

October 5, 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 Maahs were present. Also in attendance were Chief Ruggiano, Deputy Chief Rob Grant, Hall Manager Matthew Orsini, Chief Joe Shields, LVFC President Brian Wesolowski, Fire Fighter John Madison, Fire Fighter Joshua Giberson and Administrator Booth.

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

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the September 7, 2011 meeting were approved by the four commissioners present. In addition, on a motion by Commissioner Niedermayer, seconded by Commissioner Lieber, the minutes of the September 7, 2011 Executive Session were approved by the four commissioners present.

Chief's Report:

1. Reports for August and September were submitted by Chief Ruggiano and filed.
2. Chief mentioned all the items in the Budget for Fire Equipment were ordered. The 12 Motorola Minitor V pagers were received and programmed. President Wesolowski asked and Chief Ruggiano replied to a question regarding the delivery of the items ordered.
3. Chief informed the Board the windows at the Fire House and Bureau as well as the floors at the Fire House have all been cleaned.

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 truck battery, skull saver on 24" ground ladder and relay for step lights. Repaired socket on right pump light.
5. Truck 3135: Replaced truck battery, flow sensor for waterway and bulb in rear step light.
6. Other: Preventive maintenance service was performed on Generator and all trucks. Quick Connect on the Mako air filling station was installed.

7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
289.2G	24.0G	0.0G	313.2G

8. Chief informed the Board that during the preventive maintenance performed on 3135 it was determined the bracket on the driver's side pump panel was cracked. The truck will be out of service for two days for repairs. Chief stated Glick has been good about replacing/repairing

items out of warranty. President Wesolowski asked if Glick has given any indication that the issues we are experiencing are happening to other trucks. Chief replied he has asked around and Cinnaminson is also having some issues.

9. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were four paying affairs during the month of September and approximately 35 inquiries via email and telephone. There were six bookings during the month, three were for 2011 and the remaining were for the calendar year 2012.
2. Orsini informed the Board the damage to the retaining wall was discussed with the renter. Administrator Booth added a claim has been filed with VFIS and if accepted the deductible is \$500.00. Once the claim is processed the final cost can be determined and discussed with renter. Booth also mentioned Solicitor McCloskey was informed of the incident in case his assistance is needed. The cost of the repair was \$1,000.00. The security deposit is currently being withheld.
3. There were four cleanings to be paid for during the month. All security deposits, except for one are scheduled to be returned. The deposit being held was due to a cleaning fee assessed for the affair.
4. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of September the Squad responded to 160 EMS calls and 17 Fire calls for a total of 177 calls.
2. Financial Report for September was submitted.

Bills:

The Statement of Expenditures, listing the bills to be paid in October, 2011 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.

President Wesolowski asked how the preventive maintenance bills from Glick compared to the budget numbers for these items. Administrator Booth replied they came in under budget.

There being no further 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 October are available upon request)

Communications:

Administrator Booth informed the board in preparation for the 2012 Budget Process, requests for information were sent out in September. 2012 Budget information and proposals were received, copies of which were distributed to the Board in preparation for the two Budget meetings scheduled for October 19th and 26th.

President Wesolowski read a request made on behalf of the Fire Police asking for new rain gear such as coats, hats and boots. The cost of these items was not included in request. Wesolowski mentioned he thought this was usually handled in a different manner. Wesolowski gave the request to Chief Ruggiano to discuss with the Captain of the Fire Police.

Old Business:

1. Administrator Booth provided a status of the Hall Roof Project. Booth mentioned Solicitor McCloskey reviewed the Design Contract provided by Architect Harry Bopp. McCloskey recommended the Board find out the amount of the Professional Liability Insurance Harry Bopp has and evaluate to determine if adequate before signing contract. McCloskey also stated the contract is a standard AIA contract and is acceptable to sign. Booth informed the Board Bopp's professional Liability limit is \$2 million. Brief discussion ensued. A motion by Commissioner Lieber, seconded by Commissioner Niedermayer to allow President Wesolowski to sign the Roof Design Contract on behalf of the Board was approved by the four commissioners present.

Booth discussed the following 'next steps' regarding the roof project:

- Board adopt Capital Resolution for the Roof Project. A Resolution will be prepared for the November 2nd Board Meeting
- Decide date of the Special Election
- Determine funding for project
- Additional administrative steps (i.e., prepare ballot, public notices, obtain voter registration list, coordinate absentee ballot process with county, etc.).

A brief discussion ensued regarding available dates for the election. The date of Saturday, December 17, 2011 was agreed to by the four commissioners present. In addition, the Board also discussed the funding of the project (preliminary estimate is \$150,000.00). Booth provided the reserve balances in the Roof Capital Projects Fund (\$32,255.71) and the General Fund (\$572,593.41). Brief discussion ensued. A motion by Commissioner Niedermayer, seconded by Commissioner Lieber to fund roof project utilizing the Capital Projects Roof Fund of \$32,255.71, with the remaining coming from the General Fund was approved by the four commissioners present.

Booth also informed the Board a set of plans from the original addition to the hall from 1973/74 was located (vault at Town Hall) and a copy was provided to Architect Harry Bopp. Bopp believes having these plans should reduce the "Alternate Additional Fee" of \$4,500.00

in his original proposal. Bopp agreed to provide us with a revised “Alternate Additional Fee” once calculated.

President Wesolowski recommended we retain a copy of the plans found at Town Hall for our records. Booth agreed to ask Bopp to make an additional set of copies on behalf of the Board before returning to the Township. Wesolowski also stated we would reimburse Bopp for the cost of the copies as appropriate.

2. Administrative Booth provided a status on the solar project. In speaking with representatives from Capital Financial Advisors, They recommend that the Fire District wait a few months before continuing on the path of beginning a solar project. The federal solar cash rebate is due to expire on December 31st this year; thereafter, it will revert to a tax credit. In addition, the value of the New Jersey Solar Renewable Energy Credits (“SRECS) has been drastically reduced because of market saturation as well as proposed changes in energy efficiency laws in the State. Both of these revenues streams strongly affect the value of financing a solar project. There is legislation pending in the New Jersey legislature that could firm up the values of SRECs in the future and if that is approved, it will certainly help make the solar project more economically feasible. Additionally, if the federal government extends the cash rebate, it will help fund these projects once again which may encourage further interest in Power Purchase Agreement arrangements. Capital Financial Advisors will continue to monitor the situation from both funding sources and provide the Board an update in a month or so.
3. Administrator Booth responded to a question raised at last month’s meeting regarding current natural gas therm rates from a supplier other than PSE&G. Rates for 6 month, 12 month and variable rate contracts from other suppliers were reviewed and were all higher than the current rate from PS&G. The Board agreed no action would be taken at this time.
4. Wesolowski asked Commissioner Lieber if there were any further review/discussion on the new back-up process established if we were to experience a breakdown in communications with Burlington County Central dispatch. Commissioner Lieber mentioned he discussed with Deputy Chief Rob Grant. Grant stated he will discuss the process at the next meeting.
5. Hall Manager Matt Orsini discussed the proposal to change the cancellation notification policy from 90 days to 120 days in Hall Rental Contract. This proposed change was discussed with Solicitor McCloskey. McCloskey was fine with proposed changes. Wesolowski recommended the Board review proposed changes and be prepared to discuss at the November Board Meeting.

New Business:

1. Administrator Booth discussed the 2011 Actual vs. Budget Report provided to the Commissioners. Booth mentioned included in the revenue projections is an amount for Life Hazard (\$17,500.00) which is typically received in December. Booth also mentioned the annual allotment to assist the Lenola Fire Company Emergency Unit with replacing the ambulance is also included in the projections. Brief discussion ensued. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer to approve the funding (\$20,000.00) to assist the Lenola Fire Company Emergency Unit with replacing the

ambulance was approved by the four commissioners present. Booth will distribute check after the final installment from the Township is received.

2. Administrator Booth briefly discussed the project to establish two Section 125 (referring to Internal Revenue Code) Plan Benefits: a “premium Option Plan” (POP) and a Flexible Spending Account (FSA). Booth contacted a vendor and will meet with them early in 2012 to discuss options and costs. Brief discussion ensued. Booth mentioned the Board is not required to implement plans until 1/1/2013 allowing ample time to research options.
3. Hall Rental Chairman Orsini discussed a proposal to replace the carpet in the Hall with carpet tiles. A quote of \$22,203.41 from Keystone Floor Products was provided to the Commissioners. Discussion ensued. President Wesolowski raised a concern about potential adhesion problems that may lead to seam issues with the carpet tile. Orsini mentioned this is an entirely different product than what is currently in the hall and the edges of the carpet tile is guaranteed for life. In addition, the floor would be prepped before installation and the base of the product will not be affected by the moisture issues. Commissioners Lieber and Wesolowski asked if they could see another hall with the carpet tiles installed. Orsini agreed to make the arrangements.

Meeting opened to public:

The following people were recognized by President Wesolowski to address the Board regarding proposals for the 2012 Budget:

Brian Wesolowski, President Lenola Volunteer Fire Company, asked the Board to consider the following request:

- Increase in the funds requested for the Testimonial Dinner from \$8,000.00 to \$10,000.00
- \$1,000.00 for the Executive Officers (same as last year)
- Janitor Fees - \$6,120.00 (same as last year)
- IT Fees - \$1,500.00 (new this year)
- Morale/Member Retention - \$1,000.00 (new this year)
- Increase in funds for the Incentive program for the volunteers from \$8,000.00 to \$25,000.00
- Line Officer Stipends:
 - Chief - \$12,000.00
 - Deputy Chief - \$5,000.00
 - Battalion Chief - \$2,500.00
 - Captain - \$1,000.00
 - Lieutenants (2) - \$500.00 each

Brian Wesolowski mentioned due to the Retirement of Chief Ruggiano, several changes in how the departmental affairs are handled will be instituted. The stipends are being requested to help compensate for the increased responsibilities that will fall to the volunteer members of the department.

Brian Wesolowski also mentioned an increase in the amount of the Incentive program is also being requested to help encourage more volunteerism at the Fire Company. Discussion ensued.

President Wesolowski asked Administrator Booth to contact Administrator Chesner from Moorestown Fire District No. 1 to discuss how they handle the incentive program and the stipends they pay their volunteers.

Fire Fighter John Madison asked the Board to consider offering an incentive program in the form of a gym membership reimbursement program for qualified firefighters. Madison presented a proposal to improve firefighter wellness at the Lenola Fire Company which included statistics from various firefighters' health studies and outlined the benefits of offering such a program. Madison asked the Board to consider including \$3,598.20 in the 2012 budget for the proposed wellness program. Brief discussion ensued. President Wesolowski asked who would manage the recordkeeping for this program. Madison replied he would take responsibility for the recordkeeping.

Deputy Chief Robert Grant asked the Board to consider purchasing a floor scrubber for \$5,462.40. The current floor scrubber is old and in disrepair.

Hall Manager Orsini informed the Board that the estimate he provided earlier for the carpet tiles included sales tax. The actual cost would be approximately \$1,400.00 less, bringing the revised estimate to \$20,800.00.

President Wesolowski thanked the people who presented and stated the Board will consider these requests as part of the 2012 Budget process.

Chief Ruggiano updated the Board regarding the receptacles discussed at last month's meeting. Chief contacted a electrician and received an estimate of \$200.00 to add the receptacles to the emergency generator. Wesolowski asked and Administrator Booth replied yes to the question if funds were available in the budget to cover this expense. On a motion by Commissioner Niedermayer, seconded by Commissioner Lieber to add the receptacles to the emergency generator for \$200.00 was approved by the four commissioners present.

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

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 8:45p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator