 p.m. motion to adjourn made by members Lockard and Otis. Motion carried unanimously.

The next meeting is scheduled for Thursday May 20, 2021 at 5:30 p.m., location to be determined.

Respectfully submitted,

Vanessa Larson  
Recording Secretary

Virtual Meeting Statement

Good evening and welcome to the Hanover Area Fire and Rescue Commission meeting this 15<sup>th</sup> day of April 2021. 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, are recorded and will be made available for viewing through shared video link thereafter through the Hanover Borough's Vimeo page. A log of the chat feature will also be taken to assist with any documentation of minutes.

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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 Chairman Elsner.



## Minutes

Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, May 20, 2021 at 5:30 p.m.  
Penn Township Municipal Building

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, Executive Assistant Vanessa Larson, and EMS Captain Claudia Christensen
- Volunteer Steve Otis and alternate John Bankert representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

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: An Executive Session will be held after adjournment of this meeting.

Public Comment: None

Approval of the Minutes:

Members Reichart and Brown moved for the approval of the minutes from the April 15, 2021 meeting. Motion carried unanimously.

Approval of the Fire Report:

Members Lockard and Otis moved for the approval of the April 2021 Fire Report. Motion carried unanimously.

Treasurers Report:

- The Commission is starting to receive direct ambulance income from Cornerstone, funds from PTVES will continue to trickle in via collections and solicitations.
- The Borough and Township have both completed their half-year funding to the commission.
- Workers Compensation insurance renews in June.
- Electrical costs are down, ESG activities are starting to show their direct benefit.
- Building Capital Outlay expenditures are over budget with building repairs under.
- Treasurer Miller and Chief Clousher will begin work on the 2022 budget in June.
- Commission monetary reserves are approximately \$500,000.

## Approval of April 2021 Accounts Payable and Financial Report:

Members Lockard and Reichart moved for the approval of the April 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

## Committee Reports:

- Finance & Personnel
  - See April 2021 report from member Otis.
  - The board asked Mr. Otis to explain the District Magistrate agenda item. Billing Manager Hanshew works with the Penn Township District Magistrate to collect overdue ambulance reimbursements; we are behind 4-6 months on turning these over for collection. Ms. Hanshew needs blank checks as fees vary per person, the final amount is not known until they are presented to the magistrate. The checks will be pre-stamped as payable to District Magistrate MDJ-19-3-05 and will be held by Vanessa Larson until needed. Motion to approve the procedure to generate blank dollar amount, signed checks made by members Lockard and Otis. Motion carried unanimously.
  - Treasurer Miller and Chief Clousher created an EMS budget analysis for the Finance Committee. Their projections suggest budget amendments, as we are currently looking at about \$410,000 FY 2020 budget shortfall. Budget amendments would reduce that figure by \$158,400 for a net shortfall of \$252,200. Members Otis, Brown and Reichart will review those proposed amendments at the June finance committee meeting.
- Facilities & Apparatus
  - See April 2021 report from Jeffrey Spielman.
- Operations Committee: No Report
- Fire Chief's Report
  - On May 19, Chief Clousher and members of HAVFR met with the company Firehouse Grants (grant writing experts for Emergency Services.) They discussed the Assistance to Firefighters Grant (AFG) and the Safer Grant (Staffing for Adequate Fire and Emergency Response.) We are focusing on an AFG grant for recruitment retention for the volunteers.
  - Other AFG opportunities include a grant for a sprinkler system at the Wirt Park Station, exhaust systems for all three stations, and various rescue tools and equipment.
- EMS Report
  - During April, EMS crews responded to 357 dispatched calls.
  - EMS income is down as it is driven by call volume and reimbursement of those calls. In 2008 the Medicare law changed and there has been a steady decline in ambulance reimbursement since. Captain Christensen reported we are currently operating at 44% Medicare reimbursement which means 44% of the patients we transport have Medicare as their primary insurance.
  - By law (2008), municipalities must provide fire and EMS service, however, we do have a choice as to what level of fire and EMS we will offer.
- EMA Report: Jeff Waltman
  - See April 2021 report from Mr. Waltman.

- Mr. Waltman is applying for grant funding for the Emergency Operations Center that will be housed in the lower level of the Clover Lane station. Funding is needed for technology (phones, Wi-Fi, televisions, printers, hardware, etc.). Board members Lockard, Reichart, Brown and Cromer will review the application before submission.
- Mr. Waltman asked to meet quarterly with the four board members (EMA representatives Lockard, Reichart, Brown and Cromer) on the second month of each quarter preceding the board meeting. The board members agreed to meet as noted.

Unfinished Business: None

New Business: None

Public Comment: Firefighter Billig commented that the 2020 American Rescue Plan provides treatment in place with reimbursement. Per Captain Christensen, ours are not in place, merely refusals.

At 6:21 p.m. motion to adjourn made by members Lockard and Cromer. Motion carried unanimously.

The next meeting is scheduled for Thursday June 17, 2021 at 5:30 p.m., at the Hanover Borough Council Chambers.

Respectfully submitted,

Vanessa Larson  
Recording Secretary



## Minutes

Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, June 17, 2021 at 5:30 p.m.  
Hanover Borough Office

Present at the meeting:

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

Co-Chairman Reichart 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: An Executive Session concerning personnel matters was held after adjournment of the May 20, 2021 meeting.

Public Comment: None

Approval of the Minutes:

Members Lockard and Otis moved for the approval of the minutes from the May 20, 2021 meeting. Motion carried unanimously.

Approval of the Fire Report:

Members Lockard and Brown moved for the approval of the May 2021 Fire Report. Motion carried unanimously.

Treasurers Report:

- EMS operated early in 2021 with debt owed from PTVES; the 2022 budget will show true figures. Chief Clousher will work closely with EMS personnel while he begins work on the 2022 budget.
- General projections are in line.
- New accounts will be added to the GL for additional capital reserve activity (funds received from two HAVFR trusts), and vehicle and EMS reserves.
- Volunteer Otis stated his concern with the three ambulances that are all the same year; we need to delve into apparatus replacement.
- The Apparatus Replacement Plan will be reviewed for future expenditures.

Approval of the May 2021 Accounts Payable and Financial Report:

Members Otis and Lockard moved for the approval of the May 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

Committee Reports:

- Finance & Personnel
  - Member Otis referenced discussion that took place at the June 14, 2021 open Finance Committee Meeting. As requested, Chief Clousher, Claudia Christensen, and Mr. Otis will put together a presentation on EMS for each municipal meeting.
  - Member Brown stated the need for additional EMS revenue streams.
- Facilities & Apparatus
  - Mr. Spielman stated the Facilities committee met with Allison Plumbing and Heating at the Clearview station regarding the attic ventilation. Discussion ensued on a new commercial attic fan; however, a new unit is cost prohibitive. Mr. Allison stated he has a potential outlet for a slightly used commercial attic fan that would be a lower cost. Putting in new attic ventilation would change the direction of the airflow at the station.
- Operations
  - There have been six working fires since we last met as a group: Snyders, Utz, Wege Pretzel, apartment at 200 block of High St., apartment at the corner of York and Middle Streets, and a vehicle fire on High Street.
  - In addition, we responded to the Carlisle Street building brick incident and a flooding event with rescues.
  - Chief Clousher and FF Brown recently attended NFPA 1033 training in Reading to remain compliant as a NFPA fire investigator.
- Fire Chef's Report
  - Chief Clousher and EMS Captain Christensen are looking for EMS revenue streams. We were just informed that we received a grant of \$25,000 from Sweet Charities that will be used to pay one year of our Cardiac Monitor debt. We were also informed receipt of the grant is based on the amount of funds Sweet Charities is able to raise.
  - On Tuesday, June 22, Chief Clousher will attend a hearing at the York County Courthouse for the property located at 4 Scott St., in Penn Township.
- EMS Report
  - In May we responded to 357 calls, of those, 314 are billable.
  - Narcan use was significantly down in May.
  - Transports were down in May.
  - In May, Captain Christensen completed EMS Officer 1 training class in Maryland. She also completed EMS Officer 1, Incident Safety Officer, and 'A Successful Mass Casualty Incident Response' all at HACC.
- EMA Report
  - Mr. Waltman spoke of the recent flooding event in Hanover with three vehicles towed, one person rescued, and several structures with water damage.

- Mr. Waltman also reported the Red Cross is currently having severe issues with recruiting and retaining volunteers and providing shelter after an incident. He has met with them to discuss both issues.

Unfinished Business:

- Member Otis questioned our following up on Chairman Elsner's suggestion to begin work on a Strategic Plan with the contact that he provided. Because Chairman Elsner could not attend this meeting, it was decided to wait for his return for further discussion.

New Business: None

Public Comment: None

At 5:50 p.m. motion to adjourn made by members Lockard and Brown. Motion carried unanimously.

The next meeting is scheduled for Thursday July 15, 2021 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, July 15, 2021 at 5:30 p.m.  
Penn Township Municipal Building

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 Treasurer Sam Miller, Executive Assistant Vanessa Larson, and EMS Captain Claudia Christensen
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman and Solicitor Kevin Gold (for Cory Iannaccone)

Chairman Elsner 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: No Executive Sessions were held.

Public Comment: None

### York Area United Fire & Rescue (YAUFR) Presentation:

Commissioner Cromer introduced Chief Daniel Hoff of York Area United Fire and Rescue (YAUFR), comprised of Spring Garden, Springettsbury, and Manchester Townships in York. Chief Hoff thanked us for the opportunity to speak about their experience in bringing the three municipalities together.

In 2008, after three years of preparation, Spring Garden Township and Springettsbury Township fire departments came under the umbrella of YAUFR, with 15 and 17 firefighters respectively. At that time, a chief from out of the area was hired. The two townships had separate contracts and remained that way until 2010 when they were consolidated into one. Manchester Township joined the Commission in 2018 with a separate bargaining agreement which is currently in arbitration.

To start operations initially/monetarily, previous budget figures were used. Their 2021 total operating budget is \$8,526,343. They now have a funding formula in percentage for income, divided (not equally) between townships. Their formula did not consider real estate, only manpower and apparatus.

Administrative and command staff consist of the Fire Chief, one Administrative Director (HR & Finance), one Administrative Assistant, three Battalion Chiefs on 24-hour shifts, two administrative Battalion Chiefs that work daylight shifts and fill in where necessary, and two other Battalion Chiefs to fill in for others.

Employee decisions are made by Chief Hoff while his annual review is conducted at budget time and completed by the entire Commission.

Call volume for 2020 (down due to COVID-19) was 3,617. To date 2021 they have responded to 1,926 calls. The bulk of calls are false alarms and medical runs; most fire attendance is with Mutual Aid.

YAUFR total response area is 39.3 square miles Their coverage area consists of 54,000 permanent residents and rises to a population of .25 million daytime due to manufacturing, industrial and commercial industries in their coverage area.

They do not own real estate but pay utilities and general maintenance/upkeep on the buildings. All apparatus is owned by YAUFR as well as portable equipment that is not owned by the Relief Association; an appraisal was done to determine fair market value. New equipment is purchased after a joint presentation of the budget is made to all three municipalities. These purchases are based on the funding formula (what each municipality contributes, not based on call volume.) Funds can be borrowed in the short term, but not more than \$100,000 or the current fiscal year term. Approval for purchases is not needed if they were approved in the budget.

Commissioner Cromer requested a copy of their agreement, Chief Hoff obliged.

YAUFR functions as a municipality with a chairman, solicitor, two members from each municipality and one member at large (not from a specific township.) Most of Chief Hoff's contact is with the Commission Chair. In addition to their regular meetings, the Chair, Vice-Chair, Solicitor and Fire Chief meet once a month; the municipalities are completely removed. The municipalities attend meetings as members of the public; Chief Hoff is viewed on the same level as a township manager and is the authority figure of the fire department.

Pertaining to EMS, YAUFR runs medical assists only, as they have no ambulances and don't do transports. Life Team rents space for two MICU's in the headquarters station and one MICU in the old Manchester Township fire station. YAUFR was never in EMS but Springettsbury Township was; YAUFR managed that until 2018 when they negotiated getting out of EMS.

\*See more notes from Chief Hoff's visit in the New Business section below. (Pertains to contract negotiations)

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#### Treasurers Report:

- Two separate P&L Budget vs. Actual statements were distributed, one in its entirety, the other EMS specific. Most expense categories are slightly under budget.
- EMS financials are being evaluated.
- Chief Clousher is working on the 2021 budget projections to be finalized and ready for August. Further details as well as the 2023 expectations will be presented.

Treasurer Miller asked that board members reach out to Vanessa Larson or Sam Miller with questions pertaining to the financials.

#### Approval of the Minutes:

Members Lockard and Otis moved for the approval of the minutes from the June 17, 2021, meeting. Motion carried unanimously.

#### Approval of the Fire Report:

Members Cromer and Lockard moved for the approval of the June 2021 Fire Report. Motion carried unanimously.

Approval of the June 2021 Accounts Payable and Financial Report:

Members Lockard and Otis moved for the approval of the June 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

Committee Reports:

- Finance & Personnel
  - Finance and Personnel did not meet as Chief Clousher was out of town. Volunteer Otis did report that he, Chief Clousher, Treasurer Miller and EMS Captain Christensen are working on the requested EMS presentation.
  - Work is also moving on the long-term capital plan, modeling lease finance plans, incorporating the trust fund monies and the sale of existing apparatus. All EMS ambulances are 2017 models, a plan will be formulated for replacements.
- Facilities and Apparatus
  - Mr. Spielman reported the committee is working with different vendors for the Clearview station attic fan project.
- Operations: No Report
- Fire Chiefs Report: No Report, Chief Clousher out of town.
- EMS Report
  - EMS responded to 353 calls in June.
  - Narcan use by our EMS spiked by 800% last month; a dramatic spike with us and the local police departments (Captain Christensen did not have their usage figures.)
  - Currently 68% of our calls are billable.
  - With the approval of the signed checks for the Township Magistrate, we are chasing bad debt.
- EMA Report – In addition to his written report, Mr. Waltman reported as follows:
  - A fillable form for first responders to use on the iPads is complete. Penn Township requested Mr. Waltman be the repository.
  - Mr. Waltman is working on an ongoing project of searching for buildings for temporary relocation of residents after a fire incident.

Unfinished Business:

- Chair Elsner indicated his Strategic Plan contact would like to meet with us at no charge. Commissioner Brown stated he would like to see Solicitor Iannaccone involved in the project as well.
- Commissioner Brown questioned our contract negotiation progress. It was reported the union president contacted Commissioner Cromer for a question/answer period as they are working on some idea of a contract, a meeting was scheduled but was canceled, Mr. Cromer will schedule another meeting. Mr. Reichart previously suggested both he and the Borough would like a labor law attorney present at the negotiations. Commissioner Cromer disagreed as that failed before; the lawyers do need to review, but it is up to the Commission to do the initial work.

All Commission members agreed on Commissioner Cromer's statement and to keep the group as small as possible to keep it simple – three Commission members and three Union members.

Union President Billig stated they have a committee of six and are probably ninety five percent done with their portion. Both contracts expire the end of 2022 and benchmarks need to be met.

- Councilman Lockard questioned the sale of the vehicles behind the Clover Lane station and whether there is any value left on the apparatus and the equipment. It was noted the Volunteers still own the 1996 Rescue. He also noted the transport unit is setting out in the weather – can it be moved into the station? Captain Christensen will contact local nursing homes for interest in purchasing.
- New Business – Discussion ensued regarding mutual aid stripping our area, Captain Christensen stated she has put an Operational Policy into place for the employees, we will not strip our area as such.

Public Comment:

- Union President Billig questioned Chief Hoff of YAUFR how they proceed with contract negotiations, he stated he is the lead negotiator with command staff. Chief Hoff also stated when they have a tentative agreement, it is turned over for application. President Billig also questioned how he handles pushback? Chief Hoff indicated that one contract was smooth sailing (accomplished a contract in four meetings), one other is currently with the arbitration board.

At 6:19 p.m. motion to adjourn made by members Lockard and Spielman. Motion carried unanimously.

The next meeting is scheduled for Thursday, August 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, August 19, 2021 at 5:30 p.m.  
Hanover Borough Office

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
- EMA Coordinator Jeff Waltman and Solicitor Cory Iannacone

Chairman Elsner called the meeting to order at 5:34 p.m. Secretary Larson completed a rollcall; six voting members are present, there is a quorum.

Announcement of Executive Session: An Executive Session will be held after the close of this meeting.

Public Comment: None

Approval of the Minutes:

Members Lockard and Otis moved for the approval of the minutes from the July 14, 2021 meeting. Motion carried unanimously.

Secretary Larson noted Borough Manager Nan Dunford attended the July meeting but her attendance was not recorded in the July 15, 2021 minutes.

Approval of the Fire Report:

Members Cromer and Brown moved for the approval of the July 2021 Fire Report. Motion carried unanimously.

Treasurer's Report

- Two separate P&L statements were distributed, one in its entirety, one EMS specific.
- A grant in the amount of \$22,267 was received from Highmark with most of those funds covering items already budgeted. Captain Christensen will advise on the expenditure of the balance of funds.
- We are expecting a refund of \$12,000 on EMS software as the subscription cost is shared with our collection agency.
- At the end of July we were at our projections to close out the year. Additional funds will be needed from each municipality in the amount of \$36,000 in 2021.

Approval of the July 2021 Accounts Payable and Financial Report:

Members Lockard and Brown moved for the approval of the July 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

Committee Reports:

- Finance & Personnel
  - The committee reviewed the 2022 budget and made a few minor changes.
  - Firm costs are needed on Clousher and Larson becoming Commission employees.
- Facilities and Apparatus
  - Two ambulances were sold, another ambulance and the transport van are for sale. The 1995 Rescue will also be sold.
- Operations:
  - Chief Clousher received a thank you note for a recent EMS transport that he read to the Board. The note arrived via Amy Martin of UPMC on behalf of the patient.
  - EMS 2021 budget shortfall was originally anticipated at (\$162,736), the projection has increased to a (\$378,900) deficit as noted on the EMS budget report.
  - There was an unanticipated carryover from 2020, essentially, the deficit for the entire budget is (\$88,000) but with the extra funds from each municipality, we should have a balanced budget.
  - Cornerstone, our EMS billing company, charges 7.5% for each processed transaction.
  - EMS Subscription preparation and mailing costs through Municipal Marketing seem to be excessive; we will review costs with them and look at other vendors.
  - Chief Clousher and Treasurer Miller will work together to assess the cost of vehicle replacements.
- EMS Report:
  - Chief Clousher reported for Captain Christensen. COVID cases have increased statewide with hospitalizations and critical care admissions subsequently increasing. Captain Christensen will keep us informed on the booster shot availability.
  - Commissioner Brown requested that we mandate employees to receive the COVID vaccination.
- EMA Report:
  - Mr. Waltman submitted a draft Emergency Operation Plan to both the Borough and Township; he is waiting for approval.
  - A grant is being applied for through the regional Emergency Operations Center (EOC) to outfit the training room at Clover Lane.
  - Each municipality must apply separately to receive the EOC funds; he is asking for help from the Borough and the Township in completing the paperwork. Applications are reviewed by the EOC annually each April and October.

Unfinished Business: None

New Business:

Commissioner Brown opened a conversation about the success of the Commission, its progression and functionality. (continued on page 3)

He stated the Township is not satisfied with the progression and has major concerns about decisions made surrounding personnel, contracts, combined workforce, budgeting, etc. Penn Township would like a ‘vote of confidence’ from the Borough and a commitment on moving the Commission forward. Mr. Brown stated Penn Township is behind the concept of a combined contract and he would like to hear the Borough is as well.

Commissioner Cromer agreed with some of Mr. Brown’s concerns, and he felt a lack of effort from both municipalities to make this a success; there is a division with neither wanting to give up control of their people.

Councilman Lockard voiced concerns about both municipalities losing if we dissolve, creating mutual aid issues (the mutual aid agreement would have to stay in place), and the small quantity of volunteers available. He then asked where we stand with negotiations, Chief Clousher indicated there has been one meeting with the Union.

Councilman Reichart disagreed with Commissioner Brown’s statement that we are ‘holding on to something that cannot be fixed’ while the Borough is being asked to step up. Mr. Reichart would like to take this to the Borough Council and will report back on their thoughts.

Chair Elsner stated he felt a lack of trust on both sides and until that trust is mutual as well as trusting themselves, we will fail. He also questioned the long-term vision for EMS.

Commissioner Brown questioned the updated Act 65 Sunshine Law and what can and can’t be discussed at meetings. Solicitor Iannacone will review the Act and more clearly define the new law.

#### Public Comment:

Union President Billig voiced the Union’s concern surrounding the above discussion. The firefighters would like to see assurances for long-term viability and a commitment to EMS as well. Their hope is that there is more stability and they are kept in the loop.

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

After adjournment of the meeting, an Executive Session was held.

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

Respectfully submitted,

Vanessa Larson  
Recording Secretary



## Minutes

### Hanover Area Fire and Rescue Commission

#### Special Meeting

Meeting Held Wednesday, September 29, 2021 at 5:30 p.m.

Penn Township Municipal Building

Present at the meeting:

- Hanover Area Fire and Rescue Commission Co-Chairman William Reichart
- 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
- EMA Coordinator Jeff Waltman

Co-Chairman Reichart called the meeting to order at 5:31 p.m. Secretary Larson completed a rollcall; six voting members are present, there is a quorum.

Announcement of Executive Session: There was an Executive Session held after the August 2021 meeting to discuss personnel.

Public Comment: None

Approval of the 2022 Commission budget:

Chief Clousher noted the budget approval is needed to forward the approved document to each municipality. Upon their approval, it will be returned to us in November or December for formal adoption. Discussion ensued as follows:

- Chief Clousher noted the Budget Review memo sent to board members outlining pertinent information.
- Member Otis suggested reducing line item #501.10 (Deputy Fire Chief/Administrator) to \$65,000 and the descriptor to Business Manager.
- Councilman Reichart questioned if this would be a generic business manager with no connection to the municipalities or the Commission; he was correct in that assumption.
- Commissioner Brown verified that the business manager position will be on the Commission payroll.

Member Otis moved for a change to account #501.10, renaming it Business Manager with a salary of \$65,000. Motion was seconded by Member Spielman. Motion carried unanimously.

Volunteer Spielman questioned the invoicing of each station's water and sewer billing by the municipalities. This is a topic than can be addressed between the municipalities and the Commission later.

Motion made to approve the 2022 budget with approved changes noted above made my Commissioner Cromer, Seconded by Councilman Lockard. Motion carried unanimously.

#### Appointment of Treasurer

Volunteer Otis was asked by Treasurer Miller and Chief Clousher to fill this vacant position due to Treasurer Miller's resignation from the Borough of Hanover.

- Mr. Otis' responsibility would be to provide monthly updates and oversight on revenue and expenses.
- The Commission does have an auditor in place for guidance and to perform our annual year-end audit.
- Discussion led to the Finance Committee handling the oversight of the monthly financials, whose monthly meeting is held on Monday prior to the Commission meeting.

Member Otis made a motion to move the treasurer's responsibilities to the Finance and Personnel Committee until further notice. Commissioner Cromer seconded. Motion carried unanimously.

#### Public Comment:

Mr. Otis made a comment on behalf of his affiliation with Hanover Area Volunteer Fire and Rescue, asking that they are kept informed of activities with the Commission.

At 5:57 motion to adjourn made by members Lockard and Brown. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson  
Recording Secretary



Minutes  
Hanover Area Fire and Rescue Commission  
Thursday, October 21, 2021 at 5:30 p.m.  
Hanover Borough Office

Present at the meeting:

- Hanover Area Fire and Rescue Commission Chair Bertram Elsner
- Penn Township Commissioners Michael Brown, Jan Cromer, and Manager Kristina Rodgers
- Hanover Borough Councilmen Christopher Lockard, William Reichart, and Manager Nan Dunford
- HAFRC Chief Anthony Clousher, and Executive Assistant Vanessa Larson
- Volunteer Alternate John Bankert representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman, EMS Captain Christensen, and Solicitor Iannacone

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

Announcement of Executive Session: There was an Executive Session held prior to this meeting to discuss labor negotiations. In addition, board members remained after the meeting to participate in an EMS grievance.

Public Comment: None

Approval of the Minutes:

Members Lockard and Brown moved for the approval of the minutes from both the August and September 2021 meetings. Motion carried unanimously.

Approval of the Fire Report:

Members Lockard and Cromer moved for the approval of both the August and September 2021 reports. Motion carried unanimously.

Treasurer's Report:

Appointed treasurer Otis was not in attendance; no report given.

Approval of the Accounts Payable and Financial Reports:

Members Brown and Lockard moved for the approval of both the August and September 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

Committee Reports:

- Finance & Personnel
  - This committee was directed by board members to explore moving Chief Clousher and Exec. Asst. Larson into the Commission for payroll and benefit purposes. Members Brown and Bankert moved for the approval of this directive. Motion carried unanimously.

- Operations Committee
  - Chief Clousher reported no major fires have taken place recently.
  - Chief Clousher and Captain Christensen are monitoring the COVID numbers. The numbers were at a heightened stage a month ago but are leveling out.
  - Relating to COVID, the stations were at Phase II of the Epidemiological Plan, causing us to pause fire inspections, fire prevention activities and public events. We have since moved to Phase I, resuming activities and wearing masks if requested.
  - UPMC recently made the third Pfizer vaccination available, notices were sent to all employees.
- Fire Chief Report: See August & September fire reports distributed with the agenda.
- EMS Captain Report:
  - EMS ran 422 calls in September; 65% of those billable.
  - The Department of Health is expecting a winter spike for COVID, the flu, and RSV.
  - Three of our EMS personnel tested positive for COVID after exposure and they are back on duty after required quarantine.
  - Captain Christensen and Chief Clousher met today with Travis Byerly, EMS liaison from UPMC who represents all seven area UPMC hospitals. He and Josh Nelson from Lifeteam will be attending a meeting to be held at the Clover Station on October 29 at 10 a.m. to come to an agreement about wait times at both Wellspan and UPMC. We will be creating a policy of 'this is what we will accept/how long we will wait.'
  - 'Walling' patients (slang for waiting 2-4-6 hours at the hospital until a bed becomes available) puts us out of service for our entire community and is taxing the surrounding area. Hospitals do not want to triage patients as they are addressing acutely ill patients only, deferring patient ownership until they are ready, and it is happening country wide. Walling patients is a violation of EMTALA.
  - Captain Christensen attended an online meeting with Page, Wolfberg, and Wirth where HIPPA laws were reviewed, it was stated that all hospitals are violating laws.
- EMA Report
  - Mr. Waltman reported on Hurricane Ida; the northcentral area of the county was hit the hardest, with 1,200+ applications submitted for federal assistance.
  - Public assistance is also available to municipalities for damages to roads, bridges, etc. (Penn Township and Hanover Boro both had damages to their water treatment facilities.)
  - Mr. Waltman has been working with the Jaycees for the annual Halloween parade to be held Thursday, October 28. Volunteers are needed to assist.

Unfinished Business: None

New Business:

Chair Elsner opened discussion on the need to hold future Commission meetings in relation to the recent Borough letter (with concern about their budget, Hanover Borough would like to investigate the cost of combining the contracts.)

Discussion ensued with the decision to continue our monthly meetings as there are other items to be addressed including employee fears of losing their jobs. Commissioner Cromer asked the employees to not worry as their jobs are secure.

Union President Howard Billig verbalized his appreciation of the Commission's willingness to move forward.

Commissioner Brown stated 'the Commission is not going anywhere – there are some bumps in the road, and we are not progressing as we should, but the rank and file who go to work every day need not worry.'

Public Comment: None

At 6:05 motion to adjourn made by members Cromer and Lockard. Motion carried unanimously.

After adjournment of the meeting, the Board and Attorney Iannacone met with two Union representatives to hear an EMS grievance.

Respectfully submitted,

Vanessa Larson  
Recording Secretary



Minutes  
Hanover Area Fire and Rescue Commission  
Thursday, November 18 at 5:30 p.m.  
Penn Township Municipal Building

Present at the meeting:

- Hanover Area Fire and Rescue Chairman *Pro Tempore* Christopher Lockard (see note below)
- Penn Township Commissioners Michael Brown, Jan Cromer, and Manager Kristina Rodgers
- Hanover Borough Manager Nan Dunford
- HAFRC Chief Anthony Clousher, and Executive Assistant Vanessa Larson
- Volunteers Steve Otis and Jeffrey Spielman representing Hanover Area Volunteer Fire and Rescue
- EMA Coordinator Jeff Waltman, EMS Captain Christensen, and Solicitor Iannacone

Secretary Vanessa Larson called the meeting to order at 5:30 p.m. and completed a rollcall; five voting members were present, there is a quorum.

Neither Chairman Elsner nor Hanover Councilman Reichart attended this meeting. As such, Secretary Larson requested a chair be nominated for this meeting only. Volunteer Otis nominated Councilman Lockard to preside as Chairman *Pro Tempore*. Motion passed.

Announcement of Executive Session: An Executive Session will be held after this meeting to discuss personnel matters.

Public Comment: None

Approval of the Minutes:

Members Brown and Otis moved for the approval of the October 2021 minutes. Motion carried unanimously.

Approval of the Fire Report:

Members Cromer and Spielman moved for the approval of the October 2021 Fire Report. Motion carried unanimously.

Approval of the October 2021 Accounts Payable and Financial Report:

Members Brown and Otis moved for the approval of the October 2021 Accounts Payable and Financial Reports. Motion carried unanimously.

Committee Reports:

- Finance & Personnel/Treasurer's Report
  - Secretary Larson spoke of the need to send out auditor RFPs as the current contract expires Y/E 2021. Directives were given by the board to request an RFP from our current accountant only. The completed proposal will be presented to the Commission board.

- Treasurer Otis reviewed the P&L through October 2021 and anticipates a \$40,000 EMS deficit. However, with strong ambulance solicitation response, we should end the year in good shape.
- The Finance and Personnel committee approved the business manager position; they will review the job description for necessary adjustments. Mr. Otis distributed the first draft to members and municipal managers.
- Regarding moving Chief Clousher and Secretary Larson to the Commission - Benecon is providing the costs for health, dental, vision coverages.
- Penn Township BOC has approved the FY 2022 budget as presented; Hanover Borough will vote next week. As of this evening the 2022 Borough budget does not include the business manager position. A discussion was held concerning the Intermunicipal Cooperative Agreement in relation to the budget not being approved by both municipalities. The proposed budget would revert back to the 2021 budget, with amendments for contractual requirements. It was agreed that the Commission feels strongly that this position is needed. Manager Dunford asked Councilor Lockard if he wanted to take this request back to Borough Council for consideration. Councilor Lockard conveyed his intention to do so.
- Facilities and Apparatus Committee: See October report submitted with the agenda.
- Operations Committee
  - Chief Clousher spoke of the e-mail sent to the York Co. Coroner's office (memo distributed with agenda.) Discussion ensued with all in agreement with Chief Clousher's concern. We do not have a contract to perform this type of call and created a risk of unnecessary injury to the firefighters/EMS staff, thus we should not be doing this type of activity.
- Fire Chief Report:
  - Chief Clousher is working with a grant writer to apply for a FEMA grant. The gentleman visited the stations and strongly suggested both the Wirt Park and Clearview buildings have a sprinkler system installed. We are waiting on approval of the grant and have put the project out for bids, receiving one bid to date.
  - Use of Consent Agenda: Chief Clousher suggested a new format for our meeting agenda that places together all items requiring approvals. Any member may request an item be removed from the consent agenda and voted on separately. Motion made by members Cromer and Brown to begin using the new format. Motion carried unanimously.
- EMS Captain Report:
  - EMS ran 406 calls in October with 55% of those billable.
  - Numbers are trending up in RSV, influenza and COVID, all in time for the holidays.
  - Current wait times at UPMC are up to two hours.
  - Captain Christensen and members of Pleasant Hill EMS, AREMS, and SAVES have scheduled a meeting with UPMC regional directors and pre-hospital liaison to present the flow chart our regional services have developed in an effort to cooperatively change the wait times at the UPMC Hanover emergency room.
- EMA Report
  - Christmas festivities are planned for Santa's cabin, tree lighting, and annual parade.

- There were two Hazmat incidents recently that involved fuel spills. Our Fire and Rescue were on site and were able to stop an excessive amount of run-off.

Unfinished Business: None

New Business: None

Public Comment:

Union President Howard Billig questioned what makes an EMS call billable or non-billable? Captain Christensen stated non-billable calls would be a vehicle accident with participants already gone from the scene, police calls where they would pick up a person who fell but did not obtain the demographics, etc. All transports, even those who refuse after dispatch are billed.

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

After adjournment of the meeting, the Board and Attorney Iannacone met for an Executive Session on personnel matters.

Respectfully submitted,

Vanessa Larson  
Recording Secretary



## Minutes

### Hanover Area Fire and Rescue Commission Thursday, December 16, 2021 at 5:30 p.m. Hanover Borough Office

#### Present at the meeting:

- Hanover Area Fire and Rescue Chairman Bertram Elsner
- Penn Township Commissioners Jan Cromer, alternate Mark Elksnis, Mgr. Kristina Rodgers
- Hanover Borough Councilman Chris Lockard
- HAFRC Chief Anthony Clousher, and Executive Assistant Vanessa Larson
- Hanover Area Volunteer Fire & Rescue members Steve Otis and Jeffrey Spielman
- EMA Coordinator Jeff Waltman, EMS Captain Christensen, and Solicitor Iannacone

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

Announcement of Executive Session: An Executive Session was held after the November 2021 meeting to discuss personnel matters.

Public Comment: None

#### Consent Agenda Approval:

- Members Lockard and Otis moved for the approval all three items on the Consent Agenda. Motion carried unanimously.

#### Treasurer's Report:

- The Finance & Personnel Committee is reviewing year-end financials and are waiting on several invoices for FY 2021.

#### Committee Reports:

- Finance & Personnel
  - Chief Clousher was asked to contact Solicitor Iannacone and the Hanover Borough Solicitor for advice on moving the Commission to a cash basis accounting in 2022.
  - There are concerns from the Borough Council regarding the new Business Manager position and overlaps in duties between Vanessa Larson's position and the new hire.
  - The Committee has been working with Chief Clousher regarding moving both he and Vanessa Larson to the Commission payroll (and benefits). The health insurance costs were obtained, and a meeting will be scheduled to meet with the administrator of the fire pension, results will be discussed with the committee.
  - Discussion ensued on setting up two additional PLGIT accounts for the Bowman Trust and Bair Trust funds (interest on those two funds will be turned over to the Commission by HAVFR.) It was unanimously decided that the additional accounts will not be needed; the funds can be deposited in the main account and tracked separately on the P&L.

- Motion made by members Lockard and Cromer to adopt the FY 2022 Commission budget. Motion passed unanimously.
- Facilities and Apparatus Committee: See November report submitted with the agenda.
- Operations Committee:
  - Chief Clousher reported that 30% of our November fire calls were medical assists due to ambulance delays at the hospital. The next meeting with UPMC is scheduled for January.
  - Chief Clousher and Captain Christensen will work on a fiscally responsible plan to put a third ambulance in service, such as running an eight-hour shift at peak times. The plan will be presented at the January Commission meeting.
- Fire Chief Report:
  - Chief Clousher attended a meeting with Representative Klunk concerning the availability of grants outside of COVID related funds. Both Captain Christensen and Mr. Waltman stated that grants are hard to find at this time. Chair Elsner stated he has contact with state senators if necessary.
- EMS Captain Report:
  - EMS ran 400 calls in November with 68% billable. The non-billables were cancellations, responses by firefighters and refusals.
  - COVID patients are being encouraged to stay home and/or go to their family doctor. The Pa. Dept. of Health is requiring all EMS services to manage COVID patients in this manner.
  - Hospital wait times are everywhere, however, if we are within 500 feet of a hospital property, the patient is considered theirs. Captain Christensen strongly feels that we need to address this with the hospital.
  - Recent EMS staffing changes were made per our policies.

#### EMA Report:

- The Regional EMA Operations Plan was sent to Solicitor Iannaccone for review. Upon approval, and after the new municipal officials are in place in January, Mr. Waltman will present the plan to both Penn Township and Hanover Borough.
- Mr. Waltman discussed the need for stronger barricades at intersections during street events.
- Mr. Waltman participated in a FEMA webinar on sheltering residents during a disaster.
- A meeting is scheduled with Mr. Chris Roelke, Borough Director of Water Resources concerning the protection of our water infrastructure.

#### Unfinished Business: None

#### New Business:

- Commissioner Cromer opened a general discussion concerning the Commission and the hurdles faced while trying to move forward. Do the municipalities understand the mechanics of the fire commission? Councilman Lockard has explained our organization to Borough Council numerous times. It was suggested that both Chief Clousher and Chair Elsner attend the bi-monthly Borough Safety Committee meetings to give a better understanding of our duties within the community as well as our structure. (Chief Clousher currently attends all monthly Penn Township Public Safety meetings.) A suggestion was made to also attend finance workshops.

Public Comment:

- HAVFR member George Zimmerman spoke on behalf of the volunteer organization. He thanked all volunteer members who continually work within the community by offering fire, fire police, scuba team, and administrative support, all at no expense to the residents. Their current membership exceeds 400+ members; attendance at each of their meetings exceeds 30 or more members, and they have served the community for over 200 years.
- The Volunteer organization requested to be on all future meeting agendas. This was welcomed by all board members.
- Captain Christensen recognized our EMS crews; their hard work and patient care is outstanding even with the challenges they face.

At 6:26 motion to adjourn made by members Lockard and Cromer. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson  
Recording Secretary