

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 Commissioners Grant and Maahs. Also in attendance were Fire Chief Grant, Fire Official/Hall Manager Orsini, Captain DiPaolo, Squad Deputy Chief Dan Sheilds 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, 2016 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, 2016 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 Ruggiano, the minutes of the March 2nd, 2016 reorganization meeting were approved by the three commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the March 2nd, 2016 Executive Session were approved by the three commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Discussed the seminar “In Honor of the Charleston 9” held on Saturday, April 2, 2016 at the Fire House. Grant mentioned it was well received by members and hopes to hold more educational seminars in the future.
2. Discussed that we are moving ahead with the task force tones discussed previously. All of District 31 (buildings and dwellings) will have one tone and when used will call all three stations.
3. Officers of the LVFC along with Deputy Chief Dan Shields from the Squad attended an active shooter drill coordinated by the Moorestown Police Department. Grant stated it was a beneficial drill generating good conversations between the line officers, squad and police department. Other members of the LVFC and Squad will be attending the drill held this evening.
4. Reports for March, 2016 were submitted by Chief Grant and filed.

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 gave the following report:

1. Seventy nine inspections and one commercial alarm notices/registrations were performed in the month of March.
2. Penalty totals for the month of March, 2016 were provided.
3. District No. 1 hired Greg Collier to fill the part-time Fire Prevention Specialist position effective April 1, 2016.
4. Annual invoices were mailed and are now steadily coming in.
5. Report was submitted and filed.
6. President Wesolowski asked and Fire Official Orsini replied no to the question if the Center Street Fire Report was completed. Orsini stated he was not the lead on the report, however, could provide information if needed.

Hall Rental Manager’s Report:

Hall Rental Manager Orsini gave the following report:

1. During the month of March there were seven affairs, approximately 55 inquiries via email and telephone and eleven bookings including one for 2017.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.
4. Orsini responded to a question from President Wesolowski regarding the hall booking activity. Orsini stated he believes we are on track with last year’s booking volume.

Squad Report:

Deputy Chief Dan Sheilds was in attendance and mentioned he would follow-up with Chief Joe Sheilds on proving copies of recent Financial Statements.

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 further questions on the bills, a motion by Commissioner Ruggiano seconded by Commissioner Niedermayer to pay the following bills and any regular bills that come in was approved by the three commissioners present.

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

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. The Notice of Contract Award to Guzzi Engineering was published in the Burlington County Times on March 7, 2016.
2. Received signed contract with Guzzi Engineering for the front and side parking lot repaving project.
3. Received an executed copy of the inter-local agreement with the Township of Cranford. This membership allows the district to participate in the Cranford Co-op when ordering the Chief's command vehicle.
4. Received request to participate in the 2016 Government Units' Annual survey from the U.S. Census Bureau.

Old Business:

1. The new Chief command vehicle was discussed. Chief Grant provided a brief status. The vehicle is expected to be delivered by the end of April.
2. Status of 3131 was provided. Chief Grant mentioned he received pictures from Pierce Manufacturing of the truck being built and posted them on the bulletin board. Chief commented that everything appears to be on schedule.
3. The Front and Side Parking Lot Repaving Project was briefly discussed. Administrator Booth mentioned the bid package was reviewed by the Board's Solicitor and the bid opening is scheduled for May 3, 2016. Maintenance Personnel Ruggiano replied to a question from President Wesolowski regarding the plans to place a conduit to the sign for electricity while the parking lot project is underway. Ruggiano mentioned we have a quote from JLL Electric for the work to be performed. Chief Grant asked if the water issue over the lounge window during a heavy rainfall could be addressed during the repaving of the parking lot. Discussion ensued. Fire Official Orsini proposed a workaround. President Wesolowski suggested we reach

out to Harry Bopp the Board's architect for the lower roof to get his opinion on how to best address issue. Administrator Booth agreed to contact Bopp.

4. The proposed Fire/EMS Incentive Program was briefly discussed. Administrator Booth mentioned she and LVFC President Brian Wesolowski attended the Town Council Meeting on March 7, 2016 and the Township Meeting on March 17, 2016 to discuss said issue. Booth also stated Town Council and the Township Manager were very supportive of the program exempting volunteers from specific township fees (e.g., recreation fees, base utility water and sewer charges). Utilizing township and local business employees to assist with the day calls and training were also discussed. The Township is requesting the Fire Districts draft a proposal incentivizing township employees and employees of local businesses to volunteer during the day. Booth mentioned the sub-committee formed for the SSA will be working on the proposal.
5. The Active Shooter/Emergency Services Rescue protective equipment and training plans were discussed. Administrator Booth informed the board that the County wide Active Shooter Policy for Fire/EMS Personnel was issued by the County Prosecutor. Discussion ensued. Deputy Chief Dan Sheilds mentioned that we may not see funding for equipment till the fall of 2016. Sheilds also stated the county is tracking down 16 sets of gear purchased to determine if they could be redistributed. Two Squad members will be completing the instructor's training to become trainers by the end of June. In addition, Chief Joe Sheilds has applied to have the Lenola Volunteer Fire House be an approved instruction site.
6. The Part-time Administrative Assistant position was discussed. Administrator Booth mentioned the posting notice went up on March 4 and three resumes were received. The selection process will be further discussed during Executive Session.

Resolution:

The following Resolution was read by President Wesolowski:

Resolution 2016-11 "Establishing the Position of Part-time Administrative Assistant (Clerk 1) - First Reading" was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. There being no questions, the resolution was adopted by the three Commissioners present on a roll call vote.

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

7. The 2015 Audit was briefly discussed. Administrator Booth mentioned all required information was provided to the auditor to conduct the 2015 Audit. Wesolowski asked if there was an expected date for completing the 2015 Audit, Booth replied she did not have a target date from the Auditor.
8. The directive from the state requiring all fire districts to execute a written contract with their volunteer fire company or neighboring municipality to provide fire protection services within the fire district was discussed. Administrator Booth stated a first draft of the contract was provided to LVFC President Brian Wesolowski and President Wesolowski for their input.

President Wesolowski recommended that a draft be sent to all commissioners at this time for their review and comment allowing the Board to discuss the contract in more detail at the next meeting.

9. Commissioner Ruggiano mentioned that at a previous meeting there was an agreement to remove the copy machine from behind the bar. Administrator Booth stated that in discussing request with Hall Rental Chairman Orsini, it was determined that renters of the hall often utilize the copy machine and therefore, it could remain if protected in a cabinet. President Wesolowski asked if a cabinet was ordered and Orsini replied yes.

New Business:

1. The insurance claim pertaining to the March 7, 2016 incident involving 3135 at the scene of a fire, resulting in damage to a resident's driveway, was briefly discussed. Administrator Booth informed the Board the claim was settled and the homeowner is satisfied with the outcome.
2. Required review of the Financial Statements of the Squad was briefly discussed. Administrator Booth mentioned the review will be conducted once the 2014 Audit is received.
3. Potential sale of the Fire Inspector Vehicle was discussed. Administrator Booth discussed options to sell said vehicle. Chief Grant asked the Board to consider allowing the Bureau to continue utilizing vehicle. Currently part-time inspectors are using their personal vehicles for inspections. Discussion ensued. Board agreed to consider keeping vehicle as long as no significant repairs are needed. Commissioner Ruggiano inquired as to the cost of keeping vehicle (i.e., insurance, maintenance). Administrator Booth agreed to provide the information at the May Board Meeting.
4. The Annual Financial Statement Disclosure Filings were briefly discussed. Administrator Booth reminded the Board to complete filing by April 30, 2016.

Meeting opened to the public.

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

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss Personnel matters. Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

Resolution 2016 - 12 "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 Niedermayer, seconded by Commissioner Ruggiano and adopted by the three commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 7:55 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:58 p.m. and was adjourned at 8:35 p.m.

Meeting re-opened to the public.

President Wesolowski stated during the Executive Session the Board discussed a personnel matter involving a member of another organization. On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the disciplinary action recommended by the Personnel Committee was approved by the three commissioners present on a roll call vote.

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:38 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration