



**Agenda**  
**Hanover Area Fire and Rescue Commission**  
**Thursday, January 19, 2023**  
**Penn Township Municipal Building @ 5:30 p.m.**

Updated 1/12/2023

1. Call to Order of the Meeting
2. Declaration of a Quorum
3. Board Reorganization
  - a. Recognition of Penn Township Representatives & Alternate
  - b. Recognition of Hanover Borough Representatives & Alternate
  - c. Recognition of Hanover Area Volunteer Fire & Rescue Representatives and Alternate
  - d. Motion to appoint the Member at-Large
  - e. Motion to elect a Chairperson
  - f. Motion to elect a Vice Chair
  - g. Motion to appoint the Secretary
  - h. Motion to appoint the Treasurer
4. Committee Appointments by the New Chair
  - a. Finance/Personnel Committee
  - b. Facilities/Apparatus Committee
5. Announcement of Executive Session
6. Public Comment
7. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. December 2022 Meeting Minutes
- b. December 2022 Fire Report
- c. December 2022 A/P Check Run

6. Treasurer's Report
  - a. December 2022 Financial Report
7. Committee Reports
  - a. Finance & Personnel
    - i. Motion to place a third EMS unit in service during peak hours Monday through Friday during peak hours. (Tentatively 10AM-6PM). This unit will be a BLS Unit, and no overtime paid to staff the unit.
    - ii. Motion to authorize the Chief to enter into a lease agreement with Leasing 2, Inc for the purchase of the new pumper, placing 10% down and payments begin 1/2024.

1. Lease Rate is 4.89% for 10 years, annual payment of \$123,918.
2. Lease Rate is 4.98% for 7 years, annual payment of \$166,082

- iii. Motion to amend and adopt the 2023 budget to include salary and benefits for the Fire Chief and Admin Assistant using the carry-over into 2023, at no additional budget increase to the municipalities.
- iv. Motion to authorize the addition of Mr. Otis and Manager Lewis as authorized signatories for the Commission. (Mr. Lockard and Ms. Rodgers are the current signatories)

- b. Facilities & Apparatus
  - i. Motion to award the bid for the new pumper to Pierce Manufacturing in the amount of \$1,156,973.

8. Fire Chief's Report
9. EMS Report
10. Business Administrator's Report
11. EMA Report
12. Hanover Area Volunteer Fire and Rescue Report
13. Unfinished Business
14. New Business
  - a. Discuss interest in moving all future Commission meetings to Fire Station 79-2, Clover Lane Fire Station.
15. Public Comment
16. Adjournment



## Agenda

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

1. Call to Order of the Meeting
2. Declaration of a Quorum
3. Announcement of Executive Session
4. Public Comment
5. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. January 2023 Meeting Minutes
- b. January 2023 A/P Check Run
6. Treasurer's Report
7. Committee Reports
  - a. Finance & Personnel
  - b. Facilities & Apparatus
    - i. Gas leak at Wirt Park update
    - ii. Pumper ordered and lease agreement executed
8. Fire Chief's Report
9. EMS Report
10. Business Administrator's Report
11. EMA Report
12. Hanover Area Volunteer Fire and Rescue Report
13. Unfinished Business
14. New Business
16. Public Comment
17. Adjournment



## Agenda

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

### Call to Order of the Meeting

1. Declaration of a Quorum
2. Announcement of Executive Session
3. Public Comment
4. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. February 2023 Meeting Minutes
- b. February 2023 Fire Report
- c. February 2023 A/P Check Run

6. Treasurer's Report
7. Committee Reports
  - a. Finance & Personnel
    - i. Motion to appoint Michael Newman as Member-at-Large.
    - ii. Motion to appoint Mr. Newman as Chairperson of the Commission.
  - b. Facilities & Apparatus
    - i. Motion to authorize the purchase of two refurbished ambulances from Glick Fire Equipment, authorizing the transfer of any need funds from capital reserves not to exceed the \$220,949 as budgeted.
    - ii. Motion to award the FEMA AFG Grant sprinkler bid to BFPE International under the in the amount of \$153,890. (\$84,500 for Wirt Park Fire Station and \$69,390 for the Clearview Fire Station.)
8. Fire Chief's Report
9. EMS Report
10. EMA Report
11. Hanover Area Volunteer Fire and Rescue Report
12. Unfinished Business
13. New Business
16. Public Comment
17. Adjournment



## Agenda

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

### Call to Order of the Meeting

1. Declaration of a Quorum
2. Announcement of Executive Session
3. Public Comment
4. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. March 2023 Meeting Minutes
- b. March 2023 Fire Report
- c. March 2023 A/P Check Run
5. Treasurer's Report
6. Committee Reports
  - a. Finance & Personnel
  - b. Facilities & Apparatus
7. Fire Chief's Report
8. EMS Report
9. EMA Report
10. Hanover Area Volunteer Fire and Rescue Report
11. Unfinished Business
12. New Business
13. Public Comment
14. Adjournment



## Agenda

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

### Call to Order of the Meeting

1. Declaration of a Quorum
2. Announcement of Executive Session (There will be an executive session following this meeting for personnel/grievance hearing)
3. Public Comment
4. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. April 2023 Meeting Minutes
- b. April 2023 Fire Report
- c. April 2023 A/P Check Run
5. Commendations of members & staff for recent clinical saves. (Chief/EMS Captain)
6. Treasurer's Report
7. Committee Reports
  - a. Finance & Personnel
  - b. Facilities & Apparatus
8. Fire Chief's Report
  - a. Consider entering into a lease agreement with Leasing2 for the purchase of the refurbished ambulances.
9. EMS Report
10. EMA Report
11. Hanover Area Volunteer Fire and Rescue Report
12. Unfinished Business
13. New Business
13. Public Comment
14. Adjournment



Agenda  
Hanover Area Fire and Rescue Commission  
Thursday, July 20, 2023  
Clover Lane Fire Station @ 5:30 p.m.

*Call to Order of the Meeting*

1. Declaration of a Quorum
2. Announcement of Executive Session – Was held on Wednesday June 14<sup>th</sup> and June 22<sup>nd</sup> for the purposes of conferring with legal counsel on a labor issue and personnel issues.  
We will have a session at the conclusion of tonight's meeting.
3. Public Comment
4. CONSENT AGENDA  
Accept motion to approve items on the Consent Agenda as follows:
  - a. May 2023 Meeting Minutes
  - b. May & June 2023 Fire Report
  - c. May & June 2023 A/P Check Run
5. Treasurer's Report
6. Committee Reports
  - a. Finance & Personnel
    - i. Recognition of Tim Kress as the Hanover Borough Representative and Gary Greenholt as the Alternate.
    - ii. Motion to authorize the addition of Tim Kress as an authorized signatory for the Commission.
    - iii. Motion to approve Fire Chief's proposal for EMS management.
  - b. Facilities & Apparatus
7. Fire Chief's Report
8. EMS Report
9. EMA Report
10. Hanover Area Volunteer Fire and Rescue Report
11. Unfinished Business
  - a. Motion to approve the Medical Stand-by Agreement
12. New Business
13. Public Comment
14. Adjournment



## Agenda

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

### *Call to Order of the Meeting*

1. Declaration of a Quorum
2. Announcement of Executive Session
3. Public Comment
4. Pennsylvania Economy League Presentation of HAFRC Study by Lynne Shedlock
5. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. July 2023 Meeting Minutes
- b. July 2023 Fire Report
- c. July 2023 A/P Check Run
6. Treasurer's Report
7. Committee Reports
  - a. Finance & Personnel
  - b. Facilities & Apparatus
8. FIRE/EMS Chief's Report
9. EMA Report
10. Hanover Area Volunteer Fire and Rescue Report
11. Unfinished Business
12. New Business
13. Public Comment
14. Adjournment



**Agenda**  
**Hanover Area Fire and Rescue Commission**  
**Thursday, September 21, 2023**  
**Clover Lane Fire Station @ 5:30 p.m.**

*Call to Order of the Meeting*

1. Declaration of a Quorum
2. Announcement of Executive Session (There will be an Executive Session held following tonight's meeting for personnel matters)
3. Public Comment
4. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

  - a. August 2023 Meeting Minutes
  - b. August 2023 Fire Report
  - c. August 2023 A/P Check Run
5. Treasurer's Report
6. Committee Reports
  - a. Finance & Personnel
    - i. Motion to authorize the addition of Chairman Newman as an authorized signatory for the Commission.
    - ii. Motion to separate the EMA budget from the Commission budget, allowing carry-over to a 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.
    - iii. Motion to approve moving the proposed budget to the municipalities for approval.
    - iv. Motion to approve adjustments to the EMS billing rates as suggested by Cornerstone, our 3<sup>rd</sup> party billing company.
  - b. Facilities & Apparatus
7. FIRE/EMS Chief's Report
  - a. Commendations for two EMS providers.
8. EMA Report
9. Hanover Area Volunteer Fire and Rescue Report
10. Unfinished Business
11. New Business
12. Public Comment
13. Adjournment



**Agenda**  
**Hanover Area Fire and Rescue Commission**  
**Thursday, October 19, 2023**  
**Clover Lane Fire Station @ 5:30 p.m.**

*Call to Order of the Meeting*

1. Declaration of a Quorum
2. Announcement of Executive Session (The Executive Session scheduled for September 28<sup>th</sup> will now be held following tonight's meeting for personnel matters)
3. Public Comment
4. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

  - a. September 2023 Meeting Minutes
  - b. September 2023 Fire Report
  - c. September 2023 A/P Check Run
5. Treasurer's Report
6. Committee Reports
  - a. Finance & Personnel
  - b. Facilities & Apparatus
7. FIRE/EMS Chief's Report
8. EMA Report
9. Hanover Area Volunteer Fire and Rescue Report
10. Unfinished Business
11. New Business
12. Public Comment
13. Adjournment



**Agenda**  
Hanover Area Fire and Rescue Commission  
Thursday, November 16, 2023  
Clover Lane Fire Station @ 5:30 p.m.

*Call to Order of the Meeting*

1. Declaration of a Quorum
2. Announcement of Executive Session
3. Public Comment
4. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. October 2023 Meeting Minutes
- b. October 2023 Fire Report
- c. October 2023 A/P Check Run

5. Treasurer's Report
6. Committee Reports
  - a. Finance & Personnel
    - i. Motion to approve pay increase for EMS Billing Manager.
    - ii. Motion to remove Steve Otis from PLGIT and Peoples Bank accounts and replace with Chairman Newman.
  - b. Facilities & Apparatus
7. FIRE/EMS Chief's Report
8. EMA Report
9. Hanover Area Volunteer Fire and Rescue Report
10. Unfinished Business
11. New Business
12. Public Comment
13. Adjournment



**Agenda**  
**Hanover Area Fire and Rescue Commission**  
**Thursday, December 21, 2023**  
**Clover Lane Fire Station @ 5:30 p.m.**

*Call to Order of the Meeting*

1. Declaration of a Quorum
2. Announcement of Executive Session
3. Public Comment
4. CONSENT AGENDA

Accept motion to approve items on the Consent Agenda as follows:

- a. November 2023 Meeting Minutes
- b. October/November 2023 Fire Report
- c. November 2023 A/P Check Run

5. Treasurer's Report
6. Committee Reports
  - a. Finance & Personnel
    - i. Motion to adopt the 2024 Fire Commission Budget as previously approved and presented to the municipalities.
  - b. Facilities & Apparatus
    - i. Motion to accept the concrete bid to Keith Smith Concrete, in the amount of \$39,625 for the driveway repair at Clearview Fire Station.
7. FIRE/EMS Chief's Report
8. EMA Report
9. Hanover Area Volunteer Fire and Rescue Report
10. Unfinished Business
11. New Business
  - a. 2024 Commission Meeting Schedule
12. Public Comment
13. Adjournment