

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

**Minutes**

The January 5, 2012 Meeting of the Blue Rock Regional Fire District was convened in the office of The Blue Rock Regional Fire District. In attendance were members Lauriello , Knapp, Lastowski, Bailey, Breneman and Hagelgans. Also in attendance was attorney Wanda Whare and Manor Township Assistant Manager Ryan Strohecker.

Chairman Lauriello called the meeting to order at 6:00 pm.

On motion by Breneman and second by Lastowski the officer of the board were voted on and approved to remain the same for 2012.

On motion by Bailey and second by Lastowski the minutes of the December 1, 2011 meeting were voted on and approved. Lauriello abstained due to absence from the meeting.

Attorney Whare spoke about the upcoming transfer of assets from BRFR to the District. She stated that the Operating Agreement works as a bill of sale for all assets other than buildings and vehicles. Whare gave the board two sets of deeds to review. Once reviewed, Hagelgans is to have them signed and notarized.

Lauriello and Hagelgans are going to check on the leases for the Millersville water building and Station 3.

Attorney Nagy is going to keep the four fire companies as entities for a year in case legal issues arise.

A complete asset list is to be gathered of all equipment in the buildings, such as computers, technological equipment, furnishings and appliances.

The Manor Township solicitor is reviewing the Emergency Management Zone Ordinance.

The employee policies will be reviewed at the February meeting of the board. Attorney Whare was dismissed from the meeting.

Hagelgans stated that he is working with the state to consolidate all the two percent state loans in to one percent loans.

Strohecker gave the board and overview of the transition of the financial accounting process from Millersville Borough to the book keeper at Manor Township. He explained to the board what documentation they would see on a monthly basis. Each month the board will receive a balance sheet, check register, checks payable and income statement for review and approval of the expenditures. Strohecker presented the board with a profit and loss sheet for 2011.

There was a discussion on electronic signatures and approval of the expenditure and check writing process. On a motion by Lastowski and seconded by Knapp, the board voted and approved the receiving of the four monthly financial sheets for operational and financial accountability.

On motion by Bailey and seconded by Knapp, the board voted and approved to use electronic signatures for checks, based upon the new financial operational and accountability system.

A long discussion was held as to how to handle capital budget funding from the municipalities to the district. The board feels that it is essential that they can build a capital budget account for future capital expenditure items. There is currently no written language specifically addressing how this will be handled. Chairman Lauriello asked Hagelgans to put together a bullet point memorandum of understanding for the next meeting.

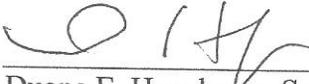
Hagelgans stated that he is working with an IT firm in an effort to standardize the computer system throughout the four stations to make paperwork easier for all members. He also asked about getting a district credit card for minor purchases. He was approved to look in to getting a corporate credit card. He will also work on a credit card usage policy.

Hagelgans is also still working on the conflict of interest policy

Five bills were brought up for approval: Millersville Borough for reimbursement of office equipment purchases for the new district office; Triangle refrigeration for work done on the HVAC unit at the new office; Duane Hagelgans reimbursement for the district meeting ad; Duane Hagelgans for postage reimbursement and John Broome for fire report data entry. Bailey made a motion, seconded by Breneman to pay the bills. The motion passed.

There being no other business the Commission adjourned at 8:45 pm.

Respectfully submitted,

By:   
Duane E. Hagelgans, Secretary