

August 1, 2012

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 pm by President Wesolowski.

All Commissioners were present with the exception of Commissioner Maahs. Maahs was detained at work and is expected to join the meeting shortly. Also in attendance were Chief Rob Grant, Hall Manager Matthew Orsini, Retired Chief Ruggiano, and Administrator Booth.

President Wesolowski 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 28th, 2012 the Board Administrator transmitted the required notice to the Burlington County Times.

Additionally, on February 28th, 2012, the Board Administrator posted the required notice 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 on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on March 7, 2012, filed with the Clerk of the Township of Moorestown on July 23, 2012 and mailed to each person who has requested copies of the schedule of meetings.

The Board Administrator has provided me with an affidavit, certifying that the aforesaid delivery and posting of notices were accomplished.

President Wesolowski called for a salute to the flag and a moment of silence.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the July 11, 2012 meeting were approved by the four commissioners present.

Chief's Report:

1. Reports for June and July were submitted by Chief Grant and filed.
2. Chief Grant informed the Board that the building was accidentally "touched" during a training drill on Monday, July 30 and a couple courses of cement blocks were shifted. Grant Stated

Deputy Chief Orsini has more information regarding estimates and insurance if the Board has any questions. President Wesolowski asked and Chief Grant replied yes to the question if an incident report was prepared.

Captain's Report:

1. Deputy Chief Orsini gave report for July.
2. All Trucks were checked and are operational.
3. Truck 3132: No reported problems.
4. Truck 3133: No reported problems.
5. Truck 3135: No reported problems.
6. Truck 3138: No reported problems.
7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
232.0G	66.4G	3.0G	298.4G
8. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were four paying affairs during the month of July. There were approximately 40 inquiries via email and telephone. There were five bookings during the month, one of which is for 2013 and one is for a local fund raising organization called "Kennedy's Cause" in which Administrator Booth sits on the Board. The organization secured the venue last minute due to higher than anticipated attendees to the event. Being a last minute booking for the current month, the event was booked at the minimum rental fee, consistent with other similar fundraising requests.
2. There were two cleanings to be paid for during the month. All security deposits are scheduled to be returned with the exception of one which is still under review.
3. Updated calendar is posted in lounge.
4. The newly redesigned hall website is up and running.
5. No reported problems with the Wi-Fi connections in the building.
6. President Wesolowski asked if the booking for Kennedy's Cause which Administrator Booth is a Board Member of, was booked by the organization and not by Administrator Booth. Hall Manager Orsini replied yes.

(Note: Commissioner Maahs joined the meeting at 7:10)

Squad Report:

Retired Chief Ruggiano who is on the Board for the Squad submitted the following Squad Report:

1. During the month of July the Squad responded to 114 EMS calls and 11 Fire calls for a total of 125 calls.

2. Financial Report for the month of June was submitted.

Bills:

The Statement of Expenditures, listing the bills to be paid in August, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills on the Statement of Expenditures. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting.

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

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

Commissioner Maahs abstained on all Fire Official Maahs' invoices.
Commissioner Grant abstained on all Chief Grant's invoices.

Communications:

Administrator Booth discussed the following communications:

1. Received letter from American Zurich Insurance Company stating they will no longer be a direct assignment carrier in the state of New Jersey, thereby, advising that the Board's Workers Compensation coverage is being non-renewed. The New Jersey Compensation Rating and Inspection Bureau will reallocate the renewal policy to a different participating carrier. Prior to the expiration date, a Notice of Re-designation will be sent by the New Jersey Compensation Rating and Inspection Bureau, followed by the renewal quotation from the new carrier.
2. Letters were sent out on July 17th, 2012 to the people who submitted resumes for the Office Assistant Position at the Bureau of Fire Prevention that were not selected for the position, thanking them for their interest in said position.

President Wesolowski read a letter from Volunteer Fireman Raymond Finkbinder requesting the use of the hall on June 16, 2013 from 4:00 pm to 8:00 pm for his daughter's graduation party. Wesolowski asked and Chief Grant confirmed that Ray Finkbinder is a member in good standing. Wesolowski asked and Hall Manager Orsini replied yes to the question if the hall was available on Sunday, June 16, 2013. On a motion by Commissioner Maahs, seconded by Commissioner Grant to allow Volunteer Fire Fighter Raymond Finkbinder use of the hall on Sunday, June 16, 2013 from 4:00 to 8:00 pm was unanimously approved by the five commissioners present. Wesolowski asked Orsini to contact Raymond Finkbinder to tell him the request was approved,

Old Business:

1. President Wesolowski asked and Administrator Booth replied no to the question if we have heard from McMullen Roofing regarding the start date for the new hall roof. Wesolowski stated McMullen Roofing agreed to provide us with a two week notice as to the start date and since we have not heard from them it appears they will not be starting in mid-August as expected.
2. Administrator Booth provided a copy of the Website Project Plan Status Report. Booth discussed the Meeting Agenda Item on the project plan. A trial run for preparing the Board Meeting Agenda was conducted for the August Board Meeting. Brief discussion ensued regarding open items in Status Report. Booth stated we are still waiting for further clarification/guidelines from the state regarding the specific requirements for the website before continuing with some of the remaining action items. Starting with the September Board meeting, the agenda will be posted on the official website on the Monday before the Board Meeting. Commissioner Maahs asked and Administrator Booth replied yes to the question if the commissioners will be able to see a copy of the Agenda before it is posted on website.
3. Wesolowski asked Administrator Booth for a status on the Solar Project. Administrator Booth stated at the last meeting the Board asked to follow-up with the Board's Financial Advisors to see if there is any value in proceeding with the Solar Project despite the decrease in SREC values. Booth provided a copy of the email response from Capital Financial Advisors. In summary, the email stated it may take about six months before we see a real increase in SREC values and that PPA providers have not yet ramped up their interest in PPA contracts. Capital Advisors recommends we let the dust settle for a couple of months since there are a lot of variables here. In addition they suggest that when the picture becomes clearer, they will provide numbers on a solar project with updated borrowing rates and SREC projections. President Wesolowski referenced an article published in the Burlington County Times on July 24 regarding Christie signing the solar subsidy bill. The article includes much of the same information provided by the Board's Advisors in the attachment to their email. The Board agreed to revisit project in a few months.
4. Wesolowski mentioned that the carpet for the hall is on hold until we are further along on the roof project.

New Business:

1. Administrator Booth discussed the status of the 2011 Audit. Booth stated she spoke to Auditor Ed Paul and he hopes to have the audit completed with-in the next two weeks. In referring to the audit, Wesolowski mentioned there are a few areas we can improve upon, specifically the signing of the vouchers upon receipt of payment and better identification on invoices from vendors as to which truck is being maintained, tested or repaired. Booth also mentioned that going forward when we are discussing the FIA Purchase card, our auditor suggests we reference the card by its correct name which is a purchase card and not a credit card.
2. President Wesolowski discussed the Salary Agreement, specifically that it will be expiring at the end of 2012. A preliminary meeting was held with the employees and these meetings will continue as appropriate. Wesolowski agreed to keep the Board informed of the progress of said meetings.

3. President Wesolowski further discussed the issue raised by Chief Grant under the Chief's Report regarding the damage to the outside wall during a training drill. Booth mentioned she received an incident report from Steve Laramie and a quote from F. J. Gunby & Sons Masonry Co. of \$3,750.00 to repair the damage. In addition, Booth stated the adjuster was here earlier today and met with Hall Manager Orsini to assess the damage. Orsini briefly discussed the meeting with the adjuster. The adjuster approved the repair based on the quote provided. Wesolowski asked if the repair was scheduled. Orsini replied the start date for the repair would be the following Monday, weather permitting. Wesolowski mentioned the Board would be responsible for the deductible in the amount of \$500.00, with the insurance carrier responsible for the balance of \$3, 250.00. On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs to perform the repairs to the outside wall as quoted at a net cost to the Board of \$500.00 was unanimously approved by the five commissioners present.
4. Wesolowski asked Administrator Booth to discuss the resolutions that will be introduced this evening regarding the establishment of two part time positions. Booth mentioned that in an ongoing effort to ensure compliance with NJ Statutes, the Board is required to establish paid positions by resolution. Every resolution proposed pursuant to this regulation, after being introduced and having passed a first reading, is required to be published in the newspaper at least one week prior to further consideration/final passage. In addition all persons interested should be given an opportunity to be heard concerning the resolution prior to final passage.

Resolutions:

Resolution 2012-12 "*Resolution Establishing the Position of Part Time Office Assistant for the Bureau of Fire Prevention at First Reading.*" was read by President Wesolowski. This resolution establishes the position of Part Time Office Assistant which was not formally done by resolution in the past. Resolution 2012-12 was approved at first reading by the five Commissioners present.

Resolution 2012-13 "*Resolution Establishing the Position of Part Time Vehicle and Building Maintenance Position at First Reading.*" was read by President Wesolowski. This resolution establishes the position of Part Time Vehicle and Building Maintenance. Resolution 2012-13 was approved at first reading by the five Commissioners present

5. Administrator Booth mentioned the 2011 Health Benefits Reforms will be implemented upon the expiration of the current employee salary agreement effective January 1, 2013. This reform requires employees to make contributions to their health benefit as well as the employer to establish Section 125 Plans (e.g., Flexible Spending Account - FSA, Premium Option Plan - POP, etc.). Brief discussion ensued. Booth agreed to determine if the employees want to participate in these plans and if applicable obtain clarification regarding the requirement of establishing/maintaining plans if employees opt out.

6. Administrator Booth discussed obtaining a Public Official Surety Bond for the new Office Assistant who will be handling funds for the Bureau of Fire Prevention. The Board agreed to begin the process of obtaining bond.

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 personnel matters. The regular meeting was recessed at 7:45 p.m. to enter into an Executive Session.

Resolution 2012-11 "Resolution Authorizing A Closed Executive Session" was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 "Open Public Meetings Acts" 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 Executive Session started at 7:48 p.m. and was adjourned at 8:26 p.m.

Meeting re-opened to the public at 8:26 pm.

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:27 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator