



# Warwick Emergency Services Commission

**Minutes of October 4, 2021 WESC Meeting**, held at Brunnerville Fire Station.

**In Attendance:** Justin Cracroft, Sonny Ebersol, Brett Fassnacht, Jeff Garner, Andy Greiner, Brian Harris, Aaron Hoover, Jim Hoover, Lynn Mearig, Rodney May, Zach Miller, Duane Ober, Mike Smith, Dennis Strauss, Jeff Tennis, Elijah Yearick, Greg Young, and Dan Zimmerman.

Meeting was called to order by Chairman Jeff Tennis at 6:30pm.

**Introduction of New Warwick Township Manager:** Brian Harris introduced himself to those in attendance, sharing his experience in municipal government and emergency services.

**Treasurer's Report:** Andy Greiner reviewed the current the budget. Commissioner Ober explained recent purchases made. Mike Smith made a motion to accept the budget as presented; seconded by Jeff Garner and approved.

**Previous Minutes:** Greg Young made a motion to approve the June 2021 meeting minutes; seconded by Lynn Mearig and approved. (August 2021 meeting was cancelled due to lack of agenda items)

## Unfinished Business

**Fire Rescue 1 Online Training:** Commissioner Ober reviewed the online training academy that the four fire companies have subscribed to, and explained the courses offered and the intention of the training for the members.

**Leadership Succession Planning / Continuity Plans:** More discussion was held about the need for succession and strategic planning at the fire and ambulance organizations. Jeff Tennis and Andy Greiner shared their desire to see formalized discussion and education for the leadership in each company so that proper planning can be met. It was discussed to ask John Zeswitz to provide this education. Commissioner Ober will follow up with John on this topic.

## New Business

**2022 Proposed Budget:** Andy Greiner reviewed the proposed 2022 WESC Budget. The increase in 2022 is due to the increase in wages and benefits, new IT services costs, increase to the Retention category and vehicle maintenance. After a short discussion, Mike Smith made a motion to approve the 2022 Draft Budget as proposed (\$170,798.85); seconded by Jeff Garner and approved. The next step is for the elected officials to take the budget back to their Boards for approval in their 2022 municipal budgets.

**2021 Fire Commissioner Evaluation:** Dan Zimmerman reviewed that he and Assistant Manager Pat Barrett collected feedback from the fire and ambulance leaders for Commissioner Ober's evaluation. The evaluation was a favorable review and was used to create objectives and goals for Commissioner Ober in 2022.

**2022 Goals and Objectives for Commissioner Ober:** Goals and objectives for Commissioner were shared with the Board, as well as his goals for 2022. These goals will be attached to these Minutes.

In addition to the posted goals, Commissioner Ober stated that he is attempting to get WESC recognized as an official municipal fire department, for a variety of reasons, including eligibility for the annual Pennsylvania Fire and EMS grant program. He also stated that he intends to merge the municipal emergency management agencies into one regional agency, to reduce duplication of efforts and planning.

### **Comments from Agencies**

**Brickerville** – Chief Dennis Strauss reported that their new Squad has arrived and will be placed into service shortly. It will carry firefighting support equipment, spill control supplies, spare air cylinders, battery-powered rescue tools, and wildland firefighting equipment to support their TAC unit. The Squad also has a large arrow stick mounted on it, as well as being equipped with a snowplow. Chief Strauss also reported that they will be holding a Chicken BBQ fundraiser on October 23<sup>rd</sup>.

**Brunnerville** – Chief Lynn Mearig reported that they will be doing additional renovations to the fire station soon, including construction of office space, improvements to the bathrooms, banquet hall, kitchen, and basement. Their Rescue needs to have equipment mounted yet and then will be placed into service.

**Lititz** – Chief Mike Smith reported that their new Engine is in service.

**Rothsville** – Fire Chief Greg Young reported that they had one member complete all the suppression-level fire training recently, and have a few more young guys working through their required training.

**Warwick Ambulance** – President Frank Kenavan was not present, but it was reported that one of their vehicles was in a crash recently and is out of service.

**Rothsville Ambulance** – President Jim Hoover expressed his concern with burnout of their volunteers. They have been very busy recently, as have all local ambulances, due to staffing shortages and long wait times at the hospitals. They currently have two firefighters taking Emergency Medical Responder (EMR) certification, and just recently had two volunteers complete their Emergency Medical Technician training (EMT). Jim also advised that they plan to replace an

ambulance, possibly in 2022, but will not be withdrawing funds from the Warwick Township Capital Account to do so.

**Lititz Borough** – Elijah Yearick gave an update on construction projects in the borough: East Main Street and Water Street repaving project will be next year. The North Cedar Street bridge replacement was scheduled for this year, but they cannot get supplies; it might be postponed until 2022 now. Many of the storm pipes that we planned to be replaced this year have instead been re-lined, due to the pipe location in relation to other utilities.

**Warwick Township** – Brian Harris reported that the Pierson Road, Siegrist Farm Road, and 6<sup>th</sup> Street project is due to be completed by October 25<sup>th</sup>. The section of 6<sup>th</sup> Street from Lititz Reserve won't be connected until 2022. The 6<sup>th</sup> Street and West Orange Street project won't connect until 2022 due to materials shortage. The Lincoln Road bridge project should be completed in November.

With no further business, the meeting adjourned at 7:30pm.

Next meeting is December 6, 2021, at Brickerville Fire Station, at 6:30pm.

Minutes submitted by Fire Commissioner Duane Ober, October 12, 2021.



# Warwick Emergency Services Commission

## **Commission's Goals / Objectives for Duane in 2022**

- Continue to monitor the volunteer services to gauge the effectiveness of the volunteer program and provide feedback to the Commission.
- Standardize the administrative onboarding process of new volunteers.
- Explore the possibility of creating a mentor program for new volunteers.
- Establish a business outreach program to recruit more volunteers.
- Establish, or compile, a data base of WESC personnel.
- Begin succession and strategic planning with each of the emergency services agencies.



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## Goals / Focus for 2022

- **Working with Brett, the WESC Emergency Services Assistant**
  - Working with Brett and other volunteers, continue to update training records for all fire companies to create accurate and current firefighter qualifications. Doing so will provide a clearer picture of the status of the volunteer firefighters and the roles they serve in the fire company operational model (i.e., Quantity of volunteers, quality of volunteers, etc.)
  - Continue to use Brett to assist me with completing fire reports, agency statistics, etc.
  - Analyze the time that Brett works and the impact of his 16 hours per week; does it require more hours or is it working?
- **Evaluation of staffing levels, apparatus replacement plan**
  - Use data from above to provide analysis of staffing conditions in WESC fire companies.
  - Re-evaluate the established apparatus plan from 2020 to confirm the timelines, apparatus needed, etc. and compare to trends in number of fire calls, number of volunteers, etc.
  - Re-evaluate the 2018 Fire Study by Rob Brady and analyze it for current needs since it will be more than 3 years old.
  - Create SWOT analysis of each agency so that future goals / focus can be established.
- **Community Outreach**
  - Work to build "brand" of Warwick Emergency Services Commission by:
    - Continuing to build relationships in the community with businesses through fire safety education, preplans, site visits, etc.
    - Discovering new ways to improve community financial support, especially from businesses in the community

Duane Ober  
WESC Fire Commissioner  
September 10, 2021