

November 3, 2010

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 held on the above date was called to order at 7:00 pm by President Wesolowski.

All Commissioners were present. Others present included Chief Ruggiano, Rob Grant and Mathew Orsini.

President Wesolowski asked if the members received and reviewed the minutes of the October 6th, 20th and 27th meetings. The commissioners stated they had. Corrections were noted by Commissioner Wesolowski to both the October 6th and October 27th meeting minutes. Motions by Commissioner Niedermayer, seconded by Commissioner Maahs to approve minutes were unanimously approved.

Chief's Report:

1. Report submitted by Chief Ruggiano and filed.
2. Chief Ruggiano provided the Commissioners with a Long Term Budget Projection for Apparatus, Gear and Equipment. Brief discussion ensued.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: No problems reported.
4. Truck 3133: Replaced pump seals front and rear. Discharge valves 1, 2, & 3 and tank fill valve were rebuilt.
5. Truck 3135: No problems reported.
6. Generator is currently out of service due to repairs. While fixing the generator it was also determined that the water pump was leaking. This additional repair increased the quote for repairs by approximately \$1,000.00 to \$7,850.00.

7. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Other</u>	<u>Total</u>
238.5G	82.5G	3.5G	324.5G

8. Report submitted and filed.

Hall Rental Chairman Report:

Matthew Orsini gave the Hall Rental Chairman Report:

1. During the month of October there were four paying affairs scheduled and one non paying affair. There were approximately 35 inquiries via email and telephone. Two bookings were made during the month of October for the calendar year 2011.
2. Bob Eboch is in the process of building a jack for an MP3 player and he believes he found a multi disc changer for the sound system. We are still waiting for information on the wireless mic.

3. All but two deposits are scheduled to be refunded. The deposits being held are due to damages and cleaning issues.
4. There were four cleanings paid for in the month of October. Updated calendar is posted in lounge.

President Wesolowski recommended we make Bob Eboch aware we would like to make the decision at the next Board meeting in December. Chief Ruggiano offered to follow up with Bob Eboch.

Squad Report:

A representative from the Squad was not in attendance. No report presented.

Bills:

The bills to be paid in November were read by Administrator Booth.

President Wesolowski asked if there were any questions regarding any of the bills. There being no questions, a motion by Commissioner Niedermayer and seconded by Commissioner Maahs to pay the bills and any regular bills that come in was unanimously approved.

(A list of bills paid in November is available upon request.)

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

Communications:

Administrator Booth discussed the letter from Travelers Premium Audit Department notifying the Board that a representative will be conducting an onsite audit of our workers compensation policy for the period 10/27/09 through 10/27/10. Administrator Booth mentioned an estimate of potential additional expenses resulting from the audit is included in the 2010 full year projected budget (under Insurance).

President Wesolowski mentioned that each Board member was provided a copy of the email reply to Chris Schultz, Township Manager in response to questions from the Town Council regarding Commissioner Fees. Wesolowski recommended the board read at their leisure.

Old Business:

1. Administrator Booth provided a status on the credit/purchase card issue raised by our Auditor Ed Paul and discussed at previous Board Meetings. Booth mentioned she discussed proceeding with the purchase card under state contract offered by Citi Bank with our Solicitor Greg McCloskey. McCloskey stated that as long as the program with Citi Bank is under state contract, we can assume that the state as conducted a due diligence of Citi Bank and signed off on issues raised by the Attorney General's letter. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to allow Administrator Booth to proceed with the purchase card as outlined with state regulations was unanimously approved.

2. President Wesolowski asked Administrator Booth to provide a status on the solar project. Booth mentioned she had received a proposal from Trinity Solar. The three page proposal was provided to the Board. The first page of the proposal shows an aerial view of the roof with the proposed number of panels on each part of the roof. Booth stated that the proposed system would cover approximately 87% of the electric used last year. The second page shows the proposed financing of the solar investment of \$350,980.00 assuming a 6.5% interest rate with debt service of \$36,502.00 with annual income of \$77,568.00 from electricity savings and annual RECs, leaving an average annual net of approximately \$41,066.00 over the 15 year loan period. The third page of the proposal shows the net positive cash flow over both a 10 and 15 year period. Questions relating to roof leaks, impact of weather, snow load, impact on roof warranty were raised. Discussion ensued. Administrator Booth mentioned we are expecting another proposal from a second vendor within the week.

President Wesolowski suggested we bring our Auditor Ed Paul into the loop and ask him about voter and DCA approval requirements for the proposed project. The Board agreed to ask a representative from Trinity Solar to come to the January Board meeting to discuss proposal. The Board also agreed to review the second proposal from Eastern Energy at our December Board meeting and decide at that time whether to have them come in and present their proposal at the February Board Meeting.

3. Administrator Booth discussed the Shared Services Meeting she attended on Wednesday, October 20th. The discussion was mainly focused on sharing IT support, fleet and facility maintenance and HR services among the entities. Chris Schultz, Township Manager, mentioned we may have an opportunity to participate in the Direct Install Grant Program in 2011 for energy related improvements to our facilities (specifically lighting). We would complete an application and participate in an energy audit. Booth shared the purchase card program and the rebate benefits of said program with the other township entities. Both Fire District #1 and the Township showed interest in participating in program. The next Shared Services Meeting is scheduled for December 9, 2010 at 9:00 am.
4. President Wesolowski stated he has not heard back from Alaimo Group Consulting regarding the status on the New Albany Road drainage issue. Wesolowski will contact within the next two weeks to obtain status.
5. President Wesolowski asked Administrative Booth for a status on using suppliers other than PSE&G for our gas and electricity in an effort to obtain better rates. Administrator Booth mentioned she had hoped to present information last meeting however, like this month, she did not receive accurate information in time to review, analyze and print out for the meeting. The information is time sensitive since gas and electricity rates change daily. She mentioned that the vendor should now understand what is required by a specific time to be presented to the Board for discussion and approval and anticipates having this information for the December 1st Board Meeting.
6. Administrator Booth mentioned she spoke to a contact from Burlington County Recycling to discuss options to recycle cardboard from hall functions which was discussed at the last meeting. A representative from Burlington County Recycling will be coming out to survey the site for serviceability and accessibility. In addition, they will recommend a dumpster size and quantity of glass and can recycling carts. Since our trash is picked up by the township, our recycling will also be picked up at no cost. We would be required to purchase the dumpster (approximately \$700.00) and carts (\$60.00 each) for

a total outlay of approximately \$900.00 (assuming we need three carts). Chief Ruggiano discussed how the pickup of recycling is different from the pickup of trash and depending on what is recommended we may need to further discuss placement and enclosure for dumpsters.

7. President Wesolowski mentioned at the last meeting the Board reviewed and discussed a couple of projects that needed to be done if there were funds available in 2010. Wesolowski reiterated the Board's decision not to paint the inside of the Fire House this year. There were three projects remaining on the list and are as follows:
 - a. Replace the windows in the wash bay for \$3,900.00
 - b. Repair cracks in the parking lot for \$1,850.00
 - c. Repair expansion joints in the ramp for \$5,400.00

President Wesolowski also posed the question of whether the Board should provide the Emergency Squad assistance with their insurance costs. Discussion ensued including a discussion on the Squad's state of their financials. A motion by Commissioner Wesolowski seconded by Commissioner Niedermayer to not provide \$10,000.00 to the Emergency Squad for their insurance needs in 2010 was unanimously approved.

Discussion ensued regarding above listed projects. Commissioner Grant asked if there are enough funds to make the above repairs and also do the electrical upgrades in the hall (i.e., sound system, MP3 player and mic). It was discussed that depending on the cost of the hall upgrades we should have enough funds in the hall account to cover costs for the electrical upgrades.

Discussion ensued regarding the timing of repairing the expansion joints (now vs. spring of 2011) and encumbering funds as necessary.

A motion by Commissioner Maahs and seconded by Commissioner Niedermayer to repair expansion joints on the ramp (timing based on recommendation by vendor), repair the cracks in the parking lot and replace the windows in the wash bay was unanimously approved.

New Business:

1. Hall Manager Matt Orsini discussed the need to purchase a new vacuum for the hall. Orsini recommended the purchase of the Clarke Carpet Master 30 Vacuum. The price of the vacuum would be between \$2,000 and \$2,200.00. Discussion ensued. The Board agreed to have Orsini continue with his research and obtain a quote from the vendor and discuss at the next meeting.
2. Administrator Booth discussed a topic raised during the executive session at the last Board meeting regarding amending, at the request of Hartford, our deferred compensation plan for employees by adopting a specific provision under the Pension Protection Act before its effective date of 1/1/2011. A draft letter to the Hartford detailing this provision was provided to the Board Members. A motion by President Wesolowski and seconded by Commissioner Grant to amend our deferred compensation plan for employees, at the request of Hartford, by adopting the provision, effective

immediately, permitting non spousal beneficiaries to roll their inherited funds into IRAs under the Pension Protection Act was unanimously approved.

Meeting opened to public:

There being no 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 8:15 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator