

August 3, 2011

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 with the exception of Commissioners Grant and Niedermayer were present. President Wesolowski explained that Commissioner Grant was recovering from knee replacement surgery and Commissioner Niedermayer was on vacation. Also in attendance were Chief Ruggiano, Deputy Chief Rob Grant, Hall Manager Matthew Orsini, Training Officer John Swan Sr., Architect Harry Bopp and Administrator Booth.

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

Deviating from the regular order of business, President Wesolowski stated that the Board invited Harry Bopp, an Architect to attend the Board meeting this evening to discuss the Board's options regarding replacement of the hall roof. Wesolowski reported that repairs were made to the hall roof in 2007 and at that time, the roof was approximately 16 years old. The company performing the repair recommended replacement of said roof in two to four years time. Wesolowski went on to mention that the board is also considering installing solar panels on the roof and if replacement of the roof is necessary it should be completed prior to the solar project.

Wesolowski then introduced Harry Bopp and asked him to discuss the Board's options in replacing hall roof. Discussion ensued. Harry Bopp recommended a modified/built up roof over a rubber roof for durability reasons. Bopp also recommended that a structural engineer verify capacity to determine if current roof would need to be removed before installing new roof if solar panels were to be installed.

Wesolowski asked Bopp to prepare a proposal/contract for the roof design work (including recommendation, drawings, specs, capacity verification, management of bidding process, cost estimate, inspection) for the Board to consider at the September Board Meeting. Wesolowski added that if the Board decides to replace the roof in 2012 a special election would need to be held in December to obtain approval from the voters. Wesolowski suggested a time table for the Board to consider if approval is obtained. The time table includes going out to bid in early 2012 with the work beginning in the spring. Administrator Booth agreed to provide Bopp with contact information for the Engineering Consulting Company that the Board is talking with for the Solar Project.

Minutes:

On a motion by Commissioner Maahs, seconded by Commissioner Lieber, the minutes of the July 6, 2011 meeting were approved by the three commissioners present.

Chief's Report:

1. Report for July was submitted by Chief Ruggiano and filed.
2. Chief informed the Board that there was a breakdown in communications with Burlington County Central Dispatch during a recent storm. Chief provided a summary of events. Discussion ensued. As a result of this incident, a backup plan was established should such an event reoccur. The backup plan utilizes an app on a cell phone to notify volunteers immediately should District 2 be made aware of a working fire that was not dispatched by Central or if Central's communications goes down. The incident is currently under review. Commissioner Lieber mentioned another option of using Global Connect to send out communications to volunteers via the web. President Wesolowski suggested the officers and Commissioner Lieber get together to discuss if the new back-up process established is sufficient or if the Global Connect system should also be utilized.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: No problems reported.
4. Truck 3133: No problems reported.
5. Truck 3135: No problems reported.
6. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Other</u>	<u>Total</u>
284.9G	50.2G	3.0G	338.1G

7. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were three paying affairs during the month of July. In addition, there was one affair that was not canceled within the appropriate timeframe and therefore the deposit was not refunded. There were approximately 40 inquiries via email and telephone. There were four bookings during the month, three of which were for the calendar year 2012 and one for 2011.
2. Bob Eboch installed all the new electronic equipment with the exception of the antennas for the wireless microphone.
3. There were two cleanings to be paid for during the month. All security deposits are scheduled to be returned.
4. Updated calendar is posted in lounge.

Squad Report:

Chief Ruggiano informed the Board that EMS Chief Joe Shields was unable to attend meeting.

Bills:

The Statement of Expenditures, listing the bills to be paid in August, 2011 was provided to the Board members for review prior to the meeting. 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 Maahs, seconded by Commissioner Lieber to pay the following bills and any regular bills that come in was approved by the three commissioners present.

(List of Bills paid in August are available upon request.)

Commissioner Maahs abstained on all C. Maahs Knobs' invoices.

Communications:

Administrator Booth discussed the following communications:

1. Received the second of three installments of Taxes from the Township (\$227,755.00).
2. As discussed at the July Board Meeting, distributed an email to employees providing information regarding the recent changes in Pension Contributions and Health Benefit provisions. The email included a summary of the new Law, Health Benefit Reform Provisions, Pension Reform Provisions and Health Benefits Reform - Frequently Asked Questions.
3. Received Local Finance Notice 2011-20 "Implementing the 2011 Pension and Health Benefit Reforms". The notice is directed to local units and is to be used as authoritative guidance in implementing the recent changes to the State's public employee pension systems and the employee healthcare provisions. Booth informed the Board of additional requirements not previously discussed. Specifically, local units are required to establish two Section 125 (referring to Internal Revenue Code) Plan Benefits: a "premium Option Plan" (POP) and a Flexible Spending Account (FSA). Brief discussion ensued. Booth agreed to discuss establishment of new plans with Auditor, Ed Paul.

Booth also discussed the reference to "collective negotiations agreement" (CNA) in the Local Finance Notice. Booth agreed to reach out to Solicitor McCloskey to confirm if the current salary agreement with the employees is considered a CNA.

4. Received a letter from Gregory Swanson, President Bordentown Twp. FMBA Local 112 requesting consideration to receive the old copier from the Fire Prevention House as a donation. Wesolowski stated request will be discussed under "New Business".

Old Business:

1. President Wesolowski distributed copies of the *Policy for Hall Rental Requests* adopted at the July 6th Board Meeting. Wesolowski recommended the fee schedule for hall rentals be discussed at the September Board meeting when all the commissioners are present.
2. President Wesolowski reported that Dennis DeBlasio provided copies of the updated water maps. Wesolowski also mentioned that a letter will be sent on behalf of the Board thanking Dennis for the service he provided in support of the Fire District.

3. Administrator Booth provided a status on the Solar Project. Booth reported that references for both Financial Advisors (Capital Financial Advisors and Acacia Financial Group) were contacted. A summary of the feedback received was briefly discussed and provided to Board Members. Wesolowski recommended that he and Administrator Booth meet to discuss the feedback in detail and make a recommendation to the Board at the September Board Meeting.
4. President Wesolowski asked the Board members if they had an opportunity to review the Audit Report and the summary provided by Administrator Booth. The commissioners responded they had.

Resolution:

Resolution 11-14 “*Accepting the Auditor’s Report For The Year Ending December 31, 2010*” was introduced by President Wesolowski. Administrator Booth read sections of the Resolution pertaining to the regulation requiring that the governing body of each fire district shall by resolution certify to the Local Finance Board that all members of the governing body has reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations* as evidenced by the group affidavit form. The Board members acknowledged they had reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations*. There being no questions, the resolution was adopted by the three Board members present on a roll call vote.

Niedermayer - Absent
Maahs - Aye
Wesolowski - Aye
Grant - Absent
Lieber - Aye

New Business:

1. In preparation for the upcoming annual budget process Administrator Booth provided and briefly discussed the following documents:
 - a. Fund Balance Worksheet showing reserve balances by category as of 12/31/10
 - b. 5 Year Capital Plan (Draft) showing current debt and potential future capital projects
 - c. Post Retirement Benefits projected reserve balance and analysis.

Discussion ensued. Booth agreed to confirm process of utilizing funds from Capital Project Fund and/or General Funds for a Capital Projects (i.e., roof repair) in preparation for the annual budget process.

2. President Wesolowski discussed the letter from Gregory Swanson, President of Bordentown Twp. Professional Firefighters FMBA Local 112, requesting the donation of the old copier. Orsini mentioned the copier had “no value” and therefore was not accepted as a trade-in when the new copier/printer was leased. In addition Orsini stated attempts to sell copier on Craig’s List were unsuccessful. Brief discussion ensued. A motion by Commissioner Maahs,

seconded by Commissioner Lieber to donate the old copier from the Fire Prevention Office to Bordentown FMBA Local 112 was approved by the three commissioners present.

Meeting opened to public:

Hall Manager Orsini reported that a new CD player was not installed in the Hall. Brief discussion ensued. It was determined that with the installation of the MP3 Player, there is no need for a new CD player.

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:20p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator