

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 7:02 p.m. by Commissioner Wesolowski.

All Commissioners were present with the exception of Commissioner Niedermayer who was on vacation and Commissioner Maahs who was detained momentarily. Also in attendance were Chief Grant, Hall Manager/Fire Official Orsini, Fire Prevention Specialist Tom DiPaolo, Chief Joe Shields, Squad Member Lee Felice and Administrator Booth.

Wesolowski identified the emergency exits 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 6<sup>th</sup>, 2014 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, 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 and filed with the Clerk of the Township of Moorestown on February 14<sup>th</sup>, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14<sup>th</sup>, 2014 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.

**Minutes:**

On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the July 2<sup>nd</sup>, 2014 regular meeting were approved by the three commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Repaired generator on Truck 3135. Actual cost of the repair was just under \$2,000.00 which was less than expected.

2. 2014 Budget items, including hose, were ordered.
3. New gas meter in Truck 3135.
4. Report for July, 2014 submitted by Chief Grant and filed.

Commissioner Maahs joined the meeting at 7:05 pm.

**Captain's Report:**

Chief Grant gave the following report for July:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. The following maintenance and/or repairs were performed throughout the month:
  - Truck 3132: No reported problems
  - Truck 3133: No reported problems
  - Truck 3135: Repaired hydraulic generator
  - Truck 3138: No reported problems.

3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
237.2G	84.0G	0.00G	321.2G

4. Report submitted and filed.

**Hall Rental Manager's Report:**

Hall Rental Manager Orsini gave the following report:

There were four paying affairs during the month of July. There were approximately 35 inquiries via email and telephone. In addition, there were five bookings during the month; three for 2014 and two for 2015.

1. Five cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
2. Updated calendar will be posted in lounge.

Orsini informed the Board he was considering raising the daily rates for the five hour affairs booked in 2015 and reducing the hours for other fee rates. Brief discussion ensued.

**Squad Report:**

Chief Joe Shields gave the following Squad Report:

1. During the month of July the Squad responded to 135 EMS calls and 14 Fire calls for a total of 149 calls.
2. Field testing for the 2013 Audit was completed last week. Invitation extended to Administrator Booth to attend meeting to discuss draft audit.
3. Squad is in the process of moving financial files onto an in-house computer and rebuilding loss files due to a computer crash. Once completed, the Squad's Financial Statements from June through the present will be provided to the Board.

**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 said Statement was prepared were read by Administrator Booth at the meeting.

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

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

Commissioner Grant abstained on all Chief Grant's invoices.

Commissioner Maahs abstained on all Fire Official Maahs' invoices.

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. Public notice advertising for bids for the Parking Lot Repaving Project was published in the Burlington County Times in July 9<sup>th</sup>, 2014.
2. Public notice displaying the 2013 Audit Synopsis Report was published in the Burlington County Times on July 30<sup>th</sup>, 2014.
3. Letter dated July 9, 2014 from the NJ Clean Energy Program approving incentive monies for the hall lighting was received.
4. Signs regarding the removal of items from the hall were posted in the Fire House. Brief discussion ensued.
5. Received letter from Fire Official Orsini regarding the 1<sup>st</sup> & 2<sup>nd</sup> Quarter, 2014 Dedicated Penalty monies to be disbursed in the amount of \$12,250.00. Brief discussion ensued.

**Old Business:**

1. The Fire House Parking Lot Project was discussed. Administrator Booth informed the Board sealed bids were received, publically opened, announced and recorded on Thursday, July 31, 2014. The bid packages were reviewed by Dante Guzzi Engineering. Guzzi Engineering determined American Asphalt Company, Inc. submitted the lowest responsible responsive base bid and recommended that the award of the contract go to American Asphalt Company, Inc. Booth informed the Board the lowest bid of \$72,332.50 was \$2,332.50 higher than the budgeted amount of \$70,000.00. After discussing said matter with the Board's Auditor, it was agreed to proceed with the bid process and include the source of the additional funding needed (i.e., current year maintenance and repair budget line item) in the resolution.

**Resolution:**

Resolution 2014-22 “Resolution Accepting Bid and Awarding Contract to American Asphalt Company, Inc. for the Fire House Parking Lot Renovations.” was read by President Wesolowski. The resolution states (1) a contract be and is hereby awarded to American Asphalt Company, Inc., 100 Main Street, West Collingswood, NJ 08059 for and in consideration of \$72,332.50 for the base bid (no alternates were awarded), (2) Funding for said project will be provided from unrestricted reserve fund balance in the amount of \$70,000.00, with the balance of \$2,332,50 from 2014 Operating Expenses: Maintenance and Repairs and (3) the President of the Board is hereby authorized to execute said contract. There being no questions, the Resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Maahs. Resolution 2014-22 was unanimously approved by the four Commissioners present via a roll call vote.

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

2. The Hall Lighting Project was discussed. Maintenance Personnel Ruggiano provided a status of the project to transition to LED lighting in the hall. Ruggiano discussed the issues encountered when the eight Sylvania LED bulbs were tested in the hall (i.e., strobing when dimmed due to voltage variant, damaged contact in sockets). Lengthy discussion ensued. The representative from Franklin Electric discussed strobing issue with Sylvania and Lutron. It is believed that once all the lights are converted over to LED, it will address issue. Ruggiano also mentioned the bulb extenders are not needed since the shields around the bulbs can be adjusted to ensure proper contact. Administrator Booth discussed the cost of the bulbs after rebate incentive (lowest quote \$858.00), the payback analysis (approximately three months) and cost of installation (\$75.00 per hour plus cost of lift and new sockets if needed). Booth also mentioned the assurance received in writing from Franklin Electric that if the bulbs prove not to be compatible with the existing dimming system that they are returnable for full credit. Replacing the wall sconce lighting in the hall with LED bulbs was also discussed. Booth agreed to discuss options with Franklin Electric and determine if rebates are available for the sconces. A motion by Commissioner Ruggiano, seconded by Commissioner Grant to purchase 104 LED bulbs was approved by the four commissioners present.
3. The Shared Services sub-committee meeting held on July 21<sup>st</sup> with Fire District No. 1 to provide for Fire Prevention and Code Enforcement services was discussed. President Wesolowski provided a summary of the discussion topics from the meeting. Wesolowski mentioned a draft organization chart and worksheet showing estimated savings over five and ten years is included in the drop box for the Board to review. Length of shared service agreement and salary disparity was also discussed. Wesolowski mentioned a few inconsistencies between districts (i.e., week day pay per call, cell phone reimbursement and mileage reimbursement) were discussed. In addition, Wesolowski discussed the Memorandum of Understanding and next steps. Brief discussion ensued. A motion by Commissioner Maahs, seconded by Commissioner Grant to provide cell phone

reimbursement of \$50.00 per month for full-time Fire Inspectors and mileage reimbursement for all inspectors, effective immediately, was unanimously approved by the four commissioners present. Wesolowski noted the next Shared Services meeting with District No. 1 is scheduled for August 19, 2014.

**Resolution:**

Resolution 2014-23 “Resolution Acknowledging and Authorizing Execution of Memorandum of Understanding” was read by President Wesolowski. The resolution authorizes assigned commissioners to execute the Memorandum of Understanding (MOU) on behalf of the Board of Fire Commissioners, Fire District No. 2. The purpose of the MOU is to provide a general framework of a proposed shared service agreement to be finalized at a later date between the Moorestown Fire Districts to provide Fire Prevention and code enforcement services for Moorestown. Both parties acknowledge that this MOU is a non-binding document, but agree to work together in good faith to work out the terms of an inter-local services agreement. The Resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Maahs. Resolution 2014-23 was approved 3-1 by a roll call vote.

- Wesolowski - Aye
- Grant - Aye
- Maahs - Aye
- Niedermayer - Absent
- Ruggiano - No

The next Shared Services meeting with District No. 1 is scheduled for August 19, 2014.

**New Business:**

1. The 2013 Audit Status was discussed. Administrator Booth asked the Board if they had any questions as they reviewed the 2013 Audit Report and Summary Report provided. No questions were raised.

**Resolution:**

Resolution 2014-24 “*Accepting the Auditor’s Report For The Year Ending December 31, 2013*” was introduced by President Wesolowski. The Resolution requires as per regulation that the governing body of each fire district shall by resolution certify to the Local Finance Board that all members of the governing body has reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations* as evidenced by the group affidavit form. The Board members acknowledge they reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations*. There being no questions, the Resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Maahs. On a roll call vote the resolution was adopted 4-0.

- Wesolowski - Aye
- Grant - Aye

Maahs - Aye  
Niedermayer - Absent  
Ruggiano - Aye

2. President Wesolowski proposed establishing a formal Board of Fire Commissioners' Personnel Sub-Committee to deal with personnel matters as well as represent the Board at the Shared Service meetings. Wesolowski recommended the current members of the Shared Services Sub-committee (i.e., Commissioners Wesolowski, Maahs & Administrator Booth) serve in this capacity through March of 2016, at which time a new committee may be chosen during the reorganization meeting. A motion by President Wesolowski, seconded by Commissioner Grant to form a Board of Fire Commissioners' Personnel Sub-Committee to deal with personnel matters as well as represent the Board at the Shared Service meetings was approved by the four commissioners present.
3. President Wesolowski informed members the Board's Solicitor, Greg McCloskey, will be attending the September, 2014 Executive Session to discuss Personnel Policies.

**Meeting opened for public comment:**

There being no 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 8:05 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration