

## **December 1, 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 were present. Others present included Chief Ruggiano, Rob Grant, Mathew Orsini and Joe Sheilds.

President Wesolowski asked if the members received and reviewed the minutes of the November 3<sup>rd</sup> meeting. The commissioners stated they had. Minor corrections were noted by Commissioner Wesolowski and Maahs to the meeting minutes. Motion by Commissioner Niedermayer, seconded by Commissioner Maahs to approve minutes was unanimously approved.

### **Chief's Report:**

1. Report submitted by Chief Ruggiano and filed.

### **Captain's & Engineer Report:**

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: Repaired hand light.
4. Truck 3133: Replaced bulb in bar light on passenger side.
5. Truck 3135: Inspection of main platform by Conam..
6. Generator is back in service. The injector pump, crankshaft seal, water pump were replaced and the radiator was repaired.
7. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Total</u>
222.5G	85.8G	308.3G
8. Chief advised the Board that there was a problem with the right front outrigger on Truck 3135. During Glick's inspection the lights flickered on the truck. It was determined that the alternator shorted out. The two alternators were replaced by rebuilt modified alternators. In addition, the switch on the multi-gas meter on 3135 is defective and therefore, we have to have the switch and the display replaced. Both were unanticipated expenses for 2010.
9. Report submitted and filed.

### **Hall Rental Chairman's Report:**

Matthew Orsini gave the Hall Rental Chairman Report:

1. During the month of November there were no affairs scheduled. There were approximately 30 inquiries via email and telephone. Three bookings were made during the month of November, one for December, 2010 and two for the calendar year 2011.
2. Per Bob Eboch, the cost of the MP3 Jack will be approximately \$100.00. The CD changer is on hold and the mic system is \$626.00 and the remote antenna setup is \$206.00.

3. Orsini mentioned he also has information about the vacuum cleaner which he will bring up under old business.
4. One refund was requested in time according to the contract for an 2011 affair. The request was forwarded to the administrator for processing.
5. There were no cleanings paid for in the month of November. Updated calendar is posted in lounge.

### **Squad Report:**

1. EMS Chief Joe Sheilds gave report.
2. During the month of November the Squad responded to 127 EMS calls and 13 Fire calls.
3. Financial Report submitted and filed.
4. EMS Chief Sheilds informed the Board that during the November Trustees meeting the EMS Unit reorganized. Joe Sheilds was named EMS Chief and Dan Sheilds has moved to the Captain's position. Chief Sheilds mentioned that he will try to attend the monthly Board meetings or send a replacement.
5. Chief provided his contact information to the Board and Administrator.

### **Bills:**

The bills to be paid in December were read by Administrator Booth.

President Wesolowski asked if we received the bill to repair the cracks in the parking lot (HBI Inc.). Administrator Booth stated we have not yet received bill but am expecting it soon.

Chief Ruggiano mentioned that the bill for the gear will not be paid till the gear is received. The gear is expected to be received by December 17, 2010.

President Wesolowski asked if there were any questions regarding any of the bills. There being no questions, a motion by Commissioner Grant and seconded by Commissioner Niedermayer to pay the bills and any regular bills that come in was unanimously approved.

(The list of bills paid in December is available upon request.)

Maahs abstained on all C. Maahs-Knobbs' invoices.

### **Communications:**

Administrator Booth discussed the following communications:

1. Received the 2010 Supplemental Fire Service Grant in the amount of \$1,177.00.
2. A notice on behalf of the Board of Fire Commissioners will be published in BCT regarding the Public Hearing scheduled for January 5, 2011 for the 2011 Fire District No. 2 Budget.
3. A letter was sent on behalf of the Board to employees notifying them of Health Benefits Rights under Federal and State Law.

President Wesolowski asked Administrator Booth to discuss the possible discrepancy in the dedicated penalty monies owed to the Lenola Volunteer Fire Company in the amount of \$500.00 mentioned in an email from the Administrator to the Auditor, Ed Paul. Administrator Booth explained that during last year's audit, our Auditor uncovered an overpayment of dedicated monies to the Lenola Volunteer Fire Company(LVFC) in the amount of \$600.00 which we made an adjustment for in the third quarter of this year. In preparing our projections for Fire Inspector Income for 2011, Cyndi Maahs-Knobbs came across a letter regarding a large penalty (approx. \$40,500.00) received in 2007. At the time, a decision was made to apply this penalty directly to surplus/reserves (general fund). A portion of this penalty was dedicated penalty monies (\$500.00) Since it was not included in the FI Income ledger but was paid to the LVFC, it may account for a portion of the \$600.00 variance (overpayment) mentioned above. Since we are not sure if this penalty was included in the reconciliation of dedicated penalty monies, we sent our auditor an email requesting a review to determine if we may still owe the LVFC \$500.00. We hope to hear from Ed Paul by year end regarding this matter.

Commissioner Maahs requested the use of the hall on December 24<sup>th</sup>, 2010 for a Family Holiday Celebration. A motion by Commissioner Niedermayer and seconded by Commissioner Grant was unanimously approved to allow the Maahs Family to use the Hall on December 24, 2010.

### **Old Business:**

1. Administrator Booth mentioned a representative from Burlington County Recycling came out to survey the site for serviceability and accessibility. The representative also provided pricing for different size dumpsters and carts. Chief Ruggiano discussed possible placement of new dumpster and current use of shed near the trash dumpsters. Discussion ensued. A motion by Commissioner Maahs to purchase a 6 cubic yard dumpster (\$652.05 plus \$55.00 delivery) for paper/cardboard recycling was unanimously approved. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to purchase three carts at \$55.00 plus \$2.30 each for bottles and cans was unanimously approved. In addition, they will recommend a dumpster size and quantity of glass and can recycling carts. Further discussion ensued regarding current use of shed. A motion by Commissioner Niedermayer and second by Commissioner Maahs to remove the shed to make room for the new recycling dumpster was unanimously approved. President Wesolowski mentioned that once we remove the shed and take delivery of the dumpster than we can take a look at the configuration and discuss enclosure options.
2. President Wesolowski asked the Chief if we received the sample trim (edge kit) used to repair banquet tables. Chief responded he had and provided sample to Hall Manager Matthew Orsini for consideration. Discussion ensued. The edge kit is not flush with the table. Orsini will obtain the sample and issue will be discussed later in Old Business.
3. With regards to Commissioners Fees for 2011, President Wesolowski asked Administrator Booth what Chris Shultz was referring to in his email when he mentions that "in the interim it is my understanding of statute that you would have to submit another packet for review and approval prior to end of year so it could be included in your budget for your voters". If a raise in fees is not being approved for 2011 than what further action is needed? Administrator Booth mentioned since the last communication with council was for an increase that maybe we need to resubmit a request to remain at

the current fees structure by their last action meeting on December 13<sup>th</sup>, 2010. Wesolowski recommended we remove the increase in fees from the budget and provide the impact to town council. Administrator Booth mentioned that the proposed 2011 budget is completed and will be sent to the State tomorrow and it may not be feasible to revise the budget for a minor adjustment. It was decided when communicating with town council that the commissioners fees will remain unchanged in 2011 we also share impact to the budget/tax rate of not increasing fees.

4. Administrator Booth provided a status regarding participation in the purchase card program with Citi Bank under state contract. As requested two years of Financial Statements were provided to Citi Bank. We are waiting for Citi Bank approval. Once approved a purchase card program will be designed specifically for the Board of Fire Commissioners. Administrator Booth requested adding a card in her name since she has purchases requiring use of credit card. The Board agreed to add Administrator Booth to the card holder list bringing the total to four. Wesolowski asked about controlling the merchant codes used. Administrator Booth stated we can specify inclusion or exclusion of certain merchant codes during the program design phase.
5. President Wesolowski mentioned that he had called about the New Albany Road drainage issue, however, did not receive a call back. He will follow-up by next week. Wesolowski did ask if there was flooding on New Albany Road after the recent rain and Chief Ruggiano replied yes.
6. President Wesolowski asked when the next Shared Services meeting is being held. Administrator Booth replied December 9, 2010.
7. Administrator Booth further discussed an option available to use a supplier other than PSE&G for our gas and electricity. This option was first discussed with the Board at the September 1<sup>st</sup>, 2010 Board Meeting. Energy Analysis handouts showing potential savings if we were to change our supplier were discussed. It was noted that we would continue to use PSE&G for the delivery of our gas and electricity. Based on the projections from InSource Power we could see savings of \$2,375.73 and \$9,338.12.00 for gas and electricity respectively, over a two year contract. These savings are based on the assumption that PSE&G rates will raise 10% annually. Administrator Booth also discussed the risk if the gas and electricity rates drop significantly. If this were to happen we could be paying higher rates under this contract than current rates. The suppliers do offer a "blend and extend" feature to their contract where we would blend in the new lower rates and extend the contract which would allow us to take advantage of the drop in rates. The Board requested contract include "blend and extend" wording prior to signing. Booth also mentioned this contract would not be impacted by our solar initiative. If we decide to go solar, and our demand for electricity were to drop we would not be penalized under this contract as long as we are using alternative energy. We would not be able to use another electricity provider while we are under this contract, however, we can use an alternative energy method to reduce our electricity needs.

Administrator Booth mentioned she has been in contact with Greg McCloskey, Board Solicitor regarding this option and has provided McCloskey with offer sheets and contracts from various suppliers for his review. Discussion ensued. The question whether this contract would be subject to competitive bidding under state statutes was discussed. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to have attorney Greg McCloskey review contracts and upon receipt of McCloskey's approval, sign two year contract was unanimously approved.

8. Administrator Booth mentioned she had received a proposal from Eastern Energy Services. The eleven page proposal was provided to the Board. The first page of the proposal shows an aerial view of the roof with the proposed number of panels on each part of the roof. The fifth page shows the proposed cost of the system (\$467,827.50). The last page of proposal shows annual electricity savings over life of system and SRECs income for 15 years. Finance options (i.e., entering into a PPA – Power Purchase Arrangement) and comparison to previous proposal were discussed. Discussion ensued. President Wesolowski asked if we had discussed this with our Auditor Ed Paul. Administrator Booth replied she had sent an email asking him about voter and DCA approval requirements for the proposed project. Ed Paul responded we would need both voter and DCA approval for financing project. Administrator Booth mentioned there are many things to consider especially from a finance perspective (i.e., which finance options would be in the best interest of the taxpayers) and suggest the board have an independent Finance Specialist review options and Fire District No. 2 financials and make recommendations. The Board agreed to ask a representative from Eastern Energy Services to come to the February Board meeting to discuss proposal.
9. President Wesolowski discussed the proposed purchases mentioned during the Hall Chairman's report. Specifically the purchase of an MP3 Jack (\$100.00) and mic system (\$832.00). Discussion ensued. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to purchase the MP3 Jack and mic system was unanimously approved. The issue with fitting the CD changer in the cabinet was also discussed. A motion by Commissioner Grant and seconded by Commissioner Maahs to purchase a single CD player was unanimously approved.
10. Hall Rental Chairman Orsini researched further and obtained a quote for the Clarke Carpet Master 30 Vacuum discussed at the previous meeting. The price of the vacuum is \$2,376.00. Brief discussion ensued. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to purchase the Carpet Master 30 Vacuum for \$2,376.00 was unanimously approved.
11. The edge kit to repair tables discussed during the Hall Rental Chairman's report was further discussed. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to order edge kits for three 66" tables was unanimously approved.

**New Business:**

1. President Wesolowski informed the Board he has had some discussions with Cindy Maahs Knobbs and Craig Ruggiano regarding the possibility of the Bureau of Fire Prevention replacing their computers with MACs. Commissioner Maahs raised a concern with going to MACs. Wesolowski mentioned further research and discussion is needed and will update the Board as appropriate.
2. A motion by Commissioner Grant and seconded by Commissioner Maahs to pass Resolution 10-12 to have all over-spent accounts in our 2010 budget offset by the under-spent/under-utilized accounts in our 2010 budget was unanimously approved.
3. Administrator Booth provided an overview of 2011 Budget to be submitted to state. President Wesolowski read by title the 2011 Budget Resolution 10-13. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 10-13 to adopt the 2011 Budget was unanimously approved by a roll call vote:
 

Wesolowski	-Aye
Grant	-Aye

Niedermayer -Aye  
Maahs -Aye  
Lieber -Aye.

4. Administrator Booth mentioned Travelers Premium Audit Department conducted an onsite audit of our workers compensation policy for the period 10/27/09 through 10/27/10 on November 23<sup>rd</sup>. A reclassification of Fire Inspector personnel was made and will result in additional premium due for the period audited as well as the current period. Booth stated an additional \$10,000 was encumbered in the November Budget Worksheet in anticipation of owing additional premium for Workers Compensation.
5. President Wesolowski recommended we send a letter to the Lenola Fire Company Emergency Unit informing them of the Board's decision not to provide \$10,000.00 toward their Insurance in 2010.
6. Administrator Booth discussed quote received by Chief Ruggiano for Minitor V pagers. A motion by Commissioner Grant and seconded by Commissioner Maahs was unanimously approved to apply the Supplemental Fire Grant money received (\$1,177.00) toward four pagers.

**Meeting opened to public:**

There being no 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 9:00 p.m.**

**Executive Session (Closed) – Held prior to Board Meeting**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator