

Minutes

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 7:02 p.m. by Vice President Grant.

All Commissioners were present with the exception of President Wesolowski. Chief Grant was also in attendance.

Grant identified the emergency exits, indicated the front door was opened to the public and opened the meeting by reading the following statement in accordance with the “Open Public Meetings Act”:

This meeting of the Board of Fire Commissioners, Fire District No. 2 of The Township of Moorestown is being held in accordance with the Open Public Meetings Act of 1975. Pursuant to the “Act”, on February 6<sup>th</sup>, 2015 the required notice was transmitted to the *Burlington County Times* and the *Moorestown Sun*.

Additionally, the required notice was posted on the bulletin board, reserved for such notices, in the lobby of the Town Hall, 111 West Second Street, Moorestown, NJ 08057, on the bulletin board of the Moorestown Municipal Library, 111 West Second Street, Moorestown, NJ 08057 and on the bulletin board of the Lenola Fire House, 229 North Lenola Road, Moorestown, NJ 08057 and filed with the Clerk of the Township of Moorestown on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 6<sup>th</sup>, 2015 and mailed to each person who has requested copies of the schedule of meetings.

An affidavit certifying that the aforesaid delivery and posting of notices was prepared and signed by the Administrator.

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

**Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the March 4<sup>th</sup>, 2015 regular meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the February 4<sup>th</sup>, 2015 Executive Session were approved by the three commissioners present with Commissioner Ruggiano abstaining.

**Chief's Report:**

Chief Grant gave the following report:

1. A volunteer fire fighter was injured during a fire call on March 23<sup>rd</sup>. The appropriate information was provided to workers compensation carrier.
2. All the air pack bottles were hydro-tested. Chief Grant thanked Commissioner Ruggiano for assisting in this effort.
3. The second set of specifications for the new engine was reviewed by the Truck Committee. The committee is in the process of reviewing the third iteration of specifications. Chief Grant replied the project is on schedule to a question raised by Commissioner Grant as to the timeline in ordering the new truck.
4. Report for March, 2015 was submitted by Chief Grant and filed.

**Captain's Report:**

Chief Grant gave the following report for March:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout the month.
3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
244.5G	85.8G	2.6G	332.9G
4. Report submitted and filed.

**Hall Rental Manager's Report:**

Hall Rental Manager Orsini was not in attendance. Vice President Grant read the following report:

During the month of March there were four affairs. In addition, there were eight bookings for 2015 and one for 2016.

1. All security deposits are scheduled to be returned.
2. The new hall entry doors were installed.

**Squad Report:**

A representative from the Squad was not in attendance and no report was submitted.

**Bills:**

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review prior to the meeting. Bills received after Statement was prepared were read by Vice President Grant at the meeting.

There being no questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Maahs to pay the following bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills paid in April are available upon request)

Commissioner Grant abstained on all Chief Grant's invoices.  
Commissioner Ruggiano abstained on all invoices relating to his position as a Vehicle and Building Maintenance Employee.

**Communications:**

Vice President Grant discussed the following communications:

1. Letters sent concerning a personnel matter were sent out.
2. Letter sent to LVFC on March 24<sup>th</sup> regarding use of district/LVFC property by members while campaigning.
3. The 2015 Employee Holiday schedule.
4. The first of three installments from the Township was received in the amount of \$238,507.00 representing the amount raised by taxation for the district.

**Old Business:**

1. The Low Roof Project was discussed. Maintenance Personnel Ruggiano stated a core sample of the roof was taken and we are awaiting a start date from the contractor.
2. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Grant mentioned 55% of our employees and members completed the online training thus far. Chief Grant sent out a text to all members reminding them to complete the training.
3. New telephone system for the Fire House and the Bureau of Fire Prevention was discussed. Chief Grant informed the Board the telephone system is fully operational.
4. Vice President Grant briefly discussed the 2014 Audit. Information for the 2014 Audit was made available to Ball, Buckley & Seher, LLP on March 20, 2015.
5. Vice President Grant discussed the Annual Financial Disclosure Statements. Grant informed the Board the Finance Committee Notice regarding said statements is expected to be released soon and Administrator Booth will forward notice along with instructions when received. The Financial Disclosure Statements are due April 30, 2015.

**New Business:**

1. Vice President Grant briefly discussed contracting with a supplier for electricity. The current contract is up at the end of April. Grant mentioned Administrator Booth plans to compare electricity rates from third party suppliers and PSE&G. The following resolution is required to enter into a contract for the purchase of electricity.

**Resolution:**

Resolution 2015-15 "*Authorizing the Award of a Contract for the Purchase of Electricity*" authorizes the Board Administrator to enter into a contract on behalf of the Board with an appropriate vendor for the supply of electricity. The Resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano and adopted by the four commissioners present on a roll call vote.

Grant -Aye  
Niedermayer -Aye

Ruggiano -Aye  
Wesolowski -Absent  
Maahs -Aye

2. The front and side Parking Lot Repaving Project approved by the voters as a 2016 project was discussed. The front parking lot is deteriorating at a faster than expected rate. A motion by Commissioner Niedermayer, second by Commissioner Maahs to allow Administrator Booth to research potential options to accelerate the project was approved by the four commissioners present.
3. The railroad side excavation and BFP parking lot projects were discussed. Maintenance Personnel Ruggiano mentioned the excavation project will most likely be scheduled in May when the grounds are drier. The vendor scheduled to repair and seal the BFP parking lot has been contacted and we are awaiting a return call.

**Meeting opened to the public.**

There being no questions or 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 7:20 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration