

September 7, 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 Matthew Orsini, Chief Joe Shields, Architect Harry Bopp and Administrator Booth.

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

Deviating from the regular order of business, President Wesolowski stated that the Board had invited Harry Bopp, an Architect to attend last month's Board meeting to discuss the Board's options regarding replacement of the hall roof. During the August Meeting, the Board requested Harry Bopp prepare a proposal for the roof design work for the Board to consider. Wesolowski asked the Board members if they received/reviewed said proposal. The members replied they had.

Wesolowski discussed the Alternate Additional Fee for engineering evaluation and report of existing roof structure of \$4,500.00. He mentioned we have yet to locate the original plans for the Hall addition and asked if these plans were to be found, would the fee be reduced. Bopp replied it would. Discussion ensued. The Board will continue to look for the original plans.

Wesolowski asked the Board if they had any additional questions for Harry Bopp. There being no further questions, Wesolowski asked if the Board Members were ready to move forward with said project. The members were in agreement to move forward.

Resolution:

Resolution 11-15 "*Authorizing the Award of a Professional Services Contract to Harry D. Bopp, Architect*" was read by President Wesolowski. The resolution authorizes the President to enter into a contract with Harry D. Bopp, AIA Architect to provide Architectural Design Services to re-roof the existing Banquet Hall and provide construction administration and observation of the construction work in progress for \$5,900.00 with an Alternative Additional Fee for engineering evaluation and report of existing roof structure, if required, for an additional \$4,500.00, bringing total to \$10,400.00. A motion by Commissioner Niedermayer and seconded by Commissioner Maahs to adopt Resolution 11-15 was unanimously approved by a roll call vote.

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

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the August 3, 2011 meeting were approved by the five commissioners present.

Chief's Report:

1. Report not available due to illness of the Chief's Aid. Report will be provided to Board at the next meeting.
2. Chief thanked the Board for both the funds and availability of the credit card during Emergency stand-by in response to Hurricane Irene. Chief stated the Squad has agreed to reimburse the Board for half of the expenses incurred (\$118.49).
3. Chief briefly discussed the District's participation at the Emergency Operations Center (EOC) leading up to and during the storm. A recommendation was made to the acting Township Manager during the "after action meeting" to incorporate an EOC in the construction plans for the new Town Hall which would address the space constraints of the current EOC. Brief discussion ensued.
4. Commissioner Lieber stated that as the Township's Emergency Management Coordinator, he would like to thank members of District No. 2, the Squad and the Fire Company for their cooperation during the Storm. Although the process worked well, Lieber stated the space was lacking. Tom Merchel, Acting Township Manager will recommend to council to include plans for an OEC in the new construction of the Town Hall slated for 2016.
5. Chief informed the Board that the receptacles are not currently linked to the generator. An electrician was contacted to provide an estimate to add the receptacles to the generator.

Captain's & Engineer Report:

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced accelerator pedal (under recall); Repaired connector on hose for heads-up display pack #15; Repaired hand light.
4. Truck 3133: No problems reported.
5. Truck 3135: Replaced accelerator pedal (under recall), computer module for outriggers, down proxy switch and bulb on driver side rear spot light.
6. Other: Replaced batteries in all air packs. Tested all air packs on 3133 and 3132. Serviced 3138.
7. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Other</u>	<u>Total</u>
285.6G	114.0G	0.0G	399.6G

8. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were four paying affairs and one non paying affair during the month of August. There were approximately 40 inquiries via email and telephone. There were four bookings during the month, all of which were for the calendar year 2012.
2. Repairs were made to the retaining wall at the entrance of the hall. The damage is believed to be from a car during the clean-up process for the affair on August 27th. The damage was discovered at the end of the night. 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 from August 27th, are scheduled to be returned.
4. One cancellation notice was received for an affair in 2012. The deposit of \$500.00 is scheduled to be returned.
5. Discussed possibly changing cancellation notification policy from 90 days to 120 days in Hall Rental Contract. This proposed change will be discussed with Solicitor McCloskey.
6. Updated calendar is posted in lounge.

President Wesolowski stated Hall Manager Orsini contacted him regarding the damage to the retaining wall. Wesolowski mentioned that the insurance coverage purchased by the renters for the affair does not cover automobile damage and that the security deposit for the affair was \$350.00. Wesolowski recommended Orsini discuss issue with renter and if an acceptable agreement is not reached to contact Administrator Booth to request a letter be sent from the Board Solicitor Greg McCloskey to the renter requesting reimbursement for repair.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of August the Squad responded to 157 EMS calls and 25 Fire calls for a total of 182 calls.
2. Financial Reports for July and August were submitted.

Bills:

The Statement of Expenditures, listing the bills to be paid in September, 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 and Chief Ruggiano replied to a question regarding the bill from Nicolos Loffredo (Snap on Tools).

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 five commissioners present.

(List of Bills paid in September are available 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 Commissioner Grant for the flowers sent from the Board while she was recovering from surgery.
2. A letter along with employee applications and dependent eligibility documentation for the New Jersey State Health Benefits Program Dental Plan was sent to the Division of Pensions and Benefits on August 4, 2011 for processing.
3. A letter was sent on behalf of the Board to the Lenola Fire Company Emergency Unit on August 4, 2011 regarding the invoice from Heritage Business Systems for the Service Supply agreement on copier machine in the meeting room. The letter requested reimbursement for the Squad's one half share of this invoice per agreement.
4. Letter sent on behalf of the Board to the State of New Jersey, Director of the Division of Local Government Services on August 16, 2011 with copies of the following:
 - a. 2010 Audit
 - b. Proof of Publication
 - c. Resolution accepting Auditor's Report
5. A letter from New Jersey State Firemen's Association requesting use of the hall on Tuesday, August 21, 2012 from 5:00 to 10:00 pm for their annual caucus of the Chief's Delegates, Exempt Delegates and Life Members of Burlington County. The date was discussed with Matt Orsini and it is available. A motion by Commissioner Maahs and seconded by Commissioner Grant to allow said use of the hall was unanimously approved. Wesolowski asked Administrator Booth to notify the association of the Board's decision.
6. A letter sent from Commissioner Grant to Debbie Hess thanking her and her family for the donation of fruits and vegetables for the volunteers while they were on emergency standby in response to Hurricane Irene.

President Wesolowski discussed the following Communication:

1. Received a letter from the Independent Fire Company No. 1, Maple Shade requesting the use of the hall on February 18, 2012 for a fund raiser (Beef & Beef) in which proceeds will be used to support the 100th anniversary parade of their department. Brief discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Maahs granting use of the hall on February 18, 2012 to the Independent Fire Company No. 1, Maple Shade at no cost was approved by the five commissioners present. Wesolowski asked Administrator Booth to notify the Fire Company of the Board's decision.

Old Business:

1. President Wesolowski asked Hall Manager Orsini if the old copier machine was picked up. Orsini replied it had been.
2. President Wesolowski asked Administrator Booth if anything further (i.e., legal notices and such) needs to be done now that the Audit report was sent to the State. Administrator Booth

replied the submission to the state included the proof of publication of the audit synopsis in the BCT and the signed resolution accepting the auditor's report. No further action is required.

3. President Wesolowski asked Administrator Booth if we are doing anything further regarding using our own gas suppliers. Administrator Booth replied we have not reviewed prices recently and will take a look at the current rates prior to the next meeting.
4. President Wesolowski briefly summarized the discussion from the August Board Meeting regarding the Emergency Notification for First Responders if we were to experience a breakdown in communications with Burlington County Central Dispatch. Wesolowski asked Commissioner Lieber if there were any further review/discussion on the new back-up process established or if the Global Connect system should also be utilized. Commissioner Lieber will discuss at the next meeting.
5. President Wesolowski mentioned the Board requested proposals from two Financial Advisors to assist the Board in determining if moving forward on the solar project was in the best interest of the taxpayers and to assist the Board in the funding aspect of the project as appropriate. Proposals along with references were received from Capital Financial Advisors and Acacia Financial Group. A summary of the feedback received was provided to the Board Members and briefly discussed at the last meeting. Wesolowski reported that he met with Administrator Booth during the month to discuss the feedback in detail. Administrator Booth provided the Board with a summary of the feedback received and a recommendation. Discussion ensued. There was a consensus among the Board members to retain the services of Capital Financial Advisors.

Resolution:

Resolution 11-16 "*Authorizing the Award of a Professional Services Contract to Capital Financial Advisors, Inc.*" was introduced and read by President Wesolowski. The resolution authorizes the President to enter into a contract with Capital Financial Advisors, Inc. to perform an economic feasibility and ROI review of the solar project under consideration and if appropriate, assist in determining the suitable funding option for the project. Fee would be \$150.00 per hour not to exceed \$5,000.00. A motion by Commissioner Lieber and seconded by Commissioner Grant to adopt Resolution 11-16 was unanimously approved by a roll call vote.

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

6. President Wesolowski discussed the Proposed Reduced Rate Guidelines for members' relatives eligible for a reduced rate, non profits, local government agencies and local organizations. Copies of the Reduced Rate Guidelines were distributed to the Board members for review and discussion. Lengthy Discussion ensued. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the Reduced Rate Guidelines were approved by the five commissioners present.

7. Administrator Booth followed up on two open items discussed at the previous Board meeting regarding the Local Finance Notice 2011-20 “Implementing the 2011 Pension and Health Benefit Reforms”. Specifically, the requirement to establish two Section 125 (referring to Internal Revenue Code) Plan Benefits: a “premium Option Plan” (POP) and a Flexible Spending Account (FSA). Booth discussed establishing these new plans with Auditor, Ed Paul. Paul stated they would not be able to assist in establishing these plans since they would be responsible to ensure compliance via the annual audit and therefore are required to remain independent. Booth mentioned she raised this question during a Pensions and Benefits interactive webinar. The following options are available to the Board:
 - a. Establish/manage plans in-house
 - b. Contract with a third party (i.e, Paychecks) to establish/manage plans
 - c. Join with another local agency in establishing/managing plans (i.e., share service agreement)

Booth stated additional research into the IRS requirements and costs would need to be done to determine the appropriate option. The Board is not required to implement plans until 1/1/2013 allowing the Board ample time to research options.

Booth also discussed the reference to “collective negotiations agreement” (CNA) in the Local Finance Notice with Board Solicitor McCloskey. McCloskey confirmed employee contributions are not required until the expiration of the current salary agreement (1/1/2013).

New Business:

1. Commissioner Grant informed the Board that when she went to Hess Farms to purchase lettuce and tomatoes for the emergency standby, Debbie Hess showed her continued support and generosity by providing a carton full of fruits and vegetable for our volunteers participating in the emergency standby. The letter, referenced during “Communications”, was sent by Commissioner Grant to Debbie Hess thanking her for her generosity.

Meeting opened to public:

Chief Ruggiano recommended the Board clarify the Reduced Rate Guidelines for Hall Rental Request for employees/members of 318. President Wesolowski replied that this was taken into consideration when the Guidelines for Hall Rental Requests were adopted back in July. Specifically under section A.1.c. the Policy states “Members of 318 who *live in the fire district who are in good standing for at least one year prior to request*” are eligible to rent hall at no charge. Chief Shields mentioned he has members of 318 who live outside district, however volunteer for the Emergency unit. Brief discussion ensued. The Board agreed to handle requests from volunteers of 318 who live outside of district on a case by case basis with input from Chief Shields.

There being no further 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 8:28p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator