

April 7, 2010

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 held on the above date, was called to order at 7:00 pm by President Wesolowski. All Commissioners except Commissioner Maahs were present.

Others present included Chief Ruggiano, Rob Grant, Matthew Orsini and John Swan Sr.

President Wesolowski called for a salute to the flag and a moment of silence.

President Wesolowski asked if the members received and reviewed the minutes of the preceding meeting. The commissioners stated they had. A correction was noted. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve minutes was unanimously approved.

Chief's Report:

1. Chief reported the air packs have been ordered and that Scott will be "lettering" the tanks with our station name and number. Chief also mentioned Fire District No. 1 was awarded a grant of \$100,690.00 for air packs.
2. Report submitted and filed.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. In truck 3135, the passenger side front door ground light was replaced.
4. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Total</u>
274.9G	79.5G	354.4G
5. Fire Com people were in on 3135 to replace components, however, one of the new components was bad and had to be reordered. Fire Com said it would be approximately seven days to get the new component in.
6. Report submitted and filed.

Hall Rental Chairman Report:

1. Matthew Orsini gave March's Hall Report. During the month of March, there were four paying affairs and one non-paying affair scheduled. There were approximately 60 inquiries via e-mail and telephone. We received three bookings during the month for the calendar year 2010.
2. All security deposits are scheduled to be refunded and there will be five cleanings paid for in the month of March. Updated dates are posted in the lounge.
3. Report submitted and filed.

4. President Wesolowski mentioned prior to the meeting he gave Matt a check returned from the post office marked “undeliverable”. The check was a refund of a security deposit. Matt will follow up to ensure it is delivered to the owner.

Squad Report:

A representative from the squad was not in attendance. No report presented.

Bills:

President Wesolowski read a note from Administrator Booth regarding three bills paid at the end of the March. The note stated these bills were received after the last Board Meeting, however, were due prior to the next Board Meeting. Administrator Booth contacted President Wesolowski to obtain approval to pay before presenting them at Board Meeting.

The first two were our annual pension contributions to the Public Employees’ Retirement System and the Police and Firemen’s Retirement System. The payment was due April 1, 2010 and a penalty of 10% would have been assessed if late.

The third voucher represented an invoice from Zurich Insurance Company for \$6,079.00. We received and deposited a refund check for \$9,748.00 on March 22, 2010. The check represented a refund as a result of the audit of last year’s worker’s comp policy (period 10/08 through 10/09). However, the refund was calculated in error by Zurich (to high). As a result they promptly sent us an invoice for amount due. It was paid by due date.

The bills to be paid in April were read by President Wesolowski.

President Wesolowski asked if there were any questions regarding any of the bills.

A motion by Commissioner Grant and seconded by Commissioner Niedermayer to pay the following bills and any regular bills that come in was unanimously approved.

(A list of bills paid in April is available upon request.)

Communications:

President Wesolowski discussed the following Communications:

1. Received a memo from Cindi Maahs Knobbs requesting a check for the 1st Quarter 2010 Dedicated Penalty monies be issued to the Lenola Volunteer Fire Company for \$3,400.00. President Wesolowski asked Matt Orsini to follow up with Administrator Booth to ensure the check is issued.
2. Received letter and a check for \$560.00 from Brown & Brown. The check represents the return premium due to the cancellation of the Surety-Public Official Bonds for Timothy Murphy and Virginia Konecsny. The check was deposited in the Operating Account.

3. Received letter from Cindi Maahs Knobbs thanking the Board for allowing them to attend a conference.

Old Business:

1. President Wesolowski read an email from Greg McCloskey informing the Board the Pension Board approved his retirement on February 17; therefore he can assume his duty as solicitor on March 20, 2010. President Wesolowski went on to read in full, Resolution 10-05 appointing Gregory R. McCloskey as Solicitor of Moorestown Fire District No. 2 for a term to commence March 20, 2010. A roll call vote to adopt Resolution 10-5 was unanimously approved:
 - Lieber – Aye
 - Grant – Aye
 - Niedermayer – Aye
 - Wesolowski – Aye
 - Maahs (absent)
2. Commissioner Grant asked if Sensational Host returned the key to the hall. Matthew Orsini replied they had.

New Business:

1. President Wesolowski mentioned after the passing of Timothy Murphy, Board Administrator, both Liz Booth and he went through the paperwork stored in the Fire Inspector's building in an effort to organize important documents, specifically the minutes to the Board Meetings. Wesolowski went on to say that all minutes were found, however, several years of minutes (about four inches worth) were loose and filed in white envelopes. Wesolowski mentioned these minutes are submitted annually to the auditor for review. Wesolowski recommended that for preservation and ease of research the Board should consider having minutes stored in a three post minute book. Prior to the meeting Wesolowski asked Administrator Booth to see what the cost would be to have the loose minutes stored in Binders. It was determined that two binders would be needed at \$100.38 a piece and asked the Board for their thoughts. Discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to purchase two three post binders to store Board meeting minutes was unanimously approved. Commissioner Grant asked if the minutes could be stored on computer disc or do we need a hard copy. President Wesolowski mentioned there has to be a hard copy because the auditor reviews and compares the business we conduct with the approvals and motions made at meetings.
2. President Wesolowski mentioned Administrator Booth is adding a further control to our monthly bill paying process. Currently, we pay our bills through Direct Connect which means our bills are paid electronically. This was discussed with Ed Paul our Auditor and he was fine with it since all commissioners sign each voucher monthly. In the past, each check required three signatures. With us using Direct Link, the administrator is the one sending the request to the bank for bills to be paid. As an added control, Administrator Booth will begin providing Commissioner Maahs (Treasurer) a copy of the checks processed electronically as well as an activity report from the bank for the preceding

month. This way the treasurer can review to make sure all withdrawals from the accounts are appropriate.

3. President Wesolowski mentioned a Certificate of Insurance was required by the Township of Moorestown in order to hold the Easter Egg hunt and that with the current insurance and banking regulations, these certificates are provided free of charge. A Certificate of Insurance was provided to the Township as requested.
4. President Wesolowski mentioned a request for public assistance was made to FEMA regarding possible reimbursement of snow removal related expenses resulting from the February 5 & 6 storm and that Lee Lieber planned to attend a meeting on this topic. Lee Lieber stated he did attend the applicant's briefing conducted by State and Federal Emergency Management.
5. President Wesolowski stated he met with Administrator Booth during the month to discuss the reserves. Specifically, to determine the balances of our reserves. Unfortunately we ended up with more questions than answers. Some of the questions raised relate to the funding/use of the reserves and the actual balances within the categories of the reserves. Wesolowski mentioned in particular he raised a question regarding the Future Employee Benefit Reserve which began to be funded in 2002. There seems to be an additional \$27,000 in the reserve than originally thought. In addition Wesolowski mentioned we want to review the balance to ensure we are not overfunded. Discussion ensued. It was agreed Administrator Booth will follow-up with our Auditor, Ed Paul regarding these open questions. Wesolowski went on to say, after the review, we hope to have the breakdown of each of our reserves to provide to the Board.
6. President Wesolowski mentioned Administrator Booth is currently in the process of reviewing our Property and Casualty, Umbrella Accident, Health and Disability policies which are coming up for renewal in May with our insurance broker Donald Sheldon from Brown and Brown. Wesolowski went on to state that the content limits proposed for the Fire House and the Fire Prevention house are \$300,000 and \$75,000, respectively. Wesolowski stated clarification was needed regarding the coverage limits on the Trucks/Vehicles. It was believed we had "replacement" coverage on our trucks, however, our trucks are covered only up to an "agreed value" which is not necessarily "replacement" value. In our particular situation we have two trucks (Pierce Pumper and Pierce Squirt) where the "replacement value" is significantly higher than the "agreed value". As a result, if we suffered a total loss on one of these trucks we would only be paid up to the "agreed value" and nothing more. Commissioner Grant asked if we could obtain a quote for what the cost would be if we increased the "agreed value" closer to the "replacement value". This would assist the Board in making a decision. Discussion ensued. It was agreed that the Board would obtain a quote/cost associated with increasing the "agreed values" closer to a "replacement value" on the trucks and discuss coverage limits at the next Board meeting.
7. President Wesolowski mentioned he met with the employees to discuss changing their medical insurance plan to the New Jersey State Health Benefits Program. The employees agreed. Resolution 10-06 "Authorizing participation in the New Jersey State Health Benefits Program" was read. There being no questions, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt Resolution 10-06 authorizing participation in the New Jersey State Health Benefits program was unanimously approved by a roll call vote:

Lieber – Aye
Grant – Aye
Niedermayer – Aye
Wesolowski – Aye
Maahs (absent)

8. President Wesolowski mentioned Ed Paul, our auditor indicated we are required to submit an application and appear before the Department of Community Affairs, Division of Local Government Services Local Finance Board to obtain approval for financing the air packs. Resolution 10-07 authorizing Moorestown Fire District No. 2 to make application to the Local Finance Board for its review and/or approval of a proposed capital lease authorizing the acquisition of new self contained breathing apparatus for the Lenola Volunteer Fire Department was read. There being no questions, a roll call vote to adopt Resolution 10-7 was unanimously approved:

Lieber – Aye
Grant – Aye
Niedermayer – Aye
Wesolowski – Aye
Maahs (absent)

President Wesolowski stated Ed Paul will be appearing in front of the Local Finance Board on our behalf in May to discuss our application.

Meeting opened to public:

No comments.

Executive Session (Closed)

Board returned to public section of meeting:

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:03 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator
Malin and Murphy Financial Services