

December 7, 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 were present. Also in attendance were Chief Rob Grant, Retired Chief Ruggiano, Hall Manager Matthew Orsini, Fire Fighter John Swan Sr. and Administrator Booth.

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

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Lieber, the minutes of the November 2, 2011 meeting were unanimously approved.

Chief's Report:

1. Report for November was submitted by Chief Grant and filed.
2. Chief stated 3135 is back in service.
3. Chief discussed the maintenance and repair items mentioned under the captain's report. Commissioner Grant asked what the range is of the cordless headsets. Chief Grant stated the range is 1,000 feet.
4. Chief informed the Board that the Christmas Lights on the front of the building were replaced and mentioned that the men and women who set up the lights did a very nice job.
5. Chief also mentioned the report is posted downstairs.

Captain's & Engineer Report:

1. Chief Grant gave report for November.
2. All Trucks were checked and are operational.
3. Truck 3132: No problems reported.
4. Truck 3133: Installed cordless headset for driver's position.
5. Truck 3135: Repaired lights and computer screen on bucket, rebuilt the passenger side Ram and repaired bracket for under the pump panel (work performed by Glick).

6. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
262.0G	125.8G	2.0G	389.8G

7. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were four paying affairs and one non-paying affair (retirement dinner) during the month of November and approximately 45 inquiries via email and telephone. There were four bookings during the month; one was for 2011 and three were for 2012.
2. There were five cleanings to be paid for during the month including two from last week. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of October the Squad responded to 130 EMS calls and 14 Fire calls for a total of 144 calls. During the month of November the Squad responded to 132 EMS calls and 17 Fire calls for a total of 149 calls.
2. Financial Reports for October and November were submitted.

Bills:

The Statement of Expenditures, listing the bills to be paid in December, 2011 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 Grant, seconded by Commissioner Niedermayer to pay the following bills and any regular bills that come in was approved by the five commissioners present.

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

Commissioner Maahs abstained on all Fire Official Maahs' invoices.

Communications:

Administrator Booth discussed the following communications:

1. Received request from Travelers Risk Control Unit to schedule site visit. Administrator Booth will coordinate the scheduling of the visit with Chief Grant and Fire Official Maahs.
2. Received a Workers' Compensation Closing Notice for Stephen Laramie dated November 7, 2011. Medical and expense paid amounts totaled \$2,331.27.
3. Received Workers' Compensation First Report of Injury for Raymond Finkbinder. Date of injury was 11/29/11. Administrator Booth stated she is coordinating with Chief Grant to provide the necessary information to the Zurich Claim Department.
4. Received request to conduct Audit of Workers' Compensation policy for the period of 10/27/10 through 10/27/11 on Tuesday 11/29. Revisions were made to the volunteer count and salaries. A bill for additional premium between \$2,000.00 and \$3,000.00 is expected.

5. Sent requests to Burlington County Times to publish the following public notices:
 - a. Special Election (First Notice)
 - b. Vote By Mail Notice
 - c. Special Election (Second Notice)
6. Received a letter from Patricia Hunt, Township Clerk which included two certified copies of Resolution No. 176-2011 approving salaries for Fire District No. 2 for the Year 2012.
7. Received a thank you card from Retired Chief Ruggiano expressing his heartfelt thanks to all the members of the Board for both the gift and retirement dinner.
8. Received a thank you note from a family who attended the Fire Prevention Open House. They felt the event was well organized and the junior fire fighter bags were filled with “amazing” items that will remind their children of fire safety.

President Wesolowski received the quarterly request from Virginia Konecsny for reimbursement of retirement health benefits premium paid (\$594.50). This request was added to bills. Administrator Booth agreed to follow-up with Konecsny for documentation regarding increases in premium for 2012.

President Wesolowski received a letter from Virginia Konecsny on behalf the Burlington County Relief Association requesting the use of the hall on Monday, January 30, 2012 from 6:30 to 10:30 for a meeting. The date was discussed with Matt Orsini and it is available. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to allow said use of the hall was unanimously approved. Wesolowski asked Administrator Booth to notify Konecsny of the Board’s decision.

Old Business:

1. Wesolowski provided an update on the hall carpet project. The appointment to view the carpet tiles was rescheduled by Data Carpet from Monday, December 1st to Friday, December 9th, 2011. The purpose of the appointment is to view the carpet tiles installed at a business in Mount Laurel. Wesolowski mentioned that he and Hall Manager Matthew Orsini are planning on going and invited any commissioner available that day to attend. Wesolowski mentioned he will take pictures of the seams of the carpet tiles for the commissioners that are not able to attend. Wesolowski mentioned he also hopes to discuss how this application may work in the hall with the representative from Data Carpet.
2. Wesolowski mentioned the Special Election will be held on December 17, 2011 for the purpose of allowing voters to authorize replacement of the hall roof. Wesolowski mentioned he was aware that there has been discussion between Administrator Booth and the County’s Clerk office regarding the voter list and asked Administrator Booth to fill the Board in. Administrator Booth explained that Moorestown is broken down into various voting districts which do not align with the two Fire Districts. For example voting districts two through six have residents in both Fire Districts. The county can only run voter lists broken down by voting districts, not fire districts. In the regular election held in April of 2011, Fire District No. 2 implemented procedures utilizing the County’s voter lists with a “street list” along with a report developed in-house to ensure votes cast in Fire District No. 2 are actual registered voter of Fire District No. 2. These procedures were shared with the County for them to use in

the Absentee Ballot process coordinated by the County Clerk's office. Wesolowski asked and Booth replied yes to the question of whether the election judges were scheduled for the special election.

Booth mentioned Architect Harry Bopp forwarded a report from his structural engineer stating that the existing roof membrane can stay in place and the new roof can support a connected solar panel system as noted or a ballasted system that includes weight distribution rails as part of its installation. Booth added this report documents what Bopp relayed verbally when finalizing the estimate of the roof project. Wesolowski read aloud the "Conclusions and Qualifications" section of the said Engineer's Report.

3. President Wesolowski asked Chief Grant if there was any further review/discussion on the new back-up process established if we were to experience a breakdown in communications with Burlington County Central dispatch. Chief Grant stated he reviewed all the documentation from Commissioner Lieber and felt that the current backup system in place is sufficient.
4. President Wesolowski asked and Retired Chief Ruggiano replied yes to the question if the outlets in the meeting room were wired to the emergency generator. Administrator Booth confirmed the bill has been received.
5. Administrator Booth mentioned she is meeting with a representative from a Payroll Services Company PAYCHEX this Friday and recommends the Board finalize payment frequency and method for the new positions included in the 2012 Budget to ensure proper processing. Discussion ensued. The following was agreed to by all commissioners:
 - a. Incentive Program, Captain and Lieutenants - end of year processing non-payroll (1099).
 - b. Chief, Deputy Chief, Battalion Chief and Janitor - monthly payroll (W-2).
6. Administrator Booth followed up on a question from the previous Board Meeting regarding using the Citibank credit card to pay the PSE&G bills thereby earning rebates. Booth mentioned paying by credit card would cost approximately \$10.00 a month and would be offset by a rebate of approximately \$30.00 a month. Brief discussion ensued. It was agreed to pay the PSE&G bills using the credit card on a trial basis for a quarter and assess if appropriate to continue.

New Business:

1. Administrator Booth provided an overview of the 2012 Budget to be submitted to state. Brief discussion ensued. Booth mentioned a public hearing will be held regarding the 2012 Township of Moorestown Fire District No. 2 Budget during the January 4, 2012 Board Meeting.

Resolutions:

Resolution 11-20 "*2012 Budget Resolution*" was introduced by title by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 11-20 to approve the 2012 Budget was unanimously approved by a roll call vote:

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye
Lieber	-Aye.

Resolution 11-19 “*Budget Offsets*” was read by President Wesolowski. The Resolution authorizes the Board to offset overspent 2011 budget items with under spent/underutilized budget items. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 11-19 was unanimously approved by a roll call vote:

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye
Lieber	-Aye.

2. Administrator Booth mentioned public notices for the annual election, petition closing date and reorganization meeting will be sent out in December.
3. President Wesolowski recognized Chief Grant to address the Board. Grant discussed taking the Chief’s car to work. Chief Grant mentioned taking the Chief’s car to work will allow him to return if there is a working fire during the day. Brief discussion ensued. On a motion by Commissioner Niedermayer and seconded by Commissioner Maahs to allow Chief Grant to take the Chief’s car to work with the stipulation that the car would be parked in a secure area and the tolls paid by Chief Grant, was approved by four commissioners with Commissioner Grant abstaining.
4. Commissioner Grant mentioned out of courtesy we have always called Bill Ruggiano “Chief” while in the building and at meetings and now that we have a Retired Chief and a new Chief she would like to see the courtesy continue.

Meeting opened to public:

There being no questions or 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 8:05 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator