

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 President Wesolowski.

All Commissioners were present with the exception of Commissioner Maahs who was on vacation. Also in attendance were Chief Rob Grant and Hall Chairman Orsini. In addition, President Wesolowski noted Administrator Booth was not in attendance due to vacation.

President 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 21<sup>st</sup>, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21<sup>st</sup>, 2013 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 this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 21<sup>st</sup>, 2013 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:

Wesolowski discussed adding clarification to the summary of the resolutions approved during the reorganization meeting in the meeting minutes. There being no further questions or revisions to the minutes, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve the minutes of the March 6<sup>th</sup>, 2013 reorganization meeting with noted revisions were approved by the four commissioners present.

**Chief's Report:**

1. Report for March, 2013 was submitted by Chief Grant and filed.
2. Chief Grant informed the Board the wall in the lounge where the old air conditioner was removed from was re-painted.
3. Chief Grant also informed the Board the new helmets were delivered; however, the tetrahedrons on the helmets will need to be replaced by the vendor as per the order.
4. Chief Grant mentioned the "Kick-off" meeting for the replacement of Truck 3133 is planned for April with Commissioners Ruggiano, Commissioner Maahs, Line Officers and Administrator Booth.

**Captain's Report:**

1. Chief Grant 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: No reported problems.
  - Truck 3133: Repaired power cable on driver side portable radio charger; Repaired ground wire on tailboard clearance light.
  - 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>
248.3G	93.1G	0.0G	341.4G

5. Chief Grant informed the Board contact was made with a representative from Glick Fire Equipment Company regarding Truck activities.
6. Report submitted and filed.

**Hall Rental Chairman's Report:**

Manager Orsini gave the following Hall Rental Chairman Report:

1. There were six paying affairs during the month of March. There were approximately 40 inquiries via email and telephone. There were six bookings during the month, five for 2013 and one for 2014.
2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. The hall vacuum was serviced.
5. Hall carpet cleaning method and schedule were discussed. Brief discussion ensued. A motion by Commissioner Niedermayer seconded by Commissioner Grant to use Chem Dry on a trial basis to clean the hall carpet was approved by the four commissioners present. President Wesolowski asked and Orsini agreed to determine the drying time of the carpet after cleaning.

**Squad Report:**

Representative from the Squad was not in attendance; therefore no Squad Report was given.

**Bills:**

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review prior to the meeting. President Wesolowski highlighted a bill on the Statement of Expenditures from Fire Flow Services (Annual Pump Testing) stating invoice will not be paid until services are rendered.

There being no further questions on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to pay the following bills and any regular bills that come in with the exception of the Fire Flow Services invoice was approved by the four Commissioners present.

(List of Bills paid in April 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. Letter with accompanying Resolution 2013-06 sent March 15, 2013 to Camden County Purchasing Agent regarding member participation in a Cooperative Pricing Agreement to purchase electricity from a supplier.
2. Received copy of Resolution from Camden County authorizing the addition of Moorestown Fire District No. 2 as a member of Cooperative Pricing System in response to request referenced above.
3. Signed agreement sent to Industrial Appraisal Company to provide property appraisal services on both properties to be used for insurance reporting purposes.
4. Thank you letter sent from Fire Official Maahs-Knobbs on behalf of the Bureau of Fire Prevention thanking UniSelect for the donation of two children's power wheel mustang cars.

**Old Business:**

1. Status of the Hall Restoration Project was discussed. President Wesolowski stated he will be meeting with a representative from the flooring company to address the transition areas between the carpet and tile on Thursday, April 4. Commissioner Ruggiano stated First Due Fire & Backflow Services completed the work to address the sprinkler head issue.
2. President Wesolowski briefly discussed the status of the roof condensate drain. Maintenance Personnel Ruggiano mentioned he and Hall Manager Orsini will meet to discuss once the weather improves.

3. President Wesolowski provided a brief status of the District's participation in a Cooperative Pricing Agreement to purchase electricity. All requested paperwork was sent to the Camden County Purchasing Agent (Letter and Resolution 2013-06). Resolution from Camden County authorizing the addition of Moorestown Fire District No. 2 as a member of Cooperative Pricing System was received.
4. President Wesolowski informed the Board the District's Equal Opportunity/Affirmative Action Policy Statement was posted on the website. In addition, Wesolowski also mentioned the website has been redesigned and asked the Commissioners to view the website at their convenience and provide any comments they may have at the next meeting.
5. President Wesolowski briefly discussed the Purchase Card and asked if there were any new issues with using the card. No issues were raised by the members present.
6. President Wesolowski discussed the status of the application for FEMA assistance for expenses associated with Hurricane Sandy. Wesolowski informed the Board, months after the paperwork was submitted, Administrator Booth was notified by FEMA that due to the current Mutual Aid Agreement within New Jersey, request for reimbursement for assistance provided to areas outside of Burlington County are to be sent to the county in which the assistance was rendered on behalf of to receive reimbursement. The county would then file the reimbursement request with FEMA on our behalf. Discussion ensued. Wesolowski stated Administrator Booth will discuss process with her counterpart in Ocean County to ensure process will not add any additional burden to Ocean County. The Board would then decide whether to proceed with application.

**New Business:**

1. The 2012 Audit Process was briefly discussed. Wesolowski informed the Board, most of the information to complete the 2012 audit was provided to Ball Buckley & Seher and the 2012 Audit is underway. The remaining information will be provided upon Administrator Booth's return.
2. President Wesolowski informed the Board there are new procedures for the distribution and filing of the Annual Financial Disclosure Statements. Local Finance Notice 2013-13 which is included in drop box under "New Business" provides general information on the new process. A separate Local Finance Notice containing detailed instructions will be released shortly. Administrator Booth will forward the instructions via email when finalized.

**Meeting opened to public:**

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

**Executive Session:**

President Wesolowski announced that there was a need to meet in Executive Session to discuss a personnel matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public.

Resolution 2013- 13 "Resolution Authorizing A Closed Executive Session" was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Act” of the State of New Jersey, generally requires that all matters of public bodies be opened to the public; and

WHEREAS, the “Act” also provides that a public body may be excluded from a public meeting in which it will discuss various specific subjects, as enumerated in the “Act” N.J.S.A 10:4-12 Paragraph B-6.

RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time when the matters discussed have been resolved to the extent allowed by law.

The Resolution was offered on a motion by Commissioner Ruggiano, seconded by Commissioner Grant and adopted by the four commissioners present. The regular meeting was recessed at approximately 7:48 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:50 p.m. and was adjourned at 8:02 p.m.

**Meeting re-opened to the public.**

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:03p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator