



Hempfield Area Fire Services Commission
Board of Directors
Meeting Minutes
August 13, 2020 – 1900 hours



Attendees included the following members: W. Scott Wiglesworth, G. Edward LeFevre, Josh Hummel, William Pfautz, , Tammy Moseman, Mark Cohen - Zoom, Josh Newcomer, Amber Fair, William Nonnemacher - Zoom, Cindy Schweitzer, Diane Garber

- I. Approval of Minutes – July 30, 2020 as provided
 - a. Motion by Bill Pfautz, Second by Josh Newcomer – motion carried 8-0

- II. Agreement Modification/Board Membership Update
 - a. Cindy Schweitzer provided the signed EHT BOS Resolution for amendment to Bill Pfautz for signature by EPB Council at their upcoming meeting.

- III. Chief Fire Official position
 - a. Review suggested edits to draft job description
 - i. Updated JD read and discussed, residency requirement date set at one year from date of hire, no further changes requested.
 - ii. Chairman requested each organization take the JD back to their membership for final review and approval.
 - b. Discuss recruitment and hiring timeline
 - i. Josh Hummel provided an outline of the process he recommends, Diane Garber indicated that it was similar to what she had compiled from other local, regional, and comparable hiring processes, all agreed that Josh’s process would meet the needs of all entities including both municipalities and all three fire companies.
 - ii. Diane Garber and Cindy Schweitzer will put together a hiring packet with process from posting through application, interview, and hiring for the next HAFSC meeting.
 - iii. Discussion ensued about probationary period, evaluation timeline and process – CFO will be an EHT employee, the Commission Agreement delineates probationary period and some of the evaluation process, overall, it will follow East Hempfield Township employment practices currently in place.

- IV. Budget Discussion
 - a. Chief Fire Official – Diane Garber will update and simplify the spreadsheet for the anticipated CFO costs including base salary of \$75,000, with potential for increase at hiring commensurate with education and experience, etc. (up to \$80-85K) and associated benefits costing approximately 54% of the salary.
 - b. Fire Department Funding Requests
 - i. EHT BOS budgeted \$60,000 to assist the 3 FDs with funding projects not otherwise covered by their budget. That money was to be distributed by the commission and CFO. Due to the impacts of COVID-19 on funding and on the timeline of the HAFSC and CFO hiring, Diane Garber and Cindy Schweitzer, along with Scott Wiglesworth recommended that EHT provide each of the three departments with \$10,000 to assist with operating costs and retain the other \$30,000 for any unforeseen expenses in the last quarter of 2020. Any unspent money would then be moved to the Fire Service Capital Reserve Fund for future costs.
 1. HAFSC recommends EHT BOS provide \$10,000 each to EPFC, HFD, RFC and retain the other \$30,000 until needed other moved to the Reserve Fund
 - a. Motion by Ed Lefevre, Second by Billy Nonnemacher – motion carried 8-0



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- V. Future Meeting Schedule
 - a. Third Tuesday of the Month – Time 7pm – Sept 15
 - i. Diane will set up a recurring event in Outlook, EHT will advertise the meetings
 - ii. Diane will update all documents in the HAAFSC One Drive folder and attach the agenda to the monthly meeting notice.

- VI. Old Business – NONE

- VII. New Business
 - a. Scott Wigglesworth asked that the three fire departments provide an overview of their financial status to the commission at the next meeting so that the commission can better understand funding needs moving forward.

- VIII. Public Comment – NONE

- IX. Adjournment
 - a. Motion by Bill Pfautz, Second by Josh Newcomer – Motion carried 8-0

Minutes Submitted by: Diane Garber – Secretary

Minutes Approved: 9/15/2020, Motion Ed Lefevre, Second Josh Newcomer, 8-0