

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

Minutes

The November 1, 2012 Meeting of the Blue Rock Regional Fire District was convened at 6:00 pm by Chairman Knapp in the District Office. In attendance were Members Bailey, Breneman, Knapp, Lastowski, May and Hagelgans. Also in attendance was Ann Harach, Ryan Stroehecker and ted Gingrich. Present:

By motion of Bailey, seconded by Lastowski, all voted and approved the October meeting minutes.

There were no comments from the public.

Fire commissioner's report:

Worker's compensation needs to increase in the budget due to our carrier changing. The change is due to a change in state law. We will need to add \$18,500 to insurance costs for 2013.

Budget:

Hagelgans met with Manor Township and Millersville borough and presented the budget. There are questions on how to fill the budget gap of \$17,000. Hagelgans stated that the capital expenditures will decrease by \$20,000, there is an increase in grant money by \$20,000 and the net savings should be \$3,600. There needs to be funds carried over from this year into 2013, which will be needed to pay January's bills, since we receive our municipal funds at the end of January.

Bailey stated that he believes that we have good numbers on the costs that will be associated with the future of equipment and building. We need to make sure that the capital is used wisely.

Hagelgans stated that the Capitol budget money for 2012 and 2013 is being used to buy radios and this means \$300,000 is not being used towards future capital budget items that are on the capitol budget plan. We also need to take into consideration how much money will be needed to install radios. Currently we have budgeted \$20,000 for installation.

Bailey proposes that we must create capital and put it aside over a multi-year term. If we don't set aside money we'll be forced to get funding from other sources that may incur more expenses in the future.

Bailey asked how Manor Township reports an expenditure that is owed contractually? How does Manor Township do accounting for those expenses?

Strohecker spoke about “spent money for the future” and that those funds are reserved and cannot be touched. He added that Manor Township cannot encumber those funds. Further we need to figure out how you want to see the capital budget and the operating budget in the reports. He showed the board a supplement, which can show a breakout of each need but the problem with QuickBooks is there is no easy way to do it. We may want to have one balance sheet and 2 income statement reports. Bailey pointed out that additional reporting would be helpful. We should wait for the report from the auditors and then at the beginning of a quarter make the switch.

Knapp asked if we rebalance each year the contribution from each municipality? How do we get manor twp to pay on a large purchase, if the capital contributions do not come to the District each year.

Strohecker, Knapp and Bailey discussed how to get the Borough and Township to make financial contributions using the same method.

Hurricane Sandy:

Hagelgans reported that we had 56 people staying in the stations. The crews were here 24/7 throughout the duration of the storm. Firefighter Bezek set up a “Go to Meeting” account and we did teleconference which worked well. We discovered some areas that need improvement; we will need some improved equipment for teleconferencing such as conference phone and speakers. There is money in our budget, under emergency management for these expenses.

Hagelgans stated that the board has the authority to declare the emergency under the legal agreement. There was a question about what kinds of funds are present to deal with disasters. He explained that the funds will come from the township or borough in emergency situations and the municipalities will make those funding decisions; the proclamation gives the power to BRRFD to make emergency operational decisions to deal with a disaster.

Housing Fair

Hagelgans stated that we attended the housing fair at Millersville University. There was a large attendance at both sessions. He stated that subjects that were discussed at the housing fair included housing codes, landlord-tenant relationships and police issues.

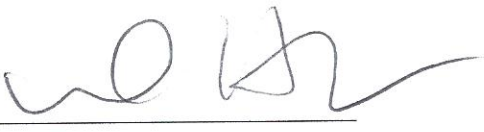
Executive Session:

The Board went in to Executive Session.

The Board came out of executive session at 1855

There being no other business the Commission adjourned at 7:05pm.

Respectfully submitted,

By: 

Duane E. Hagelgans, Secretary