

**Minutes of February 3, 2020 WESC Meeting**, held at Brunnerville Fire Station.

**In Attendance:** Scott Barr, Sonny Ebersole, Jeff Garner, Andy Greiner, Aaron Hoover, Frank Kenavan, Edna Kline, Rodney May, Lynn Mearig, Zach Miller, Duane Ober, Mike Smith, Dennis Strauss, Jeff Tennis, Brian Wiker, Greg Young, and Dan Zimmerman.

Meeting was called to order by Vice-Chairman Andy Greiner at 6:35pm.

**Treasurer's Report:** The 2019 year-end budget was reviewed. We did not end with a surplus at the end of the year due to the cost of the fire extinguisher prop and not getting the grant towards its cost. Frank Kenavan made a motion to accept the budget as presented, seconded by Jeff Garner, and passed. The 2020 Budget is set at \$145,987.00.

**Previous Minutes:** Mike Smith made a motion to approve the November 2019 Minutes as presented; seconded by Greg Young and passed.

### **Unfinished Business**

**Apparatus Replacement Plan** – Duane advised that he and the four fire chiefs met and have progressed very far with the replacement and funding plan already. They aren't completely done, but it is close. Warwick and Rothsville ambulances have also been asked to bring their needs forward so that their ambulance replacement cycle can be included.

**Tax Credit for Volunteers** – Elizabeth Township and Warwick Township have approved an Earned Income Tax credit of \$200 for qualified volunteers. Lititz Borough has been encouraged to match the same credit value; Andy said it hasn't been discussed yet.

A discussion was held on some of the recent bills being sent through the PA Senate or House for approval. Of special note is a tuition abatement program, which has not been finalized yet, and whether or not Post Traumatic Stress Disorder (PTSD) should be considered a covered benefit for first responders, or if funds should be provided for counseling and other ways to assist someone in need.

### **New Business**

**Updated Job Description** – Vice-Chairman Greiner reviewed the need to amend the current job description of the Administrator to change the title to Fire Commissioner, as well as adding extra duties and responsibilities to the role. He then proceeded to read the draft job description that was provided to everyone prior to the meeting. Once he was done with reading the proposed job description, he asked for feedback from the emergency services leaders present. Every leader advised how it has been presented to their membership and each one voiced their support for the change to the role. After the discussion, Lynn Mearig made a motion to amend Duane's job description and duties from Administrator to Fire Commissioner; the motion was seconded by Mike Smith and approved.

**Updated Intergovernmental Agreement and Bylaws** – Due to the amendment of the job description, the Intergovernmental Agreement must be updated. Duane and Dan Zimmerman met with Rob Brady and asked him to help draft a new Agreement. He created a draft copy of the Agreement, as well as a sample Bylaws document for

WESC to be governed by. Since the copies were just made available, no action will be taken on them yet. All members were encouraged to review them and provide feedback before the next WESC meeting in April.

**Review of the Fire Study Objectives** - Duane provided a review of the recommended objectives from the 2018 Fire Study.

- 1) Appoint a Fire-Rescue Commissioner – completed with the decision made prior in the meeting
- 2) Strengthen Commission to Accomplish Regional Goals – Progress is being made through open communication of the chief officers
- 3) Establish Region-wide Administrative Committees – Progress / discussion
- 4) Establish Region-wide Operational Committees – Progress / discussion
- 5) Hire and Appoint Emergency Services Specialist – recommendation was made by Duane to make this a focus for this year and be ready by 2021. Duane was asked to work on a job description for this role, with the duties to be performed, anticipated hours needed (FT or PT?), and potential costs involved
- 6) Adopt Apparatus Maintenance and Replacement Plan – Progress / open discussion
- 7) Develop Station Needs and Renovation Plans – Progress (Renovations at Brunnerville Fire Station taking place right now)
- 8) Create and implement Day-time staffing Plan – Nothing done yet; other options also being studied

Dan Zimmerman stressed the need for the ambulances to come forward with their needs for the apparatus replacement plan, while explaining their financial needs, compared to billing and reimbursement opportunities.

### Comments from Agencies

**Brickerville** - Denny reported that the new mini-pumper will be placed into service soon, once more driver training and overall training is completed.

**Brunnerville** – Jeff Garner reported that the fire station is being renovated to add a new gear room, extend the current Squad bay and to also raise the roof of the Squad bay, allowing for taller bay doors. They purchased a used police vehicle from NLCRPD to be used as a Duty Vehicle.

**Lititz** – Mike Smith gave an update on his transition into the role of Fire Chief.

**Rothsville** – Greg Young reported that they are getting a used police vehicle from NLCRPD, to be used as an additional squad, for chiefs or line officers.

**Warwick Ambulance** – Frank Kenavan reported that the new F150 pickup truck should arrive soon.

**NVEMS** – Edna Kline reported that the Brickerville unit ran 56 calls in November, 68 in December, and 822 overall in 2019.

**Elizabeth Township** – Brian Wiker reported that the new Tractor Supply store along Route 322 is progressing well.

**Warwick Township** – Dan Zimmerman reported that they are evaluating fire suppression capabilities in the northern part of the township. It is very likely that a 500,000-gallon water tank will be constructed on the High property, just north of the Route 501 and Newport Road intersection.

**Reorganization** – Since Brian Wiker was running late, the Reorganization of the WESC Board for 2020 took place at the end of the Agenda. A motion was made by Frank Kenavan to appoint Andy Greiner as the Chairman, Brian Wiker as the Vice-Chairman, Jeff Tennis as the Treasurer, and Duane Ober as the Secretary. The motion was seconded by Greg Young and approved. (Jeff Tennis is the new Warwick Township elected official on the Board, replacing Herb Flosdorf)

The following delegates and alternate delegates were named:

**Brickerville Fire Company** – Dennis Strauss / Keith Rothermel

**Brunnerville Fire Company** – Lynn Mearig / Jeff Garner

**Lititz Fire Company** – Mike Smith / Zach Miller

**Rothsville Fire Company** – Greg Young / Aaron Hoover

**Warwick Ambulance** – Frank Kenavan / Brian Donnemoyer

**Rothsville Ambulance** – Jim Hoover / Scott Barr

**Northwest EMS** – Scott Kingsboro / Edna Kline

A motion was made by Lynn Mearig to accept the appointed representatives; seconded by Mike Smith and approved.

#### **Citizen Representatives for the WESC Board**

**Elizabeth Township** – Sonny Ebersole

**Lititz Borough** – Chris Strayer

**Warwick Township** – waiting on confirmation from the invitation

A motion was made by Mike Smith to accept the appointed citizen representatives to the WESC Board; motion was seconded by Aaron Hoover and approved.

With no further business, Mike Smith made a motion to adjourn the meeting; seconded by Lynn Mearig. The meeting ended at 7:30pm.

Next meeting is April 6, 2020 at Brickerville Fire Station.

Minutes submitted by Duane Ober, February 26, 2020.