

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 Chief Grant, Fire Official/Deputy Chief Orsini, Captain DiPaolo, LVFC President Brian Wesolowski and Administrator Booth. Chief Dan Sheilds joined the meeting at 7:48.

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 Grant, seconded by Commissioner Ruggiano, the minutes of the July 6th, 2016 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Minor issues with 31 are being addresses by Glick.
2. Glick is conducting familiarization training on 31.

3. Discussed the report submitted by the Chief's Administrative Assistant covering the status of various projects including the Air Quality Plan, Programming of the Knox Safe in 3131 and worked on Inventory. Brief discussion regarding insuring Squad supplies ensued.
4. Reports for July, 2016 were posted on the board and submitted.

Captain's Report:

Captain DiPaolo gave the following report for 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:

1. Seventy-five inspections were performed in July.
2. Penalty totals for the month of July were provided.
3. Coordinated a Fire truck visit to Puddle Jumpers Academy.
4. Called in to Maple Shade to cover FM-10 for a minor fire investigation on July 21st.
5. Dealing with multiple retrofit violations, more than first anticipated.
6. Open Houses for Lenola and Uptown are scheduled for October 10 and October 14, respectively.
7. Report was submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini provided the following report:

1. During the month of July, there were nine affairs, approximately 50 inquiries via email and telephone and five bookings during the month, all for 2017.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.

Orsini briefly discussed potential improvements in the catering area of the hall.

Squad Report:

A representative from the Squad was not in attendance at the time of the report. Monthly financial reports were not provided. Chief Dan Shields joined the meeting at approximately 7:48 pm.

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 Niedermayer seconded by Commissioner Maahs 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 available upon request.)

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

Communications:

Administrator Booth discussed the following communication:

A request from the Chairperson of the Testimonial Committee to reserve the hall the last Saturday in September for the annual dinners was discussed. On a motion by Commissioner Maahs, seconded by Commissioner Grant, the request to reserve the hall as requested was approved by the five commissioners present.

Old Business:

1. Status of 3131 was provided. The final summary of the additional equipment and mounting costs were provided. Brief discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to pay the additional equipment and mounting cost totaling \$2,519.81 was approved by the five commissioners present.
2. The quote for the new lettering for the Fire Inspector vehicle was discussed. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to move forward with the lettering of FI313 for a cost of \$895.00 was approved by the five commissioners present.
3. The proposed Fire/EMS Incentive Program was briefly discussed. Administrator Booth mentioned a meeting to discuss program with representatives from the township is scheduled for August 8th.
4. Active Shooter/Emergency Services Rescue protective equipment was briefly discussed. Administrator Booth reported we are awaiting guidance from the county prior to purchasing protective equipment. Brief discussion ensued. Commissioner/Sergeant Maahs mentioned the planning meeting for the exercise scheduled for the end of September.
5. The Front and Side Parking Lot Repaving Project was discussed. Booth mentioned payment less the 10% retained was included in the bills previously approved. Status of the drainage issues and other punch list items were discussed.
6. The 2015 Audit was briefly discussed. Administrator Booth mentioned she spoke with the board's auditor and he is planning to complete the Audit by the September Board meeting.
7. 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 mentioned the solicitor's comments were incorporated into contract and reviewed by a representatives from the Lenola Volunteer Fire Company.

Resolution:

Resolution 2016-17 "Authorizing the Moorestown Board of Fire Commissioners, Fire District No. 2 to Enter into a Contract with the Lenola Volunteer Fire Company No. 1 for Fire Protection Services" was read by President Wesolowski. A motion was entered by Commissioner

Niedermayer, seconded by Commissioner Ruggiano to adopt said resolution. There being no questions, the resolution was approved by the five commissioners present on a roll call vote.

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

8. FEMA Application for reimbursement of costs associated with winter Storm Jonas (January 22-24, 2016) for snow removal was briefly discussed. Administrator Booth mentioned when following-up on status of application we were notified that the district's paperwork was not processed due to a change in personnel. The representative from FEMA apologized and assured us that the application will be processed as a priority.
9. The condition of the lower roof and the emergency appropriation process were discussed. Booth outlined the emergency appropriation procedure per NJ Statute and the proposed timeline of the lower roof project if approval from the state is obtained. Booth stated the timeline to complete said project in 2016 is tight and therefore recommends the board adopt resolution pending the approval from the state, allowing sufficient time if needed. Brief discussion ensued.

Resolution:

Resolution 2016-18 "Authorizing an Emergency Appropriation" was read by President Wesolowski. A motion was entered by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt said resolution. There being no questions, the resolution was approved by the five commissioners present on a roll call vote.

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

10. The Written Indoor Air Quality Program required by PEOSH was discussed. President Wesolowski asked if the Board had any questions on the plan. There being no questions on the plan President Wesolowski proceeded with the reading of the resolution.

Resolution:

Resolution 2016-19 "Adopting a Written Indoor Air Quality Program" was read by President Wesolowski. A motion was entered by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt said resolution. There being no questions, the resolution was approved by the five commissioners present on a roll call vote.

Wesolowski -Aye
Grant -Aye

Niedermayer -Aye
Maahs -Aye
Ruggiano -Aye

President Wesolowski thanked Administrative Assistant Brian Wesolowski for his work on the program.

11. The Burlington County Energy Aggregation Program was discussed. Administrator Booth provided comparative rate information and additional information on the Aggregation Program. Booth noted the County program was for residential customers only.

New Business:

1. 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. President Wesolowski asked Chief Dan Sheilds if he had any information regarding the status of the Audit. Sheilds replied they have several calls into the auditor however do not have an estimated completion date.
2. President Wesolowski discussed two items the Board may want to consider as we approach the 2017 Budget Process. Specifically Wesolowski mentioned a new exhaust system is needed which fits into the new Air Quality Program adopted this evening and the interior painting of the Fire House. Discussion ensued. Maintenance personnel Ruggiano agreed to obtain a quote under state contract for a new exhaust system to be used for budget planning purposes.
3. Commissioner Ruggiano informed the board the sign is now illuminated. The electrical and data conduits were laid as part of the front and side parking lot project. Brief discussion ensued. Ruggiano also asked the board members to consider reaching out to the Township for assistance in purchasing a new electronic sign for the fire house, whereby they can advertise their council meeting notices.

Meeting opened to the public.

Captain DiPaolo discussed converting a portion of the storage room into a workout area with donated equipment. DiPaolo provided a drawing of the area and discussed plans to make room for the equipment. Discussion ensued. President Wesolowski asked and Chief Grant replied yes to whether Grant was in agreement with the proposal. The Board also discussed liability concerns. DiPaolo stated that a "Members Only" sign will be displayed and that rules and a maintenance plan will be established. Administrator Booth mentioned she discussed plans with our insurance broker and members are covered under the Worker's Compensation Plan. Booth mentioned although an increased in exposure exists, the benefit of having members in shape may reduce risk of injury on the job. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to move forward with plans for the workout area was approved by the five commissioners present.

Chief Grant thanked the Board for their support in purchasing 3131. President Wesolowski added his thanks to the committee for their hard work and effort into the design of the new truck.

There being no further 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 a personnel matters and a services agreement. 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 - 20 “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 Grant, seconded by Commissioner Ruggiano and adopted by the five commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:15 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:17 p.m. and was adjourned at 8:30 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board discussed approaching the Township Manager to request that Town Council consider amending Ord. 23-2003 titled “Emergency Medical Services Agreement” in an effort to reflect the current relationship between the district and the Squad, while maintaining the original intent of the ordinance. Specifically, the Board discussed sending a joint letter with the Squad to the Township Manager with proposed amendments, reviewed by the board’s solicitor that are beneficial to both the district

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and the squad. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to send joint letter to the Township Manager with amendments to Ordinance 23-2003 titled "Emergency Medical Services Agreement" was approved by the five commissioners present.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:32 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration