

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

**Minutes**

The May 5, 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, Bailey, Lauriello and Hagelgans. Also in attendance were Millersville Borough Manager Arnold and Citizen Ted Gingrich . Absent was Solicitor Creme.

Chairman Lauriello officially welcomes Duane Hagelgans to the board and as the new Blue Rock Regional Fire Commissioner.

On motion by Lastowski and second by Breneman the minutes of the April 7, 2011 meeting were approved. Bailey abstained from the vote due to his absence from the meeting. The March and April minutes were signed by Breneman and given to Arnold for filing.

Hagelgans updated the board on his first official week. He reported that he has collected budget information for the past two years from three of the four companies. He met with the treasurer of the fourth company and should have this information soon. He reported that he is compiling all the information for the first budget. He also mentioned that even though he will have the expenditures and liabilities from the companies, some cost will not appear due to the fact that the township and borough covered some of these costs directly. He will continue to work with the treasurers and the accountant hire by the companies to get the budget figures organized.

Hagelgans was at the administrative meeting for the company and the issue of audits was raised. Hagelgans asked if the board wants audits of the four companies' accounts. A long discussion was had about types of audits and if an audit was necessary. When Hagelgans talks to the accounting firm, he will get more information. Arnold will also talk to the borough's accountant if necessary, depending on information from Hagelgans.

A conversation was held discussing assets. It is the position of this board that all assets, to include property, vehicles and equipment will be transferred to the district. The companies' attorney is working on the list of assets. Hagelgans will contact the attorney about this information. Hagelgans was tasked with collecting records and historical information and items from the companies to eventually display in a public location.

Hagelgans presented a ICA sample that can be used for the municipalities to form an Emergency Management Zone. This will allow for the municipalities to have only

one (1) emergency operation plan. Hagelgans was tasked with getting this information to the solicitor for preparation of an ordinance.

The Commission is now part of a self-insured pool of companies. Hagelgans attended training with the insurer. He will bring in the insurer to set up a panel of doctors and all the necessary components for the system to function as requested by the insurer.

Hagelgans updated the board on all the various other insurances that will be needed for the BRFR and the BRRFD. Hagelgans will be meeting with an insurance broker to get quotes. The most immediate need is for errors and omission insurance for Hagelgans and the Board.

A discussion was held as to common signage for all the fire stations. It was decided to have common signage above the doors of the stations. This language would be "Blue Rock Fire Station 901", etc.

Currently the BRRFD uses Millersville Borough as its mailing address. In the future, a permanent address will be acquired once an official office location is designated.

Hagelgans updated the Board on the new apparatus that has been received and ordered by BRFR and the status of equipment being sold. Also, he explained that all the current gear and vehicles are being re-lettered.

Hagelgans explained the current status of operational issues. He stated that the BRFR is having a large scale training event on May 16<sup>th</sup> at 6pm at the Brookwood Apartment complex in the borough. He also briefly reviewed several fires that BRFR has responded to recently.

A discussion was held as to what technology is needed for Hagelgans. It was determined that at a minimum, he needs a computer, printer/fax, hard drive backup and cellular phone.

On motion by Breneman an second by Lastowski, Hagelgans was authorized to work with Arnold and Smith to purchase a computer, printer/fax, and hard drive backup.

A discussion was held as to whether the Board should purchase a cellular phone for Hagelgans, or reimburse him and allow him to use his personal cell phone. On motion by Breneman an second by Lastowski, Hagelgans was authorized to purchase a cellular phone with the approval of the Board Chairman.

Lastowski offered to donate a brand new printer/fax/copier to the Commission for Hagelgans' use. Hagelgans is to pick the device up from Lastowski.

Arnold mentioned several issues with payroll. The computer that calculates payroll has an additional eighteen cents each pay period on the check of Hagelgans. The Board also discussed the vacation cycle and determined that Hagelgans has two weeks to

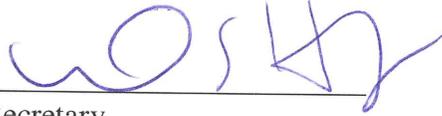
use until 12/31/11 and then will begin an annual cycle, with two new weeks, based upon the contract. He also stated that the Borough has created and started a filing system for BRRFD records.

Knapp mentioned that the agreement between BRFR and BRRFD must be a priority. He also mentioned that some of the four companies will be close to out of money when they merge finances on 7/1/11. All investments will rollover to BRFR and the current trusts must stay.

Bailey stated that the funds need to be in one account by 7/1/11 and a mutually funded budget must be in place and operational by 1/1/12.

There being no other business the Commission adjourned at 7:45pm.

Respectfully submitted

By:   
Secretary