

# MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane  
Mount Laurel, NJ 08054-9630

Tel: (856) 234-6053  
Fax: (856) 234-3756

## A G E N D A

### REGULAR MEETING

Monday, September 21, 2015 @ 8:00 PM  
Headquarters Station Meeting Room

## **REMINDER:**

**THE BOARD REQUESTS THAT ALL CELL PHONES EITHER BE SET TO VIBRATE OR BE TURNED OFF TO PREVENT UNNECESSARY INTERRUPTION OF TONIGHT'S MEETING. THE BOARD THANKS YOU FOR YOUR COOPERATION IN ADVANCE.**

1. Call to Order
2. Pledge of Allegiance / Moment of Silence
3. Roll Call - Commissioners Cornue, Hamilton, Ridenour, Roura and Shestack
4. Public Announcements - Clerk
5. Presentation on energy advisory services by LFE, LLC representative Thomas Dickinson
6. Approval of Meeting Minutes;  
Regular Meeting of August 17, 2015  
Special Meeting of September 8, 2015 (prepared but not reviewed yet)
7. Adoption of Resolutions;  
Resolution #2015-45 "Appointment of Ryan C. Juengert to 'Junior' Membership in the Mount Laurel Fire Department"
8. Financial Matters;
  - a. Approval of Monthly Bills (September 2015)
  - b. Questions / Comments by Treasurer
9. Monthly Report by Administrator
10. Monthly Report by Chief of Department
11. Standing Committee Reports

12. Other Matters;
  - a. Discussion about retention of LFE, LLC for energy advisory services
  - b. Adoption of Resolution #2015-46 "Resolution Authorizing the Appointment of LFE, LLC ('5') to Provide Energy Advisory Services at no Direct Cost to the Board of Fire Commissioners of the Mount Laurel Fire District #1"
13. Comments of Fire District Professionals
14. Comments of Fire Commissioners
15. Public Participation
16. Adoption of Resolution #2015-47 "Closing of Meeting Pursuant to Open Public Meetings Act"
17. Closed Session:
  - Legal Matters;
    - a. Any other legal matter that may come before the Board
  - Personnel Matters;
    - a. Employee Disciplinary Action / Injury Update - Chief Colucci
    - b. Outstanding Grievance Status - Chief Colucci
    - c. Any other personnel matter that may come before the Board
18. Adjournment of Closed Session
19. Return to Open Session
20. Adjournment of Regular Meeting

# **MOUNT LAUREL**

## ***FIRE DEPARTMENT***

*Est. 1953*

*69 Elbo Lane  
Mount Laurel, NJ 08054-9630*

*Tel: (856) 234-6053  
Fax: (856) 234-3756*

### **RESOLUTION 2015-45**

*APPOINTMENT OF  
RYAN C. JUENGERT  
AS A 'JUNIOR' MEMBER OF THE  
MOUNT LAUREL FIRE DEPARTMENT*

**WHEREAS**, RYAN C. JUENGERT has applied for membership as a 'JUNIOR' member of the MOUNT LAUREL FIRE DEPARTMENT; and,

**WHEREAS**, all pertinent Mount Laurel Fire Department membership requirements have been met.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that RYAN C. JUENGERT is hereby appointed as a 'JUNIOR' member of the MOUNT LAUREL FIRE DEPARTMENT.

### **CERTIFICATION**

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on September 21, 2015.

Richard Hamilton, Clerk

# MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane  
Mount Laurel, NJ 08054-9630

Tel: (856) 234-6053  
Fax: (856) 234-3756

## RESOLUTION 2005-46

### *RESOLUTION AUTHORIZING THE APPOINTMENT OF LFE, LLC ('5') TO PROVIDE ENERGY ADVISORY SERVICES AT NO DIRECT COST TO THE BOARD OF FIRE COMMISSIONERS OF THE MOUNT LAUREL FIRE DISTRICT #1*

**WHEREAS**, there exists a need for the Board of Fire Commissioners ('Board') to obtain the services of a qualified vendor to provide energy advisory services for the procurement of electric energy and to assist the Fire District with the management of its ongoing energy needs' and,

**WHEREAS**, by letter dated September 15, 2015, the 5 firm ('Firm') has provided the Board with a written proposal describing the nature and extent of the services to be provided at no cost to the Board; and,

**WHEREAS**, the Board believes that the Firm's proposal to be advantageous to the Fire District, particularly through the Firm's assistance in managing the procurement of the significant and costly electric power needs of the Fire District in the frequently volatile electricity markets; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey as follows:

**Section 1** - The Administrator is hereby authorized and directed to execute and deliver an appropriate written agreement to the Firm, consistent with the terms of this resolution and the attached proposal submitted by the Firm.

**Section 2** - The term of this appointment shall be for 1 year and shall commence upon adoption of this resolution.

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be published as required by law, within ten (10) days of its passage.

## CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on September 21, 2015.

Richard Hamilton, Clerk



September 16, 2015

Scott Jones, Administrator  
Mount Laurel Fire District #1  
69 Elbo Lane  
Mount Laurel, NJ 08054

**Re: DESCRIPTION OF ENERGY PROCUREMENT AND ON-GOING ENERGY MANAGEMENT SERVICES**

Dear Mr. Jones:

We are thrilled to support the Mount Laurel Fire District #1 (MLFD) in your efforts to procure energy and manage its associated costs. This letter describes the general nature and extent of the services that 5 will provide to the MLFD, pending your approval and acceptance of the contents. If you find the scope of services acceptable, please confirm your agreement to 5's retention, as a Professional Service, by signing and returning one copy of this letter to your Energy Advisor, Thom Dickinson, at your earliest convenience.

**GENERAL**

As you have experienced, electricity and natural gas markets are both dynamic and volatile, especially during the summer cooling and winter heating seasons. The dynamic nature of the electricity markets suggests that a similarly active and ongoing management strategy should be considered in order to ensure that costs are controlled over time and a degree of budget certainty is realized for the MLFD. 5 will apply the world-class expertise of its energy advisors, partners and wholesale energy traders to identify opportunities where strategic purchases can and should be made. We will also suggest ways in which the operating profile of the MLFD accounts may be leveraged to aggressively manage energy and capacity costs. Our experience has been that this strategy, over time, is superior to a static, single purchase of electricity. It can also be simply employed with minimal resources needed on behalf of the MLFD. This proposal describes how 5 could implement this and other approaches for the MLFD.

## RESPONSIBILITIES OF 5

### *Procurement Process*

- a) Work with the MLFD to understand its budgetary goals, risk profile and procurement criteria in order to develop an agreed upon purchasing strategy for multi-year purchasing horizons;
- b) Develop electricity product, timing and procurement strategy in concert with the MLFD's needs and requirements;
- c) Consider 4 to 8 different licensed electricity suppliers that offer the products and structures that are consistent with the agreed upon strategy;
- d) Reduce the list of selected suppliers to 4 for actual pricing requests based on:
  1. Supplier due-diligence which will examine each supplier's price, product, customer service, back office operations, contracting terms and conditions, risk management and financial stability;
  2. 5's performance of this due-diligence by phone interviews, in-person interviews with key functional areas, company visits, contract reviews, review of supplier's performance with existing 5 customers, and review of financials. 5 will also consider prior market experience with and any public filings about each supplier.
- e) The procurement process can include multiple rounds of transparent and competitive pricing if market conditions and supplier responses warrant them. Pricing requests given to suppliers on behalf of the MLFD will follow standard procurement protocols including:
  1. Various term lengths requested and reviewed;
  2. All suppliers presented with the same information and same price request including terms specific the MLFD accounting and invoice approval processes in accordance with a Technical Specification to be prepared by 5 and approved by MLFD
  3. Responses due at the same date and time to insure synchronization. A "post & respond" process for price discovery can be used to assure tightly synchronized responses on the designated day.
  4. Results presented directly to 5 on behalf of the MLFD;
- f) The contracts offered by short listed suppliers (~ 2 suppliers) will be reviewed by 5 and proposed edits presented to the MLFD, as required;
- g) Short-listed providers will be required to re-price for execution by the MLFD when market conditions are appropriate

### *Active Energy Management*

- a) A local dedicated Energy Advisor, Thomas Dickinson, will be assigned to the MLFD;
- b) Mr. Dickinson and others on the 5 team will be responsible for the following:
  1. Electricity and gas market monitoring and updates that will alert the MLFD when

purchasing opportunities are present [as dictated by the electricity and natural gas supply product approved by the MLFD].

2. Examine the MLFD operating profile to identify potential ways in which changes to operations will reduce costs and remain within budgetary guidelines and remain within the terms of the electricity supply agreement.
3. Act as principal point of contact between the MLFD and selected supplier for all account changes such as adding or deleting accounts;
4. Serve as the initial point of contact for any supplier contract issues; however, 5 shall have no authority to contractually bind the MLFD;
5. Provide electricity budget forecasting and volumetric (kWh) forecasting as desired by MLFD;
6. Periodic review of invoices to ensure compliance with any new contract pricing structure;

### **RESPONSIBILITIES OF THE MLFD**

- a) During the current procurement cycle, the MLFD will use 5 as its consultant and advisor to purchase electricity under the precept of the NJ Public Contracts Law. To facilitate 5's role, the MLFD will provide responses to 5's information requests on a timely basis that will allow 5 to develop the appropriate electricity buying strategy and conduct a request for pricing on the MLFD's behalf. Such information may include items such as current contract end date and legal or financial information necessary for supplier credit checks;
- b) The MLFD will be responsible for disclosure of significant information that might affect the procurement process or supplier contract execution;
- c) Alerting 5 if there are significant and material changes to the way in the which the MLFD operates its equipment;

### **FEE**

Compensation to 5 will be paid by the counter-parties to agreements signed by MLFD resulting from the procurement or sourcing processes conducted by 5. Compensation to 5 for professional services specifically requested by MLFD not involving a contracting counter-party will be negotiated on a case-by-case basis. 5 will also consider a general retainer arrangement for such related services.

Again, we are pleased to have this opportunity to assist you and the MLFD and we look forward to working with you.

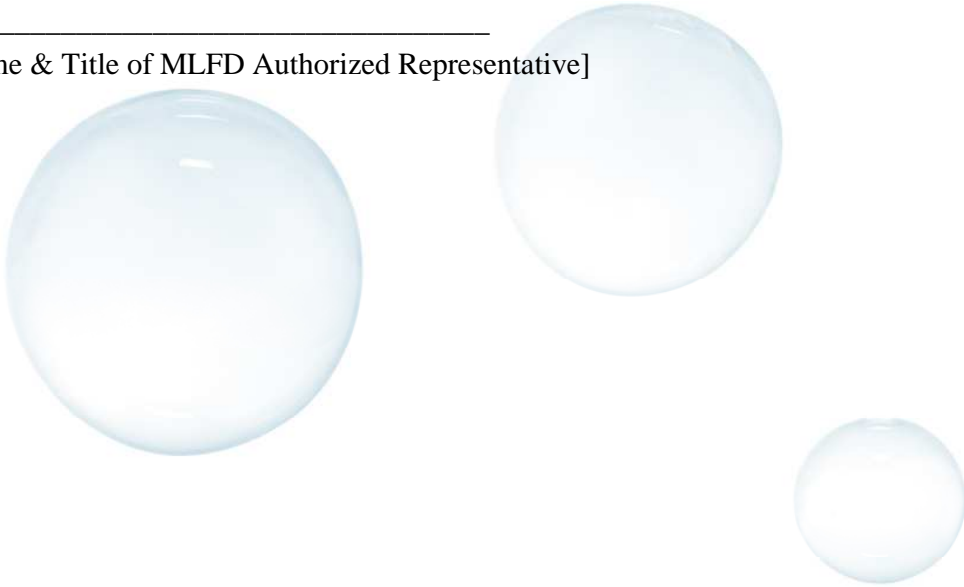
Very truly yours,

Brian Hayduk  
President

Reviewed and accepted:

---

[Insert Name & Title of MLFD Authorized Representative]





# **MOUNT LAUREL**

## ***FIRE DEPARTMENT***

*Est. 1953*

*69 Elbo Lane  
Mount Laurel, NJ 08054-9630*

*Tel: (856) 234-6053  
Fax: (856) 234-3756*

### **RESOLUTION 2015-47**

#### ***CLOSING OF MEETING PURSUANT TO OPEN PUBLIC MEETINGS ACT***

***WHEREAS***, pursuant to the Open Public Meetings Act, the Board is allowed to engage in an Executive (Closed) Session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in Executive (Closed) Session; and,

***WHEREAS***, it is necessary for the Board to discuss various matters regarding personnel, contracts and/or litigation or legal matters and, accordingly, these matters are eligible for discussion by the Board in an Executive (Closed) Session.

***NOW, THEREFORE, BE IT RESOLVED*** by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey as follows:

1. The regular meeting of September 21, 2015 is hereby closed to the public and will be reopened at such time as the discussions held in Executive (Closed) Session have been completed.
2. The minutes of the Executive (Closed) Session will be revealed to the public at such time as the matters discussed have been resolved.

### **CERTIFICATION**

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a regular meeting held on September 21, 2015.

Richard Hamilton, Clerk