



Warwick Emergency Services Commission

Minutes of August 3, 2020 WESC Meeting, held at Rothsville Fire Station.

In Attendance: Scott Barr, Patrick Barrett, Jeff Garner, Andy Greiner, Aaron Hoover, Edna Kline, Rodney May, Lynn Mearig, Duane Ober, Mike Smith, Dennis Strauss, Jeff Tennis, Brian Wiker, and Greg Young. Guests included Kerry Nye, Todd Kauffman, Charity Burkhart, and Jordan Garner.

Meeting was called to order by Chairman Andy Greiner at 6:30pm.

Guests: Todd Kauffman, Charity Burkhart and Jordan Garner (representing Lititz Borough and Warwick Township) were present to give the emergency services an update on MS4 (Municipal Separate Storm Sewer System). The municipalities hold a state-issued permit to manage the piping and drainage of flows into the creeks and streams, which is regulated by DEP. Firefighting run-off is an allowable discharge, however, we should always make an effort to contain contaminants whenever possible. If there is a known discharge into the storm water system, the hazardous materials unit should be requested to assist with clean-up. Washing vehicles and equipment with soap and allowing it to drain into the storm water system is not permitted, however, just rinsing vehicles is permitted. All oil dry used to clean up spills should be removed from the roadways as much as possible, but it is permitted to leave a light coating of oil dry on roadway when needed for additional absorption once units leave the scene. Any known discharge into the storm sewer systems should result in a notification of the approximate quantity to the Lititz Borough or Warwick Township MS4 Coordinators for documentation.

Treasurer's Report: The current year-to-date budget was reviewed. Jeff Tennis made a motion to approve the Treasurer's Report; seconded by Lynn Mearig and passed.

Previous Minutes: Lynn Mearig made a motion to approve the June 2020 Minutes as presented; seconded by Mike Smith and passed.

Unfinished Business

Emergency Services Contract between FD's/EMS with Municipalities, Updated Intergovernmental Cooperation Agreement and Bylaws – Duane reviewed the sample documents that were drafted. The goal is to have the wording of each document finalized and agreed upon by WESC, then forwarded to the Warwick Township solicitor for review (on behalf of all municipalities). Dan Zimmerman suggested that all documents be sent to the solicitor at the same time, instead of individually. By the October meeting, Duane will attempt to have final drafts of the Contracts, Agreement and Bylaws for review. Also needed are updated Training Standards document and a joint WESC Standard of Coverage (one document, not three individual documents).

Appointment of Warwick Township Resident – Dan Zimmerman recruited John Zeswitz, a resident of Brevity Lane in Rothsville Fire Company's district, and an employee of The North Group. Jeff Garner made a motion to appoint John Zeswitz as the Warwick Township Resident on the WESC Board; seconded by Greg Young, and approved.

New Business

COVID Relief Grants – Duane shared that the State Fire Commissioner’s Office has grants available for all fire companies and ambulances through the CARES Act from the federal government. The amount to be awarded should be the same as the amount that each fire company and ambulance received from the recent state grant. Allowable expenses are questionable at this point, but could include operational expenses such as utility costs, insurance costs, vehicle maintenance and repairs, PPE, and anything related to COVID-19 expenses.

Duane also shared that Lancaster County will be notifying the emergency services soon that they will also be able to award each fire company and ambulance agency with \$15,000 from the CARES Act.

WESC Information Booklet – Duane reported that Sgt. Jared Hahn from Lititz Borough PD assisted Duane with creating a regional emergency services guide booklet to promote our services in the community. Books are being commercially printed for distribution in the community.

Updated Intergovernmental Cooperation Agreement – Duane reviewed the final draft and asked for any additional feedback, including whether the duration of the Agreement is for 3, 5 or 10 years. After discussion, it was decided to draft the wording in the Agreement as 10 years. No other comments were made concerning the draft Agreement.

Updated WESC Bylaws – Under Article IV, it was requested to state that the Chairman, Vice-Chairman and Treasurer roles are filled by the elected officials from the three municipalities. It was also requested that under Article III, 8) – that the amount of time required for notification of the meeting match the requirements set by municipal guidelines.

Lititz Fire Company Housing Assistance Program – Chief Mike Smith shared the program that Lititz Fire Company just recently approved, which is providing financial assistance for active members who are purchasing homes in the first due coverage area of Lititz Fire Company. Members must meet eligibility requirements to qualify for the assistance, and the loan is forgiven over 5 years. If members do not maintain eligibility during the five years, they will be required to pay back a pro-rated amount. The base financial assistance amount is \$7,500, and for first-time home buyers, there is an additional \$2,500, for a total of \$10,000. Mike pointed out that this program was made possible by the apparatus replacement and funding plan; the fire company could use more funds for retention efforts now. Mike was asked to share a copy of the program requirements with the other fire companies.

WESC Volunteer Incentive Ideas – Duane shared an idea of rewarding the volunteers for their efforts to commit to taking required training classes. Since we have training standards in place and expectations of members, especially new volunteers, it would be nice to show our appreciation for their efforts to become a productive volunteer firefighter, fire police officer or ambulance provider. A well-trained volunteer benefits the fire companies, ambulances, municipalities, and the community. Discussion was in support of the idea, but the funding for the incentives (in the form of gift cards) should come out of the WESC budget or through grant opportunities. The current WESC budget has \$3,000 in the Retention Efforts category. Duane will finalize the Training Incentive Program, with consideration for all training activity that has occurred in 2020.

Discussion on Hiring of an “Emergency Services Specialist” – Duane shared a document with the Board of the tasks that could be assigned to this role, allowing Duane to spend more time on “upper-level” projects.

The consultant from our Fire Study in 2018 recommended the role to be filled in 2020. The goal would be to hire someone in 2021, not necessarily by January 1st, but to at least plan and budget for the role. Due to COVID, the likelihood of a full-time employee is very low, but a part-time employee, averaging 16 hours per week, at an estimated \$18 / hour, is being requested. The suggested pay rate is in-line with part-time fire service jobs in the region. The official title of the role is still to be determined. After discussion, it was agreed that this should be pursued, and an estimated cost should be determined so it can be included in the 2021 Draft Budget by our October meeting.

Comments from Agencies

Brickerville - Denny reported that efforts to replace their Squad has been slowed due to COVID restrictions.

Brunnerville – Lynn Mearig reported that their building addition is very close to being completed.

Lititz – Nothing to report.

Rothsville – Greg Young reported that they signed the contract to purchase the new fire engine from E-One / Fire Line Equipment. They should take delivery in September, with the purchase being funded by their Warwick Township Capital Account.

Rothsville Ambulance – Scott Barr reported that they have contracted with Warwick Ambulance for part-time employees, since Wellspan Hospital has not been meeting their needs.

Warwick Ambulance – No report.

NWEMS – Edna provided year-to-date statistics for the Brickerville Ambulance, showing 439 total calls.

With no further business, Lynn Mearig made a motion to adjourn the meeting; seconded by Jeff Tennis. The meeting ended at 7:50pm.

Next meeting is October 5, 2020 at Lititz Fire Station.

Minutes submitted by Duane Ober, August 13, 2020.