

May 4, 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 with the exception of Commissioner Lieber 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 for Helen Niedermayer and Walter Maahs.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the Aril 6, 2011 meeting were approved by the four commissioners present.

Chief's Report:

1. Report for April was submitted by Chief Ruggiano and filed.
2. Chief mentioned he discussed availability of funds with Administrator Booth to purchase five sets of turnout gear included in the District's 2011 Budget. Chief informed the Board that the Lenola Volunteer Fire Company will use dedicated penalty monies to purchase an additional five sets of gear. Measurements for the new gear are scheduled for May 23.
3. Chief mentioned he again called the County regarding the New Albany and Lenola Road drainage issue. Chief stated that as debris washes down, it closes off the inlet limiting drainage. Chief recommended the county add another inlet alongside of the first. The representative from the county replied they would need to discuss recommendation with the engineers. Brief discussion ensued regarding the activity observed at the site prior to the last rain storm.
4. Chief also advised the Board that there was a gentleman from Pennoni Associates examining the catch basins on New Albany Road in preparation for resurfacing road to provide for a bicycle lane.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: Serviced all rescue tools and pumps.
4. Truck 3133: No problems reported.
5. Truck 3135: No problems reported.
6. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Other</u>	<u>Total</u>
217G	88.4G	0.0G	305.4G

7. Report submitted and filed.
8. Commissioner Maahs thanked the Chief and the Fire Company for the Memorial to honor his Grandfather, Walter Maahs.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were two paying affairs and one non-paying affair scheduled during the month of April and approximately 40 inquiries via email and telephone. There were four bookings during the month for the calendar year 2011.
2. There were three 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 a bounced check and cleaning fee assessed (security deposit reduced by \$55.00).
3. Bar equipment was purchased (including bar taps to replace broken/worn taps).
4. Recommended the cleaning fee be raised to \$100.00 from \$85.00 to include additional cleaning requirements imposed. This item will be further discussed in New Business.
5. Updated calendar is posted in lounge.

Commissioner Maahs asked if we received any feedback from the ad placed in "The Knot". Orsini stated he has received more email inquiries but is not sure if they are coming from the "Knot". Orsini mentioned he would review the 'traffic' to the web site and will have more information for the next meeting.

Squad Report:

1. EMS Chief Joe Shields gave the Squad report for both March and April.
2. During the month of March the Squad responded to 105 EMS calls and 18 Fire calls for a total of 123 calls.
3. During the month of April the Squad responded to 112 EMS calls and 16 Fire calls for a total of 128 calls.
4. Financial Reports for March and April were submitted and filed.
5. Commissioner Maahs thanked Chief Shields and the Squad for all they did to honor his Grandfather, Walter Maahs.

Bills:

The Statement of Expenditures, listing the bills to be paid in May, 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 a few 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 four commissioners present.

(List of bills paid in May are available upon request)

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

Communications:

Administrator Booth discussed the following communications:

1. Letters of Instruction were sent to MassMutual Financial Group and Oppenheimer Funds to update Fire District No. 2's Investment Accounts with the current Board members as authorized signers.
2. Received a thank you note from Commissioner Niedermayer and his wife Joan for the flowers sent from the Board for the funeral of his mother, Helen Niedermayer.

Old Business:

1. President Wesolowski asked Administrator Booth to update the Board with regards to our natural gas supplier. Booth stated no information was received from InSource after repeated calls and emails requesting a copy of the report they received from PSE&G showing the actual natural gas therm usage. Therefore we were not able to resolve the discrepancy issue concerning actual usage with PSE&G and no contract was signed. Booth mentioned we have the option to work directly with the natural gas suppliers by obtaining supplier contact information from the State of New Jersey Board of Public Utilities web site. We will be pursuing this option over the next month. Booth also informed the Board if after reviewing rates from other suppliers and Hudson Energy does not have the lowest rate, then the contract of the potential new supplier would have to be reviewed by our solicitor prior to signing.
2. President Wesolowski provided a status on the Solar Project. Wesolowski stated he met with Commissioner Lieber to review the two proposals. After review of the proposals Commissioners Lieber and Wesolowski felt it would be in the best interest of the Fire District to have an independent consultant(s) assist the Board with the Solar Project (i.e., determine proper system, finance options, etc.). Wesolowski mentioned he asked Administrator Booth to look into different Engineer firms who may be able to guide the Board in this process. Booth mentioned she contacted two Engineer firms (Moore Consulting Engineers, LLC and Environmental Resolutions Inc.) and one Financial Advisor (from Acacia Financial Service). Booth mentioned one of the Engineers recommended the Board prepare a Statement of Work (SOW) which would facilitate the selection of an Engineering Consulting firm. A draft SOW was given to the Board for their review and input. The Board agreed to review document and provide comments to Administrator Booth by May 11. Booth would then provide SOW to said companies for them to use in providing their proposals.
3. President Wesolowski stated the Purchase/Credit Card Program is up and running and asked Administrator Booth if the list of vendors we can charge with is complete. Booth stated the merchant category codes have been finalized and can be revised if needed.
4. President Wesolowski asked Administrator Booth if the Township's Shared Services Project was halted. Administrator Booth replied she believes it has been since we have not had a meeting since the October 20, 2010 Meeting. Wesolowski mentioned that as a result of the Shared Services Project we have had more contact with Fire District No. 1 and shared

information and ideas (e.g., purchase card program, electricity and gas suppliers and sharing cost of legal notices).

5. President Wesolowski mentioned he contacted Dennis DiBlasio from Pennoni Associates regarding the water maps. DiBlasio has agreed to provide four copies (two mounted and two un-mounted) of the current Fire District No. 2 water map at no charge. Brief discussion ensued regarding obtaining a current Township wide water map. A request for an updated Township water map would need to be made to the Township Administration.
6. President Wesolowski asked Chief Ruggiano if the new windows in the wash bay were caulked on the outside. Chief replied that at the time of the installation of the new windows, it was too cold to complete job. Chief added, that the gentleman returned last week to complete job.

New Business:

1. Hall Manager Matthew Orsini discussed proposed changes/clarification to the Guidelines for Hall Rental Requests by members, their families and other special requests (i.e., Township, County and Charitable organizations). Discussion ensued. The Board agreed to review proposed changes. Wesolowski asked members to be prepared to make recommendations and finalize the guidelines at the June meeting.
2. Hall Manager Matthew Orsini discussed raising the hall cleaning fee to \$100.00 from \$85.00 mentioned under the Hall Rental Chairman's Report. Brief discussion ensued. A motion by Commissioner Maahs, seconded by Commissioner Grant to raise the hall cleaning fee to \$100.00 was approved by the four commissioners present.

Resolutions:

Resolution 11-08 *"To Adopt the Provisions of Chapter 48 under which a public employer may agree to pay for the State Health Benefits Program (SHBP) coverage of certain retirees"* was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the four Board members present on a roll call vote.

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

Resolution 11-09 *"To Increase Monthly Fee paid to Appointed Solicitor Gregory R. McCloskey to \$650.00 per month"* was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the four Board members present on a roll call vote.

Niedermayer	-Aye
Maahs	-Aye

Wesolowski -Aye
Grant -Aye
Lieber -Absent

Meeting opened to public:

Chief Ruggiano recommended that since the Township Manager is leaving, a joint letter be prepared from Fire District's 1 & 2 to the Mayor conveying the importance of having an updated Township-wide water map. President Wesolowski suggested he would first contact Bill Butler to determine the process of obtaining an updated map and if necessary, send a letter to the Mayor requesting an updated map.

Executive Session (Closed)

Meeting re-opened to the public. There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:15 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator