



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, January 20, 2022 at 5:30 p.m.
Penn Township Municipal Building

Present at the meeting:

- Hanover Area Fire and Rescue Commission Vice-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 and Executive Assistant Vanessa Larson
- Volunteer 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 5:31 p.m. Secretary Larson completed a rollcall; five voting members are present, there is a quorum.

Solicitor Iannacone oversaw the 2022 Board Reorganization:

Members who were approved in December 2021 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 Mark Elksnis
- Hanover Borough representatives: Councilmen Reichart, Lockard, and alternate Tim Kress

Others:

- Hanover Area Volunteer Fire and Rescue representatives: Steve Otis, Jeffrey Spielman, and alternate Ray Kinsey

Board Appointments:

- Motion to reappoint as Chairman, Mr. Bert Elsner, made by Mr. Reichart, seconded by Mr. Spielman. Motion carried unanimously.
- Motion to reappoint as Vice-Chairman, Mr. William Reichart, made by Mr. Lockard, seconded by Mr. Brown. Motion carried unanimously.
- Motion made to reappoint the Secretary, Vanessa Larson, made by Mr. Lockard, seconded by Mr. Brown. Motion carried unanimously.
- Motion made to reappoint the Interim Treasurer, Steven Otis, to serve until the Business Manager position is filled, by Mr. Brown and seconded by Mr. Reichart. Motion carried unanimously.

Appointment of Committees by the Chair:

- Vice Chairman Reichart indicated the appointment of the Finance/Personnel committee, and the Facilities/Apparatus committee will take place at the February 2022 Commission meeting due to Chairman Elsner's absence.

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

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- No formal Treasurer report was given due to Mr. Otis' absence.
- Commissioner Cromer asked to verify our using a cash basis of accounting beginning in 2022. Attorney Iannacone and auditors Hamilton & Musser, P.C. verified there would be no issues moving to cash basis.
- Chief Clousher commented that at the end of 2021 we were roughly \$200,000 under budget. After receipt of invoice for the 2015 Sutphen Aerial 2021 bond debt, we closed 2021 at \$75,000 under budget.

Committee Reports:

- Finance & Personnel:
 - Members Lockard and Cromer moved to renew the Hamilton & Musser, P.C. contract for three years. Motion carried unanimously.
 - The committee reviewed for overlaps in the Business Manager and Executive Assistant job descriptions. Both documents were included with the agenda for approval.
Members Brown and Lockard moved for the approval of the updated job descriptions. Motion carried unanimously.
 - 2021 year-end budget report approval – Motion made by members Lockard and Brown to approve. Motion carried unanimously.
 - Request made by Chief Clousher to increase the EMS billing rates by 3% for 2022 (percentage amount suggested by our billing company, Cornerstone.) Motion made by members Cromer and Lockard to increase the billing percentage by 3%. Motion carried unanimously.
 - Member Lockard noted that the Hanover Borough attorney will need to be involved in Chief Clousher's pension in relation to moving him over to the Commission
- Facilities & Apparatus: See December report submitted with the agenda.
- Fire Chief's Report:
 - The Commission is the recipient of a grant from Sweet Charities in the amount of \$25,000. These funds will cover one year of payments for our LifePak Monitors.
 - Chief Clousher and Chair Elsner attended the January Borough Finance Workshop where they presented the history of the Commission, its structure, and operations. Chief Clousher will continue to attend public safety meetings.
 - The Civil Service list is in process. Twenty-three applications were received; after Physical Agility testing held on January 8, fifteen of those candidates are moving onto the written exam portion.
 - A loose chunk of concrete was recently noticed in the Clover Lane Station apparatus bay floor. Chief Clousher is to call Conewago Contractors.

- EMS Report: No report, Captain Christiansen not in attendance.
- EMA Report: Jeff Waltman
 - Mr. Waltman spoke of the emergency blankets purchased and their distribution to the Borough and Penn Township police departments and fire apparatus.
 - Mr. Waltman and Chief Clousher attended an active shooter table-top exercise recently in York.
 - The local Red Cross has relocated from South Queen Street in York to Yorkana, east of the city. They now have a two-to-four hour response window, relying on volunteers to respond and staff their units. At this time, they can guarantee only one active shelter if a large event occurs.
- Hanover Area Volunteer Fire and Rescue:
 - Volunteer George Zimmerman extended an invitation to attend their reorganization meeting to be held at the Greater Hanover Fire Museum on January 29 at 1:30 p.m. Representative Kate Klunk will attend.
 - Per the Asset Agreement signed by HAVFR and the Commission on March 3, 2021, certain financial obligations would be met. Through the sale of four vehicles and related equipment and interest earned on the Beatrice V. Bowman and Charles T. Bair Trusts in 2021, a check was presented to the Commission in the amount of \$75,712.76.

Unfinished Business: None

New Business: None

Public Comment: None

Other Comments:

- Vice Chair Reichart thanked the Volunteer organization for their financial contributions.
- Penn Township Manager Rodgers thanked all who helped with the January 8, 2022 Civil Service Testing.

At 5:59 p.m. motion to adjourn made by members Lockard and Spielman. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, February 17, 2022 at 5:30 p.m.
Borough of Hanover Office

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Alternate Mark Elksnis, and Manager Kristina Rodgers
- Hanover Borough Councilmen William Reichart, Christopher Lockard and Manager Nan Dunford
- HAFCR Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Steve Otis and Jeffrey Spielman
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

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

Appointment of Committees by the Chair:

- Chair Elsner recommended the Finance/Personnel and the Facilities/Apparatus Committee members remain the same as those serving in 2021.

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

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Interim Treasurer Otis spoke about several items on the Profit and Loss statement:
 - Ambulance Revenue is down, Building Repair and Fire Alarm Maintenance expenses are up.
 - Contribution & Donations account consists of \$52,575 from HAVFR vehicle sales, a \$25,000 grant from Sweet Charities and a \$2,000 donation from Peoples Bank. (The balance of funds received from HAVFR went into the Interest Income account.)
 - EMS payroll is over approximately 2%, several part-time people are considering going full-time.
 - The 2015 Sutphen bond debt was not billed or paid in 2021 but was both billed and paid in 2022, so we will see this twice in this fiscal year.

Committee Reports:

- Finance & Personnel:
 - Motion to approve advertisement for the Business Manager position on indeed.com made by members Lockard and Spielman. Motion carried unanimously.

- Chief Clousher will review the applications and recommend applicants to Councilman Reichart and Commissioner Brown, who will perform the interviews.
- The health insurance costs to bring Chief Clousher and Secretary Larson over to the Commission were received and will be presented with the package.
- Pension related – Solicitor Iannacone, Mr. Reichart, Brown and Otis are to meet after this meeting for clarity and direction.
- The information distributed from EMS Captain Christensen concerning bringing the third truck into use is being tabled until we put staffing in place and call volume is up.
- Facilities & Apparatus:
 - Conewago Enterprises will repair the floor in the Clover Lane bay area by filling it with a specific type of compound.
 - The cracks in the bay floor at Wirt Park are much smaller, we will repair those.
 - No discussion on equipment.
- Fire Chief's Report:
 - See report submitted with the agenda.
 - Creating the Civil Service joint list is moving along. Fifteen candidates passed the physical agility portion; the written portion took the number of eligible candidates down to eight. Oral interviews are scheduled for March 26 at the Clover Lane station.
 - Chief Clousher also introduced Mr. Tim Kress, our alternate member from the Borough.
- EMS Report:
 - Chief Clousher spoke on behalf of Captain Christensen.
 - The COVID backlog in the ER seems to be improving. Chief Clousher and Captain Christensen met with middle management/leadership of UPMC earlier this week. UPMC has brought in a new medical director who is working to change the nursing 'culture' of Hanover. They had great ideas and were open to discussion.
- EMA Report: Jeff Waltman
 - Mr. Waltman reported that York Co. Emergency Management recently distributed COVID tests to local police, fire, and rescue. We received 30 kits.
 - The West Manheim Township EMA manager recently resigned. Following the Commonwealth's Mutual Aid Law, Mr. Waltman will help them when he is able.
 - Mr. Waltman is working to get the Commission website up and running.
 - He also spoke of the recent fire and the humanity of the animal rescues.
- Hanover Area Volunteer Fire and Rescue Report:
 - Volunteer Becker spoke on behalf of Volunteer Zimmerman.
 - The Volunteers recently assisted Mr. Waltman in obtaining an Environmental Systems Research Institute license, giving him access to mapping and spatial analytics and other technical data. They assisted by using their 501(C)(3) status.
 - HAVFR recently sold their Rescue Unit. Those funds were placed in the HAVFR Equipment Replacement Account. In addition, they are replacing their utility pickup truck. Funds for that purchase will come from their Equipment Replacement Account.

Unfinished Business: None

New Business: Mr. Otis spoke about the new dash cams installed in all apparatus. The cams were made available through a grant the volunteers received.

Public Comment: None

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

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, March 17, 2022 at 5:30 p.m. Penn Township Municipal Building

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Alternate Mark Elksnis, and Manager Kristina Rodgers
- Hanover Borough Councilmen William Reichart, Christopher Lockard and Manager Nan Dunford
- HAFCR Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Steve Otis and Jeffrey Spielman
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

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

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

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Interim Treasurer Otis spoke about several items on the February Profit and Loss statement:
 - EMS February income is low; insurance reimbursements are slow at year-end.
 - EMS overtime is approximately 5% over budget but less than January's overage.
 - Commission expenses through February are at 20% budgeted.

Committee Reports:

- Finance & Personnel:
 - The 2021 financial audit by Hamilton & Musser is in process.
 - Attorney Iannacone is still in need of the Pension document from the Borough of Hanover. Manager Dunford will forward said document.
 - Chief Clousher forwarded documentation on the Business Manager position to the committee.
- Facilities & Apparatus:
 - The LED ceiling lighting in the Clearview engine bay was replaced several years ago as part of the energy contract with ESG. Two of the lights have since come loose and are hanging. The contractor is to look at it; we were informed that the warranty expired in November 2021. Mr. Spielman will speak with them about this situation.

- Fire Chief's Report:
 - The Relief Association receives funding through the Foreign Fire Insurance Tax Distribution, which is a 2% tax on fire insurance written by an insurance company that is not incorporated in the Commonwealth of Pennsylvania. We have been able to increase the amount that we receive due to more accurate reporting. These funds are restricted to certain purchases.
 - Effective July 1, 2022, Senate Bill 919 of 2019 restricts the use of Class B foams containing PFA's (manufactured chemicals that break down very slowly and are absorbed into the environment.) In addition, our insurance provider, VFIS, wrote in our policy that use of this foam is no longer covered in our training events. The foam is a HAZMAT item that we must discard; we are currently holding approximately 11,000 gallons. The Relief Association has agreed to cover the cost of disposal by ACV Enviro of Lewisberry (environmental services and waste management) at a cost of \$4,450. Additionally, Relief will purchase two new totes of 'green' foam at \$12,000 each.
 - Our Firehouse reporting system will be retired at the end of 2022. We will change to a new program 'ESO', with a monetary increase of \$6,500/year. In the past, Relief paid for our reporting system and has agreed to cover the new program annual cost of \$10,400.
 - The 2004 Pumper should be retired in 2024. A conservative replacement cost estimate is \$67,000.
 - The Wirt Park station generator radiator is leaking. If a new radiator cannot be found, the entire generator will need to be replaced (manufactured date is 1965.)
 - We recently applied for a grant through Pa. Act 10 of 2022 providing \$25 million to EMS agencies. If all eligible 765 state groups apply, the minimum we would receive is \$32,600.
- EMS Report
 - In absence of Captain Christensen, Chief Clousher reported that hospital wait times are lessening and medical assists are up with the firefighters.
- EMA Report: Jeff Waltman
 - Mr. Waltman is in receipt of the annual Tier 2 reporting from local businesses. (The annual Tier II reporting provides emergency responders with specific information on hazardous chemicals present at their facility.)
 - There was a recent gas leak (a 4" distribution line was struck by Columbia Gas) with 12 homes evacuated. It was a short-term incident and Mr. Waltman thanked B Shift and Captain Boyce.
 - Mr. Waltman also stressed the importance of first responders in having a family plan in the event of an emergency.
- Hanover Area Volunteer Fire and Rescue Report: George Zimmerman
 - With much enthusiasm, Volunteer Zimmerman spoke of their activities on the report submitted with the agenda.

Unfinished Business: None

New Business:

- Commissioner Brown announced there will be an Open House for the new Penn Township Park (date TBD) suggesting this would be a great meet and greet opportunity.

Public Comment: None

At 5:56 p.m. 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 Meeting Held Thursday, April 21, 2022 at 5:30 p.m. Hanover Borough Office

Present at the meeting:

- HAFRC Co-Chairman William Reichart
- Penn Township Commissioners Michael Brown, Mark Elksnis, and Manager Kristina Rodgers
- Hanover Borough Councilman Tim Kress and Manager Nan Dunford
- HAFR Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Steve Otis and Jeffrey Spielman
- Pillar + Aught Solicitor Kevin Gold

Co-Chair Reichart called the meeting to order at 5:30 p.m. Secretary Larson completed a rollcall; six voting members were present, there is a quorum.

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Interim Treasurer Otis spoke about several items on the March P&L:
 - The budget looks good, revenue is at 28%, expenses 27%, utility costs are up a bit.
 - Noting the prior concerns with EMS revenue, it has now leveled out.

Committee Reports:

- Finance & Personnel:
 - Solicitor Gold stated that Solicitor Iannacone will forward a copy of the retirement report.
 - The interviews for the Business Manager position will be held on 5/9/22 (4-6 p.m.) at the Penn Township Municipal Building.
 - The committee is beginning the process of researching the purchase of a new engine and ambulance.
 - The annual audit is still in progress although the cost has increased by \$700/year due to the extra time needed for the EMS revenue and subscription review. Volunteer Otis will work with our billing manager to review overdue accounts to generate revenue to cover this additional cost.
- Facilities & Apparatus:
 - The Clearview overhead (bay) lighting has been reinstalled by ESG.
 - The Wirt Park insulation project in the bunk room and watch room is also complete.
 - Chair Spielman thanked the Wirt Park career staff for repairs done to the heating circulator. (Walton & Co. will issue a credit.)

- On behalf of the Volunteer organization, President Spielman thanked the career staff and all who volunteered their time for the memorial service for Chief Jan Cromer.
- Fire Chief's Report:
 - Chief Clousher referenced the report sent with the agenda with nothing additional to report.
 - Chief Clousher also thanked all those who helped at the Clover Lane station for Jan Cromer's memorial service, he received a lot of positive feedback. To date, there have been two monetary donations received in Jan's memory.
- EMS Report
 - Captain Christensen reported there were 403 emergency calls in March and is trending about the same in April. COVID calls are currently down.
 - Two HAFR EMS providers – Dakota Goldbeck and Tessa Richardson were presented a State of Pennsylvania Clinical Save Award and uniform bar. On January 23, they performed a clinical save of a cardiac arrest patient and the patient survived because of the care they provided. The patient was released from the hospital in good health.
- EMA Report: Jeff Waltman
 - Mr. Waltman did not attend, please reference his report submitted with agenda items.
- Hanover Area Volunteer Fire and Rescue Report: George Zimmerman
 - Volunteer Zimmerman spoke of the activities noted on the report submitted with the agenda.

Unfinished Business: None

New Business: None

Public Comment: None

At 5:42 p.m. motion to adjourn made by members Brown and Kress. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, May 19, 2022 at 5:30 p.m. Penn Township Municipal Building

Present at the meeting:

- Acting Chair (Commissioner) Michael Brown
- Penn Township Commissioner Mark Elksnis and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard
- HAFR Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Steve Otis and Jeffrey Spielman
- EMS Coordinator Jeff Waltman and Solicitor Iannacone

Acting Chair Brown 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 will be held after meeting adjournment.

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Interim Treasurer Otis spoke of the following items on the April P&L:
 - EMS revenue increased roughly 2% in April; however, income is not covering debt.
 - EMS Collection Fees will be updated in Quickbooks by Vanessa Larson (increasing revenue figures while allocating Cornerstone's 7.5% collection fees.) There will be no impact to the budget with this update.
 - Mr. Otis will meet with Chief Clousher and Vanessa Larson to review the first quarter financials and begin to look at the 2023 budget year.
 - Due to Borough Manager Dunford's resignation, Mr. Otis requested to name a replacement check signatory. Commissioner Brown moved to postpone until the June meeting, motion seconded by Volunteer Spielman.

Committee Reports:

- Finance & Personnel:
 - The Office Manager position search failed; the committee will continue to search for candidates.
- Facilities & Apparatus:
 - Costs for new ambulance and Pumper will be forwarded to the Finance committee.
 - Commissioner Elksnis is now a member of this committee; a tour of all three stations will be given by Volunteer Spielman.

- Fire Chief's Report:
 - Chief Clousher spoke of the Memorial Day parade with council members from both the Borough and Township appearing on the fire apparatus.
 - We recently applied for an Act 10 grant for EMS with an award potential of \$25,000 to \$30,000 (depending on the number of applicants.)
 - A \$7,500 annual EMS grant was received from Cornerstone.
- EMS Report
 - EMS responded to 348 calls in April.
 - COVID is on the rise, up 65% in our region, however, less severe. Symptoms mimic the common cold and shortness of breath while testing positive for COVID. Our personnel continue to wear N95 masks and take all necessary precautions.
 - Captain Christensen is searching for a new ambulance; estimated delivery time is one year.
 - Repairs on MICU 79-1 have been completed after several months of waiting for a catalytic converter.
 - This is national EMS Week; we have provided lunch and a small gift to each provider.
- EMA Report: Jeff Waltman
 - In addition to his monthly report, Mr. Waltman reported the following:
 - His completion of the annual Active 911 reporting regarding industrial chemicals used and stored within the Borough and Township municipalities. If Commission members receive Right-to-Know requests for this information, please direct those to Mr. Waltman.
- Hanover Area Volunteer Fire and Rescue Report: George Zimmerman
 - Volunteer Zimmerman spoke of the activities noted on his monthly report with a reminder of the Chicken BBQ to be held at the Clover Lane station this Saturday, May 21st.

Unfinished Business: None

New Business: None

Public Comment: None

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

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, June 16, 2022 at 5:30 p.m. Hanover Borough Office

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Mark Elksnis and Manager Kristina Rodgers
- Hanover Borough Councilmen William Reichart and Christopher Lockard
- HAFR Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Steve Otis and Jeffrey Spielman
- Solicitor Iannacone

Chairman Elsner called the meeting to order at 5:30 p.m. Secretary Larson completed a roll call; six voting members present for a quorum.

Announcement of Executive Session

- An Executive Session was held prior to this meeting to discuss personnel.

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Interim Treasurer Otis spoke of the following items on the May P&L:
 - Income through May 31, 2022 is at 53% while expenses are at 42.5%.
 - Insurance expense (building, vehicle, portable equipment, and liability) are slightly over budget. This expense will be evaluated for FY 2023.
 - Adjustments were made to the Ambulance Bill Revenue line beginning 1/1/2022 to allocate the 7.5% Cornerstone Collection Fee.

Committee Reports:

- Finance & Personnel:
 - Chairman Elsner requested a motion to approve the hire of Mr. Jerry Poland as our Administrator/Business Manager. Motion made by members Reichart and Spielman to approve Mr. Poland. Motion carried unanimously.
 - Treasurer Otis, Chief Clousher, and Vanessa Larson reviewed the entire budget line-by-line YTD 5/31/2022. A few adjustments were made by moving items to a more appropriate account.
 - The Committee will review the Summary of Benefits in preparation for the new hire, any changes will be sent to Attorney Iannacone for review.

- Treasurer Otis and Volunteer Spielman will meet with Attorney Iannacone after this meeting's adjournment.
- Facilities & Apparatus:
 - Volunteer Spielman stated the Wirt Park generator has been repaired, not replaced.
 - Chief Clousher is working on a grant to help with the costs of a new ambulance and other options.
 - Chief Clousher spoke of a Pennsylvania organization, PA Fire Recovery Services, that bills for services rendered and/or materials used at emergency calls, with no penalty to the home or business-owner. (Funds come from business and homeowner insurance premiums paid.) The Finance Committee will look into this.
- Fire Chief's Report:
 - Chief Clousher referenced the report sent with the agenda with nothing additional to report.
- EMS Report
 - EMS responded to 382 calls in May.
 - The EMS crews are very busy, they are short-staffed and were unsuccessful with recent recruitment efforts. Our Paramedics and EMT's have filled in where necessary to make sure the ambulances are operating.
 - COVID counts have gone down, and symptoms are mild.
 - Captain Christensen provided Clinical Save certificates to the following EMS and fire employees for a dispatch on April 3, a cardiac arrest patient with a successful resuscitation and transport to the hospital:
 - Paramedic Megan Blevins
 - Paramedic Alan Shaw
 - Paramedic Jason Tesche
 - EMT Jurrell Bange
 - FF Erik Brown
 - FF Joshua Hale
 - FF Anthony Phillips
 - Volunteer Joshua Otis
 - The above noted employees also received a Commendation from the State of Pa.
- EMA Report: Jeff Waltman was absent, refer to his May report distributed with the agenda.
- Hanover Area Volunteer Fire and Rescue Report: George Zimmerman
 - Volunteer Zimmerman spoke of the activities noted on his monthly report. In addition, the Volunteers participated in hose and water line training.

Unfinished Business: None

New Business:

- Manager Rodgers stated we are halfway through the fifth year of our seven-year Borough/Township/Commission agreement. Discussion ensued on several areas of the

agreement, with Commissioner Brown asking Attny. Iannacone for direction to bring to the July 21, 2022 meeting.

Public Comment: None

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

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, July 17, 2022 at 5:30 p.m.
Penn Township Municipal Building

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Mark Elksnis and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard
- HAFC Executive Assistant Vanessa Larson
- HAVFR Volunteers Steve Otis and Jeffrey Spielman
- Solicitor Angela McGowan attending for Pillar + Aught

Chairman Elsner called the meeting to order at 5:30 p.m. Secretary Larson completed a roll call; five voting members present for a quorum.

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

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Interim Treasurer Otis spoke of the following items on the June P&L:
 - At half-way through the budget year, income is at 58%; expenses at 50.9%.
 - With EMS overtime at 70.5%, treasurer Otis will review.
 - The Business Manager (Mr. Jerry Poland) will be on board Monday, July 25, 2022.

Committee Reports:

- Finance & Personnel:
 - Personnel committee members S. Otis, M. Brown, and C. Lockard met with Chief Clousher to bring Mr. Poland on board on July 25. His office will be located at the Clover Lane Station. Volunteer Spielman thanked the Volunteers for their help in moving offices and equipment around.
 - The '*Summary of Benefits – Non-Union Employees*' document is not up for approval this evening; it was distributed to be discussed at the August Commission meeting. This document has been in place but was never approved by the Board. If you have recommendations for this document, please contact Mr. Otis.
 - Manager Rodgers questioned the 457 Plan – should this be a pension plan that is state pension eligible? Will this impact state aid when the firefighters are brought into the Commission? Attorney McGowan will investigate this.

- Facilities & Apparatus:
 - Volunteer Spielman stated they are waiting for an estimate to repair the Clover Lane Station floor.
 - The contractor is scheduled to install the Clearview attic fan the week of July 25, 2022.
 - Concerning the recent Codes Enforcement notice received from the Borough regarding the Clearview station, this was just a formality. Chief Clousher requested this to hold us to the same standards as the public.
 - The Clearview station bay area was stabilized the night of the incident, but cracks in the living quarters have since appeared. Another professional contractor came in to further stabilize the roofing area.
- Fire Chief's Report: Chief Clousher not in attendance, the Fire Report will be sent early next week.
- EMS Report: Captain Christensen not in attendance, no report given.
- EMA Report: In addition to his report sent with the agenda:
 - Mr. Waltman thanked the Volunteer organization for their help in obtaining the purchase of the ARC Software. The software is a custom interface that provides detailed information to responders (a customized mapping portal) that includes the following information: contacts, HAZMAT information, and more accurate street addresses.
 - Mr. Waltman participated in a Stakeholder Preparedness Review event on the County level – a FEMA requirement that involves local municipalities and responders. Thirty-two different sectors attended the event.
- Hanover Area Volunteer Fire and Rescue Report: George Zimmerman
 - Volunteer Zimmerman spoke of their recent training activities with the career staff, the availability of tours at the Fire Museum, and the positive opportunity to participate in the recent Snack Town Street Fair. Their next event is National Night Out.

Unfinished Business:

- Commissioner Brown spoke of the Commission's approaching contract renewal with Penn Township and Borough of Hanover. He suggested forming a committee to review the current contract, what we are adhering to, and suggest changes if necessary. All in attendance agreed that Mr. Poland should be involved in this committee.
- Discussion arose on the Fire Study the Borough is participating in, Mr. Lockard will make the findings available to the Commission when they are received.

New Business: None

Public Comment: None

At 5:55 p.m. motion to adjourn made by members Lockard and Spielman. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, August 18, 2022 at 5:30 p.m. Hanover Borough Office

Present at the meeting:

- HAFRC Co-Chairman William Reichart
- Penn Township Commissioners Michael Brown, Mark Elksnis and Manager Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard
- HAFCR Chief Anthony Clusher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Steve Otis and Jeffrey Spielman
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

Co-Chair Reichart called the meeting to order at 5:31 p.m. Secretary Larson completed a roll call; six voting members present for a quorum.

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

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Interim Treasurer Otis spoke of the following items on the July P&L:
 - The income side of the 7/31/22 P&L is at 75% which includes the third quarter allotment from both municipalities.
 - Insurance Expense and Professional and Contracted Services are high, these two accounts should be reviewed for the 2023 budget.

Committee Reports:

- Finance & Personnel:
 - The committee did not meet in August.
 - Volunteer Otis noted there is a short addendum to the 'Summary of Benefits – Non-Union Employees' that was distributed at the July meeting. Said addendum was distributed prior to this meeting and reads as follows:
'If an employee separates under favorable conditions, they will receive up to 30% payout of unused sick leave if they have completed one year of continuous service.'
 - Volunteer Otis requested approval of the addendum noted above. Members Spielman and Lockard moved for approval. Motion carried unanimously.

- Facilities & Apparatus:
 - Local contractor Randy Brady will complete the masonry, drywall, and insulation work at the Clearview station. There were issues finding matching brick, but Mr. Brady has found a suitable alternative.
 - A Sutphen technician is being flown in on Tuesday, August 23rd to inspect the drift/retraction issue on the 2015 Sutphen basket. In addition, KLK Welding is sending an AWS Certified welder to repair the cracked weld on the step of the basket.
- Fire Chief's Report:
 - In addition to the report sent with the agenda, Chief Clousher announced we have received an Assistance to Firefighters Grant (AFG) in the amount of \$142,727 to install sprinkler systems in the Wirt Park and Clearview stations.
 - Mr. Poland spoke of his activities thus far:
 - He has been in contact with Mr. Jerry Ozog of the Pa. Fire & Emergency Services Institute.
 - He is meeting with Representative Klunk's office in September.
 - The 2023 budget is progressing, he will submit the draft to the Finance & Personnel committee then to the Commission board.
 - An excess of \$350,000 in EMS reimbursements are outstanding by 60 days or more. (Over 50% of our billing is federally funded.)
 - PA House Bill No. 1293 dated April 27, 2021 addresses our questions on direct billing to insurance companies; we would need to file with the state to utilize this opportunity. Mr. Poland will contact Rep. Moul's office as to the filing requirements. (Copy of House Bill No. 1293 sent to Commission Board with meeting minutes.)
 - Engine replacement ideas and costs are being compiled.
- EMS Report:
 - EMS responded to 413 calls in July. Of those, 184 in the Borough, 158 in Penn Twp., 31 in West Manheim, the balance were random calls.
 - We continue to run most of the ALS calls from West Manheim. During 2021, we ran 500 calls in their area; they reimburse us 40% for each call.
 - COVID still exists, in the last 12 days 10 COVID patients were transported.
 - Hospital wait times are coming down (much lower than during the height of COVID.)
- EMA Report: In addition to the report sent with the agenda:
 - Mr. Waltman is working with the Jaycees and Exchange Club for the Halloween parade and the Chili Cookoff.
 - He has begun compiling his reporting to FEMA; they are now requesting reports on all events regardless of the size.
 - He will attend a Pa. State Township Supervisors event.
 - Mr. Waltman would like to put together a local 'debris management' plan in the case of a catastrophic event and the disposition of that debris.
 - The EMA tent was well received at the National Night Out event.

- Hanover Area Volunteer Fire and Rescue Report: George Zimmerman
 - Volunteer Zimmerman spoke of their recent training activities with the career staff and their success at the National Night Out event. With the resurrection of the chicken BBQ, they have made a new appointment within their company - Andy Alwine is now 'Chef 79'!
 - Volunteer Otis recommended following the Volunteers Facebook page (79firevolunteers) for fire/accident incident descriptors and photos by Harrison Jones.

Unfinished Business:

- Councilman Lockard stated a decision needs to be made as to when to move Chief Clousher over to the Commission, that the Borough is ready. Discussion ensued on the best time to make the move, and all agreed on January 1, 2023. (The anniversary date of the health insurance policies.)

New Business:

- Commissioner Brown has been made aware that about 50% of our drivers are not CDL licensed. It was stated that Firefighters are exempt from the state and federal laws.

Public Comment: None

At 6:03 p.m. 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 Meeting Held Thursday, September 15, 2022 at 5:30 p.m. Penn Township Municipal Building

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Alternate Pam Berlingo, and Mgr. Kristina Rodgers
- Hanover Borough Councilmen William Reichert and Christopher Lockard
- HAFC Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Jeffrey Spielman and alternate George Zimmerman
- EMA Coordinator Jeff Waltman and Solicitor Iannacone
- Guest - Attorney Steven Hovis of Stock and Leader Law Firm

Chair Elsner called the meeting to order at 5:31 p.m. Secretary Larson completed a roll call; five voting members present for a quorum.

Announcement of Executive Session:

- An Executive Session concerning personnel was held after the August 18th meeting with a follow-up to that discussion after the conclusion of this meeting.

Public Comment: None

Consent Agenda Approval:

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

Treasurers Report:

- Chief Clousher reported in the absence of Steve Otis.
 - The P&L is still trending in a positive direction with income running about 10% ahead of budget, and expenses running 2% under budget.

Committee Reports:

- Finance & Personnel reported by Chief Clousher.
 - A preliminary 2023 budget was reviewed with suggested changes presented to Mr. Poland and Chief Clousher to review. Changes will be made before presenting to both municipalities prior to adoption.
 - Health Insurance is on schedule to move Chief Clousher and Vanessa Larson to the Commission on January 1, 2023.
 - There were no other comments from members Lockard and Brown.
- Facilities & Apparatus:
 - The Wirt Park Station had a buildup of fungus material in the air registers. Walton & Co. cleaned the air passages.

- Chief Clousher will report on the 2015 Sutphen basket drift/retraction repairs.
- Fire Chief's Report:
 - In addition to the report sent to commission members, Chief Clousher announced the new Penn Township firefighter, Ryan Robeson, was sworn in today. He takes the slot vacated by Capt. Miller who recently resigned.
 - We are still looking to hire a 16th person under Penn Township, however, a civil service appeal is currently underway. If necessary, we will ask the Commission to create an eligibility list.
 - Upcoming fire department activities are the September 24th dedication of the Kid's Kingdom Playground in Penn Township, Fire Prevention week begins October 8th with a display at Lowe's, Trick or Treat will be held October 25th, Hanover Homecoming/Bonfire on October 26th, and the annual Halloween parade October 27th.
- EMS Report:
 - EMS responded to 452 calls in August. Of those, 256 in the Borough, 196 in Penn Township.
 - COVID is still out there, our EMS crews were advised of our current masking policy, and we are following the necessary recommendations. (See report sent with meeting items.)
 - Our crews are missing approximately 25-30 calls for service per month due to current call volumes and time of dispatch and availability.
- EMA Report: In addition to the report sent with the agenda:
 - Mr. Waltman met with the Hanover Borough Public Safety Committee and did a presentation on barriers/barricades for street events; he asked that committee for their support.
 - He is assisting several organizations with emergency action plans.
 - Chair Elsner suggested speaking with local builders to park their vehicles at the intersections.
- Hanover Area Volunteer Fire and Rescue Report: George Zimmerman
 - Mr. Zimmerman reviewed the Hanover Area Fire and Rescue Relief Association Financial Support report sent with the agenda. During the time-period 1/1/22 to 7/1/22, \$310,440.96 was dispersed on necessary items for the firefighters. One item included in this figure is the new ESO Reporting Software.
 - Mr. Zimmerman also reported on the Volunteer Fire Police (16 members) responses during the period 1/1/22 – 9/9/22. Total responses were 183 through 9/9/2022.
 - He also gave a synopsis of events they will be participating in during September and October (same events as the HAFRC firefighters.)

Unfinished Business:

- Manager Rodgers questioned if the 25-30 missed EMS calls were due to hospital waiting times. Chief Clousher stated they were due to current call volumes and time of dispatch availability.

New Business:

- Commissioner Brown stated he has asked for review of the Intergovernmental Cooperation Agreement between the Borough of Hanover and Penn Township. Stock and Leader of York was solicited with Attorney Steven Hovis reviewing the agreement.

- Discussion ensued with Attorney Hovis:
 - Attorney Hovis drafted YAUFRS and other various agreements – he has the background in regional departments and how they operate.
 - Typically, an Intergovernmental Agreement is formed assigning all operating functions to a third party. The HAFRC agreement is in line with typical agreements where (both) municipalities are obligated. He feels we do not need to amend our agreement; we just need to abide by it by focusing on the duties and responsibilities set forth.

Budgeting

- Mr. Hovis reviewed the Commission budget and questioned if we are putting all expenses into the budget.
- It is incumbent on this board to present a unified (draft) budget for presentation to the municipalities by Oct. 1.
- Comm. Brown – all pieces are together except personnel, wages, and Pensions.
- Our budget should show TOTAL expenses i.e., union and non-union salaries and benefits, fire equipment, five-year capital expense line and anything related to fire.
- The municipalities do have the ability to approve the annual budget. If it is not approved, the Commission would function under the previous years' budget.
- Attny. Hovis asked if each municipality has drafted their budget yet. Strip out each line and decide what should be on the Commission budget. i.e., Fire Hydrant Maintenance is now a municipal expense – should something like that come to the Commission?
- In past budgets, Chief Clousher knows that municipal expenses were split 50/50 although it did not show in the Borough budget. Treasurer Miller had a strange way of showing it.
- (Iannacone) Fire pay should be split 50/50 between municipalities regardless of disparity.
- Commissioner Brown – a combined budget is probably not doable this year. All entities are well into the process. Chief Clousher agreed. There are other steps we can start right away (personnel, etc.)

Commission Control

- (Iannacone) All decisions need to be made at the board level – not by the Borough or Township.
- Individual municipalities should not be making decisions surrounding discipline, it should be the Commission. That is not necessarily happening here.
- (Iannacone) Moving employees over to the Commission? Start with Tony and Vanessa.
- All non-uniform employees should retire from the municipality and be hired by the Commission.
- All employees should be Commission employees (firefighters as well as new hires) with paychecks being generated by the Commission.

Administration Capabilities

- Administratively do we have enough staff for this?
- Attorney Hovis suggested an option to contract with the municipalities to continue to process payroll and benefits.
- (Reichart) Sharing of municipal employees is a nice solution, but it may well cost both municipalities more.

CBA's

- Relating to the CBA's, ideally, they should be combined, come under the Commission budget and those costs split equally between the municipalities. How would we do this? Have the municipal managers identify the \$\$ that need to be transferred into the Commission.
- Commissioner Brown questioned how would we function under two bargaining agreements? He stated there are two different agreements and should be treated as such. It seems like we function well with that.
- Attorney Hovis stated that YAUFRS kept their distinctive areas then finally merged the two companies.
- Attorney Hovis also stated that they kept their two CBA's but it was the Commission that controlled those agreements. Ideally, they should be combined.
- (Iannacone) When the negotiation cycle is up, try to get benefits and salaries more equal. It is tough to do and takes time.
- (Reichart) If I am a Twp. employee and we knowingly disrespect safety guidelines, what happens if someone gets injured?

Grievances

- Our two CBA's have different grievance procedures – how would that work? Attny. Hovis stated the Commission would hear the grievance and make the decision.

Attorney Iannacone

- We just recently agreed to the commitment to move forward with the Commission. There are many hurdles – disparity in pay, hiring processes (Civil Service). Also, when we combine contracts, whose Civil Service rules will we follow? Chief Clousher stated they are identical.

Pensions

- (Iannacone) Two pensions will still have to be maintained.
- (Hovis) stated that the pension plan is created within the CBA – the tricky part is negotiating a common pension plan. Many times, legacy plans remain in effect and a new plan is created.

Benefits

- Would need to come under the Commission.
- With the firefighter's health care benefits now under the municipalities, they are in a larger pool and are at better rates.
- These costs would be split equally between the municipalities.

Penn Township Commissioner Berlingo suggested setting dates/deadlines to work toward.

Commissioner Brown asked if our solicitor, Cory Iannacone would work on this project for us? Attny. Iannacone agree to do so.

New Business: None

Public Comment:

- Firefighter Milliken stated that grievances can get very tricky. According to our CBA, the process is to go to the respective municipality.
- The same as our insurance benefits – the supplier could be changed but negotiated benefits could not. There are differences in deductibles, copays, etc.
- A CBA change cannot be forced upon. It must first go to the Commission to change any language then onto the municipal manager, to commissioners (or council members) then to arbitration.
- Firefighter Billig questioned when the budgets are combined, all line items will come into the Commission budget with items being split 50/50. He was answered that is correct.
- Currently if the Commission disagrees with the municipality, the municipality has the upper hand.
- Is this the same as discipline? No – the Fire Chief should have say, but if it goes to grievance, it then goes to the municipality.
- Mr. Billig also stated that the Commission cannot go against minimum manning.

At 6:36 p.m. motion to adjourn made by members Lockard and Reichart. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission Meeting Held Thursday, October 20, 2022 at 5:30 p.m. Hanover Borough Office

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Mark Elksnis, and Mgr. Kristina Rodgers
- Hanover Borough Councilman William Reichert
- HAFC Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Jeffrey Spielman and alternate George Zimmerman
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

Chair Elsner called the meeting to order at 5:34 p.m. Secretary Larson completed a roll call; five voting members present for a quorum.

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

Public Comment: None

Consent Agenda Approval:

- Members Spielman and Brown moved for the approval of all three items on the Consent Agenda. Motion carried unanimously.

Treasurers Report:

- Chief Clousher reported in the absence of Steve Otis.
 - As of September 30, income is 7% over budget; the fourth quarter installments from the municipalities have been invoiced.
 - Expenses overall are down by 3% although Insurance, Professional, and Contracted Services are over budget.
 - Chief Clousher mentioned the Borough's 2022 Sutphen billing, we received and paid that invoice on 10/17/2022.

Committee Reports:

- Finance & Personnel reported by Chief Clousher
 - Due to the joint Civil Service list created earlier this year being exhausted and Penn Township wanting to hire a 16th firefighter, Chief Clousher asked for a motion to create a new joint hire list. Motion made by members Brown and Spielman. Motion carried unanimously.
 - Solicitor Iannacone stated that Penn Township should take this to their board to approve the hire.
 - Standard Operating Procedure moving forward is to always maintain a valid list.

- Facilities & Apparatus: See report sent with agenda.
- Fire Chief's Report:
 - In addition to the report sent to commission members, Chief Clousher reported that EMS will be on standby at the Snack Town Fest, the Halloween Parade and Trick-or-Treat.
 - We have been in the process of promoting a replacement captain at Penn Township. A selection has been made for the position who will be sworn in at the November Commission meeting.
- EMS Report:
 - EMS responded to 410 calls in September with 411 patients.
 - We are currently conducting interviews for full-time Paramedics and are in need of EMT's as well.
 - EMS is still following CDC recommendations for COVID. A slight increase is expected with cold weather ahead.
 - Currently there is a heavy spike in the RSV virus. Doctors are recommending people with cold symptoms stay home to help stop the spread.
- Business Administrator Report:
 - Referencing the *Medical Standby Agreement* template provided by Mr. Poland, discussion ensued as follows:
 - This topic has come to light as we have received complaints from parents when our ambulance leaves a football game to answer a call. Also, Mr. Poland talked about the fact that we could earn income from this service; a new income line would be created in the Commission general ledger.
 - Rates shown in the document were garnered from the East Coast area, which is a comparable rate to cover OT pay, equipment and vehicle wear and tear.
 - Commissioner Brown asked if we have the equipment/personnel available? Yes, it would be a mandated shift using our third ambulance.
 - In the event of an Ambulance trip from said event, the patient would be billed.
 - We currently do receive a donation from South Western HS, but not from Hanover HS.
 - Councilman Reichart stated we should have permission from the municipalities to provide this service. Also, requests could not be impromptu, we would need documentation of the size and length of the event, etc. He also recommended collaborating with our Solicitor for verbiage on the document. Advertising this service should also take place.
 - Referencing the *PA Fire Recovery Service* document provided by Mr. Poland, discussion ensued as follows:
 - This topic is only for review this evening; but Mr. Poland would like to see this approved by ordinance.
 - This is a billing recovery service that would generate income back to the Commission for large-scale events (usage of foam, damage to Turn Out gear, hoses, etc.) This particular company is very aggressive in processing collections. Their average recovery is \$1,262 per event.

- Mr. Poland stated we could establish our own guidelines where the Commission would produce the invoice and collect the funds.
- The Fire Chief would make the decision for us to collect for a fire event.
- Commissioner Brown recommended review by all board members for discussion at our November 2022 meeting.
- 2023 Budget:
 - The 2023 budget was submitted to the Finance and Personnel Committee, but their monthly meeting was cancelled and not rescheduled.
 - The budget was prepared two ways – one with Commission only expenses, the other included the Penn Twp. and Hanover Borough fire payroll and their related benefits.
 - Solicitor Iannaccone stated that our budget needs to be approved and to the municipalities by December 1st for their approval.
- EMA Report: In addition to the report sent with the agenda:
 - Mr. Waltman is in the process of finalizing the Halloween parade and GIS maps that are divided into ten sectors for each of the parade marshals.
 - Pertaining to the previous discussions on intersection barriers, a meeting was held with Public Works, Borough officials, Police and Chief Clousher. Costs were discussed and a vendor is scheduled to meet.
 - Mr. Waltman discussed current problems with Red Cross no longer having a local chapter and enlisting volunteers. He met with the Department of Human Services and Red Cross recently. There were no answers on the sheltering and direct response issues we are encountering, and he was told that vouchers would only be handed out with the total destruction of a home.

He spoke of the need to look locally to churches and other organizations. He indicated a local church does want to focus their mission group locally as opposed to oversees, so that is promising.
- Hanover Area Volunteer Fire and Rescue Report:
 - Mr. Zimmerman's monthly report has been sent with these meeting minutes.

Unfinished Business:

- Concerning the Union Contracts, the firefighters are asking for mandatory recall if more than two pieces of apparatus leave the Borough/Township area or if we would send someone to pick up a piece of apparatus 30 miles away.
- Also, if we have a working incident in the Borough/Township that requires all on duty, this leaves no one to respond to another incident. Per Chief Clousher, it does go to a working fire box that indicates off-duty personnel should report to the station.
- Commission Elksnis indicated Penn Twp. did not approve mandatory recall in their contract, and he feels this should be the responsibility of the Commission/Fire Chief.
- Mr. Poland stated that the Fire Chief can call in other departments for coverage if the event is large scale (a transfer.)
- Both current contracts do have a clause for minimum of four persons on duty every day.

New Business: None

Public Comment: None

At 6:42 p.m. motion to adjourn made by members Elksnis and Reichart. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, November 17, 2022 at 5:30 p.m.
Penn Township Municipal Building

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Mark Elksnis, and Mgr. Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard and alternate Tim Kress
- HAFC Chief Anthony Clousher, Executive Assistant Vanessa Larson
- HAVFR Volunteers Jeffrey Spielman and Steve Otis
- EMA Coordinator Jeff Waltman and Solicitor Iannacone

Chair Elsner called the meeting to order at 5:30 p.m. Secretary Larson completed a roll call; six voting members present for a quorum.

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

Public Comment: None

Consent Agenda Approval:

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

Due to the resignation of Penn Township Fire Captain Miller, Civil Services tested applicants for the open position. FF Joseph Wysocki was chosen and sworn in as C Shift Fire Captain by Penn Township Secretary Donna Sweeney.

Treasurers Report:

- Steve Otis
 - Referencing the P&L through the end of October, revenue looks good, there should be a surplus at year-end.
 - Ambulance Solicitation funds will begin to show in December. The volunteers stated their solicitation has been down a bit, so we are not sure what to expect.
 - Payroll and related expenses are down approximately 10% with other accounts over by approximately 10%.

Committee Reports:

- Finance & Personnel reported by Chief Clousher
 - Motion made by members Spielman and Kress to move the Commission 2023 budget to the municipalities. Motion carried unanimously.
 - Motion made by members Lockard and Brown to approve the Health Insurance supplement. Motion carried unanimously.
 - Motion made by members Elksnis and Kress to approve the benefit package for the Fire Chief and Executive Assistant.

- Chairman Elsner has completed his term and will retire from his board position at the December 2022 meeting. Board members are searching for his replacement; ideally, a citizen of the Borough or Township who does not have an association with the fire service, although municipal law background would be helpful.
- Facilities & Apparatus:
 - The 2015 Sutphen Ladder truck repairs are being completed by the factory (with no mark-up for parts). The scheduled date of completion is the end of next week. The shop manager at Sutphen requested we send a few of our Firefighters out to go over their work. Three of our men traveled and went over the truck for two days.
 - Sutphen also stated that the 2015 truck is in very good shape, looking like a 2021 truck. Kudos to those who are keeping it in great shape.
- Fire Chief's Report: See report sent with agenda.
- EMS Report:
 - EMS responded to 397 calls in October, missing 46 calls.
 - Patient volume is trending higher, looking at putting a third truck in service. Additional staff would be hired to run out of the Clearview station to cover peak hours.
 - Chief Clusher has received a draft MOA to hire advanced EMT's and would like to include in the current CBA.
 - COVID, RSV and the flu are still active with bed and staffing shortages continuing.
- Business Administrator Report:
 - Mr. Poland has inquired into leasing apparatus with a company that two of our bid manufacturers use. They are out of Tampa, Florida. Those costs and details will be reported at the December meeting.
 - An RFP for sprinkler systems at Wirt Park and Clearview has been created. An advertisement will be placed with work to begin early next year. We received a grant through the Federal Government that will cover 90% of the cost.
 - Fire Department Billing (to cover loss of equipment) will be discussed at the December meeting.
 - Motion made by members Brown and Lockard to approve the Medical Standby agreement. Motion passed unanimously.
- EMA Report: In addition to the report sent with the agenda:
 - The Halloween parade and the Brewfest events were both very well attended. There was a unified plan in place with the police departments.
 - Mr. Waltman is still working on a local response system for sheltering displaced persons.
 - Mr. Waltman extended an invitation to a 'street barricade' demonstration on December 7th at the Clover Lane Station at 10 a.m.

- Hanover Area Volunteer Fire and Rescue Report:
 - Volunteer Zimmerman spoke of the activities noted in his monthly report.
 - Member Spielman presented Manager Rodgers with a new '79' plaque to be hung in place of the current '49' signage located in the Penn Township Municipal building meeting room.

Unfinished Business: None

New Business: None

Public Comment: None

At 6:06 p.m. motion to adjourn was made by members Lockard and Spielman. Motion carried unanimously.

Respectfully submitted,

Vanessa Larson
Recording Secretary



Minutes

Hanover Area Fire and Rescue Commission
Meeting Held Thursday, December 15, 2022 at 5:30 p.m.
Hanover Borough Municipal Building

Present at the meeting:

- HAFRC Chairman Bertram Elsner
- Penn Township Commissioners Michael Brown, Mark Elksnis, and Mgr. Kristina Rodgers
- Hanover Borough Councilman Christopher Lockard and Bill Reichart
- HAFC Chief Anthony Clousher
- HAVFR Volunteers Jeffrey Spielman and Steve Otis
- Manager Rodgers, Penn Township
- EMA Coordinator Jeff Waltman
- Solicitor Iannaccone

The meeting was called to order by Chairman Elsner at 5:30 PM. Chief Clousher completed roll call, all seven (7) voting members were present.

There was an executive session held prior to this evening's meeting at 4:45 PM pursuant to the PA Sunshine Act, Section 708 (a) (1). Personnel issues related to job function realignment and compensation.

Public Comment: None

Consent Agenda Approval: Motion by Mr. Lockard, seconded by Mr. Otis, motion carried.

Treasurers Report:

- Mr. Otis reported the budget was at the 91% percentile. We are trending at 12% over projected revenue, payroll is running about 8% below budget. Mr. Otis expects a possible 6% carry-over into 2023. The EMS subscription service, which is a bit behind this year just made the first deposit of \$12,000.

Committee Reports:

- Finance/Personnel:
 - Motion by Mr. Elksnis, second by Mr. Reichart to approve the job function restructure and salary adjustments for non-union staff positions. Motion carried, unanimous.
 - Motion by Mr. Lockard, second by Mr. Brown to approve the hiring of a part-time administrative assistant for \$34,000 per year. Motion carried, unanimous.
 - Mr. Spielman announced to the Board that the volunteer fire company has offered to purchase a new utility vehicle for the Clearview Station, titled to the Commission. Funds will be used from the \$100,000 account that was established in the asset agreement to purchase the unit and make unplanned repairs to the Rescue Truck. Motion by Mr. Otis, second by Mr. Lockard to allow the use of a portion of the funds pursuant to the asset agreement.

- The AEMT position discussion is being deferred until more information can be disseminated to the Board.
- Facilities & Apparatus:
 - The ladder truck has returned and is back in service.
 - Boiler system at Station 1 is original. Parts are difficult to locate and expensive. We will be evaluating options this year for repair/replacement in 2024.
 - Chief Clousher reported bids are in for the new pumper. Facilities and apparatus will be meeting on Saturday with Captain Boyce and the Business Administrator to review the specs. Anticipated cost is between \$900,000 and 1.1 million dollars.

Fire Chief's Report:

- Reported on the Santa detail for Penn Township. We received a lot of positive comments and feedback again this year.

EMS Report:

- Chief Clousher reported on behalf of the EMS Captain. Increase in hospitalizations for COVID and Flu, not so much on the respiratory virus.

Business Administrator Report:

- RFP's are going out, following review by the solicitor, for the sprinkler systems for stations 1 and 3.
- Fire Department Billing- sample copy of ordinance for the municipalities will be provided to allow the Commission to be able to bill for lost revenue. Cory reported that he spoke to the Borough solicitor, and both feel a municipal ordinance is needed. There are some challenges that have been made and been successful. Manager Rodger will forward to Solicitor Hovis.

EMA Report:

- EMA Coordinator Waltman is in the hospital and unable to attend. His report will be attached to the minutes.

Hanover Area Volunteer Fire & Rescue Report:

- Mr. Zimmerman provided a report on the activities of our volunteer corporation including Operation Claus, Community Events, Marketing Efforts, and the Volunteer corporation's commitment to support the Commission.
- The attached report also included a list of supplies and equipment that the volunteers have provided for the fire suppression operations of the Commission.

Unfinished Business:

- Chief Clousher acknowledged that this is Chairman Elsner's last meeting. Mr. Elsner committed to serving the Commission for a period of three (3) years which comes to an end this evening.

New Business:

- Chief Clousher announced that after working with the Finance and Personnel Committee for the last 6-8 months, he has given notice to Hanover Borough of his intent to resign his employment with them and move employment to the Fire Commission. He spoke with Manager Rodgers and Borough

Administrator Hill to address how salary and benefits will be handled. When the Commission budget was moved to the municipalities, their salary and benefits were not included because plans to move over were not finalized.

- Chief also provided a handout to the Board of the plan to bring the third MICU back in service during peak times. The EMS Captain prepared the plan that has captured the potential in lost revenue when an outside unit responds into our area. Members can review for the next meeting. It will be reviewed by the Finance Committee to provide a recommendation at the next meeting.

Public Comment:

- Chairman Elsner offered the following quote from Benjamin Franklin, "we all need to hang together, or we will all hang separately". When Chairman Elsner came on board, we were all pretty separate but now we are hanging together a lot more now. He hopes that this will continue. He stated that it was a pleasure to work with all you. He will remain available to assist the Commission as needed.

Adjournment:

- Motion by Mr. Lockard, second by Mr. Otis to adjourn

Respectfully Submitted,

Anthony Clousher
Fire Chief