



Warwick Emergency Services Commission

Minutes of December 7, 2020 WESC Meeting, held at Brunnerville Fire Station.

In Attendance: Eli Ebersol, Andy Greiner, Frank Kenavan, Rodney May, Lynn Mearig, Zach Miller, Duane Ober, Dennis Strauss, Chris Strayer, and John Zeswitz. Aaron Hoover, Edna Kline, Jeff Tennis, Brian Wiker and Dan Zimmerman logged into the meeting via Zoom.

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

Treasurer's Report: The current year-to-date budget was reviewed. Frank Kenavan made a motion to approve the Treasurer's Report, seconded by Lynn Mearig, and approved.

Previous Minutes: Jeff Garner made a motion to approve the October 5, 2020 meeting minutes; seconded by Lynn Mearig and approved.

Unfinished Business

Final Draft of Intergovernmental Cooperation Agreement – Commissioner Ober reviewed the Final Draft of the Intergovernmental Cooperation Agreement, with some highlights and comments provided by the Warwick Township Solicitor. After discussion, Lynn Mearig made a motion to approve the Final Draft; seconded by Frank Kenavan and approved. The Agreement will now go to each Municipality for their adoption.

Final Draft of the WESC Bylaws – Commissioner Ober reviewed the Final Draft of the WESC Bylaws. Jeff Garner made a motion to approve the Final Draft; seconded by Dennis Strauss and approved. The Bylaws do not need to go to the Municipalities for adoption – WESC Board approval is sufficient.

Emergency Services Contracts with Municipalities & Standard of Response Coverage – Commissioner Ober reviewed the status of the Service Contracts. Lititz Fire Company voted to approve the contracts as written for Lititz Borough and Warwick Township. Brunnerville and Rothsville Fire Companies will discuss it at their next business meetings. Brickerville Fire Company met with Elizabeth Township officials and will edit the wording in their contract. Lititz Borough would like to meet with Warwick Ambulance to review it.

Final 2021 Budget – Commissioner Ober reviewed the updated 2021 Draft Budget. It has changed since the October meeting due to additional expenses that were not anticipated in the final numbers. This will result in a lower residual balance to carry over into 2021. Edits were made to the expense categories to leave planned municipal expenses as the same as presented with the October draft copy. After discussion, Eli Ebersole made a motion to approve the proposed 2021 WESC Budget; seconded by Zach Miller and approved.

New Business

Support Role Discussion – Commissioner Ober reviewed plans for a timeline to hire the part-time WESC support person. The timeline includes:

- Finalize job description and costs (salary plus payroll expenses) to approve at Feb. 1st WESC meeting, then advertise shortly thereafter.
- Assign a deadline to accepting resumes by late February
- Review resumes received to reduce to acceptable level for interviews
- Distribute resumes of those to be interviewed to Board members for review
- Interview candidates in early to mid-March
- Evaluate final candidates and make selection during April WESC meeting
- Finalize employment details and offer job to top candidate by mid-April
- New employee to start by end of April / early May

Regional Responses by Chief Officers – Discussion was held about how to properly cover Chief officers of any of the four fire companies while they provide mutual aid assistance if their fire company was not dispatched to an incident. This is a result of situations where a fire company might be low on leadership staffing during specific times and mutual aid chiefs are asked to respond to calls to lend a hand with managing the incident. It was agreed that it can be accomplished through a statement in the list of approved activities of the volunteer firefighters that is part of the annual municipal reorganization meeting.

Fire Commissioner Annual Review Process – Andy reported that the annual review for Duane has not been completed the past two years. He will make sure the evaluations get sent out shortly so that we can try to accomplish it before the end of this year.

2021 WESC Leadership Roles – Andy discussed the rotation of the Leadership team to plan for our reorganization in February. Jeff Tennis is scheduled to be the next Chairman. Final decision will be made at the February meeting, once municipal appointments to WESC are made official.

Comments from Agencies

Brickerville – Dennis Strauss reported that several members have recently tested positive for COVID or had been exposed to someone, requiring quarantine, which resulted in low staffing in recent weeks. They have suspended training activities lately due to this. He also reported that the body of their new Squad is being built, with the chassis due in January. He expects the new Squad to be completed by Spring.

Brunnerville – Jeff Garner reported that one member is currently in quarantine due to exposure. They are also considering reducing training activities in the immediate future.

Lititz – Zach Miller reported that their new Squad has been delivered and is now at Fire Line Equipment for equipment mounting. He expects to have it back by the end of the year, with a goal to be in service by early January. They have also started to buy loose equipment for the new Engine, which is due to arrive in late Spring.

Rothsville – Aaron Hoover reported that their new Engine is also at Fire Line Equipment getting equipment mounted. They expect to have it back and in service before the end of the year. They have cancelled upcoming training and meetings due to COVID and the holidays.

Warwick Ambulance – Frank Kenavan reported that they have an ambulance getting refurbished and are expecting to have it back, ready for service, by December 21st or 22nd.

NWEMS – Edna Kline reported that the Brickerville ambulance responded to 100 calls in November. Overall, NWEMS is doing well with regards to employee health right now.

John Zeswitz – Thanked everyone for their efforts in mitigating the spread of COVID. A discussion was also held about publicly promoting how much money the volunteer fire service saves the community each year.

With no further business, Zach Miller made a motion to adjourn the meeting; seconded by Lynn Mearig. The meeting ended at 7:15pm.

Next meeting is February 1, 2021 at Brickerville Fire Station.

Minutes submitted by Fire Commissioner Duane Ober, December 11, 2020.