

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 7:00 p.m. by Commissioner Wesolowski.

All Commissioners were present with the exception of Commissioner Maahs. Also in attendance were Chief Grant, Hall Manager/Fire Official Orsini, Chief Joe Shields and Battalion Chief Philips.

Wesolowski identified the emergency exits 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>, 2014 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, 2 Executive Drive, Suite 9A, 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 February 14<sup>th</sup>, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14<sup>th</sup>, 2014 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.

Wesolowski 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 5<sup>th</sup>, 2014 regular meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the March 5<sup>th</sup>, 2014 Executive Session were approved by the five commissioners present.

**Chief's Report:**

1. Report for March, 2014 was submitted by Chief Grant and filed.
2. Chief Grant mentioned five portable radios were repaired and will be reprogrammed.

3. Chief Grant informed the Board the foam trailer was placed out of service permanently and the foam was returned to the county.
4. Grant also mentioned he was able to obtain drivers abstracts from the DMV, as required by the Board's insurance carrier, at no cost.

**Captain's Report:**

1. Battalion Chief Philips gave report for March.
2. All apparatus and equipment were checked regularly throughout the month and are operational.
3. The following maintenance and/or repairs were performed throughout the month:
  - Truck 3132: Reinstalled circuit breaker for cab lift.
  - Truck 3133: Replaced rear cab interior door gasket.
  - Truck 3135: No reported problems.
  - Truck 3138: No reported problems.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
198.2G	31.0G	0.0G	229.2G

5. Report submitted and filed.

**Hall Rental Manager's Report:**

Hall Rental Manager Orsini gave the following report:

1. There were eight paying affairs during the month of March. There were approximately 55 inquiries via email and telephone. In addition, there were seven bookings during the month, six for 2014 and one for 2015.
2. Six cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar will be posted in lounge.
4. Hall Manager Orsini briefly discussed an incident regarding an affair at the hall.

**Squad Report:**

Chief Joe Shields gave the following Squad Report:

1. During the month of March the Squad responded to 135 EMS calls and 5 Fire calls for a total of 140 calls.
2. Chief Shields informed the Board the person responsible for the billing was brought in-house effective March 2<sup>nd</sup>.

**Bills:**

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review on March 27<sup>th</sup>, 2014. After receiving approval from three commissioners, the bills on the statement of Expenditures were paid on March 28<sup>th</sup> so as not to delay vendor payments due to

the vacation of Administrator Booth. Bills received after the Statement of Expenditures was prepared were read by President Wesolowski at the meeting.

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

(List of bills paid is 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:**

President Wesolowski discussed the following communications:

1. The notice procuring the services of Dane Guzzi Engineering Associates, LLC to provide survey and engineering services to repave parking lot was published in the *Burlington County Times*.
2. The Annual Engagement Letter from Ball, Buckley & Seher LLP (Certified Public Accountants) was received, signed and returned.
3. Correspondence relating to the retirement of Fire Official Cynthia Maahs Knobbs and the fulfillment of the Fire Official and Fire Prevention Specialist positions.
4. Check totaling \$5,072.29 received from FEMA reimbursing district for donated resources relating to Hurricane Sandy in 2012.
5. Letter from PSE&G confirming Direct Energy as the third party supplier for the district's electricity effective April 23, 2014.

### **Old Business:**

1. The Fire House Repaving Parking Lot Project was briefly discussed. President Wesolowski mentioned a copy of the signed service contract was mailed back to Dante Guzzi Engineering Associates and is on file.
2. Logistical issues relating to a large scale fire/event were further discussed. President Wesolowski mentioned Deputy Chief Orsini and Administrator Booth discussed issue with Mike Gallagher from the Division of Fire Safety Preparedness Unit and a draft Large Scale Cost Recovery Document was prepared by Solicitor McCloskey. Wesolowski also mentioned that a meeting is scheduled with District No. 1 to discuss approach and share information. Chief Grant stated he worked out logistical issues with vendors and businesses for the supply of fuel, foam and heavy equipment for a large scale fire/event. Chief Grant also requested that the Board President and Administrator be at the command post should such an event occur. Discussion ensued. The Board agreed to postpone meeting with District No. 1 until additional information is gathered and documented.

3. President Wesolowski discussed the maintenance issue involving the dance floor. The Insurance Adjuster recommended and VFIS agreed to re-open the 2012 claim. VFIS is reviewing the estimate to repair floor from Victorian Flooring in the amount of \$5,532.50 and will have a final decision shortly. Commissioner Ruggiano mentioned the repair being considered involves anchoring the floor and installing a new custom oak band around the perimeter of the floor.
4. The planned purchase of the Fire Official Vehicle was briefly discussed. President Wesolowski mentioned the 2014 F-150 Crew Cab 4x4 Pick-up was delivered and the necessary equipment is being installed.
5. President Wesolowski mentioned one of the members is interested in taking the concrete bumper blocks which the Board agreed to dispose of during the last meeting. Removal of the bumper blocks will be coordinated with member.

**New Business:**

1. The disposition of the foam trailer was discussed. President Wesolowski stated the trailer used to carry foam is no longer needed. Brief discussion ensued. The Board agreed to sell the trailer. Wesolowski recommended a review of the regulations to dispose of property no longer needed for public use be conducted to determine appropriate course of action. If a public auction is not required due to the estimated value of the trailer, the Board agreed to offer the trailer in-house first and then to the public via private sale. Commissioner Ruggiano informed the Board the license plates were turned into the DMV and the trailer was removed from the Board's insurance policy.
2. President Wesolowski stated that during previous Executive Sessions the Board discussed filling the Fire Official vacancy resulting from the retirement of Fire Official Cynthia Maahs-Knobbs effective March 1, 2014, as well as, the potential opening at the Fire Prevention Specialist position should the appointment to the Fire Official position be made from within. Wesolowski also stated the Board approved the motion to fill these positions, pending the successful interview of the candidates, during the March 5<sup>th</sup>, 2014 Board Meeting. Following are the Resolutions officially appointing the Fire Official and Fire Prevention Specialist.

**Resolutions:**

The following Resolutions were read by President Wesolowski:

Resolution 2014-15 "*Appointing A Fire Official*". The resolution authorizes the appointment of Matthew Orsini as Fire Official to administer the Bureau of Fire Prevention effective retroactively to March 4, 2014. There being no comments or questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. The resolution was adopted 4-0 on a roll call vote

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Absent
Ruggiano	-Aye

Resolution 2014-16 “*Appointing A Fire Prevention Specialist on a Provisional Basis*”. The resolution authorizes the provisional appointment of Thomas DiPaolo to Fire Prevention Specialist effective retroactively to March 24, 2014. There being no comments or questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. The resolution was adopted 4-0 on a roll call vote

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Absent
Ruggiano	-Aye

3. President Wesolowski stated information for the 2013 Audit was made available to Ball, Buckley & Seher by Administrator Booth on March 21, 2014.
4. Commissioner Grant reminded the public that smoking is not allowed in the building and should be contained to the wash bay area.
5. President Wesolowski informed the Board Fire Official Orsini was experiencing problems with his computer which is approximately five years old. There being a budget line item for the replacement of office equipment, authorization to purchase a new computer in the amount of \$1,200.00 was given. Brief discussion ensued. The Board agreed to send a letter to the Fire Official, Chief and the LVFC regarding implementing a computer replacement program as part of the 2015 budget process.
6. Building Security was briefly discussed. President Wesolowski recommended security measures be reviewed for the building and that a request be sent to the LVFC and the Squad to provide a list of current active member. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to remove key fob access to the building from all inactive members was approved by the four commissioners present.

**Meeting opened to public:**

Hall Manager Orsini discussed the need to transition the Hall Lighting system from incandescent lighting to LED lighting. Brief discussion ensued. LED lighting is not compatible with the hall’s current dimmer system. Commissioner Ruggiano agreed to obtain an estimate for said project and if appropriate, project will be included in the Board’s Five Year Capital Plan.

There being no further 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 8:00 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration