

February 3, 2010

The regular meeting of the Board of Fire Commissioners was called to order at 7:00 p.m. by President Wesolowski. All Commissioners were present.

Others present included Chief Ruggiano, Rob Grant, John Swan and Ken Sterling

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

President Wesolowski stated that the first order of business will be the minutes from the previous meeting. President Wesolowski asked if the members received and reviewed the minutes of the preceding meeting. The commissioners stated they had. Minor changes were noted and corrected. A motion by Commissioner Grant, 2nd by Commissioner Niedermayer to approve minutes was unanimously approved.

Chief's Report

1. Chief mentioned he discussed Truck 3135 with a representative from Fire Com. They do have the parts for the Fire Com intercom system and we are waiting for the weather to break to re-wire the Truck outdoors.
2. Chief mentioned Andy from MES contacted him to check to see how things were moving along and to see if the letter was still in place regarding the air packs
3. Chief also mentioned that we had a circumstance in which a new member needed an air mask. In talking with Andy from MES, he recommended we try the AV3000 mask that Scott has come out with, currently we run the AV2000 air mask for the personalized mask program as well as on the trucks. Chief stated we purchased and tried the new air mask and the visibility is much better than the current AV2000 mask. Chief suggested that if the question on the air packs passes, that we use the dedicated penalty monies to purchase the AV300 air mask and push off the purchase of the other gear. Chief mentioned replacing these new air masks with AV3000 is more important. He stated he recently participated in the annual fit test. During this computerized testing (new this year, the test mode used last year no longer meets the criteria of the NFPA), he noticed that the hood mesh in the back is stretching out and the seals are starting to show.
4. Report submitted and filed.

Captain's & Engineer Report

1. Chief Ruggiano gave report.
2. All Trucks were checked and no problems were found with any of the apparatuses.
3. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Pressure</u> <u>Wash</u>	<u>Total</u>
313.1G	97.8G	5.1 G	416.0G

4. Chief Ruggiano also mentioned Chief Shields called to say he is at home recuperating and if any one has any questions to please feel free to call him on his cell phone. He apologizes for not attending the Board Meeting. President Wesolowski mentioned that the only thing he had for the squad was regarding the signed lease. Wesolowski stated he had received one signed copy of the lease. He mentioned he had provided three copies and asked for all of them to be signed and to return two copies to the Board. Chief Ruggiano called Chief Shields who mentioned that the second copy of the signed lease was mailed to Liz Booth. Liz Booth confirmed she received a copy of the lease and per Chief Shields, represents the second original signed lease.
5. Report submitted and filed.

Hall Rental Chairman Report

1. Matthew Orsini was not in attendance, therefore, President Wesolowski read January's Hall Report. During the month of January, there were two paying affairs and two non-paying affairs scheduled. There were approximately 50 inquiries via e-mail and telephone. We received one booking during the month. All security deposits are scheduled to be refunded and there were two cleanings paid for in the month of January. Updated dates are posted in the lounge. In addition, information regarding the restroom changing tables was attached and will be discussed under old business.
2. Report submitted and filed.

Squad Report

Due to Chief Shields' absence, no squad report was given. President Wesolowski stated we will pick this up next month.

Bills/Communications

The bills to be paid in February were read.

Chief Ruggiano mentioned that he thought that the invoice for the folding machine was to be split three ways between the Fire Commissioners, Fire Company and the Squad. Short discussion ensued. President Wesolowski stated that there was a prior agreement to split the cost between the three parties stated above. It was agreed that the Board will pay the invoice and send a copy to the Fire Company and Squad requesting their share of the cost.

A motion by Commissioner Niedermayer and 2nd by Commissioner Maahs to pay the following bills and any regular bills that come in was unanimously approved.

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

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

Communications:

Liz Booth discussed the following Communications:

1. As mentioned in the reading of the bills, we received an invoice from Zurich, our carrier for our Worker's Compensation Policy, for \$2,301. To recap, we paid an invoice of \$28,883.00 back in October of 2009 for policy period 10/27/09 to 10/27/10. We knew at that time the premium was too high (when we reviewed the policy we noticed errors in the calculations), but to keep policy in effect we were told to pay invoice and after the corrections are received, a refund would be mailed. Three revisions were submitted. Zurich made two changes and sent us a refund of \$9,062.00 in December. At that time we knew that the refund was probably too high since there was one more adjustment they needed to make that would have offset the decrease in premium. The invoice for \$2,301 represents the charge for the third change made to the policy. The final cost for Worker's Compensation is \$22, 122.00.
2. Received a refund check for \$5,993.00 from Zurich resulting from the audit performed for our Worker's Compensation policy for the period of 10/27/08 to 10/27/09.
3. Received a letter from the Board of Chosen Freeholders, County of Burlington to Fire Chiefs regarding the discontinuation of OSNA/Hot Lines effective on or about March 1, 2010. President Wesolowski mentioned we will discuss further in New Business.
4. Proof of Publications were received from the Burlington County Times, Inc. for the following Public Notices:
 - a. Notice of Annual Fire District Election
 - b. Notice to Persons Wanting Mail-in Ballots

President Wesolowski discussed the following communications:

1. Received letter from Ball, Buckley & Seher, our Auditors, requesting the execution of the annual engagement letter. The engagement letter supports the resolution already passed by the Board of Fire Commissioners appointing their firm as auditors for the year 2010. The letter was signed by President Wesolowski and mailed on January 7th, 2010.
2. Request from Ken Sterling to use the Hall on Sunday, April 25, 2010 for a family affair. A motion by Commissioner Maahs and 2nd by Commissioner Niedermayer was unanimously approved granting use of the hall to Ken Sterling on April 25, 2010 if date is available.
3. Received letter from John Swan asking the Board to consider assisting him with some of the expenses related to his attendance at the F.D.I.C. in Indianapolis, Indiana in April. John is requesting \$425.00 toward the cost of the rental vehicle \$175.00 toward lodging and \$350.00 for expense money, for a total of \$950.00. A motion by Commissioner Grant and 2nd by Commissioner Niedermayer was unanimously approved granting an advance to John Swan in the amount of \$950.00 to be used toward his attendance at said conference.

4. Received letter from Lenny Phillips requesting the Board to cover expenses associated with his attendance at the F.D.I.C. in Indianapolis, Indiana in April. Lenny is requesting \$400.00 toward the cost of a Hotel, \$350.00 toward daily expenses and \$150.00 for fuel since he is driving to the conference, for a total of \$900.00. A motion by Commissioner Niedermayer and 2nd by Commissioner Grant was unanimously approved granting an advance to Lenny Phillips in the amount of \$900.00 to be used toward his attendance at said conference.

Old Business:

1. Commissioner Grant mentioned that she was unable to meet with Matt to discuss the changing table in the restrooms and suggested we table this issue to the next meeting. Commissioner Grant mentioned that the cost of a changing table for the restroom is approximately \$180.00.
2. President Wesolowski stated he met with representatives from Susquehanna Bank a couple of times this past month to go over the paperwork that is required for the financing of the air packs. He mentioned that one of the things the Board needs to do is pass a resolution allowing the Board to enter into a lease with the option to purchase Agreement with Susquehanna Bank. President Wesolowski reiterated that this transaction is dependent on voter approval on February 20, 2010. President Wesolowski read aloud Resolution 2010-2. After reading resolution, President Wesolowski added that we do not need to re-apply for the loan and that the same rates agreed upon earlier would apply. A motion by Commissioner Grant and 2nd by Commissioner Niedermayer to approve Resolution 2010-2 was unanimously approved.
3. President Wesolowski mentioned that the amount included on the ballot regarding the question for the purchase/lease of the air packs represented only the principal (\$107,000) and not the finance charge (i.e., interest). Therefore, the ballots needed to be reprinted. Having the ballots reprinted would cost approximately \$120.00.
4. Commissioner Mike Maahs asked, once we get approval and the air packs are ordered, how long it will take to have the air packs in service. Chief Ruggiano replied that he was not able to provide a target date at this time and added that some training will be required.

New Business:

1. Liz Booth discussed the Draft of the Legal Notice listing the dates for the regular monthly, as well as, the Budget workshop meeting dates for April, 2010 through March, 2011. The notice will be published in the Burlington County Times in early March. President Wesolowski mentioned he reviewed the dates this afternoon and did not see any conflicts with any holidays. He asked the Board to review the dates and get back to Liz within the next couple of days if they have any comments. If no comments, the notice is good to publish.

2. President Wesolowski mentioned in preparation for the March reorganization meeting, Board members need to discuss the current arrangement with Malin and Murphy Financial Services. As the Board is aware, in September we entered into an agreement with Malin and Murphy for professional services to carry on the Board's Administrative services. Short discussion ensued. The Board agreed to continue with Malin and Murphy for administrative services. President Wesolowski, stated since the Board is in agreement, a resolution to appoint Malin and Murphy for another year should be prepared and presented at the next Board Meeting (Reorganization meeting). Liz Booth mentioned she will prepare all additional paperwork required under the "New Jersey Local Unit Pay to Play" Law when rewarding contracts.

Meeting opened to public:

1. John Swan thanked the Board for approving his request for expense money to attend the FDIC.

Executive Session (Closed)

Board returned to public section of meeting:

By proper action, the Board returned to the New Business portion of the meeting.

President Wesolowski further discussed the memo regarding the discontinuation of OSNA/Hot Lines mentioned in the Communications section of the meeting. Effective March 1, we will no longer be able to call between the fire, police stations and squad buildings by dialing only four digits. Each agency has the option to have these lines transferred and therefore, billed directly to their agency. Discussion ensued. The Board discussed creating their own telephone list and place list by each telephone to use when contacting other agencies. A motion by Commissioner Maahs and 2nd by Commissioner Niedermayer to not have these lines transferred and billed to our agency was unanimously approved.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:00 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator
Malin and Murphy Financial Services