

## 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.

Five Commissioners were present. Also, in attendance were Chief Robert Grant, Battalion Chief DiPaolo 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 22<sup>nd</sup>, 2019 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 22<sup>nd</sup>, 2019 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 Carruthers, seconded by Commissioner Grant, the minutes of the July 10, 2019 regular meeting were approved 5-0.

### **Chief's Report:**

1. Reports for July 2019 were posted on the board and submitted.
2. See report for other particulars.
3. All firefighter boots have been received and distributed.
4. Chief discussed upcoming drill for Active Shooter in September at the school.

**Chief's Assistant Report:**

Chief Grant reported that in addition to the regular duties, the assistant filled the Right to Know surveys for the firehouse and the bureau office.

**Captain's Report:**

See written report:

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:**

Given by F.I. DiPaolo. See written report:

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

**Rental Manager's Report:**

President Wesolowski read the following report for July:

1. There were 7 affairs held during the month.
2. There were approximately forty-five inquiries via email and telephone.
3. There were two bookings during the month for 2019 and two for 2020.
4. Security deposits are scheduled to be returned.

**Squad Report:**

Administrator Knobbs reported that there were reports submitted for April, May and June 2019 and copies were placed in the drop box.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in June 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.

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

Commissioner Carruthers abstained on all invoices relating to his position as a Fire Inspector employed by Fire District 1.

**Communications:**

Administrator Knobbs stated that there are no communications to be discussed.

**Old Business:**

1. 2018 Audit- Knobbs reported that this is still ongoing. Ed Paul stated that he has started back on our audit and is progressing. President Wesolowski questioned the timing of the audit as he stated that he did see several Audit Reports published in the newspaper. Administrator Knobbs stated that the departments that had published already probably did not have paid employees as this is what was holding up our report according to Ed Paul.
2. Exterior Painting project: Knobbs stated that the project has been completed. Knobbs also noted that he had our maintenance man paint the foundation of the BFP Office the same color as the firehouse after discussing same with President Wesolowski.
3. Shared Services- President Wesolowski asked Administrator Knobbs to introduce the Shared Services Agreement prior to his reading of the Resolution. Knobbs explained the process and the necessary resolution and approval by the board for the Shared Services Committee to sign the agreements on behalf of the Board.

President Wesolowski read ***“Resolution 2019-10 Authorizing Shared Services Agreement”***

**A Resolution Authorizing the Board of Fire Commissioners, Moorestown Fire District No. 2 to continue in a Shared Services Agreement with the Board of Fire Commissioners, Moorestown Fire District No. 1 for Fire Prevention and Code Enforcement Services**

**WHEREAS**, the Board of Fire Commissioners of Fire District No. 2 of the Township of Moorestown desires to continue in a Shared Services Agreement with the Board of Fire Commissioners of Fire District No. 1 of the Township of Moorestown; and

**WHEREAS**, the purpose of the Shared Services Agreement is to provide Fire Prevention and Code Enforcement Services for the Township of Moorestown; and

**WHEREAS**, the attached Shared Services Agreement indicates the provider to be the Board of Fire Commissioners, Moorestown Fire District No. 2 and the recipient to be the Board of Fire Commissioners, Moorestown Fire District No. 1; and

**WHEREAS**, the attached Shared Services Agreement outlines the purpose, scope of services, legal fees, property, reports, fees, payments, compensation, duration, termination, conflict resolution process, option to extend and indemnification.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners, Fire District No. 2 of the Township of Moorestown, County of Burlington, State of New Jersey that the Commissioners are hereby authorized to execute the attached Shared Services Agreement with the Board of Fire Commissioners of Fire District No. 1 of the Township of Moorestown to provide Fire Prevention and Code Enforcement Services; and

**BE IT FURTHER RESOLVED** that a copy of the Shared Services Agreement be filed with the New Jersey Division of Fire Safety and the New Jersey Division of Local Government Services, pursuant to the rules and regulations promulgated by the Division of Community Affairs and an additional copy be filed with the Township of Moorestown.

**BE IT FURTHER RESOLVED** that the Board of Fire Commissioners agrees to abide by the provisions of the attached Shared Services Agreement and that the Commissioners assigned by the Chairman of the Board are hereby authorized to execute the attached Shared Services Agreement on behalf of the Board of Fire Commissioners.

There being no questions on the Resolution, on a motion by Commissioner Humes, seconded by Commissioner Grant, President Wesolowski called for a roll call vote.

Commissioner Wesolowski	AYE
Commissioner Grant	AYE
Commissioner Niedermayer	AYE
Commissioner Humes	AYE
Commissioner Carruthers	ABSTAIN

President Wesolowski noted that the motion passes, 4-0-1, with Commissioner Carruthers abstaining due to his employment with Fire District #1.

4. Parking Lots Project- Administrator Knobbs reported that the parking lot crack sealing that was approved last month is scheduled to be done on Tuesday, August 13<sup>th</sup>. He has already discussed the parking arrangements with the squad and bureau personnel.
5. Air Bag Purchase- Chief Grant stated that the Air Bags have been ordered but he does not have a date for delivery at this time.
6. BFP Copier-Administrator Knobbs stated that the new Canon copier has been installed and is operational. The old copier is scheduled to be picked up 8/8/19.

**New Business:**

1. Engine Room Roof- President Wesolowski stated that the project was included in the Budget this year. He asked Administrator Knobbs to discuss same. Knobbs stated that with the weather being as rainy as it has been, he spoke with A Brooks roofing, the low quote who has an available opening the week of 8/13. Knobbs reviewed the submitted quotes from John Donnelly Roofing for \$11,875.00 and A. Brooks Roofing for \$6,750.00. Knobbs further stated

that the quotes were reviewed with the roof surveyor who suggested that this work be done, and he stated that A. Brooks Roofing quote is fine, he is familiar with the company and their work and has no problem with them. There being no questions, on a motion by Commissioner Niedermayer, seconded by Commissioner Carruthers to have A. Brooks Roofing perform the roof coating for the amount of \$6,750.00 was approved by the five commissioners present.

2. Attorney Replacement- President Wesolowski discussed the retirement of our current attorney, Gregory McCloskey at the end of this year. He stated that we had previously discussed beginning the search in August of this year. Wesolowski stated that the board currently has a personnel committee consisting of Commissioners Wesolowski and Niedermayer, and Administrator Knobbs. Wesolowski asked if the board wished the personnel committee to pursue the search, or to form a new committee. Commissioner Grant stated that she thought that the current committee should handle it. Commissioners Carruthers and Humes concurred. Wesolowski asked the board if anyone of the members had a suggestion for an attorney replacement to contact Administrator Knobbs with the name for consideration. He also noted that Greg McCloskey offered his assistance in evaluating potential replacements.
3. Workers Compensation Insurance – President Wesolowski stated that Administrator Knobbs has done a review of our current policy and potential replacement carriers. Wesolowski asked Knobbs to review his findings with the board. Knobbs described how NJM had come to be the writer of our current policy which is essentially an assigned risk pool that the state has given to NJM to administer. Knobbs discussed former Administrator Booths prior efforts and his discussion with our current Insurance Rep, Don Sheldon, (Brown & Brown Insurance). Knobbs stated that he spoke with Administrator Chesner from District #1 about their carrier. They are with 7710 Insurance which is written through Benchmark Insurance Company. Knobbs stated that he sat down with the broker for that plan, Kirk LeBlanc from Nottingham Insurance. He went over the numbers for each category in detail with him, and the quote provided by the to insure us is \$47,000.00. Our current year payment was \$57,685.00. It is scheduled to renew in November and we do not have an estimate yet on what our increase would be this year. Knobbs stated that the plans are comparable, and that they have assured us that they will work with us to allow us to see our preference of doctors. One of the questions previously was can we use our own doctors like we can now through NJM. Knobbs stated that this is NOT the case currently. All carriers allow you to seek your initial treatment, but thereafter they must approve of where you go for follow up. Knobbs stated that in the drop box there is a partial list of approved providers and that the list is extensive and varied with many well-known local physicians and service providers included. President Wesolowski asked the board to stated their pleasure after hearing the presentation. Commissioner Carruthers asked for a review of the numbers again. Knobbs reviewed same. President Wesolowski then asked for a motion to include the moving from NJM to 7710 and a proposed starting date of September 1, 2019. Motion was made by Commissioner Grant, seconded by Commissioner Carruthers to move to the 7710/Benchmark plan with a potential start date of September 1, 2019 and authorized Administrator Knobbs to sign the necessary agreements, Motion was approved by the five commissioners present.
4. Firefighter Gear- President Wesolowski stated that the current firefighter gear is nearing its end of life date and that the Chief had formed a search committee to investigate replacement of same. He turned the meeting over to the Chief for his presentation. Chief Grant stated that the committee had narrowed the gear down and tonight he wanted to present their final pick to the board. He stated that the committee had met with the State Contract vendor for same and

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he has the sample Globe Gear that they chose for the board to view. Chief Grant reviewed the various components that the committee has chosen to include in the gear, such as a class II harness included in the pants. Discussion ensued on various aspects of the gear and the number of sets to be ordered. Wesolowski stated that the gear would probably be included in the 2020 budget to replace same. Knobbs stated that we may be able to purchase some of the gear out of the remaining funds in this years budget and the remaining gear would carry over to the 2020 years budget.

President Wesolowski stated that he read a news article about lowering the flag on August 9<sup>th</sup> for Toni Morrison. Chief Grant stated that he would advise the necessary people to do same since the Chief's Asst is on vacation.

**Meeting opened to the public:**

Chief Grant thanked the commissioners for purchasing the replacement boots for the firefighters.

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:05 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration