

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. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini, Captain DiPaolo, Squad Member Andrew O'Donnell and Administrator Booth.

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 8th, 2017 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 8th, 2017 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 Grant, seconded by Commissioner Niedermayer, the minutes of the March 1st, 2017 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Discussed the purchase of LED headlights under the 2017 Fire Equipment Budget. Brief discussion ensued. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to purchase LED headlights for 3135 and 3132 for a cost of approximately \$2,080.00 was approved by the five commissioners present.

2. Informed the Board dedicated penalty monies will be used to purchase the 3" hose.
3. Discussed 3131 repairs including software upgrade.
4. Discussed modifying the Engine Retarder system on 3135 by vendor on April 7th at no cost.
5. Informed the Board that Pump tests on trucks are scheduled for Monday, April 10th.
6. Discussed project to update grids under new format.
7. Discussed report submitted by the Chief's Administrative Assistant covering various projects including Knox Box software update; researching online training options, preparing for impending PEOSHA visit and continuing with the station inventory project.
8. Reports for March, 2017 were posted on the board and submitted.

Captain's Report:

Captain DiPaolo 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. Report was submitted and filed.

Fire Official Report:

Fire Official Orsini gave the following report:

1. One hundred and fifty-eight inspections were performed in March.
2. Penalty totals for the month of March were provided.
3. Provided a recap of an Economic Development Advisory Committee (EDAC) meeting attended by Fire Official Orsini and Office Assistant Boren to discuss the fire code, retrofits and the impact of the Shared Services Agreement on the enforcement of the code. Discussion ensued.
4. Report was submitted and filed.

Hall Rental Manager's Report:

Hall Manager Orsini gave the following report:

1. There were six affairs during the month of March, approximately sixty-five inquiries via email and telephone and sixteen bookings during the month, all for 2017.
2. Hand held soda dispensers were serviced.
3. All security deposits are scheduled to be returned.
4. Updated dates will be posted in the lounge.

Squad Report:

Chief Joe Shields was not in attendance. Monthly financial reports were not provided. Administrator Booth and Squad Member O'Donnell discussed potential Rescue Task force training opportunities provided by Virtua in-house and the purchase of the medical supply pouches for the protective gear.

Bills:

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review prior to the meeting. Administrator Booth discussed the bills highlighted on said Statement. Bills received after Statement was prepared were read by Administrator Booth at the meeting.

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

(List of Bills paid in April provided upon request)

Commissioner Grant abstained on all Chief Grant invoices.

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

Communications:

Administrator Booth discussed the following communications:

1. Thank you letter sent on March 3rd, 2017 for AEDs donated to the Lenola Volunteer Fire Company.
2. Letter to the Board from Administrator Booth regarding the annual review of LVFC Financial Statements was prepared on March 13, 2017. Administrator Booth mentioned a review of financial statements was performed to ensure funds provided to LVFC were used as intended. The letter will be part of the information given to our Auditor as part of the 2016 Audit.
3. Received the 2017 Census of Governments Survey of Public Employment and Payroll to be completed.
4. Received the fourth quarter, 2016 SSA payment from Fire District No. 1 on March 3, 2017.
5. Received first of three installments (i.e., tax levy) from the Township on March 24, 2017.

President Wesolowski received a letter from Claire Hunter requesting the use of the hall on Saturday, November 11, 2017 for a fundraiser in honor of her husband, Lt. Christopher Hunter. Wesolowski mentioned at the time of the firefighter's passing, the hall was offered to the family if they plan to have a benefit in his name. On a motion by Commissioner Grant, seconded by Commissioner Maahs-Knobbs, the request to use the hall on said date was approved by the five commissioners present.

Old Business:

1. The Fire Official, UFD request was briefly discussed. In speaking with a representative from Civil Service Commission Division of Appeals and Regulatory Affairs, Administrator Booth relayed that representatives from the district are allowed to be present during the meeting, however, would not be able to comment during the Board's discussion. Representatives may comment during the public part of the meeting, though the decision will have already been rendered.
2. The Township Ordinance 23-2003 "Emergency Medical Services Agreement" was briefly discussed. Administrator Booth stated the new ordinance which more accurately reflects the current relationship between the parties while preserving the intent of the original ordinance was adopted by Town Council after public hearing on March 13, 2017. Copies of said ordinance were provided to the members of the Board, Chief Joe Shields and Chief Dan Shields.

3. Biennial Harassment and Discrimination Training was discussed. Administrator Booth stated approximately 85% of employees and members have completed the online training thus far. Both Chief Grant and Administrator Booth mentioned they will follow up with the members who have not yet completed the on-line training.
4. The claim check for the repairs less the deductible in the amount of \$2,923.57 from the December 24, 2016 incident involving 3135 was received.
5. The Workers Compensation carrier review was briefly discussed. The annual savings along with choice of physician and hospitals were discussed. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to switch Workers Compensation carriers if the current network of doctors and hospitals are available under the new carrier was approved by the five commissioners present. If the network is different, the Board would like to further consider proposal.
6. The 2016 Audit was briefly discussed. Administrator Booth stated the Auditor has access to all the requested information to conduct the 2016 Audit.
7. The request to hold the County Fire Marshalls Association monthly meeting in the hall was discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to allow use of the hall for said meeting on April 18, 2017 was approved by the five commissioners present.

New Business:

1. The Hall Claim Incident was discussed. Administrator Booth provided pictures of the damage to the hall from the 3/17/17 storm. Booth stated the claim check for the damages less the deductible was received. Maintenance Personnel Ruggiano discussed the cause of the leak and the actions taken to remediate the situation. Since the leak was caused by the flashing around the HVAC unit, it is not covered under the roof membrane warranty per the warranty company. Discussion ensued. Booth and Ruggiano agreed to discuss further with architect and/or warranty company to determine next steps to ensure the cause of the leak is addressed.
2. The Lower Roof Project was discussed. The Architect Design Proposal in the amount of \$5,200.00 was provided to the commissioners for their review. Booth mentioned Architect Harry Bopp will be at the May 3, 2017 Board Meeting to discuss the specifications.

Resolution:

Resolution 2017-08 “*Authorizing the Award of a Professional Services Contract to Harry D. Bopp, Architect*” was read by President Wesolowski. The resolution authorizes the President to enter into a contract with Harry D. Bopp, AIA Architect to provide Architectural Design Services to re-roof the Lower Roof of the Fire House and provide construction administration and observation of the construction work in progress for \$5,200.00. A motion by Commissioner Niedermayer and seconded by Commissioner Ruggiano to adopt Resolution 2017-08 was unanimously approved by a roll call vote.

Wesolowski - Aye
Grant - Aye
Niedermayer - Aye
Ruggiano -Aye
Maahs-Knobbs -Aye

The proposed timeline for the Lower Roof Project was also briefly discussed.

3. Revisions required to the Bank signature cards were discussed.

Resolutions:

Resolution 2017-09 “*Resolution and Agreement for Deposit Account*” was read by President Wesolowski. The resolution authorizes commissioners listed to execute banking transactions on behalf of the Board. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt Resolution 2017-09 was unanimously approved by a roll call vote.

Wesolowski	- Aye
Grant	- Aye
Niedermayer	- Aye
Ruggiano	-Aye
Maahs-Knobbs	-Aye

Resolution 2017-10 “*Resolution and Agreement for Deposit Account*” was read by President Wesolowski. The resolution authorizes the Board Administrator to maintain online access to the bank accounts on behalf of the Board. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt Resolution 2017-10 was unanimously approved by a roll call vote.

Wesolowski	- Aye
Grant	- Aye
Niedermayer	- Aye
Ruggiano	-Aye
Maahs-Knobbs	-Aye

4. The purchase of Smart Doc SCBA holders included in the 2017 Budget were discussed. Three quotes ranging from \$4,497 to \$5,990 were obtained. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to purchase said equipment from Danko for \$4,497 was approved by the five commissioners present.
5. The Annual Financial Statement Disclosure Filings were briefly discussed. Administrator Booth mentioned the due date to file is April 30, 2017.
6. The Shared Service Agreement (SSA) was discussed. The SSA Sub-committee met on February 8th, 2017 to discuss full year 2016 actual expenses compared to budget and the fourth quarter true-up bill. The Fourth Quarter, 2016 invoice was provided to the Commissioners for their review.
7. President Wesolowski discussed the potential need to replace plywood decking during the Lower Roof Project and asked if there are adequate funds in the 2017 Budget for the Roof Project. Administrative Booth discussed the funds included in the 2017 Budget for said project. Commissioner Ruggiano asked if there are adequate funds in the 2017 Budget to make the necessary repairs in the lounge due to the roof leak. Booth mentioned repair estimates for the

lounge will be obtained after the Lower Roof Project is completed. Funding for repairs will come from the Repairs and Maintenance line item in the 2017 Budget.

8. Fire Official Orsini responded to a question from President Wesolowski regarding the persons backing-up the Fire Official while he is attending FDIC.
9. President Wesolowski discussed the need to purchase additional protective rings for the remaining hall tables. Hall Manager Orsini agreed to determine the number of rings are needed and the related cost.

Meeting opened to the public.

Fire Official Orsini shared the feedback he received from attending the EDAC meeting. Orsini stated that overall it was very well received and the attendees found it to be informative.

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 8:09 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration