

June 1, 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 Ruggiano, Deputy Chief Rob Grant, Hall Manager Mathew Orsini, Chief Joe Sheilds, Training Officer 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 Niedermayer, seconded by Commissioner Grant, the minutes of the May 4, 2011 meeting were approved by the five commissioners present.

Chief's Report:

1. Report for May was submitted by Chief Ruggiano and filed.
2. Chief advised the Board that there was a recall involving 3135 and 3132 concerning the accelerator. Chief mentioned he contacted Pierce and they do not yet have the replacement parts to fix issue. Chief also stated they are not experiencing any problems with the accelerator at this time.
3. Chief reported Nat Alexander came in and took measurements for the ten sets of new turnout gear. Chief also mentioned, as discussed at the May Board Meeting, the Board allotted \$10,500.00 in this year's budget for the gear and the remaining \$10,300.00 will come from the Lenola Volunteer Fire Company's dedicated penalty monies.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced blades on cutters and coupler on spreader.
4. Truck 3133: Replaced batteries on landing zone kit.
5. Truck 3135: Replaced spacer on the Honda generator.
6. Installed 3M Scotchlight on the tailgate of 3138.
7. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Other</u>	<u>Total</u>
196.2G	25.0G	0.0G	221.2G

8. Report submitted and filed.
9. Commissioner Wesolowsk asked and the Chief replied to a question regarding the blades on the cutters.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were six paying affairs scheduled during the month of May, one of which paid a down payment, however, did not show for event. Letter was sent to advise that they were in breach of contract and must re-sign if they want to reschedule event. There were approximately 40 inquiries via email and telephone. There was one booking during the month for the calendar year 2011.
2. There were five cleanings to be paid for during the month. All security deposits are scheduled to be returned, one of which is a partial refund due to improper disposal of trash.
3. Requested the Board to keep in mind the purchase of additional table rings when feasible.
4. Provided statistics relating to "The Knot" membership (Unique page views: 183; Click throughs: 178; E-mails: 5; Saved profiles: 12)
5. Updated calendar is posted in lounge.
6. Commissioner Wesolowski asked if Hall Manager Orsini received a follow-up telephone call from Touch of Class Caterer. Orsini replied he had not.

Squad Report:

Chief Joe Sheilds gave the following Squad Report:

1. During the month of May the Squad responded to 112 EMS calls and 11 Fire calls for a total of 123 calls.
2. Financial Reports for May and the mutual aid breakdown will be submitted when finalized.

Bills:

The Statement of Expenditures, listing the bills to be paid in June, 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. Administrator Booth commented on one of the bills presented for payment.

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 provided upon request)

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

Communications:

Administrator Booth discussed the following communications:

1. Received a thank you note from the Maahs Family for the flowers sent from the Board for the funeral of Walter Maahs.
2. Received a check from VFIS in the amount of \$160.98 for a claim submitted for broken glasses at a fire call on February 19, 2011 for Jonathan Tabaco.
3. On behalf of the Board, as Administrator of the 457b Plan, a letter authorizing Beneficiary Election Forms and 457b Withdrawal Requests for the three beneficiaries of Timothy Murphy was sent to the Hartford for processing. Received a letter from The Hartford dated May 4th, 2011 confirming requests were processed. Administrator Booth stated this was the final step the Board needed to take for distribution of the funds.
4. On behalf of the Board, a letter was sent to the Division of Pensions and Benefits notifying them that the Board of Fire Commissioners, Fire District No. 2, Moorestown Township, passed a resolution and addendum to adopt the provisions of Chapter 48 (i.e., employer agrees to pay the SHBP coverage of certain retirees). Received a letter dated May 11, 2011 from the Division of Pensions and Benefits confirming receipt of said resolution and addendum which stated they are in effect for June 1, 2011.
5. Received a letter from Division of Pensions and Benefits dated May 26, 2011 regarding New Enrollment Certification and Training Requirements Under Chapter 52, P.L. 2011. Specifically each employing location is required to designate a Certifying Officer and a Supervisor of the Certifying Officer. This request will be further discussed under New Business.

Old Business:

1. Administrator Booth provided a status on the Solar Project. Booth stated the Statement of Work (SOW) was sent to two Engineer firms (Moore Consulting Engineers, LLC and Environmental Resolutions Inc.) and one Financial Advisor (Acacia Financial Services) on May 16, 2011 for them to use to prepare a proposal. Booth reported a proposal from Acacia Financial Group was received on May 26 and expects to receive proposals from the two Engineer firms shortly. Copies of the proposal from Acacia Financial Group were provided to the Commissioners. Since the proposal from Acacia exceeds the quote threshold of \$2,625.00 an additional quote will be required. Commissioner Wesolowski asked at what point would the Financial Group become involved. Booth replied they would be involved upfront during the feasibility process.
2. Administrator Booth provided an update on looking into obtaining a better rate for natural gas by switching suppliers. As discussed at the last meeting Booth contacted a natural gas supplier directly. They are reporting a lower therm usage as compared to the bills from PSE&G. The supplier provided us with the report which we can know show PSE&G to resolve discrepancy. Booth also mentioned in speaking to other suppliers there is another option which would not involve a contract. The Board could enter into an agreement on a month to month basis with a supplier at a variable rate which has been historically lower than

the rate charged by PSE&G. This would be another option for the board to consider.

Commissioner Wesolowski asked how have the rates changed since we started looking into obtaining a new supplier. Booth will compare the current rates to what the rates were when the Board started looking into this.

3. President Wesolowski mentioned he talked to Dennis DiBlasio from Pennoni Associates regarding the water maps. DiBlasio mentioned he is working on providing updated copies (two mounted and two un-mounted) of the current Fire District No. 2 water map at no charge. Wesolowski hopes to receive them soon. Wesolowski also mentioned within the next two weeks he hopes to discuss obtaining a current Township wide water map with Ken Ewers, from the Department of Public Works before determining if a joint letter from the two Fire Districts is needed.
4. President Wesolowski asked Hall Manager Orsini for a status of the sound system project for the Hall. Brief discussion ensued. Orsini agreed to follow-up with Bob Eboch to complete installation.
5. President Wesolowski stated he went through the guidelines for hall rental requests and made some revisions. Copies of the draft guidelines were provided to all commissioners. Wesolowski asked members to review and provide any comments they may have at the July Board meeting. Wesolowski added once finalized, the Board can begin discussing the rental rate chart.

New Business:

1. President Wesolowski mentioned, as discussed under Communications, the Board is required to appoint both a Certifying Officer and a Supervisor of the Certifying Officer. The new law requires that all enrollments and/or transfers into a New Jersey State administered retirement system must be certified by a Certifying Officer and the immediate Supervisor of the Certifying Officer. The law also requires the Certifying Officer and Supervisor of Certifying Officer to annually certify each member of the retirement system, that the person enrolled is eligible for enrollment in the retirement system in accordance with the statutes and regulations of the retirement system. In addition, both the Certifying Officer and Supervisor of Certifying Officer must complete required training on eligibility for enrollment. Wesolowski suggested Administrator Booth be appointed the Certifying Officer and unless another board member would like to be the Supervisor, he (Wesolowski) would fill that role. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to appoint Administrator Booth as Certifying Officer and President Wesolowski as Supervisor of Certifying Officer was approved by the commissioners present.
2. President Wesolowski suggested that as the Board continues to gather information on the Solar Project, one of the things the Board should start to consider is replacing the roof over the hall. Wesolowski reported that in November, 2008 the hall roof seams were resealed, a new roof coating was put on and the outside walls were capped with new aluminum. At the time of these repairs, it was thought to extend the life of the roof a few more years. Wesolowski mentioned if we are considering putting solar panels on the roof we should look into obtaining a new roof. Brief discussion ensued. Chief Ruggiano agreed to contact Harry Bopp, an architect, and invite him to the August meeting to discuss roof replacement options.
3. Administrator Booth discussed switching to the State Dental Plan at the request of an employee. In researching the cost and benefits, the dental plan under the state is a better plan

and less expensive. Both employees currently enrolled in the plan have agreed to switch to the State Dental Expense Plan. Brief discussion ensued.

Resolution:

Resolution 11-11 *“To authorize participation in the New Jersey State Health Benefits Program Act of the State of New Jersey for SHBP Dental Plan coverage”* was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the five Board members present on a roll call vote.

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

Meeting opened to public:

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

Executive Session (Closed)

Meeting re-opened to the public.

President Wesolowski suggested the Board discuss the position of Fire Chief. Currently the Fire Chief position is a paid position under the Board and effective November, 2011 the Chief will be retiring. Therefore, the Board would need to decide to either continue with a paid Fire Chief position or vacate position, turning it back to the Volunteer Fire Company whereby they will elect a chief. Discussion ensued. A motion by Commissioner Niedermayer, seconded by Commissioner Lieber to vacate the Fire Chief position effective November 1, 2011 was approved by the five commissioners present on a roll call vote.

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

President Wesolowski stated the need for the Board and the Board’s attorney to meet with Chief Ruggiano in a Special Closed Executive session to discuss personnel matters. Wesolowski stated the special meeting will be advertised and the Board’s attorney will prepare a letter for the meeting.

Resolution:

Resolution 11-10 “To Hold Special Meeting on June 15, 2011 at 7:00 pm at the Lenola Fire House, 229 N. Lenola Road, Moorestown, NJ.” The purpose of the special meeting is to hold an Executive Session to discuss personnel matters. The Executive Session will be closed to the public. The discussion from said session will be disclosed to the public once a final decision is reached. A motion by Commissioner Maahs, seconded by Commissioner Grant to hold special on June 15, 2011 was approved by the five commissioners present on a roll call vote.

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:55 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator