

**April 4, 2012**

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 was held on the above date at the Lenola Fire House. The meeting was called to order at 7:00 pm by President Wesolowski.

All Commissioners were present with the exception of Commissioner Grant. Also in attendance were Chief Rob Grant, Retired Chief Ruggiano, Hall Manager Matthew Orsini, Fire Fighter John Swan Sr., and Administrator Booth.

**Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the March 7 2012 meeting were unanimously approved by the four commissioners present.

**Chief's Report:**

1. Report for March was submitted by Chief Grant and filed.
2. Chief noted the reports are slightly skewed due to an upgrade in the software and will be corrected by next month.
3. Chief informed the Board the blowout valve on the hot water heater is still leaking. Chief stated he is working on obtaining three estimates to replace the water heater for the Board to consider.

**Captain's & Engineer Report:**

1. Chief Grant gave report for March.
2. All Trucks were checked and are operational.
3. Truck 3132: No reported problems.
4. Truck 3133: Replaced light bulb in roof light bar.
5. Truck 3135: No reported problems.
6. Truck 3138: No reported problems.
7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
264.5G	90.0G	0.0G	354.5G

8. Report submitted and filed.

**Hall Rental Chairman's Report:**

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were six paying affairs during the month of March and approximately 40 inquiries via email and telephone. There were four bookings during the month; all for 2012.
2. There were three cleanings to be paid for during the month. All security deposits are scheduled to be returned.

3. The table rings have been shipped and the estimated time of delivery is Monday, April 9, 2012.
4. Maxwell Services Group, Inc. was called to schedule a cleaning of the ice boxes.
5. Updated calendar is posted in lounge.
6. Orsini informed the Board of an incident a renter had regarding food being taken out of the refrigerator and left on the table prior to their affair. Orsini recommended he be notified before any food is removed from the refrigerators.

### **Squad Report:**

Retired Chief Ruggiano stated that Chief Joe Shields is participating in a teleconference and asked that he pass along the Squad Report to the Board. Ruggiano also mentioned the Squad's Financial Report for March is not yet available.

### **Bills:**

The Statement of Expenditures, listing the bills to be paid in April, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills on the Statement of Expenditures. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting.

There being no questions on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Maahs to pay the following bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills paid in April are available upon request)

Commissioner Maahs abstained on all Fire Official Maahs' invoices.

### **Communications:**

Administrator Booth discussed the following communications:

1. Received a letter on March 9<sup>th</sup>, 2012 from Industrial Appraisal Company (IA) recommending the properties (Fire House and Fire Prevention Bureau House) be scheduled for a Formal Appraisal prior to this year's annual review. In way of background, each year we request an annual reevaluation for the properties covered under the original Formal Appraisal in an effort to keep current, from year to year, the statement of insurable values. The last Formal Appraisal was done in June, 2000 for the Fire House and January, 2003 for the Fire Prevention Bureau House. IA recommends a Formal Appraisal be done every seven years. The cost of the Formal Appraisal is \$885.00. This item will be discussed further under New Business.
2. Received a letter on March 15<sup>th</sup>, 2012 from Wayne Press, Field Representative from Insurance Services Office (ISO) requesting a visit in the near future to verify the current insurance class assigned to the district. As a continuing program to keep the insurance classifications up-to-date, ISO periodically evaluates all communities and areas that have

public fire protection to assure that existing public fire protection is available to individual property owners. This insurance classification number is one of several elements used in developing property insurance premium calculations for many individual properties in the district. The last survey for Fire District #2 was in April, 1997. The fieldwork required with the survey should take about one day to complete.

3. Received a letter from The NJ Department of Labor and Workforce Development requesting participation in the 2011 Survey of Occupational Injuries and Illnesses. The district was selected as part of a sample group and is required by law to comply and submit summary information from completed OSHA forms. Administrator Booth is working with Chief Grant to provide the required information.
4. Received an email from Patricia Hunt, Township Clerk informing the board that the Township Council adopted a resolution moving the School Board Elections to November and therefore the Lenola Fire House will not be needed in April as a polling location for the next four years. Patricia thanked the Board for approving and working with her office to relocate the School Board Election to the firehouse and appreciated the cooperation extended by the Board. She specifically thanked Matthew Orsini for all his help in ensuring the polling place was ready for the poll workers.

### **Old Business:**

1. Administrator Booth provided an update on the roof project. Booth stated the Public Advertisement for bids was published on March 16<sup>th</sup> in the Burlington County Times and bid packages are available upon request. Booth also mentioned the sealed bids will be opened and read at 1:00 pm on Friday, April 13, 2012.
2. President Wesolowski briefly mentioned the solar project. Wesolowski asked Administrator Booth if we have heard anything from our financial advisors regarding this topic. Booth replied she had not. Wesolowski stated we will keep this topic open pending word from our financial advisors.
3. President Wesolowski mentioned the Fire Company/Squad Committee has not yet had a opportunity to meet regarding the building privilege issue raised at the last Board meeting during public discussion. Wesolowski stated he hopes to get this done in the next two weeks.
4. Administrator Booth provided a status on the Website Project. A copy of the April 4, 2012 Status Report was distributed to the commissioners and briefly discussed. Specifically, providing contact information (i.e., mailing address, electronic mail address and telephone number) for a principal executive officer on the website was discussed. Wesolowski mentioned if we decide to use the Bureau of Fire Prevention telephone number we may need to upgrade the answering machine to accommodate more than one voice mailbox. In addition we will need to create an email account specifically for this purpose.
5. President Wesolowski discussed the new carpet for the hall. The next step would be to choose a product (i.e., brand and pattern) to be used in obtaining quotes or bids as appropriate. Wesolowski recommended we contact the representative from Data Carpet for a sample and if the Board agrees he would initiate contact. Board agreed.
6. President Wesolowski stated the wireless mic for the hall was delivered and is secured with the understanding that the mic is for the district's use and not for hall rentals.
7. Administrator Booth provided an update on Project Democracy's request to move their mock elections to November to coincide with the School Board Elections. Booth reported the Chair

for Project Democracy prepared a letter to the Township Clerk, Burlington County Clerk as well as the Burlington County Board of Elections requesting permission to hold mock elections at the general election polling locations in November. Once they receive reply they will forward to the Board.

**New Business:**

1. The Industrial Appraisal Company's recommendation to schedule a Formal Appraisal mentioned under Communications was further discussed. President Wesolowski asked Administrator Booth the benefits of having such an appraisal done. Booth stated accurate values of the properties are needed for both Financial and Insurance purposes. Booth also mentioned that the 2012 budget did not include the cost of a Formal Appraisal (\$885.00); only the annual reevaluation of the properties (\$180.00) was included in the budget. Brief discussion ensued. The Board agreed to have the annual reevaluation of the properties this year and include the cost of the Formal Appraisal (\$885.00) into the proposed 2013 Budget.
2. Administrator Booth mentioned she received a request from Patricia Hunt, Township Clerk, requesting the completion of the Financial Disclosure Statement Forms by members of the Board, its Attorney, its Administrator and the Fire Chief. Booth distributed forms along with instructions for completion and requested they be returned to Patricia Hunt by Monday, April 23, 2012.
3. Administrator Booth stated she met with the Board's Insurance Broker Don Sheldon to discuss the Property and Casualty Insurance renewal questionnaire. Building, contents and vehicle values were discussed. The updated inventory lists will be used to determine content values and the vehicle values would need to be reviewed by the Board to ensure they are appropriate. Brief discussion ensued with input from the public. The Board agreed to contact Glick to determine replacement values for the Pierce Squirt, Pumper and Aerial trucks. This information will be reviewed by the Board at the next meeting in determining the appropriate "Agreed Value" to be used for insurance purposes.

Booth also mentioned that Mr. Sheldon recommended the Board consider obtaining pollution liability for the above ground diesel fuel storage tank. Booth informed the Board that the current policy does not cover pollution liability. Discussion ensued. The Board agreed not to add pollution liability insurance for the diesel tank since sufficient measure are in place to mitigate pollution risk (i.e., tank is constructed of concrete, double walled, surrounded by bollards, fenced, locked and visually inspected weekly).

4. Commissioner Maahs mentioned he noticed some of the hall chairs are significantly stained and recommended replacing some of the seat covers in 2013. Brief discussion ensued. The Board agreed to determine how many chairs are affected and to consider replacing covers either this year, budget permitting, or include in the proposed 2013 Budget for consideration.
5. President Wesolowski discussed a parking issue when an event at the hall is well attended. Specifically, people are parallel parking near the railroad tracks by the corner of the building.

Wesolowski noted it would be impossible to refuel a fire truck and is challenging for a vehicle to pass through. Wesolowski recommended getting "No Parking" signs for that area. Deputy Chief Orsini added the need for an exterior convex safety mirror to assist people walking across the parking lot when a car is entering the premises. Discussion ensued. A motion by Commissioner Maahs and seconded by Commissioner Lieber to purchase three "No Parking" signs and a convex safety mirror was unanimously approved.

6. President Wesolowski discussed permitting employees to once again work extended days allowing them to take either a Friday or Monday off during the summer (i.e., June, July & August). The Fire Prevention Bureau employees would coordinate days off to ensure coverage. This arrangement would end the Friday before Labor Day. Board agreed.

**Meeting opened to public:**

There being no further questions or comments from the public, this portion of the meeting is closed.

On a motion by Commissioner Niedermayer, seconded by Commissioner Lieber, the meeting was recessed at 7:40 p.m. to enter into an executive session. Motion carried.

**Executive Session (Closed)**

**The meeting reconvened at 7:51. There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 7:52 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator