

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.

Four Commissioners were present, Commissioner Grant was absent. Also, in attendance were Chief Robert Grant, Fire Official Orsini, Battalion Chief DiPaolo, Chief's Assistant Wesolowski and Administrator Knobbs.

Wesolowski 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 22nd, 2019 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 22nd, 2019 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 for our departed members.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Humes, the minutes of the March 6, 2019 regular meeting were approved 4-0.

Chief's Report:

Chief Grant gave the following report:

1. Reports for March, 2019 were posted on the board and submitted.
2. Chief advised the board that the Akron Piston Valve on 3132 was rebuilt on Engine 3132. The valve was discovered to be leaking last month when the pump piping was repaired.

3. The software on 3135 was updated as part of a recall. We did not experience any problems associated with the recall, but all software was updated by Pierce.
4. New individual flashlights were purchased using Dedicated Penalty Monies and were distributed to the members.

Chief's Assistant Report:

In addition to the regular duties, the assistant has assumed the Key Fob system administration. He has been working with the Emergency Squad to remove old members access and ensure that the current members have the correct fob. Additionally, the new washer and dryer were received and installed and are working properly.

Wesolowski stated that he has been working with the gear dryer salesman and the dryer has been ordered, but he does not have a delivery date yet.

Captain's Report:

Deputy Chief DiPaolo gave the following report for the month of March, prepared by Captain Walter Fox:

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. Report was submitted and filed.

Fire Official Report:

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Shelter Annex Update- Orsini reported that he and Administrator Knobbs attended a meeting at the County where the Shelter Annex duties were reviewed. After the meeting Police Chief Lieber requested a meeting. Orsini conducted a meeting with Lieber via the telephone. Orsini will be the Deputy Coordinator for the Shelter Annex here at the hall. With the new sheltering protocols, we would not be first for sheltering, the county would be moving residents to a shelter in Florence.
President Wesolowski asked if we were going to be having a new inspection by the Red Cross as they performed one previously when we were first designated as a shelter. Administrator Knobbs informed the board that with the new protocol, we would not be an official shelter. We would be a comfort station only. Very temporary situation for residents to get out of the weather, etc. If a more permanent shelter was needed the residents would be bussed to a shelter in Florence.
4. Orsini also discussed the following:
 - a) 3/15/19 back yard brush fire caused by juvenile playing with matches
 - b) 3/28/19 brush fires along the RR tracks in town. Believed to have been started by a passing train.

- c) 8 Cottage Ave has been declared an unsafe structure do to hoarding situation. All members have been advised of same.

Rental Manager's Report:

Hall Manager Orsini gave the following report for March:

1. There were three affairs held during the month.
2. There were approximately forty-five inquiries via email and telephone.
3. There were four (4) bookings during the month for 2019 and three (3) for 2020.
4. Security deposits are scheduled to be returned.

President Wesolowski asked if there any projects/purchases upcoming that the board should be looking at as upcoming. Orsini stated that there are no major equipment purchases planned as we are currently up to date on those replacements. The painting of the hall has begun and will be ongoing as we proceed throughout the year. He also stated that there are some landscaping and hardscaping projects that he would like to proceed with this year.

Squad Report:

Administrator Knobbs reported that there are no financial reports for the squad.

Bills:

The Statement of Expenditures, listing of bills to be paid in April were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on said Statement and reported on bills received after the report was published. He further noted that there were routine bills that were due to be paid but not yet received.

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

Commissioner Carruthers abstained on all invoices relating to his position as a par-time Fire Inspector employed by Fire District 1.

President Wesolowski asked in reference to the Lock System bill that we just approved if there was a way to unlock the front door for meetings. He stated that currently, we are propping the front door open on meeting nights. Chief Grant stated that he believes that the door system should be able to keep a door unlocked for a certain period of time. He will investigate further and advise the board at the next meeting.

Communications:

1. Administrator Knobbs discussed the proposal that is in the drop box from Industrial Appraisal Company. This is the company that does our appraisal for insurance values. Knobbs stated that there has not been a full appraisal done since 2013. Since that time, IAC provides updated valuations based on industry standards and rate of inflation. The cost for the new appraisal will be \$975. Knobbs is setting up the appraisal with IAC.
2. Knobbs also brought up the servicing of the fire extinguishers. Knobbs stated that the extinguisher inspections/maintenance was previously conducted by Nat Alexander Company. It was reported that the service technician was simply hanging new tags on the extinguishers. After a fire this year we tried to have an extinguisher recharged and were told that this could not be done because the extinguisher was past its end of life. Knobbs had Extinguisher Services of NJ, operated by Kevin Stokely come in to evaluate our current extinguishers. At that time, it was discovered that 20 of 38 extinguishers were past due for their hydro testing. One extinguisher that was purchased in 2006 had never had a hydro test done at all, or the six-year testing/recertification done. The cost to have the extinguishers brought up to date will be approximately \$1,400. Knobbs also recommended that the large CO2 extinguishers currently hanging in the firehouse be replaced by 10 lb. ABC extinguishers. These are not only easier to handle, they have a longer life prior to needing to be hydro tested. This will be brought up for approval during the New Business portion of the meeting.

Old Business:

1. Washer/dryer purchase – As previously discussed the units were delivered on March 19th, and are in service.
2. 2018 Audit- Knobbs reported that this is still ongoing. The auditor is in the process of reviewing the on line items and items that were placed in his drop box. He is compiling a list of items to be gathered and delivered physically to his office.
3. Fire Official, UFD Appeal- Administrator Knobbs reported that there has finally been some movement in this matter. Knobbs stated that PFRS account has been opened in Orsini's name and as of April 1, 2019 the PFRS rate is being deducted from Orsini's payroll. There is still no word on back payment adjustment figure.
4. Annual Financial Disclosure-Due 4/30/19 – Knobbs stated that he has received an email from the town clerk stating that the website is now open for submission of these forms. Knobbs stated that he has the logon information for the two new commissioners. He asked that the commissioners stop by to see him for assistance in submitting the forms.
5. Boot Purchase- Administrator Knobbs stated that he is working with the Chief. At this time there are no boots that are in dire need of replacement and this project can be put on hold as we complete other projects. The board has already approved this purchase and we will be proceeding with same in the near future.
6. Engine Room Projects
 - a) **Ceiling Demo** – Completed
 - b) **Electric Work** – Electrician is due in this week

- c) **Painting** – Painter has been contacted and is due in to start next week.
 - d) **Gear Dryer-Duct Work Installation-** Knobbs reported that the paperwork has all been signed off and we are awaiting word on installation date.
 - e) **Ceiling Install-** Knobbs reported that he spoke with the salesman, Jim, from ERCO Ceilings and updated him on our progress. ERCO currently has a week to a week and a half delay in scheduling work. We will update him on our progress as we go along. Knobbs stated that we are going to wait for final installation of the gear dryer prior to scheduling the ceiling install.
6. Squad Bay Engine Room Door- Knobbs reported as an update that the squad had another problem with their bay door no closing. Knobbs reported that Cunningham Brothers was contacted and they came out and completely reviewed the wiring and all connections to make sure everything was tight and there were no kinks in the wires. They assured that they will continue to respond as needed to rectify any problems. As this is the third time the door has malfunctioned, they stated that if it occurs again they will completely remove the system from the door and reinstall from scratch.

New Business:

1. Fire Extinguishers- President Wesolowski asked the board for a motion to approve going forward with Extinguisher Services of NJ to provide extinguisher service and hall kitchen suppression system service in an amount not to exceed \$1,500.00. Motion by Commissioner Niedermayer, seconded by Commissioner Carruthers was approved by the four commissioners present.
2. Parking Lot Steps- Knobbs advised that we are in possession of three quotes ranging from \$900.00 to \$6,000.00 for the same work. Knobbs recommended proceeding with the low quote of \$900.00 from Hector Torres Concrete. Motion by Commissioner Humes, seconded by Commissioner Carruthers was approved by the four commissioners present.
3. BFP House Pressure Washing- Administrator Knobbs informed the board that Y&C Pressure Washing provided a quote today of \$150.00 for the Fire Department. Knobbs recommended we proceed with this as we can have it done on 4/11/19. Motion by Commissioner Niedermayer, seconded by Commissioner Carruthers was approved by the four commissioners present.
4. FDIC Per Diem checks- Administrator Knobbs reported that the payments were previously approved during the payments of bills. Knobbs noted that the IRS has reduced the daily value for travel to Indianapolis.

Meeting opened to the public:

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:36 p.m.

April 3, 2019

Respectfully Submitted,

Stephen W. Knobbs
Board Administration