

**BLUE ROCK
REGIONAL FIRE COMMISSION
Lancaster County, Pennsylvania**

Minutes

The August 4, 2011 Meeting of the Blue Rock Regional Fire District was convened at 6:00 PM in the office of Millersville Borough. In attendance were Members Breneman, Knapp, Lastowski, Lauriello and Hagelgans. Also in attendance were Millersville Borough Manager Arnold and Attorney Wanda Whare. Absent were Solicitor Crème and Bailey.

On motion by Breneman and second by Lastowski the minutes, with typographical corrections, of the July 7, 2011 meeting were approved.

Lauriello explained to the Board that the attorneys for BRFR and BRRFD met to clarify some language issues in the operating agreement. Attorney Whare then went through the operating agreement with the Board and explained the clarifications and few issues the attorneys are working to resolve.

Hagelgans asked the Board to attend the International Association of Emergency Managers conference from November 11th to 17th. He will pay all of his own expenses, but is requesting the time off.

Hagelgans asked for the Board's plan to pay bills and oversee accounting issues in 2012, once the District takes over the payment of all bills for BRFR. Lastowski stated that the Board did not hire Hagelgans to be a bookkeeper or accountant and that we need to determine how much work is involved. A discussion was held as to how bills should be paid and the types of bills. Arnold explained to the group how bills are paid in the borough and the difference between normal repeating bills like electric bills and new purchases of equipment. Hagelgans stated he will work on a purchase request system, so that even if something is approved in the budget, there will still be a system for approval and purchase of these items. The Board discussed contracting a person for a few hours a month to do the accounting. There was no action at this time.

Knapp asked if there is a plan for the Millersville Water building located at 25 East Charlotte Street. Arnold and Lastowski explained that there is a long term lease on the building between the fire company and the borough. There have been discussions in the past to sell the property. Knapp mentioned that BRFR is interested in continuing to use the building. Breneman suggested that we review this matter in a year after we are operating and have some idea as to our expenses and master plans.

Knapp updated the Board on the current financial information for BRFR. He stated they currently have \$407,712 in its operating account. Several loans are outstanding and several loans are being processed through the state. The state loans are

all 2% loans. BRFR, if finances permit, may pay off some of the loans. Hagelgans mentioned that there are several vehicles that we are trying to sell. If they are sold, the money can be used to pay off some of the loans.

Hagelgans presented the Board with the proposed budget and office expenditures to complete 2011. He worked on a spreadsheet that documents the entire cost for operating the BRRFD in 2011. The total budget for BRRFD for 2011 is \$164,644 of which \$84,246 has already been received from the municipalities. Lastowski made a motion to approve the proposed 2011 budget pending approval from the municipalities. The motion was seconded by Knapp, all voted and approved.

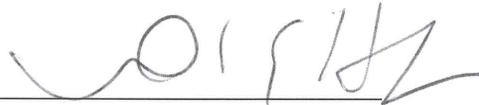
Hagelgans presented all the information on the proposed 2012 budget. He went through the budget spreadsheet line by line. He explained that the budget is very tight and based upon historical data. He explained that the budget is broken down into three categories, operating budget, capital budget and also new radio budget. He explained that if the county switches to the new radio system in 2012, it could cost as much as \$195,000 for radios. Hagelgans explained that if there is no money for radios in the budget and if there is no capital budget money allocated, that it cannot then be placed in future budgets as per the Intergovernmental Cooperation Agreement. After a very lengthy discussion of all the facets of the budget, Knapp made a motion to accept the \$1,094,220 budget and send to the municipalities for their approval. Lauriello seconded the motion. The motion was approved unanimously.

Hagelgans updated the board on the status of the state grant, he is waiting for one quote and then it will be submitted to the state.

The emergency management zone and employee policy discussions were tabled.

There being no other business the Commission adjourned at 9:00 pm.

Respectfully submitted,

By: 

Duane E. Hagelgans, Secretary