

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.

Commissioners Wesolowski, Grant, Niedermayer and Ruggiano were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini, Battalion Chief DiPaolo, Chief's Assistant Brian Wesolowski, John M. Swan Sr. 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 9th, 2018 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 9th, 2018 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.

Appointment of New Fire Commissioner:

President Wesolowski addressed the need to fill a vacancy on the Board due to the resignation of Cynthia Maahs-Knobbs. Wesolowski stated that there is a candidate to fill the position and named John M. Swan Sr. as the candidate to fill the vacancy. Wesolowski announced the candidate meets the requirements of the position and read a brief biography of Mr. Swan's past service to the Fire Company including having served previously as a Fire Commissioner. Wesolowski nominated John M. Swan Sr. to fill the vacant position, seconded by Commissioner Grant. On a roll call vote, Swan was unanimously appointed.

Wesolowski -Aye

Grant -Aye

Niedermayer -Aye

Ruggiano -Aye

President Wesolowski welcomed Commissioner Swan to the Board and Swan came forward to assume the position. The Oath of Office was administered by Matthew Orsini, Notary.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the July 11, 2018 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Advised the Board that Fire House Subs had closed. Stated that this in no way jeopardizes the Rescue Tool Grant that was received as this was from the corporate foundation and not the local store. He also stated that the helmets and clothing that was loaned to the store for display was returned, and he has requested that if they were going to discard any of the artwork that was displayed in the store that we would like to be notified prior to it being discarded.
2. ESI is scheduled to be here on 8/3/18 to PM the rescue tools.
3. The Chief's vehicle has an outstanding recall that is scheduled to be corrected on 8/6/18.
4. Advised the Board of upcoming gear/boots/helmet replacements.
Boots: Due for replacement early 2019. Possibly using left over money at the end of this year for purchase. Cost will be approximately \$8,000.00.
Gear: Due for replacement in 2020. Would like to see the gear purchased in a bulk order instead of buying 5 sets at a time. Will be convening a committee to put together recommendations to be presented to the Board.
Helmets: Will be due for replacement in 2022.
5. Reports for July 2018 were posted on the board and submitted.

Captain's Report:

Battalion Chief DiPaolo gave the following report for the month of July prepared by Captain Walter Fox:

1. All apparatus were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout July and noted that the air Bottle on 3135 was placed back into service in June but was not noted on the June report..
3. Reports were submitted and filed.

Chief's Assistant Report:

Chief's assistant reported 2018 Right to Know survey for the Fire House and the Bureau were submitted to the state. Hazcom plans were completed, and the Chemical Inventories for the Fire House & Bureau were completed. Also noted that the pet CPR masks that were donated were placed into service on the trucks. The multi-gas meters were calibrated in house that had previously needed to be sent out.

Fire Official Report:

Fire Official Orsini mentioned that the report provided for June is submitted with the best numbers available at the time of the report. Most of the system updating has been completed, but there are still some outstanding

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.

Commissioner Ruggiano asked for an update on the Draft Point transfer line problem at the mall, and the results of the testing that was due to take place. Orsini stated that the testing that was due to take place while he was away did not in fact occur. States that the mall is putting the project out to bid. President Wesolowski asked if the mall was anticipating this being a major expense and Orsini stated that they were. Orsini further stated that the draft point itself was operational, it is the transfer line between the draft point and the mall lot that has failed. States that the valve is shot and non-operational. It is unknown at this time how much of the line has failed and what the cost will be until the line is scoped. Orsini stated that there is no imminent hazard and therefore he cannot force the mall to proceed any quicker. He states that they are moving forward. Commissioner Swan inquired as to whether the system was ever hooked up to by an engine and actually flowed. Orsini stated that it had not, noting that there was a video inspection of the system a couple of years prior. He then proceeded to fill in Commissioner Swan on the history of the system and what has taken place to this point, including how the leak was discovered. Commissioner Ruggiano questioned the maintenance of the system and Orsini stated that he is unaware of what occurred before him, but he is proceeding with follow up since he took over. He stated that he is proceeding with the process allowing extensions etc. due to it not being an imminent hazard and the fact that this system is not required by code. He stated that he does not want to lose this battle and lose the system completely if it were to go to the Construction Board of Appeals. President Wesolowski stated that it seems like we will have to proceed with this at the malls timeline. He asked that Orsini stay on top of the issue and provide regular updates to the Board. He further stated that once the current issue is resolved that this become a part of the malls regular maintenance.

Rental Manager's Report:

Hall Manager Orsini gave the following report for July:

1. There were nine affairs held during the month.

2. There were approximately thirty-five inquiries via email and telephone.
3. There were three bookings during the month for 2018 and seven for 2019.
4. Security deposits are scheduled to be returned.
5. One affair cancellation had the deposit withheld.
6. Updated dates will be posted in the lounge.

Orsini reports that he would like to do some sprucing up of the exterior of the hall, possibly painting the walls and replacing the railroad ties around the flower beds with pavers. Also stated that he would like to replace one of the refrigerators in the kitchen.

Squad Report:

Administrator Knobbs reported that there are financial reports for March, April and May 2018 in the dropbox. Further stated that in conversation with Chief Shields, Shields indicated that the reports will always be approximately two months in arrears due to the way that Medicare sends their reimbursements and then will take back funds for adjustments up to 30 days later. President Wesolowski asked if the Squad has made any progress on finding a new treasurer or if the current treasurer has given a firm stop date. Knobbs answered that they have not made progress on a replacement and as far as he knows the current treasurer has not formally resigned.

Bills:

The Statement of Expenditures, listing of bills to be paid in August 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 due to the meeting being on the first of the month.

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

Commissioner Grant abstained on all Chief Grant invoices.

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

Communications:

Knobbs reported on the NJM Workers Comp issue regarding the 2016 bill. States that the Insurance Board has ruled in our favor and has issued instructions to NJM to withdraw their Cancellation Notice and to rescind any billed amounts due. That being said we received a bill after the ruling date for continued installments for the amount in question. Our broker, Don Sheldon feels that this was an error on their part due to automated billing but he will follow up with them.

Venue Requests:

President Wesolowski discussed the Venue Request that was received. Request is from Hunter's Heroes Foundation for use of the hall on 11/17/18 for their second annual event. Wesolowski stated that the offer was made to grant the use of the hall the first time because it was believed to be a benefit for the family. Administrator Knobbs stated that the previous year the \$350.00 Security Deposit was returned to them and the subsequently returned the \$350.00 as a donation to the Fire Company. Wesolowski wanted to know the Boards feeling as this appears to be an ongoing event. Commissioner Grant asked if the date was available and what the money was being used for. Chief Grant replied that they provide scholarships and donate back to the community and libraries. Administrator Knobbs also stated that the Foundation has a list of approximately twenty five books that they donate to the libraries as well as other community involvements. After discussion Commissioner Grant stated that due to the benefits provided back to the community and the fact that this was a line of duty death, she made a motion and was seconded by Commissioner Niedermayer to allow the use of the hall with only a Security Deposit required. Motion was approved by the five commissioners present.

Old Business:

1. 2017 Audit – Administrator Knobbs advised the board the completed audit was received on Monday July 30, 2018 and copies of the audit were distributed to the Commissioners. Knobbs advised the Board that per the law, they were required to review the current year and prior years sections Findings and Recommendations”, specifically pages 56 and 57 of the audit. President Wesolowski asked if all the commissioners had reviewed the audit and if they could answer in the affirmative that they had read the necessary sections. All commissioners answered yes. President Wesolowski introduced and read **Resolution 2018-17 “Accenting the Auditor’s Report for Year Ending December 31, 2017”**. Wesolowski stated that if the Board was in agreement this Resolution would be adopted tonight, August 1st, 2018. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. On a roll-call vote, the resolution was adopted 5-0.

Wesolowski -Aye
Grant -Aye
Niedermayer -Aye
Ruggiano -Aye
Swan - Aye

2. Source Capture Exhaust System – Administrator Knobbs advised the board that the tentative start date for the installation is September 24th, 2018. Knobbs stated that this is one week before the Testimonial Dinner. Commissioner Ruggiano stated that this is when he normally has the engine room floor redone. Knobbs stated that there were two options, one is to request they not start until the following week, or two, continue with the date as scheduled

but hold off on doing the floor until after they are done. Discussion was had on the problems and benefits on both. After discussion it was decided to proceed with the scheduled date and wait on the floors until the completion. Knobbs also noted that he had been in contact with Brendan Bergin about scheduling a pre-construction meeting and Bergin suggested the week of August 21 to 24. After discussion it was decided to request a meeting the following week due to committee members being on vacation. Knobbs will follow up with Brendan.

3. IamResponding Subscription renewal- Administrator Knobbs reported that the contract was signed for one year and the amount of \$810.00 is in the approved bills for this month.
4. Tires for 3135- Chief Grant and Assistant Brian Wesolowski reported that the tires were ordered and there is a three to four week delay in receiving them as they had trouble locating the number of tires we need. They have all been located at this time. Discussion was had concerning making sure the date codes are current on the tires since there was a problem locating them. Assistant Wesolowski will confirm the date codes prior to installation.
5. Bay Door Sensors-Administrator Knobbs reported on the two quotes received and the merits and shortcomings of each. Cunningham Brothers submitted a quote for \$7564.00 which met all of the requirements we asked for, i.e. watertight connections in the wash bay, wires to be run in conduit, etc.. Merchantville Overhead Door submitted a quote for \$4,954.00 in which they proposed a different photo beam unit than what was requested. Knobbs stated that he followed up with the salesman as to why he chose these as opposed to the units requested and he stated that the units we requested would not work with our doors per his boss. Further when questioned about the watertight connections and placing the wires in conduit which was not on their original quote, he provided a new quote for the above price with rubber connectors but still not enclosed wiring in conduit. He stated that his boss informed him that he would not use conduit as the wire did not require it and they normally just drilled a hole in the bottom of the unit to allow any water in the unit to escape, but they would use the rubber grommets if we wanted in addition to the holes. Knobbs passed around the available literature on each system. President Wesolowski stated that much like the bidding process, one of the vendors is non-compliant with our request. He also questioned as to why Merchantville stated that the Lift Master units would not work with our system. Knobbs stated that they reported that the Lift Master units only work with a Lift Master opener which ours is not. However, Cunningham Brother state that they will work with an adapter board which we already have on our units. Commissioner Swan stated that based on the information provided, he is in favor of the Cunningham proposal. Commissioner Niedermayer questioned the positioning of the beams. Commissioner Ruggiano reported that one beam would be six inches off of the floor with the second set at bumper height. Knobbs advised that the six inches off of the floor is required by the current code. A motion was made by Commissioner Niedermayer, seconded by Commissioner Grant that we proceed with the Cunningham Brothers quote after Administrator Knobbs confirms that the proposed system will work with our current openers. Motion was approved by the five commissioners present.
6. Fire Official, UFD Appeal- Administrator Knobbs reports that since he had heard nothing from CSC, he sent an email to the last person who requested information from F.O. Orsini. He stated that he received a reply from Michelle Vandenberg from the NJ CSC Eligibility Determinations Unit stating that the matter is currently pending in the Division of Agency

Services, and that the Appointing Authority will be notified of the results when the determination is issued.

7. Electricity Auction for rate reduction- Administrator Knobbs reported that he was finally able to speak with Tom Merchel from the Township and that Merchel reported that they are not ready to proceed with anything at this time. He stated that it is on his radar to look at more closely, but at this time the rates are very close and that there have been more pressing issues for him. Knobbs further stated that he again spoke with John A. Smith, Director, National Energy Portfolio for EMEX (The Energy Market Exchange), who reports that the current usage by just the Fire District would not warrant any great discount. He would be willing to proceed forward with an auction if we would like, but he did not foresee a great savings for us by ourselves. Knobbs suggested that the Commission wait until the Township could once again put together a total package including all of the Township, Schools and Fire Districts. Knobbs stated that he would keep an eye on the rates and report back to the Board when something changes.

New Business:

1. Thermostats - Administrator Knobbs reported that there was money encumbered last year for the replacements of thermostats. Knobbs had asked Commissioner Ruggiano to get quotes for the necessary thermostats. The quote used for the encumbrance listed eight thermostats, no make or model for a total price of \$1,875.00. A quote was received from Atmostemp after meeting with Commissioner Ruggiano for 13 thermostats and 15 locking covers for a total of \$3,225.00. Knobbs stated that the thermostats listed were researched by Assistant Wesolowski and most are similar to what we have now. They can be purchased online from Amazon for much cheaper. Also, we could install them ourselves and save significantly. Commissioner Ruggiano stated that the old thermostats contain mercury and that is why they were being replaced. He also stated that he wished to lock all the thermostats in the building so no one could turn them on or off because he has found settings changed in the past. After much discussion it was decided to proceed with the purchase of the thermostats. President Wesolowski requested the assistance of the Chief's Assistant in securing the thermostats online. Commissioner Swan made a motion, seconded by Commissioner Grant for the purchase. The motion was approved by the five commissioners present.

Meeting opened to the public:

F.O. Orsini stated that in the discussion earlier about the draft point, he neglected to mention that the problem was discovered during preparation for a drill with Mt. Laurel FD to actually draft and pump from the system. Since the problem was discovered the drill never took place.

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

Wesolowski added that there was no need for an Executive Session.

August 1, 2018

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration