

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 Fire Official Orsini, Chief Robert Grant, Chief Dan Shields 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 Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the July 5th, 2017 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board that the LVFC has suspended the use of the current responder tracking system in favor of *IamResponding* after trialing the new software. *IamResponding* software does not yet have RMS reporting capability, therefore this function will remain under

ProPhoenix. Grant will continue to monitor the progress of both software products and determine best course of action.

Chief requested approval to purchase an annual subscription for *IamResponding* in the amount of \$860.00. Brief discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Grant to purchase said subscription was approved by the five commissioners present.

2. Stated the Active Shooter training went well; there were approximately 40 participants from District 31 along with the Police and Virtua. The training exposed the need for more effective victim extraction capability. Using Dedicated Penalty monies, tactical rescue slings were purchased to facilitate the extraction of potential casualties.
3. Discussed the auction of surplus property no longer needed for public use. The items sold totaled \$105.00.
4. Discussed report submitted by the Chief's Administrative Assistant covering various projects including preparation for the online auction, submission of the 2016 RTK survey for the Bureau and Fire House and improvements to ProPhoenix,
5. Reports for July, 2017 were posted on the board and submitted.

Captain's Report:

Chief Grant gave the following report prepared by Captain DiPaolo for the month of July:

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 for July:

1. Informed the Board that the Bureau is researching options to replace the current inspection reporting and tracking software. Orsini stated the challenge is finding a comprehensive software product that addresses the needs of both the inspector's office and the fire company.
2. Fifty-eight inspections were performed in July.
3. Penalty totals for the month were provided.
4. Participated in several zoning committee prep meetings.
5. Held a fire truck visit at a local daycare.
6. Conducted fire extinguisher training at a local business.
7. Referred four construction, two zoning and four variance notices to the Township. Brief discussion ensued.
8. Informed the Board that the Fire Prevention Open House is scheduled for Friday, October 13, 2017 at the Lenola Fire House.
9. Report was submitted and filed.

Commissioner Ruggiano asked fire Official Orsini about back flushing of the Moorestown Mall drafting system and whether the screen was inspected. Fire Official mentioned he recently visited site to examine the screen and has discussed back flushing options with the inspectors. Discussion ensued. Orsini mentioned the back flushing and screen inspection will be addressed as part of the annual inspection of the Mall this fall.

Hall Rental Manager's Report:

Hall Manager Orsini gave the following report for July:

1. There were eight affairs during the month of July and approximately fifty-five inquiries via email and telephone. There were seven affairs booked during the month, three for 2017 and four for 2018 as well as one cancellation.
2. All security deposits are scheduled to be returned, with the exception of one. The one being retained is due to a breach of the rental contract.
3. The table protective rings were installed.
4. Updated dates will be posted in the lounge.

Squad Report:

Chief Dan Sheilds gave the following report:

1. The Squad responded to approximately 1,300 EMS and Fire calls so far this year.
2. Fire Fighters from District 31 were invited to observe a county active shooter drill in Westhampton.
3. Briefly discussed the next active shooter training scheduled for early October in Moorestown.
4. Financial reports for March through June were also provided.

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 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 will be 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:

The following communications were discussed:

1. Lower Roof Project:
 - a. A notice awarding the contract for said project was published in the Burlington County Times on July 11, 2017.
 - b. Award Notification Letter was sent to Roof Management, Inc.
 - c. Letters were sent to remaining bidders with the results of the bid opening.
2. 2016 Audit:
 - a. The 2016 Audit Synopsis was published in the Burlington County Times on July 19, 2017.
 - b. Letter was sent to the Director, Division of Local Government Services and included a copy of the resolution accepting the 2016 Audit, Audit Synopsis Report and Proof of Publication.

3. Letter sent to Deer Park Fire Company on July 18, 2017 along with a donation from the Board of Fire Commissioners in the amount of \$250.00.
4. Letter was sent to the Lenola Fire Company Emergency Unit requesting their attendance at the Board meetings.

Old Business:

1. The planned purchase of medical pouches for the tactical gear was discussed. Administrator Booth stated Chief Shields provided the pricing of the pouch and supplies. Booth mentioned an order for four pouches and related supplies was placed with George Jackson from the Tabernacle Emergency Unit at a cost of \$467.36 for a total cost of \$1,869.44.
2. Lower Roof Project was discussed. Booth briefly discussed the highlights from the pre-construction meeting held on July 13, 2017 and shared a copy of the executed contract with the Board members.
3. The Fire Official UFD request was briefly discussed. Administrator Booth stated that in speaking with the case analyst, the appeal is still pending and has not yet been placed on the agenda. The analyst offered to call once the appeal is scheduled to be discussed at the CSC Board Meeting.
4. The Civil Service process regarding the promotion of Jamie Boren to the position of Clerk 2 was briefly discussed. Administrator Booth stated we are awaiting the formal announcement which is expected by September.
5. Vehicle backing policy for the Fire House was discussed. Copies of the draft policy establishing uniform procedures for backing vehicles into the Fire House was provided to the board members prior to meeting. Incident reporting, investigation protocol, private insurance and personal vehicles were discussed. President Wesolowski agreed to make modifications to the policy/procedures based on feedback received and distribute to the LVFC and the LFC Emergency Squad for their review and comment. Administrator Booth agreed to prepare resolution for discussion at the September, 2017 Board Meeting.
6. The recent incident involving 3135 and a member's vehicle was briefly discussed. The replacement part has been installed and arrangements are being made to have the minor paint touch-up completed.
7. The Direct Install Program was discussed. Earlier this year, the board agreed to consider the project for budget year 2018. Administrator Booth stated the paper work to re-apply for said program was submitted on July 27th, 2017. Hutchinson will send a revised SOW (Statement of Work) showing the cost of the work to be performed. The cost to the district to install LED lighting and replace certain HVAC systems remains at 30% of the total cost of the project. The potential timing of the project was briefly discussed.

New Business:

1. Enhanced internal controls relating to Procurement Cards, Electronic Disbursements, Charge Accounts and Vendor Awards Program were discussed. Draft policies and procedures pertaining to the aforementioned were provided to board members for review. Discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Ruggiano to approve the list of authorized users of a Procurement Card for district purchases was approved by the five commissioners present. In addition, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve the list of personnel authorized to use specific vendor

charge accounts with established purchase limits was approved by the five commissioners present. The board members were asked to provide Administrator Booth with any comments they may have on the draft procedures prior to the September board meeting where a resolution adopting said procedures will be considered.

A document showing the status of the Claimant Certification Action plan was shared with the Board.

2. Quotes for a new air conditioner unit and landscaping around the Bureau of Fire Prevention were briefly discussed. In addition, replacing the fence at 225 N. Lenola with a natural barrier (e.g., trees or hedges) was briefly discussed. Above projects will be further discussed as additional quotes are received.
3. Payment of the September Bills was briefly discussed. Administrator Booth informed the Board that due to vacation plans she will not be at the next board meeting and therefore would like approval to pay September Bills at the end of August. The Board agreed to review the September Bills to Be Approved Report at the end of August to ensure timely payment of the bills.
4. Maintenance Personnel Ruggiano mentioned that the contractor for the lower roof project recommended coating the engine roof to extend its useful life. In addition, Ruggiano recommended extending the roof curbs when the new HVAC systems are installed as part of the Direct Install program to prevent water penetration from ice dams. Both recommendations will be considered during the 2018 Budget Process.

Meeting opened to the public.

On behalf of the Christy Family, Fire Official Orsini thanked the board for the use of the hall to hold a Celebration of Life Luncheon honoring the late John Christy, a charter member of the Lenola Volunteer Fire Company.

In addition, Orsini informed the board of his vacation plans and coverage for the office.

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 8:16 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration