



Hempfield Area Fire Services Commission  
Board of Directors  
Inaugural Meeting Minutes  
July 30, 2020 – 1900 hours



Attendees included the following Members: W. Scott Wiglesworth, G. Edward LeFevre, Josh Hummel, William Pfautz, John Wolf, Tammy Moseman, Mark Cohen, Corey Carpenter, Josh Newcomer, Amber Fair, William Nonnemacher, Craig Irwin, Cindy Schweitzer, Karen St Clair, Diane Garber

- I. Welcome and Commission Overview – Cindy Schweitzer  
EHT Adopted a commissioned strategic plan for emergency services in March of 2019. Pursuant to the recommendations of that plan, discussions began around the creation of the Hempfield Area Fire Services Commission and that agreement was finalized with East Petersburg Borough in May of 2020.
- II. Board Member Introduction  
All members as listed above introduced themselves.
- III. Appointment of Officers – Cindy Schweitzer/Scott Wiglesworth – discussion ensued about the agreement’s designation that the chair be a municipal official and section 3. B was reviewed.
  - a. Chairperson (Municipal Official – rotates annually) - Nomination of Scott Wiglesworth
    1. Motion by Ed Lefevre, Second by Mark Cohen – motion carried 8-0
  - b. Vice Chairperson - Nomination of William Pfautz
    1. Motion by Ed Lefevre, Second by Tammy Moseman – motion carried 8-0
  - c. Treasurer - Nomination of Cindy Schweitzer
    1. Motion by Scott Wigglesworth, Second by Ed Lefevre – motion carried 8-0
  - d. Secretary (may be the Emergency Services Coordinator/Chief Fire Official) - Nomination of Diane Garber
    1. Motion by Mark Cohen, Second by Josh Newcomer - motion carried 8-0
- IV. HAFSC Agreement Review (Membership Adjustment) – Diane Garber
  - a. Discussion in reference to the addition of an alternate for East Petersburg Borough Council and need for EPB representation for a Quorum.
    - i. Motion to include an alternate member for East Petersburg Borough Council pursuant to the stipulations in the HAFSC agreement by Tammy Moseman, Second by Ed LeFevre, motion carried 8-0.
    - ii. Discussion: Cindy Schweitzer will determine the documentation necessary from the Borough Council and Board of Supervisors and provide a draft for signatures.
- V. Fire Department Overview – each fire department gave a brief synopsis of their department
  - a. East Petersburg Fire Co – approximately 44 active members, 3-15 per call, hardest time 06-0800 hours, Organization - 3 Chief officers, Capt, 3 Lts, Fire Police Lt, and Administrative officers as normal, Board of Directors is entire membership.
  - b. Hempfield Fire Department – approximately 45-50 active members, 3-16+ per call, 08-1200 difficult time, Organization – 2 Chief officers, Lts, Srgts and Administrative Officers as normal, Board of Directors is set according to bylaws.
  - c. Rohrerstown Fire Company – 20 active (10-12 are primary), 7 live-in members (3 new), MTRF contracted to provide driver staffing throughout the week to backfill.
- VI. Commission Goals and Expectations - Each organization discussed their goals for the commission including:
  - a. creating a cohesive team
  - b. ensuring transparency among the organizations
  - c. integration of all of the variable needs/ support for the individual departmental needs
  - d. retention of volunteers
  - e. ensuring current maintained and future improved level of fire services to the communities



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- f. ensure volunteers are maintained as the departments change
  - g. efficient use of time and resources
  - h. recognition of increased needs and need for ongoing updates to current and future planning based on data and known trends
  - i. ensuring timely hiring of a well-qualified chief fire official
- VII. Chief Fire Official position - Review and discussion of the DRAFT job description  
Diane Garber will confirm correct current language for vehicle rescue qualifications, ensure inclusion of HR/supervision/leadership experience, consider removal of high school diploma/GED from requirements since Associate Degree is required.
- VIII. Discuss recruitment and hiring timeline  
All representatives will take the job description back to their respective organizations for feedback – all agreed that they could have a general response to the document to provide at the next meeting. Diane Garber requested that all organizations forward comments received prior to 8/13 for inclusion in an updated draft. EHT staff will work on process for hiring to ensure all items are in place prior to job posting.
- IX. Future Meeting Schedule
- a. Next meeting – August 13, 2020 - 7pm – Mark & Billy need to Zoom (Diane will set up)
  - b. Initial Recurrence – Monthly
  - c. Day of the week and time – Thursday, 7pm suggested – doesn't work well for EPB reps – Diane will create a doodle poll and send out to determine what might work the best for the membership.
- X. Other New Business – none presented.
- XI. Public Comment – Tom Bennett – EHT Supervisor – clarification of member names and orgs
- XII. Adjournment
- a. Motion to adjourn by Ed Lefevre, Second by William Pfautz, motion carried 8-0 2015 hours.

Minutes Submitted by: Diane Garber – Secretary

Minutes Approved: 8/13/20, WPfautz, JNewcomer, motion carried 8-0