



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, January 19, 2023, at 5:30 p.m.  
Penn Township Municipal Building

Present at the meeting:

- Hanover Borough Councilman Christopher Lockard and Manager Margaret Lewis
- Penn Township Commissioners Michael Brown, Mark Elksnis, Alternate Tom Allison, and Manager Kristina Rodgers
- Hanover Area Volunteer Fire and Rescue Representatives Jeffrey Spielman and Steve Otis
- Hanover Area Fire and Rescue Chief Anthony Clouser and Secretary April Wetzel
- EMS Captain Claudia Christensen and Solicitor Iannacone

The meeting was called to order by Commissioner Brown at 5:30 PM. Secretary Wetzel completed roll call; five (5) voting members were present, there is a quorum.

Solicitor Iannacone oversaw the 2023 Board Reorganization:

Members who were approved in December 2022 by and to represent their respective municipality as a Hanover Area Fire and Rescue Commission board members:

- Penn Township Representatives: Commissioners Michael Brown, Mark Elksnis, Alternate Tom Allison
- Hanover Borough Representatives: Councilman William Reichart, Christopher Lockard, Alternate Tim Kress
- Hanover Area Volunteer Fire and Rescue Representatives: Jeffrey Spielman, Steve Otis, Alternate Ray Kinsey
- Member at large, tabled.

Board Appointments:

- Motion to appoint as Chairman, tabled.
- Motion to reappoint as Vice-Chairman, William Reichart, made by Mr. Lockard, seconded by Mr. Spielman. Motion carried unanimously.
- Motion to appoint as Secretary, April Wetzel, made by Mr. Otis, seconded by Mr. Brown. Motion carried unanimously.
- Motion to reappoint as Treasurer, Steve Otis, made by Mr. Brown, seconded by Mr. Lockard. Motion carried unanimously.

Committees Membership:

- Finance & Personnel: Commissioner Brown, Councilman Reichart, Volunteer Otis, Alternate Councilman Lockard
- Building & Apparatus: Commissioner Elksnis, Councilman Lockard, Volunteer Spielman

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

Public Comment: None

### Consent Agenda Approval:

- Mr. Otis moved for the approval of all three items on the Consent Agenda for December 2022. Seconded by Mr. Lockard, motion carried unanimously.

### Treasurers Report:

- Majority of the budget increase came from the EMS income which was approximately 15 to 18 percent above last year. We should have approximately \$211,000 extra.
- Mr. Otis thanked Counselman Lockhart for making sure the Sutphen got billed into this past year so that we are not carrying that over to this year.
- Mr. Otis reported that they will be talking about earmarking the carryover going into later in finance to move that forward.
- Concerned over bills not paid in December might change the budget for new year, Mr. Otis requested Secretary Wetzel generate a report of any outstanding bills.

### Committee Reports:

- Finance/Personnel:
  - Motion made by members Spielman and Lockard to approve the third EMS unit in service during peak hours Monday through Friday with no overtime paid to staff the unit. Motion carried unanimously.
  - Motion made by Elksnis and Lockard to approve to amend and adopt the 2023 budget to include salary and benefits for the Fire Chief and Administrative Assistant using the carry-over into 2023 at no additional budget increase to the municipalities. Motion carried unanimously.
  - Motion made by Elksnis and Lockard to authorize the addition of Mr. Otis and Manager Lewis as authorized signatories for the Commission. Motion carried unanimously.
  - Chief Clouser introduced the new Borough Manager, Margaret Lewis and Hanover Area Fire and Rescue Secretary, April Wetzel.
- Facilities & Apparatus:
  - Mr. Spielman reported that on January 17<sup>th</sup> the gas line that feeds the Wart Park fire station broke at the employee entrance of station. At this time the gas is shut off and no gas heat or gas stove to use. Local company contacted and repairs roughly estimated at \$15,000.
  - Motion made by Mr. Spielman, seconded by Mr. Lockard to award the bid for the new pumper to Pierce Manufacturing in the amount of \$1,156,973. Timeline is set for 24-30 months. Motion carried unanimously.
  - Mr. Spielman thanked the career staff for putting together all the specs to apply for the bid, very detailed and time consuming and they did a great job.

### Fire Chief's Report:

- See report submitted with the agenda.
- Chief Clouser reported the EMS profit and loss operated in the positive at \$55,000. Prior to this year projected to go in the negative approximately \$200,000. Reasons being increased call volume, crews' outstanding job on documentation, and keeping supply cost down.

**EMS Report:**

- EMS responded to 411 calls in December.
- Patient call volume for the year is 4,839 which is an increase of 265 calls from year before.
- With the third ambulance going back in service during peak hours, EMS is hoping to recover some of the 312 missed calls from last year.
- COVID numbers are down, seeing an average of 1 patient a week compared to last year at this time seeing 20 patients per week.
- RSV numbers are down but still having problems with hospital beds not related to COVID or RSV.
- Hospital turn around times are still good. Crews are stepping up handling more calls by clearing hospital quicker and being able to pick up calls they might have missed before.
- Mr. Brown added that the EMS made big progress this year and thanked Captain Christiansen for a good year.

**Business Administrator Report:** No Report**EMA Report:**

- EMA Coordinator Waltman is in the hospital and unable to attend.

**Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.

**Unfinished Business:**

- Motion made by members Elksnis and Lockard to approve the lease agreement with Leasing 2, Inc for the purchase of a new pumper. Placing 10% down and payments being January 2024 at a rate of 4.98% for 7 years, annual payment of \$166,082. Motion carried unanimously.

**New Business:**

- Chief Clousher requested all further meetings of the Commission to be held at the Clover Lane Fire Station making it easier for the public having only one location and making it better parking for career staff. The location is handicap accessible and ample parking.
- All members agreed all meetings will now be held on the 3<sup>rd</sup> Thursday of each month at 5:30 p.m. at the Clover Lane Fire Station located at 204 Clover Lane, Hanover, PA.
- Secretary Wetzel will send out a notice change to the Evening Sun.

**Public Comment:** None

At 6:15 p.m. motion to adjourn made by Mr. Otis, second by Mr. Lockard. Motion carried unanimously.

Respectfully Submitted,

*April Wetzel*  
April Wetzel

Recording Secretary



## **Hanover Area Volunteer Fire and Rescue**

P.O. Box 473

Hanover, PA 17331

717.637. 6671      [www.79firevolunteers.com](http://www.79firevolunteers.com)

### **Commission Meeting Presentation**

January 19, 2023 Penn Township Municipal Bldg.

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Training**

- Continual training is a hallmark of our organization
- Recently our SCUBA 79 Team, led by Captain Alwine, hosted a dry demonstration of the Dive Team capabilities and search methods
- This training opportunity hosted 12 of our volunteers, “A” Shift career Staff, and our mutual aid partners from Pleasant Hill Volunteer Fire Company
- I suggest that you visit our Facebook page for more information and training pictures

#### **2. York County Property Tax Rebate Program for Volunteer Firefighters**

- York County Board of Commissioners has recognized the value volunteers bring to Public Safety Services in their communities
- A tax rebate program has been established and we are participating in this program
- The program is a yearly point-based system allowing participants to earn up to 50% off of their property taxes annually
- To date we have approximately 30 volunteers participating in the program – it is our hope that these types of programs will help to ensure the long-term health of the county’s Volunteer Fire Companies as well as enhance recruitment and retention efforts
- We salute the County Commissioners for recognizing the value and importance of our Volunteer Service to the Community and County

#### **3. Volunteer Financial Obligation**

- This evening, in accordance with our Service Agreement, we are presenting a check to the Commission to fulfill our Fire/EMS obligations for the year 2022 – these monies are derived from the annual interest of the Volunteer Owned Public Safety Trust Funds
- At this time, I’d like to call forward our Volunteer Treasurer, Maynard Becker, and Volunteer Commission Representative/Financial Chairman, Steve Otis – Mr. Becker will present a check to the Commission in the amount of \$43,589.24
- Check Presentation
- Presentation Photo



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, February 16, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Borough Councilman Christopher Lockard (via phone), and Alternate Tim Kress
- Penn Township Commissioners Michael Brown, Mark Elksnis, Alternate Tom Allison, and Manager Kristina Rodgers
- Hanover Area Volunteer Fire and Rescue Representatives Jeffrey Spielman, Steve Otis, and Alternate Ray Kinsey
- Hanover Area Fire and Rescue Chief Anthony Clousher
- EMA Coordinator Jeff Waltman, EMS Captain Claudia Christensen, and Solicitor Iannacone

The meeting was called to order by Commissioner Brown at 5:30 PM. Chief Clousher completed roll call; six (6) voting members were present, there is a quorum.

**Announcement of Executive Session:** There will be an Executive Session held after the meeting to participate in an EMS grievance.

**Public Comment:** None

**Consent Agenda Approval:**

- Mr. Otis moved for the approval of the Meeting Minutes and A/P Check Run for January 2023. Seconded by Mr. Lockard, motion carried unanimously.

**Treasurers Report:**

- Mr. Otis reported he discussed the January Profit and Loss report with Chief Clousher, and some items need to be moved around. Chief Clousher and Secretary Wetzel will look to refine some areas and meet with Mr. Otis to discuss further.
- Currently the revenue is at 19.8% for the end of January. At this time, we are normally at 8%, so we have doubled on revenue.
- December 2022 bills carried over to January were \$7,927.02. Mr. Otis reported this had no impact on 2023.
- PLGIT transfer due in 2022 was not transferred till January 2023 due to lack of bank access and new secretary coming on board. Traditionally this is done in December so there will be another transfer done in December of this year. With no financial issues, Mr. Otis is not concerned that this will be a problem.

**Committee Reports:**

- Finance/Personnel:
  - EMTA was reviewed with Captain Christensen and due to some concerns, this is currently tabled for further consideration.

- The Committee is reviewing the replacement of the Business Manager and how to move forward.
- Mr. Otis thanked Mike Newman from Panebaker Funeral Home for being present. He has been interviewed for the position of Member at Large.
- Facilities & Apparatus:
  - Mr. Spielman reported that the gas leak at Wart Park on January 17<sup>th</sup> was repaired quickly.
  - The new pumper has been ordered and the lease agreement has been executed. New pumper should be ready in 2025.

#### **Fire Chief's Report:**

- Chief Clouser reported that in December they switched from Firehouse Reports to ESO. The captains have been working together to lay it out and build reports.
- No January report due to new system.
- 2022 annual report should be completed this week.
- Reports will be distributed by email and hard copy as soon as they are ready.

#### **EMS Report:**

- EMS responded to 455 calls in January.
- Patient call volume for the month is very low due to ESO having a bug in their system.
- Continuously looking for staff to cover third ambulance. Currently scheduled to come online March 1<sup>st</sup> if there is coverage.
- COVID numbers are flat and RSV numbers are decreasing.
- EMS is still following CDC guidelines concerning COVID.

#### **Business Administrator Report: No Report**

#### **EMA Report:**

- Mr. Waltman reported he is working with the local public works for water and wastewater and the security for these facilities. Basic risk analysis will be started.
- Preparing to submit widths of the streets and intersections to see how many street barricades are needed so a quote can be received. Grants are available and will be researched.
- Submitted updated changes, additions, and revisions to York County 911 for the Borough of Hanover for the GIS data points for Next Generation 911 and will be submitting Penn Township data.
- Mr. Waltman reported since we do have a major railroad running through Penn Township the potential of an incident like the hazmat incident in Ohio is possible and plans are updated regularly.
- Annual hazmat density studies are requested from CSX railroad.

#### **Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.

#### **Unfinished Business: None.**

**New Business:**

- Commission Brown discussed the Volunteers request for permission to host two Chicken Barbecues this year. The board unanimously agreed to allow the volunteers to host one on May 20<sup>th</sup> and August 19<sup>th</sup> at Clover Lane Fire Station.
- Chief Clouser recognized Lieutenant Sean Kirwin, Firefighters Harrison Jones, Chris Dix and Ben Newman for a cardiac arrest patient in downtown Hanover who was able to be discharge home. As soon as the awards come in there will be a presentation at a future date with all involved.

**Public Comment:**

Ray Kinsey followed up on the EMA report on the hazmat incident in Ohio. Highly unlikely to happen in this area but due to the possibility of ash falling, following weather patterns and barometric pressure is about all we can do to prepare.

At 5:55 p.m. motion to adjourn made by Mr. Brown, second by Mr. Otis. Motion carried unanimously.

Respectfully Submitted,

*April Wetzel*  
April Wetzel

Recording Secretary

## Facilities and Equipment Report

February 2023

Wirt Park Station:

1. A new gas meter installed by Columbia Gas.
2. A new gas line was installed from the bifurcation point in the station.

Clover Lane Station: No issues to mention.

Clearview Station: No issues to mention.

Equipment: No issues.

Jeffrey A. Spielman, Chairman

Facilities and Equipment Committee





## **Hanover Area Volunteer Fire and Rescue**

P.O. Box 473

Hanover, PA 17331

717.637. 6671    [www.79firevolunteers.com](http://www.79firevolunteers.com)

### **Commission Meeting Presentation**

February 16, 2023 Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Air Compressor**

- The Relief Association of the Volunteer Organization has purchased and installed a new Air Compressor at Station 1, Wirt Park
- The Unit was installed on February 7, 2023, with members' assistance
- This unit will support firefighter bottled air requirements
- Our thanks to the Relief Association for handling the acquisition of this vital asset for our firefighters and community

#### **2. York County Property Tax Rebate Program for Volunteer Firefighters**

- I am pleased to report that we currently have 26 members taking advantage of this program
- A few of the participants are rapidly approaching their goals of a 25% or 50% rebate – their active participation has earned them the necessary points to receive the rebate
- The program is a yearly point-based system allowing participants to fulfill the number of points necessary for the rebate

#### **3. Chicken Barbecue 2023**

- On behalf of Company 79 Volunteer Organization, I would like the Commission to consider granting permission to conduct two (2) Chicken Barbecue fundraisers, at Station 2, Clover Lane - May 20, 2023 and August 19, 2023
- Your support of these events is greatly appreciated
- Chef "79" Alwine will be firing up his grill this year to support the Volunteers
- Save the dates!



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, March 16, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Borough Councilman Christopher Lockard and Alternate Tim Kress
- Penn Township Commissioners Michael Brown, Mark Elksnis, Alternate Tom Allison, and Manager Kristina Rodgers
- Hanover Area Volunteer Fire and Rescue Representatives Jeffrey Spielman, Steve Otis, and Alternate Ray Kinsey
- Hanover Area Fire and Rescue Chief Anthony Clousher and Secretary April Wetzel
- EMA Coordinator Jeff Waltman, EMS Captain Claudia Christensen, and Hanover Area Volunteer George Zimmerman

The meeting was called to order by Commissioner Brown at 5:30 PM. Secretary Wetzel completed roll call; six (6) voting members were present, there is a quorum.

**Announcement of Executive Session:** An Executive Session concerning personnel and legal matters was held after the February 16<sup>th</sup> meeting.

**Public Comment:** None

**Consent Agenda Approval:**

- Mr. Lockard moved for the approval of all three items on the Consent Agenda for February 2023. Seconded by Mr. Otis, motion carried unanimously.

**Treasurers Report:**

- Revenue through the month of February is sitting at 7%.
- Contractor services and utility costs are high, especially natural gas.
- Mr. Otis suggested that any major expenditures be held off till the third quarter until he has a better feel on how the budget will come together.
- Chief Clousher also added that the natural gas costs could be high due to the gas leak that occurred at Wirt Park Station.

**Committee Reports:**

- Finance/Personnel:
  - Motion made by members Otis and Elksnis to appoint Michael Newman as Member-at-Large. Motion carried unanimously.
  - Motion made by members Otis and Lockard to appoint Michael Newman as Chairperson of the Commission. Motion carried unanimously.

- Facilities & Apparatus:
  - In addition to the report sent to the Commission members, Mr. Spielman reported that new tables were purchased for the Commission meeting room. The HAVFR Relief Association also purchased two 85-inch TVs, one for Clover Lane Station and one for Wirt Park Station where most of the training sessions are held.
  - A discussion was held on the purchasing of two refurbished ambulances versus purchasing one brand new ambulance and refurbishing an existing ambulance.
  - Motion made by members Spielman and Lockard to authorize the purchase of two refurbished ambulances from Glick Fire Equipment, authorizing the transfer of any needed funds from capital reserves not to exceed \$220,949 as budgeted. Motion carried unanimously.
  - Motion made by members Spielman and Kress to award FEMA AFG Grant sprinkler bid to BFPE International in the amount of \$153,890. (\$84,500 for Wirt Park Fire Station and \$69,390 for the Clearview Fire Station) Motion carried unanimously.

#### **Fire Chief's Report:**

- See attached report with agenda.
- Participating in the Easter egg hunt at Penn Township Community Park on April 8<sup>th</sup> at 10am.
- The planning process has started for the National Night Out which will be held in August.
- Chief Clouser reported that there were 25 applicants that signed up for the Civil Service test. Prior to the Physical Agility test eight candidates withdrew for various personal reasons. Twelve candidates went through the agility test with six passing. Four candidates passed the written and advanced to the oral interviews scheduled for April 6th.
- There will be an active shooter in the workplace class and drills that will be held at Station 1 on March 21, April 3, and April 7.
- Chief Clouser recognized Mr. Jerry Misner, President of the Relief Association, for supporting the Commission and providing AV equipment.
- Chief Clouser and the Museum committee members met with the new building owner of the original Parkville Fire Station on Baltimore Street and was able to remove a weathervane and lightening rod off the roof that was left from the original station. Chief Clouser also recognized the Museum for all the hard work they put in.

#### **EMS Report:**

- EMS responded to 332 calls in February.
- There is still an ongoing issue finding staff to cover the third ambulance.
- Danielle Schorn was hired as a part-time Paramedic.
- Jim McDonald was hired as a part-time EMT.
- COVID numbers are down but Flu A&B are high.
- Captain Christensen thanked the board for approving the purchase of two ambulances.

#### **EMA Report:**

- Working on updating emergency plans.
- Attended first of four meetings with the York County Planning Commission regarding the Hazard mitigation manual update for the county. Provided them input for both the Borough of Hanover and Penn Township. Deadline is February 2024 for implementation.

- Submitted a proposal to the Borough of Hanover engineer to consider changing the name of Eisenhower Drive that runs between Carlisle Street and High Street. Duplicate addresses create confusion for first responders and patrons of businesses in that area.
- March is the deadline for the submittals from our tier two facilities.

**Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.
- Mr. Zimmerman also welcomed Mr. Newman to the Commission and for filling the position of chairperson.
- On behalf of the board, Commissioner Brown recognized all the volunteers and career firefighters who helped set up the new board room for the Commission meetings.

**Unfinished Business:** None.

**New Business:** None.

**Public Comment:** None.

At 6:06 p.m. motion to adjourn made by Mr. Otis, second by Mr. Brown. Motion carried unanimously.

Respectfully Submitted,

*April Wetzel*  
April Wetzel

Recording Secretary

## **Facilities and Equipment Report**

**March 2023**

The committee meeting was held on February 28<sup>th</sup> with all the following discussions.

### Clover Lane Station:

- We have purchased 6 new chairs and a conference table for the meeting room/ training room to accommodate future meetings of the commission.

### Clearview Station:

- There is a major issue with the parking lot. This needs to be addressed now! We are working on prices to replace the equipment entrance areas with a heavy base and cemented. The parking area to be black top.

### Wirt Park Station:

- We have a recurring problem with two large cement pads in the front entrance. They have been repaired twice in the past four years and now redeveloped. There is concern of possible underground water being the cause.

### Equipment

- There is a need to add two ambulances to our fleet. This is because the third unit now back in-service. And we need back-up units.
- We have two new/refurbished units on hold at this time. These units will be at great savings to the commission.

Jeffrey A. Spielman, Chairman

Facilities and Equipment



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### **Commission Meeting Presentation**

March 16, 2023 Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Anniversary**

In 1969, a loaded V-8 Mustang was \$2954.00 and gasoline was 35 cents.

An International TravelAll Ambulance was \$20,000.

This year we will celebrate the 54<sup>th</sup> Anniversary of the “Coronary Van”. The Mobile Coronary Care Unit was the first in Pennsylvania and the 7<sup>th</sup> in the United States. It was housed and operated by Hanover Firefighters. Unfortunately, the “coronary van” no longer exists, however, we have living history in the meeting room this evening. I am sure the proud First Responders will be more than happy to share their stories and history with you.

On behalf of the Greater Hanover Area, we express our heartfelt thanks and a Happy Anniversary to Mr. R.H. Sheppard, Dr. Neil Bathon, Hanover General Hospital, and the Hanover Fire Department.

#### **2. Education**

Our members continue to pursue firefighting knowledge, expertise, and skills by actively participating in training sessions. Educational offerings include CPR, Rapid Intervention Team Training, Driver Certification, ‘All you need to Ride’, Hazmat, and Junior FF Training Day to name a few.

We appreciate the professional educational efforts of the career staff and our volunteers.

Thank you for your dedication and commitment to the organization for offering quality training opportunities.

#### **3. Recognition**

The Greater Hanover Area Fire Museum President Mr. Gordon Lillich recently recognized one of our members at a ceremony in the Museum. Mr. Chris Lockard, HAVFR life-member, HAFRC member, Hanover Borough Councilman, Past President of the Museum, and loyal supporter of all Emergency Services in our Service Area, was honored by his fellow members. In recognition of his unyielding dedication and service to the Greater Hanover Area Museum, the Sun Parlor in the Museum was dedicated to and named in his honor. He was presented with a plaque commemorating this dedication.

Congratulation, Chris!

#### **4. Memorial**

Please stand:

On 12 March 2016, Firefighter Earl J. Shoemaker died in the line of duty at the age of 68. This marks the 7<sup>th</sup> anniversary of his LODD. He made the greatest sacrifice, and we will always remember his bravery. We ask that you keep Earl and his family in your thoughts and prayers. Rest in peace, brother.



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, April 20, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilmen Christopher Lockard and William Reichart, and Manager Margaret Lewis
- Penn Township Commissioners Michael Brown and Mark Elksnis, and Manager Kristina Rodgers
- Hanover Area Volunteer Fire and Rescue Representatives Jeffrey Spielman and Steve Otis
- Hanover Area Fire and Rescue Chief Anthony Clousher and Secretary April Wetzel
- EMA Coordinator Jeff Waltman, EMS Captain Claudia Christensen, Solicitor McGowan (via phone) and Hanover Area Volunteer George Zimmerman

The meeting was called to order by Chairman Newman at 5:30 PM. Secretary Wetzel completed roll call; six (6) voting members were present, there is a quorum.

**Announcement of Executive Session:** None.

**Public Comment:** None.

**Consent Agenda Approval:**

- Mr. Otis moved for the approval of all three items on the Consent Agenda for March 2023. Seconded by Mr. Lockard, motion carried unanimously.

**Treasurers Report:**

- Mr. Otis reported that the numbers look good through the first quarter with income sitting at 29% and expenditures at 25.8%
- Comparing the first quarter with the past two years, Mr. Otis has one minor concern with the trend looking a little softer than in years past but believes we are okay at this point and will continue to monitor the situation.

**Committee Reports:**

- Finance/Personnel:
  - The Committee is still in the process of looking into different options regarding the replacement of the Business Manager.
- Facilities & Apparatus:
  - In addition to the report sent to the Commission members, Mr. Spielman stressed to the Commission that the parking lot at Clearview Station needs to be addressed.
  - Commissioner Brown suggested that the Commission wait for a proposal before making any decisions on when and how to proceed. In the meantime, suggested the board visit the station to get a first-hand look of the parking lot.

**Fire Chief's Report:**

- See attached report with agenda.
- The 2022 annual Hanover Fire and Rescue report has been distributed.
- An Executive Session concerning personnel matters was requested.
- Chief Clouser introduced the Hanover Borough Finance Director, James Shelton, who was in attendance. He is planning to attend future Commission meetings.

**EMS Report:**

- EMS responded to 386 calls in March.
- Still waiting for the two new ambulances to be delivered. Prior inspection found painting issues, so they were sent back to be repainted.
- Due to continued staffing challenges, the third ambulance is occasionally in service.
- EMT's are fully staffed but down three full-time paramedics.
- Not many COVID cases in this area.
- RSV and Flu are taping off going into the summer season.

**EMA Report:**

- Currently working with the 2023 special events organizers to plan and prepare for emergencies through a written plan.
- Working on a protocol requiring contractors who work on behalf of AT&T provide company identification to have critical infrastructure access into facilities.
- Trinity Church of the Nazarene provided care kits to individuals that were displaced during two recent structure fires that occurred in March.
- Currently working on revising the bi-annual review of regional operations to include debris management and a mass fatalities plan.

**Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.

**Unfinished Business:** None.

**New Business:** None.

**Public Comment:**

- Howard Billig addressed the Commission about the current situation with EMS employees and recruiting. Mr. Billig expressed to the Commission that Local 2045 is willing to sit down to discuss any issues that need to be resolved.
- Commissioner Brown suggested putting a committee together to meet with the union.
- Chairman Newman stated he will be in contact with the union.

At 6:01 p.m. motion to adjourn made by Mr. Otis, second by Mr. Brown. Motion carried unanimously.

Respectfully Submitted,

April Wetzel   
Recording Secretary

April 20, 2023 Meeting

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## **Hanover Area Volunteer Fire and Rescue**

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### **Commission Meeting Presentation**

April 20, 2023    Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Easter Egg Hunt - Penn Township Community Park**

The Penn Township Board of Commissioners invited HAVFR to provide Fire Prevention Education and Emergency Equipment displays at their annual Easter Egg Hunt, Saturday, April 8, 2023.

On a brisk and windy morning, seventeen volunteers mustered at the Community Park to prepare displays for interested families. This provided us another opportunity to connect with the families of our service area. The Easter Bunny was on hand, and a good time was had by all.

#### **2. Training Opportunity**

On April 10, 2023, FF Tim Tyler and C-Shift hosted an Electric Vehicle Responder Course at the Clover Lane Station. The course highlighted hazards of lithium batteries on emergency scenes and strategies to mitigate them. The training event used the upgraded audio-visual equipment provided by the Relief Association for an enhanced learning experience. The session was attended by local Police Departments, First-Responders as well as local Towing and Recovery Service Providers. This is another example of the Department's ability to connect with the Community. I am pleased to report 15 Volunteers attended the session and were available to respond to Hanover Borough for a "smoke inside a residence" fire call caused by a faulty breaker panel.

#### **3. Update - New Company Vehicle**

It has been brought to my attention that we have received from the factory, via Gene Latta Ford, our 2023 Ford F-350 Utility Truck. The vehicle is currently having an electronics package installed. After completion of the electronics package, radio installation and lettering and branding will complete the vehicle's preparation for service. All of these services are being provided by local vendors. Stay tuned!

#### **4. Fundraiser**

Tickets are now available for Chicken Barbeque #1 to be held at the Clover Lane Station on May 20, 2023. Chef 79 Andy Alwine will prepare his famous "Bar-b-Que Chicken Dinner". The dinner includes ½ chicken, baked potato, applesauce, and roll and butter. Pre-sale ticket holders pickup their dinners between 11:00am – 12:30pm. Ticket price/donation is \$11.00. Save the date for our 2<sup>nd</sup> "Bar-b-Que", August 19<sup>th</sup>. We appreciate your support.

GLZ/pvz

# **Facilities and Equipment Report**

## **April 2023**

### Clover Lane Station:

- No new report

### Clearview Station:

- There is a major issue with the parking lot which was mentioned at last month's meeting. This needs to be addressed and taken care of now.

### Wirt Park Station:

- The sinking of sections of the pads in the front equipment exit and return. They are being monitored. This will need to be repaired in the future.
- The preventative maintenance was completed on the HVAC system.

### Equipment:

- The two ambulances were purchased. We are waiting for the stretcher system to be installed before delivery.
- The new utility truck purchased by the Volunteers for the Commission was delivered on April 14<sup>th</sup>. Lighting packages and radios are now being installed.

Jeffrey A. Spielman, Chairman

Facilities and Equipment



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, May 18, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilman William Reichart
- Penn Township Commissioners Michael Brown and Mark Elksnis, and Manager Kristina Rodgers
- Hanover Area Volunteer Fire and Rescue Representatives Steve Otis and Ray Kinsey
- Hanover Area Fire and Rescue Chief Anthony Clouser and Secretary April Wetzel
- EMA Coordinator Jeff Waltman, EMS Captain Claudia Christensen, Solicitor Gold (via phone) and Hanover Area Volunteer George Zimmerman

The meeting was called to order by Chairman Newman at 5:30 p.m. Secretary Wetzel completed roll call; six (6) voting members were present, there is a quorum.

**Announcement of Executive Session:** An Executive Session concerning personnel matters was held after the April 20<sup>th</sup> meeting. There will also be an Executive Session held after tonight's meeting to discuss personnel matters.

**Public Comment:** None.

**Consent Agenda Approval:**

- Mr. Otis moved for the approval of all three items on the Consent Agenda for April 2023. Seconded by Mr. Brown, motion carried unanimously.

**Commendations:** There was a commendation ceremony held to recognize members, staff, and citizens involved in Clinical Saves for patients in cardiac arrest who were all subsequently discharged home in good health.

**Treasurers Report:**

- Mr. Otis reported we are through one-third of the year with income at 10% above budget while EMS is starting to trend a little flat but at this point does not believe this is an issue.
- Expenditures are at 31.2% with contracted services at 37% but some of that percentage is from yearly expenditures.
- Mr. Otis emphasized to the Commission the importance of continuing to avoid unbudgeted expenses at this point.

**Committee Reports:**

- Finance/Personnel:
  - The Committee met with EMS representatives to discuss a proposal concerning the structure of pay which will be discussed more in depth in the Executive Session.

- Last month the Committee met with the solicitor to discuss staffing for the fire department and a combined contract. The Committee will be scheduling an upcoming meeting with the Union to discuss options.
- **Facilities & Apparatus:**
  - In addition to the report sent to the Commission members, Mr. Kinsey reviewed a bid received by Shiloh Paving & Excavating for the Clearview Station parking lot.
  - Chief Clouser reported that both bids received for concrete were over \$50,000 (above the bid threshold) so if the board decides to go with concrete, this will need to be put out for public bid.
  - Chief Clouser has requested a quote for just blacktop and once that quote is received, he will review with the Finance Committee to discuss further.
  - Commissioner Brown suggested the possibility of patching the parking lot till further funds could be budgeted for next year.

#### **Fire Chief's Report:**

- See attached report with agenda.
- Chief Clouser also reported that the Act 104 grant application will open May 30<sup>th</sup> with a minimum amount awarded of \$25,000 and a maximum amount of \$100,000 that can be used for several items including building repairs. If the Commission is awarded this grant, it could be used to repair the Clearview Station parking lot.
- A discussion was held on entering into a lease agreement with Leasing2 for the purchase of the refurbished ambulances.
- Chief Clouser reported that since the two refurbished ambulances that were ordered were not the same on delivery, the original contract from Glick Fire Equipment has been nullified and the Commission is not obligated to buy either ambulance.
- Captain Christensen reported the first ambulance that was approved will be delivered in the next two weeks.
- The Commission members recommended waiting to see what the price increase is before deciding whether to buy the second ambulance.
- Councilman Reichart also suggested getting facilities and apparatus more involved into looking at a longer-term rotational schedule for the ambulances.

#### **EMS Report:**

- EMS responded to 406 calls in April.
- Only 70% of the calls this month were billable calls.
- Captain Christensen also thanked the EMS staff for doing such a great job. The six Clinical Saves so far this year are unprecedented and is so proud of all their hard work.

#### **EMA Report:**

- Responded to two hazard materials incidents in Penn Township during the month of April.
- The Fire Commission received final payment from FEMA for the Public Assistance Grant in the amount of \$2,324.55.
- Mr. Waltman thanked both the Hanover Borough and Penn Township for access to the online GIS data for the utilities systems.
- Mr. Waltman also thanked all the 1<sup>st</sup> responders for their life saving efforts on a daily basis.

**Hanover Area Volunteer Fire & Rescue Report:**

- Mr. Zimmerman provided a report on the activities of our volunteers including Chicken BBQ, HAVFR Junior Firefighters, and the Greater Hanover Area Fire Museum.
- Mr. Zimmerman also took a moment to remember HAVFR Life Member and former Fire Chief Edward F. Masenheimer III.
- Chairman Newman also thanked everyone involved that helped make Mr. Masenheimer's service such a special moment for his family.
- Mr. Otis thanked the Commission and the Chief for offering the building and the facilities to use for the Chicken BBQ this year.

**Unfinished Business:** None.

**New Business:**

- Chief Clouser reminded everyone that the Memorial Day Parade is coming up and there will be a Memorial Service at Wirt Park Station held at 8:00 a.m. prior to the parade.

**Public Comment:** None.

At 6:29 p.m. motion to adjourn made by Mr. Brown, second by Mr. Otis. Motion carried unanimously.

The next scheduled meeting will be held on June 15, 2023, at 5:30 p.m. at Clover Lane Station.

Respectfully Submitted,

*April Wetzel*  
April Wetzel

Recording Secretary



## **Hanover Area Volunteer Fire and Rescue**

P.O. Box 473

Hanover, PA 17331

717.637.6671    [www.79firevolunteers.com](http://www.79firevolunteers.com)

### **Commission Meeting Presentation**

May 18, 2023    Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Chicken BBQ Reminder**

Saturday, May 20, 2023 – 11:00 am until “Sold Out” – ticket price - \$12.00 –  
“All hands” on deck for Friday, May 19, 2023 – 4:30 pm – Saturday – 9:00am  
We appreciate your support!

#### **2. HAVFR Junior Firefighters**

Our core group of four (4) Junior Firefighters have been busy attending training sessions on a regular basis – they are actively involved learning new skills and developing relationships with their peers, instructors, and advisors- We are thankful for their community service – we salute the training staff for their dedication and for sharing their skills, talents, and wisdom with the future firefighters of Company 79

#### **3. Greater Hanover Area Fire Museum**

If you have not visited the Museum, please consider adding it to your “to do” list – our Museum has an extensive quality collection of all things related to the Fire Service – many of the artifacts were used by the “legacy” Fire Companies of the Hanover Area – there is a good chance that a family member, friend, or neighbor has served the community as a volunteer firefighter

President Lillich recently shared that the operating cost for one year totaled \$20,007.69.

Please consider supporting the Museum. Remember there is no admission charge – donations are appreciated.

#### **4. In Memoriam**

Edward F. Masenheimer III

HAVFR Life Member – Former Fire Chief

## **Facilities and Equipment Report**

### **May 2023**

#### Clover Lane Station:

- There are three roof leaks at the Clover Lane Station. Donald B. Smith Roofing has been contacted and repairs will be covered under warranty.

#### Clearview Station:

- I have contacted three contractors concerning the parking lot at Clearview Station. As of now only one of the contractors has looked at the job and will be sending me an estimate. With the previous estimate given, we will have two to compare.

#### Wirt Park Station:

- No new report

#### Equipment:

- We continue to wait for the stretcher system to be installed on the ambulances before they can be delivered.
- The new utility truck purchased by the Volunteers for the Commission was delivered. The emergency lighting company is having trouble locating a radio console. Ford has changed the contour of the cabin floor in 2023 and no one had knowledge of this.

Jeffrey A. Spielman, Chairman

Facilities and Equipment



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, July 20, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilmen William Reichart and Tim Kress, and Manager Margaret Lewis
- Penn Township Commissioners Michael Brown and Mark Elksnis
- Hanover Area Volunteer Fire and Rescue Representatives Steve Otis and Jeffrey Spielman
- Hanover Area Fire and Rescue Chief Anthony Clouser and Secretary April Wetzel
- Solicitor Gold and Hanover Area Volunteer George Zimmerman

The meeting was called to order by Chairman Newman at 5:30 p.m. Secretary Wetzel completed roll call; seven (7) voting members were present, there is a quorum.

**Announcement:** Chairman Newman took a moment to remember Councilman Christopher Lockard and thanked everyone involved that helped make Mr. Lockard's service such a special moment for his family.

**Announcement of Executive Session:** An Executive Session was held on June 14<sup>th</sup> and June 22<sup>nd</sup> concerning labor and personnel issues. There was also an Executive Session held prior to tonight's meeting to discuss personnel with a follow-up at the conclusion of this meeting.

**Public Comment:** None.

**Consent Agenda Approval:**

- Mr. Otis moved for the approval of all three items on the Consent Agenda for May and June 2023. Seconded by Mr. Reichart, motion carried unanimously.

**Treasurers Report:**

- Mr. Otis reported through June the budget is right on target with income sitting at 53.7% and expenses at 50%.
- The 2022 Audit has been completed and a copy of the report has been given to the Commission Members to review.

**Committee Reports:**

- Finance/Personnel:
  - Mr. Otis recognized Tim Kress as the new Hanover Borough Representative and Gary Greenholt as the Alternate.
  - Motion made by Mr. Spielman and Mr. Elksnis to authorize the addition of Mr. Kress as authorized signatory for the Commission. Motion carried unanimously.
  - Motion made by Mr. Spielman and Mr. Kress to approve the Fire Chief's proposal for EMS management. Motion carried unanimously.



- Facilities & Apparatus:
  - New toilets are being installed at Wirt Park.
  - Mr. Spielman reported he is in the process of receiving quotes from companies for a new Preventive Maintenance Agreement at Wirt Park.

**Fire Chief's Report:**

- See attached report with agenda.
- EMS and Volunteers participated in the Annual Snack Town Street Fair on July 15<sup>th</sup>.
- The new ambulance has been delivered and is scheduled to be inspected and in service by the end of next week. Chief Clouser appreciates all the staff members who helped get it stocked and ready for inspection.
- The new utility truck is still waiting for the console to be delivered.

**EMS Report:** Report included with Fire Chief's Report.

**EMA Report:** Mr. Waltman was attending a training course and unable to attend.

**Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.

**Unfinished Business:**

- Motion made by Mr. Otis and Mr. Elksnis to approve the Medical Stand-by Agreement. Motion carried unanimously.

**New Business:** None.

**Public Comment:** None.

At 5:53 p.m. motion to adjourn made by Mr. Brown, second by Mr. Kress. Motion carried unanimously.

The next scheduled meeting will be held on August 17, 2023, at 5:30 p.m. at Clover Lane Station.

Respectfully Submitted,

*April Wetzel*  
April Wetzel  
Recording Secretary



## **Hanover Area Volunteer Fire and Rescue**

P.O. Box 473

Hanover, PA 17331

717.637.6671    [www.79firevolunteers.com](http://www.79firevolunteers.com)

### **Commission Meeting Presentation**

July 20, 2023\* Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Chicken BBQ Update**

Saturday, May 20, 2023 – “Sold Out” – 400 Chicken Dinners

August 19, 2023 – BBQ - Committee members are finalizing plans. More information to follow.

“Chef 79” will be firing up his BBQ pit serving up his famous chicken. Forget about the Colonel, Clair’s, and Gas Station Chicken – now try the best and forget about the rest. We appreciate your support!

#### **2. Solicitation 2023**

Just a reminder... Our major fundraiser of the year is now underway. Your support is very important to us. If you need more information or a donation form, see one of our members. A reminder will be mailed next month. Thank you for supporting your local Volunteer Firefighters.

#### **3. Greater Hanover Area Fire Museum**

A shout out to the Museum Staff for hosting a tour for our Junior Members and their Mentors. The tour was guided by retired Fire Commissioner and local legend James Roth. He shared his extensive knowledge and experience with our new members. Local traditions run deep at the Museum, and we feel certain that our Junior Members will have a solid foundation about the Fire Service that their family, friends and neighbors created here in Hanover.

#### **4. National Night-Out 2023**

Tuesday, August 1, 2023 – We hope to see you at the South Western Middle School Campus that evening. The event begins at 6:00p.m. and ends at 8:00p.m. – your local Emergency Services personnel will be on hand to meet you and offer education about the services and equipment used to protect you and your community.

#### **5. FF Education and Training**

Just a snapshot of recent sessions...

- Hose Handling and Management
- Forcible Entry
- Structure Aerial Training

Interest and attendance continue to be very good. Our thanks to the Officers and Career Staff for sharing their expertise.

**6. “Snacktown” Street Fair**

Once again, HAVFR supported our community at this local event. We handed out fire prevention information, kid’s helmets and other giveaways. We also continued our free raffle for home safety items [First-aid kit or Home Fire Extinguisher]. This year we also included a 6’ Inflatable Fire Hydrant Sprinkler Raffle, thanks to the donation of a friend of HAVFR.

We met many folks who stopped by to thank us for volunteering to serve the community. The turnout was great. Local dignitaries stopped by to recognize our dedication to the community.

**7. YOCO Property Tax Rebate Program for HAVFR**

Most of our participating volunteers have reached their required goals to receive a tax rebate in the first six months of the 12 - month program. This is commendable. The remainder of the group is well on their way to completion of the program. I predict, that we will achieve 100% compliance! We salute the participants for their dedication and commitment.

**8. Membership Memorials**

As you know, we have recently lost two “life members”.

- Chief Edward F. Masenheimer III
- Christopher Lockard – HAFRC Member/HAVFR FF

We were honored to participate in their memorial services and FF funerals at the request of their families. We respectfully supported their families, friends and brothers.

Special thanks to the Panebaker Funeral Home for their professional services.

Please keep our members and their families in your thoughts and prayers.

\*This report covers the months of June and July as the June Meeting was cancelled due to the passing of HAFRC / HAVFR Member Christopher Lockard



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, August 17, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilmen William Reichart and Tim Kress, and Manager Margaret Lewis
- Penn Township Commissioners Michael Brown and Tom Allison
- Hanover Area Volunteer Fire and Rescue Representatives Steve Otis and Jeffrey Spielman
- Hanover Area Fire and Rescue Chief Anthony Clouser and Secretary April Wetzel
- EMA Coordinator Jeff Waltman, Solicitor Gold (via phone) and Hanover Area Volunteer George Zimmerman

The meeting was called to order by Chairman Newman at 5:30 p.m. Secretary Wetzel completed roll call; seven (7) voting members were present, there is a quorum.

**Announcement of Executive Session:** An Executive Session concerning labor and personnel matters was held after the July 20<sup>th</sup> meeting.

**Public Comment:** None.

**Pennsylvania Economy League Presentation by Lynne Shedlock:** The Pennsylvania Economy League presented the board with a study that was completed at the request of the Hanover Borough on the Hanover Area Fire and Rescue Commission. A copy of the presentation was given to the Commission Members to review.

**Consent Agenda Approval:**

- Mr. Reichart moved for the approval of all three items on the Consent Agenda for July 2023. Seconded by Mr. Otis, motion carried unanimously.

**Treasurers Report:**

- Income through the month of June is 70.6% which includes the 3<sup>rd</sup> quarter allotments from the municipalities.
- Expenses are on target at 56.2%; however, Mr. Otis reported that even though we are saving money on salaries, utility costs are still high and this needs to be considered when working on the 2024 budget.

**Committee Reports:**

- Finance/Personnel:
  - Chief Clouser has started working on the 2024 budget.
  - Mr. Otis reported that the Chief was budgeted for a vehicle this year. The vehicle will be a 2023 Ford Explorer for around \$43,000. The budgeted amount was \$70,000.

- Facilities & Apparatus:
  - One quote for the new Preventive Maintenance Agreement at Wirt Park has been received and two more quotes are pending.
  - Mr. Spielman asked the board to consider either fixing or temporarily repairing the parking lot at Clearview Station before the end of October.
  - Looking at the expenses up to this point, Mr. Otis reported the parking lot is an unbudgeted expense for this year.
  - Chairman Newman recommended further discussion on the parking lot before making any decisions.

**FIRE/EMS Chief's Report:**

- See attached report with minutes.
- A staff meeting was held with the EMS staff and Fire Captains to discuss how the new EMS management will work with the Captains taking over the day-to-day operations.

**EMA Report:**

- Participated in the YCDES quarterly training.
- Attended the third meeting of the county's Hazard Mitigation plan update in York.
- Mr. Waltman provided an update from the August 7<sup>th</sup> storm damage. Hanover and Penn Township damages estimates will likely exceed \$200,000.
- Mr. Waltman reported federal assistance will not be available as York County total damage costs will not meet the Commonwealth of Pennsylvania's disaster threshold.

**Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.
- Volunteer President Mr. Spielman presented the keys to a new 2023 Ford F250 Utility Truck to Chairman Newman and Chief Clouser. The truck was purchased and fully equipped by the Volunteers and then donated to the Commission.

**Unfinished Business:** None.

**New Business:** None.

**Public Comment:** None.

At 6:12 p.m. motion to adjourn made by Mr. Otis, second by Mr. Kress. Motion carried unanimously.

The next scheduled meeting will be held on September 21, 2023, at 5:30 p.m. at Clover Lane Station.

Respectfully Submitted,

*April Wetzel*  
 April Wetzel  
 Recording Secretary



## **Hanover Area Volunteer Fire and Rescue**

P.O. Box 473

Hanover, PA 17331

717.637.6671    [www.79firevolunteers.com](http://www.79firevolunteers.com)

### **Commission Meeting Presentation**

August 17, 2023    Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Chicken BBQ**

This Saturday, “Chef 79” will be serving up his famous chicken dinner starting at 11:00am. Tickets are still available - see Maynard Becker this evening – we appreciate your patronage.

#### **2. National Night-Out 2023**

This year, we had fantastic support across the Company with Volunteer and Career members participating as well as multiple pieces of Emergency equipment

We offered three features this year –

- Our new Squirt House for children to experience putting out a fire
- A live SCUBA demonstration
- Fire Prevention give-aways and information and our free “Home Safety” raffle as well as a free raffle for a 6’ inflatable fire hydrant sprinkler

#### **3. Congratulations!**

One of our own volunteers, FF Josh Otis was recently sworn in by Justice Jeff Sneeringer as the newest Career FF member of HAFR. Job well-done, Josh.

#### **4. Training**

The Adams County Cadet Academy is a week-long summer program for Volunteer Cadets. This recent academy included fire service training, classroom instruction, physical training, skill drilling, demonstrations, and team building to mention a few. This year we were fortunate to have three (3) of our members participate. In addition, six (6) of our HAVFR FF’s were Instructors performing an extrication demonstration. We salute all of our members who participated, especially the graduates.

#### **5. Presentation**

HAVFR President J. Spielman presented the keys to a new 2023 Ford F250, fully equipped, Utility Truck to HAFRC Chairman M. Newman and HAFR Chief A. Clouser. The new utility truck was purchased and equipped with all HAVFR funds, then donated to the HAFRC.



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, September 21, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilmen William Reichart and Gary Greenholt, and Manager Margaret Lewis
- Penn Township Commissioners Michael Brown and Pamela Berlingo, and Manager Tammi Ledley
- Hanover Area Volunteer Fire and Rescue Representatives Steve Otis and Jeffrey Spielman
- Hanover Area Fire and Rescue Chief Anthony Clousher and Secretary April Wetzel
- EMA Coordinator Jeff Waltman, Solicitor Gold (via phone) and Hanover Area Volunteer George Zimmerman

The meeting was called to order by Chairman Newman at 5:30 p.m. Secretary Wetzel completed roll call; seven (7) voting members were present, there is a quorum.

**Announcement of Executive Session:** The Executive Session concerning personnel matters scheduled after tonight's meeting has been rescheduled for September 28<sup>th</sup> at 5:30 p.m.

**Public Comment:**

- Howard Billig addressed the Commission concerning the parking lot at Clearview Station. Mr. Billig urged the Commission to reconsider fixing the parking lot before winter.
- Chief Clousher stated he is currently looking into the possibility of having the parking lot leveled out by the Public Works Department as a temporary fix.

**Consent Agenda Approval:**

- Mr. Reichart moved for the approval of all three items on the Consent Agenda for August 2023. Seconded by Mr. Spielman, motion carried unanimously.

**Treasurers Report:**

- Mr. Otis reported income is sitting 7% above budget and expenses are 2% under budget through the month of August.

**Committee Reports:**

- Finance/Personnel:
  - Motion made by Mr. Brown and seconded by Mr. Spielman to authorize the addition of Chairman Newman as an authorized signatory for the Commission. Motion carried unanimously.
  - Motion made by Mr. Brown and seconded by Mr. Greenholt to separate the EMA budget from the Commission budget, allowing carry-over to cap of \$25,000 to be kept in the Money Market account, then continue to maintain an annual EMA budget of \$10,000 per the ICA for Regional Emergency Management. Motion carried unanimously.

- Motion made by Mr. Reichart and seconded by Mr. Brown to approve moving the proposed budget to the municipalities for approval. Motion carried unanimously.
- Motion made by Mr. Reichart and seconded by Mr. Greenholt to approve adjustments to the EMS billing rates as suggested by Cornerstone, our 3<sup>rd</sup> party billing company. Motion carried unanimously.
- Facilities & Apparatus:
  - See report attached with minutes.
  - Chief Clouser reported that the new 2023 Ford Utility Truck purchased was involved in an accident while on a call with damage costing up to \$8,000 to repair.

**FIRE/EMS Chief's Report:**

- See report attached with minutes.
- Chief Clouser recognized Paramedic Gregory Heffner and EMT Cecilia Davis for successfully helping a pregnant patient in the Hanover Borough deliver a healthy baby boy.
- Chief Clouser introduced the new Penn Township Manager, Tammi Ledley.

**EMA Report:**

- See report attached with minutes.

**Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.

**Unfinished Business:** None.

**New Business:** None.

**Public Comment:** None.

At 5:57 p.m. motion to adjourn made by Mr. Reichart, second by Mr. Greenholt. Motion carried unanimously.

The next scheduled meeting will be held on October 19, 2023, at 5:30 p.m. at Clover Lane Station.

Respectfully Submitted,

*April Wetzel*  
April Wetzel  
Recording Secretary



## **Facilities and Equipment Report**

### **September 2023**

There was a brief committee meeting held on September 9, 2023. The following items were discussed:

#### Clover Lane Station:

- The parking area has been sealed.

#### Clearview Station:

- No new report

#### Wirt Park Station:

- We awarded Spangler & Boyer Mechanical Inc. to perform the preventive maintenance work on all systems in the station.

#### Equipment:

- No new report

Jeffrey A. Spielman, Chairman

Facilities and Equipment



**Hanover Area Fire and Rescue  
Regional Emergency Management**  
204 Clover Lane  
Hanover, PA 17331



Jeffrey Waltman, Coordinator

[jwaltman@79fire.com](mailto:jwaltman@79fire.com)

717-698-3978

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## Hanover Area Regional Emergency Management Report Month of August 2023

- Compiled and submitted final County Hazard Mitigation Plan information to YCPC.
- Responded to one hazardous material incident.
- Conducted storm damage assessments for submittal to York County OEM.
- Completed one TEEK distance learning course.
- Conducted site review for large public event.
- Staffed EMA booth at successful annual Night-Out event.
- Assisted York County 911 with street and address questions.
- Conducted ongoing administrative duties including communications by telephone and email, public education, review and updating of planning documents, emergency plan reviews, processing of information requests, attendance at meetings and report writing as applicable.

Respectfully submitted,

Jeffrey Waltman  
Coordinator



## **Hanover Area Volunteer Fire and Rescue**

P.O. Box 473

Hanover, PA 17331

717.637.6671    [www.79firevolunteers.com](http://www.79firevolunteers.com)

### **Commission Meeting Presentation**

September 21, 2023    Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

#### **1. Chicken BBQ Update**

On August 19<sup>th</sup>, we served 400 chicken dinners. This second successful BBQ was due to our dedicated members, great weather and community support.

#### **2. Education and Training**

On behalf of the volunteers, we once again express our thanks and appreciation to leadership and career staff for their quality offerings of educational opportunities. These professional workshops strengthen all participants - resulting in team building. We salute the trainers and participants striving to improve and acquire new skills.

#### **3. Solicitation 2023**

Since my last report, the reminder mailing has been sent, and we continue to receive donations. As you know, this is our major yearly fundraiser. To date, contributions are a bit behind those of last year. However, we are optimistic that the community will rally, and by year's end, we will exceed the amount contributed last year. So, if you have not yet donated, it's not too late! Please see one of us, and we will be glad to accept your donation which benefits our volunteer company, and in turn, enables us to support and provide public safety services.

#### **4. HAVFR Elections**

Elections for company Officers is quickly approaching. Our meeting attendance, event participation, dedication, support, and enthusiasm are on the rise. These are excellent hallmarks of a healthy volunteer organization. We encourage our members to participate in the election process.



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, October 19, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilmen Tim Kress and Gary Greenholt, Manager Margaret Lewis
- Penn Township Commissioners Michael Brown and Mark Elksnis
- Hanover Area Volunteer Fire and Rescue Representatives Jeffrey Spielman and Ray Kinsey
- Hanover Area Fire and Rescue Chief Anthony Clouser and Secretary April Wetzel
- EMA Coordinator Jeff Waltman and Solicitor Gold

The meeting was called to order by Chairman Newman at 5:30 p.m. Secretary Wetzel completed roll call; seven (7) voting members were present, there is a quorum.

**Announcement of Executive Session:** There will be an Executive Session held after the meeting to discuss personnel matters.

**Public Comment:**

- Chief Clouser, Mayor Whitman and Representative Kate Klunk took a moment to recognize citizen William Myers with a commendation for his quick actions on September 14<sup>th</sup> for pulling over on his way home from work and assisting a resident with a porch fire.

**Consent Agenda Approval:**

- Councilman Kress moved for the approval of all three items on the Consent Agenda for September 2023. Seconded by Mr. Kinsey, motion carried unanimously.

**Treasurers Report:**

- Chief Clouser reported that at the end of September we are 5.2% under budget with revenue at 78.6% and expenses at 69.1%.

**Committee Reports:**

- Finance/Personnel:
  - Commissioner Brown announced that Steve Otis has resigned his position of Treasurer on the board but proposed leaving the position open and seeing if Mr. Otis would consider a leave of absence until he was ready to return.
  - Chief Clouser and Mr. Spielman both indicated that a leave of absence is highly unlikely but will reach out to Mr. Otis to propose the option.
  - Commissioner Brown suggested that the Volunteers find someone who has a background in finance to fill the position of Treasurer if Mr. Otis does not return.
  - Due to the short notice, Chairman Newman suggested tabling this discussion until next meeting so more conversations can be done. All members agreed.

- Facilities & Apparatus:
  - Mr. Spielman reported that the preventative maintenance was completed, and the sprinkler system is currently being installed at Wirt Park.
  - Chief Clouser reported that some of the repair parts for the utility truck have come in.

#### **FIRE/EMS Chief's Report:**

- See report attached with minutes.
- Chief Clouser and Mr. Waltman met with the Jaycees to review the emergency action plan for the Halloween Parade.
- Interviews started last week for EMS.
- AJ Grimm from the Hanover Borough will start work tomorrow on a temporary patch on the driveway at Clearview Station.
- Chief Clouser suggested the possibility of looking into finding an auditing firm that can also review finances monthly.
- Discussions have started with both municipalities on forming an HR Committee.
- EMS annual subscription will be mailed out around Thanksgiving.
- Chief Clouser suggested that the Commission file for the SAFER Grant instead of each municipality filing separately.

#### **EMA Report:**

- The PA South Central Task Force hazard vulnerability assessment for the Penn Township wastewater treatment facility was completed.
- A revised emergency plan was created for the annual Halloween Parade.
- Mr. Waltman discussed the growth of the Hanover area, the heightened global terrorism threat, and emphasized the importance of reporting suspicious or unusual activity to authorities.

#### **Hanover Area Volunteer Fire & Rescue Report:**

- See report attached with minutes.
- Mr. Spielman announced that the members of the HAVFR agreed to meet with representatives from Pleasant Hill Volunteer Fire Department in November to discuss the challenges faced providing Emergency Services in Southwestern York County.

#### **Unfinished Business:**

- Commissioner Brown recommended that Chairman Newman form a committee and appoint two representatives from each municipality with a firm deadline to discuss and bring to the board recommendations on how to move the Commission forward to be self-sustainable.
- Chief Clouser agreed there needs to be a firm deadline.
- Chairman Newman stated he will explore forming a committee and getting things started.

**New Business:** None.

**Public Comment:** None.

At 6:12 p.m. motion to adjourn made by Councilman Kress, second by Commissioner Brown. Motion carried unanimously.

The next scheduled meeting will be held on November 16, 2023, at 5:30 p.m. at Clover Lane Station.

Respectfully Submitted,

  
April Wetzel  
Recording Secretary



## **Hanover Area Volunteer Fire and Rescue**

P.O. Box 473

Hanover, PA 17331

717.637.6671    [www.79firevolunteers.com](http://www.79firevolunteers.com)

### **Commission Meeting Presentation**

October 19, 2023    Clover Lane Station

### **George L. Zimmerman**

HAVFR Spokesman

#### **1. Fire Prevention Event**

The 2023 Fire Prevention Event scheduled to take place on Lowe's parking lot Saturday, October 6, 2023, was cancelled due to inclement weather. Unfortunately, we were not able to use the new Squirt House built by our membership with materials donated by our friends at Lowe's. Keep Lowe's in mind when you are considering a home improvement purchase.

#### **2. Building Relationships**

Building relationships is important to us. Recently, Mike's Towing and Recovery of Penn Township hosted a Training Drill focused on vehicle extrication. Thanks to Mike's, the Career Staff and nine of our Volunteers for participating. We appreciate the opportunity to train with a local vendor who provides recovery service in our area.

#### **3. York County Property Tax Rebate Program Update**

As we enter the final quarter of the year, 25 of our participating members have exceeded their goal for the program. Four of our members are very near to attaining their goal. It is encouraging to note that our members appreciate the county's recognition of Volunteer service to Company 79.

#### **4. Shared Concerns for providing Emergency Services in South Western York County**

At our company meeting last Thursday evening, the membership of HAVFR agreed to meet with representatives from Pleasant Hill Volunteer Fire Department to discuss the challenges faced providing Emergency Services in South Western York County.



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, November 16, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilman Tim Kress
- Penn Township Commissioners Michael Brown and Mark Elksnis, Manager Tammi Ledley
- Hanover Area Volunteer Fire and Rescue Representatives Jeffrey Spielman and Ray Kinsey
- Hanover Area Fire and Rescue Chief Anthony Clouser and Secretary April Wetzel
- EMA Coordinator Jeff Waltman, Solicitor Gold (via phone) and Hanover Area Volunteer George Zimmerman

The meeting was called to order by Chairman Newman at 5:30 p.m. Secretary Wetzel completed roll call; six (6) voting members were present, there is a quorum.

**Announcement of Executive Session:** There was an Executive Session held prior to the meeting to discuss personnel matters.

**Public Comment:** None.

**Consent Agenda Approval:**

- Councilman Kress moved for the approval of the Meeting Minutes and A/P Check Run for October 2023. Seconded by Mr. Spielman, motion carried unanimously.

**Treasurers Report:**

- During the finance committee's review of the profit and loss it was noted that natural gas was significantly over budgeted last year.
- Electric bills at Wirt Park Station have doubled due to third party vendor rates going up. A new third party vendor has been added and rates should start going down.

**Committee Reports:**

- Finance/Personnel:
  - Motion made by Commissioner Brown and seconded by Councilman Kress to approve a pay increase for the EMS Billing Manager. Motion carried unanimously.
  - Motion made by Councilman Kress and seconded by Commissioner Brown to remove Steve Otis from the PLGIT and Peoples Bank accounts and replace with Chairman Newman. Motion carried unanimously.
- Facilities & Apparatus:
  - See report attached with minutes.
  - Spangler and Boyer Mechanical continue to do some repairs at Wirt Park Station, but everything should be completed by tomorrow.



- Chief Clouser reported that last year the Commission had included in the budget to install the sidewalk at Clover Lane Station, however, since then the developer has decided to install the sidewalk at their own expense.

**FIRE/EMS Chief's Report:**

- Due to errors occurring with the program, there is no Fire/EMS report this month.
- Chief Clouser had the honor of escorting the Christmas Tree to the square donated by a West Manheim residence.
- The Christmas Parade with Santa will be held on November 24<sup>th</sup> at 9:00 a.m.

**EMA Report:**

- See report attached with minutes.
- Attending the county's Hazard Mitigation planning meeting on December 15<sup>th</sup> where they will be unveiling the proposed draft for the 2024 manual.
- The opioid epidemic is being added to the list of 23 current hazards.
- Began formation of a task force to investigate a Code Blue winter program after Mayor Whitman questioned whether Hanover had a program in place during the Hanover Borough Public Safety meeting.
- York County is currently under a drought warning.

**Hanover Area Volunteer Fire & Rescue Report:** See report attached with minutes.

**Unfinished Business:**

- Chairman Newman noted that the board is looking into outsourcing the Treasurer position, but no decisions have been made at this time.
- With the departure of Mr. Otis, Mr. Spielman has appointed Ray Kinsey as the new Hanover Area Volunteer Fire and Rescue Representative and George Zimmerman as the Alternate.

**New Business:**

- Chief Clouser reported that due to the impending water restrictions he will be sending an email out to all Volunteer and Career staff to preserve water use for all non-essential functions including washing vehicles and apparatuses.

**Public Comment:** None.

At 5:54 p.m. motion to adjourn made by Commissioner Brown, second by Councilman Kress. Motion carried unanimously.

The next scheduled meeting will be held on December 21, 2023, at 5:30 p.m. at Clover Lane Station.

Respectfully Submitted,

*April Wetzel*  
 April Wetzel  
 Recording Secretary

## **Facilities and Equipment Report**

**November 2023**

### Clover Lane Station:

1. Thanks to Joe Myers who developed the homes around the station, they are installing sidewalk on the west side of the station at their cost.

### Clearview Station:

1. Hanover Boro Public Works temporary repaired the parking lot. Thank you.

### Wirt Park Station:

1. Spangler/ Boyer completed the PM work on the HVAC system. They returned a list of repairs to me repairs to be completed and are in the process of this. They are doing a great job resurrecting this old system.

### Equipment

No report

Jeffrey A. Spielman, Chairman

Facilities and Equipment



**Hanover Area Fire and Rescue  
Regional Emergency Management**

204 Clover Lane  
Hanover, PA 17331



Jeffrey Waltman, Coordinator

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**Hanover Area Regional Emergency Management Report  
Month of October 2023**

- Monitored YMCA Snack Town Runfest event.
- Completed Infrastructure Liaison Officer certification course.
- Completed PA-PEMA: P-012 Resource Requests Process training.
- Completed PA-EBH: First Responder Safety in Times of Civil Unrest training.
- Completed GIS HazMat plume modeling refresher course.
- Submitted final Halloween parade EAP with route map book.
- Monitored Halloween parade activity and communications with Chief 79.
- Investigated possible MS4 illicit discharge.
- Conducted ongoing administrative duties including communications by telephone and email, public education, review and updating of planning documents, emergency plan reviews, processing of information requests, attendance at meetings and report writing as applicable.

Respectfully submitted,

Jeffrey Waltman  
Coordinator



## **Hanover Area Volunteer Fire and Rescue**

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### **Commission Meeting Presentation**

November 16, 2023    Clover Lane Station

**George L. Zimmerman**

HAVFR Spokesman

### **Connecting to the Community**

As you know, our organization assigns a priority to developing and maintaining a relationship with our supporters and friends. We believe that our visibility, participation and support of community events and organizations are key to securing a positive reputation in our service area. The Greater Hanover Area Fire Museum is a testament to the dedication of our local volunteer fire service.

Please allow me to share with you a few examples of our “community connections”:

- Hanover High School Bonfire standby
- South Western High School Athletic and Music Department Events
- Hanover Area Jaycees Halloween Parade
- Codorus State Park “Trail of Treats”
- Hanover Area Trick or Treat Night
- Operation Claus Event
- Santa’s Community Visit
- Annual Train Garden at the Fire Museum

Our volunteers provide fire police, lighting, engine stand-by, fire prevention education materials, candy treats for Halloween and Christmas, and we provide Christmas gifts for families in need - 5 families in Hanover and 5 families in Penn Township as identified by the Hanover and South Western School Districts.

In closing, on behalf of the volunteer organization, we would like to extend our best wishes for an enjoyable Thanksgiving to you and your families. Remember to always celebrate the little things in life and be thankful for the big ones.



Minutes  
Hanover Area Fire and Rescue Commission  
Meeting Held Thursday, December 21, 2023, at 5:30 p.m.  
Clover Lane Fire Station

**Present at the meeting:**

- Hanover Area Fire and Rescue Commission Chairman Michael Newman
- Hanover Borough Councilmen Tim Kress and Gary Greenholt
- Penn Township Commissioner Mark Elksnis
- Hanover Area Volunteer Fire and Rescue Representatives Ray Kinsey and George Zimmerman
- Hanover Area Fire and Rescue Chief Anthony Clouser and Secretary April Wetzel
- EMA Coordinator Jeff Waltman, Solicitor Gold (via phone), Manager Tammi Ledley

The meeting was called to order by Chairman Newman at 5:30 p.m. Secretary Wetzel completed roll call; six (6) voting members were present, there is a quorum.

**Announcement of Executive Session:** None.

**Public Comment:** None.

**Consent Agenda Approval:**

- Commissioner Elksnis moved for the approval of all three items on the Consent Agenda for November 2023 including the October Fire Report. Seconded by Councilman Kress, motion carried unanimously.

**Treasurers Report:** None.

**Committee Reports:**

- Finance/Personnel:
  - Motion made by members Elksnis and Kress to adopt the 2024 Fire Commission Budget as previously approved and presented to the municipalities. Motion carried unanimously.
- Facilities & Apparatus:
  - Motion made by members Zimmerman and Kress to accept the concrete bid to Keith Smith Concrete, in the amount of \$39,625 for the driveway repair at Clearview Fire Station. Motion carried unanimously.

**FIRE/EMS Chief's Report:**

- See report attached with minutes.
- The committee continues to meet with payroll companies that can provide both HR and payroll support to the Commission.
- With the help of Captain Kemmerly, the monthly fire reports are now up and running correctly.
- On December 9<sup>th</sup> Santa visited Penn Township neighborhoods.
- Operation Claus was held on December 16<sup>th</sup>.

**EMA Report:**

- See report attached with minutes.
- Mr. Waltman took a moment to thank all the members who have assisted and provided support for Emergency Management over the past year.

**Hanover Area Volunteer Fire & Rescue Report:** See report attached with minutes.

**Unfinished Business:** None.

**New Business:**

- The 2024 Fire Commission Meeting schedule will continue to be held at the Clover Lane Fire Station on the third Thursday of each month starting at 5:30 p.m.

**Public Comment:** None.

At 5:44 p.m. motion to adjourn made by Councilman Kress, second by Mr. Zimmerman. Motion carried unanimously.

The next scheduled meeting will be held on January 18, 2024, at 5:30 p.m. at Clover Lane Station.

Respectfully Submitted,

April Wetzel  
Recording Secretary



**Hanover Area Fire and Rescue  
Regional Emergency Management**

204 Clover Lane  
Hanover, PA 17331



Jeffrey Waltman, Coordinator

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**Hanover Area Regional Emergency Management Report  
Month of November 2023**

- Completed Safety & Security of Public Spaces webinar.
- Attended annual radiological training.
- Investigated DEP report of possible MS4 discharge violation.
- Completed Public Information Officer refresher training.
- Completed IS 2000 National Preparedness Goal refresher course.
- Researched organizing a Code Blue winter weather program.
- Conducted research into possible Hanover Area CERT formation.
- Conducted ongoing administrative duties including communications by telephone and email, public education, review and updating of planning documents, emergency plan reviews, processing of information requests, attendance at meetings and report writing as applicable.

Respectfully submitted,

Jeffrey Waltman  
Coordinator



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### **Commission Meeting Presentation**

December 21, 2023   Clover Lane Station

### **George L. Zimmerman**

HAVFR Spokesman

### **Christmas 2023**

If you haven't noticed, the Christmas spirit is alive and well in the Hanover Area. My sources have informed me that Santa loves to visit the Hanover Area. Evidently, Company 79 has a reputation for providing excellent "Santa Approved" services. Rumor has it that he has awarded Company 79 with his highest rating – The Five Gold Candy Canes Award. These was given for delivering the following services:

- a parade and a fire truck ride with escorts to his cabin on the Square
- a toy train display at the Hanover Fire Museum for "kids" of all ages to enjoy with their families and friends
- A neighborhood fire engine Santa tour of Penn Township spreading good will, and merriment, and candy canes throughout the community
- Santa's FF elves assisted with the Wreaths Across America detail at Mount Olivet Cemetery to honor all who have served so they are not forgotten at Christmas time
- "Operation Claus" - helping at risk families of Hanover and Penn Township to provide Christmas to their loved ones and pets - gifts were recently delivered to the homes of families identified by the Guidance Departments of the Hanover and South Western School Districts - gifts included toys, presents, groceries and pet foods - free services included on the spot inspection of home smoke detectors, battery replacement, and installation of new units as needed



Most importantly, lots of smiling firefighters and supportive staffers personally delivering Santa's goods. No wonder Santa gave us a "Five Gold Candy Cane" rating.

Despite all of the Santa support and Christmas season festivities, we still found time to accomplish our primary mission.

- Respond to emergencies
- Department training
- Attending Committee and Company meetings
- Supporting one another

The Volunteers would like to wish you and your families a "Merry Christmas!"