

January 4, 2012

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 Commissioner Lieber were present. Commissioner Lieber was absent due to an illness. Also in attendance were Chief Rob Grant, Retired Chief Ruggiano, Hall Manager Matthew Orsini, Chief Joe Shields, Fire Fighter John Swan Sr. and Administrator Booth. Commissioner Maahs left the meeting after the public hearing on the 2012 Budget due to a family medical matter.

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

Resolution:

Resolution 12-02 "*Authorizing the Reading of the 2012 Budget by Title Only at the Public Hearing on January 04, 2012*" was introduced by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 12-02 was unanimously approved by the four commissioners present on a roll call vote:

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

Public Hearing:

President Wesolowski opened the Public Hearing on the 2012 Budget at 7:05 p.m. Wesolowski stated that the purpose of this portion of the meeting is to consider any and all questions and/ or comments concerning the 2012 Budget.

There being no comments from the public, the Public Hearing for the 2012 Budget was closed at 7:06 p.m.

Resolution:

Resolution 12-01 "*2012 Adopted Budget Resolution*" was introduced by title only by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 12-01 to adopt the 2012 Budget was unanimously approved by the four commissioners present on a roll call vote:

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

Minutes:

On a motion by Commissioner Grant seconded by Commissioner Niedermayer, the minutes of the December 7, 2011 meeting were unanimously approved by the three commissioners present.

Chief's Report:

1. Report for December was submitted by Chief Grant and filed.

Captain's & Engineer Report:

1. Chief Grant gave report for December.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced bulb in driver side rear revolving light.
4. Truck 3133: Calibrated multi-meter, replaced battery in Thermal Imaging camera, and replaced two passenger side marker light bulbs.
5. Truck 3135: Calibrated multi-meter (replaced all four sensors).
6. Truck 3138: Installed hydraulic piston for the tailgate; currently experiencing technical difficulties; will keep Board apprised of situation.

7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
207.9G	118.8G	0.0G	326.7G

8. 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 December and approximately 35 inquiries via email and telephone. There were four bookings during the month; all for 2012.
2. There was one cleaning to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. Contacted Maxwell Service Group to discuss maintenance of ice boxes, beer boxes and soda lines. Experiencing minor issue with one of the soda lines, will have issue addressed. Commissioner Wesolowski asked if Maxwell Service Group provides a service contract. Orsini replied that historically, they have been called on an "as needed basis". Brief discussion ensued. Orsini agreed to obtain maintenance fees and report back to Board.
5. A brief discussion ensued regarding the potential timing of installing a new rug for the hall, if voter approval for the budget is obtained.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of December the Squad responded to 114 EMS calls and 15 Fire calls for a total of 129 calls.
2. For the year 2011 the Squad responded to 1,505 EMS calls and 202 Fire calls for a total of 1,707 calls.
3. Financial Reports for the month of December will be provided next meeting.
4. Chief Shields made the following announcements:
 - a. Beginning January 1, 2012 the Trustees meeting will be moved to the first Thursday of the month.
 - b. William Ruggiano has accepted a seat on the Board of Trustees effective January 1, 2012.
 - c. Thanked the Board of Commissioners for their support in 2011.

Bills:

The Statement of Expenditures, listing the bills to be paid in January, 2012 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 three commissioners present.

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

Communications:

Administrator Booth discussed the following communications:

1. Sent requests to Burlington County Times to publish the following public notices:
 - a. Notice of Public Hearing regarding the 2012 Fire District Budget
 - b. Notice of Annual Election, Petition Closing Date and date of Reorganization Meeting of the Board of Fire Commissioners

Vote by Mail notice for both districts is being published by Fire District No. 1 in an effort to reduce publication cost.

2. On behalf of the Board letters were sent out to specific vendors (LLCs and Sole Proprietors) requesting they complete Form W-9 *Request for Taxpayer Identification Number and Certification*. This information will be used when filing Form 1099-Misc. for all persons or entities, other than corporations, to whom the Board as paid at least \$600.00 during the year.

Old Business:

1. Commissioner Wesolowski provided an update on the hall carpet project. Commissioners Grant, Niedermayer and Wesolowski had an opportunity to view both the carpet tiles and broadloom carpet installed at a business in Mount Laurel. Wesolowski stated no action can be taken until the 2012 budget is approved and it would be best to discuss when all the commissioners are present. The plan is to obtain carpet samples and have the Board make a decision as to which product to use and follow the public contracts law as appropriate in choosing a vendor.
2. Wesolowski mentioned the voters approved the replacement of the hall roof at the Special Election held on December 17, 2011. Wesolowski asked Administrator Booth to contact the Architect, Harry Bopp and the Board Solicitor, Greg McCloskey to inform them of the result of the election and request they begin preparing the appropriate documents needed to go out to bid. Wesolowski also asked Booth to request Solicitor McCloskey be in attendance at the bid openings.
3. Administrator Booth provided a status of the transition to a payroll service. Booth mentioned the transition to use the services of PAYCHEX effective January, 1 2012 went smoothly. All appropriate documents to process the January 1st 2012 Employee Payroll were received and processed.

Booth mentioned each Commissioner has a packet of forms to be completed by the next meeting to ensure all payroll information is provided to PAYCHEX .

4. Administrator Booth informed the Board of the results of the Special Election held on December 17, 2011. The proposition to replace the roof of the Lenola Fire Station (Lenola Fireman's Hall) was passed by a vote of 33 to 2. Booth noted that 15 of the 35 votes were from mail-in ballots. Wesolowski mentioned approximately 30 Fire District No. 2 registered voters have requested mail-in ballots from the county on all elections (i.e., School Board, Primary, etc.) and therefore received the ballot and voted via mail.
5. Wesolowski asked Administrator Booth if Citibank distributed the rebate check for participating in the credit card program. Booth agreed to follow up with Citibank by the next meeting.
6. President Wesolowski discussed the Solar Project. Wesolowski mentioned Capital Financial Advisors recommended the Fire District wait a few months before continuing on the path of beginning a solar project due to changes in regulations and current solar market conditions. Brief discussion ensued. Wesolowski asked Administrator Booth to contact Capital Financial Advisors for an update on the current market conditions and provide us with recommendations.

New Business:

1. Administrator Booth briefly discussed the December Budget vs. Actual Report. Booth mentioned the Life Hazard Use Check from the state came in slightly higher than projected and a \$20,000.00 penalty check from Lane Furniture was also received.

Meeting opened to public:

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

Executive Session (Closed)

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 7:45 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator