

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 Chief Grant, Fire Official/Hall Manager Orsini, Captain DiPaolo 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 6th, 2015 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 6th, 2015 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. Specifically Wesolowski requested we remember Carolyn Maahs, a relative of a current commissioner and employee as well as past commissioners and a retired employee.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the November 4th, 2015 regular meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board all the Scott Air-Paks were tested; couple circuit boards were damaged.
2. New Tenacity Ropes are on trucks.

3. The training room is in the process of being updated with new equipment purchased by the Fire Company.
4. Annual Preventive Maintenance for the Trucks has begun. 3133 and 3132 were completed with 3135 scheduled for tomorrow.
5. The Fire House will be decorated by the LVFC with new Christmas lights this year.
6. On December 13th Town Council will be honoring the Fire Fighters for their efforts in extinguishing the fire at the Community House on November 17th.
7. Report for November, 2015 was submitted by Chief Grant and filed.

Captain's Report:

Captain DiPaolo gave the following report for November:

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. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
257.5G	104.9G	0.0G	362.4G
4. Report was submitted and filed.

Fire Official Report:

Orsini provided a status of the inspections and the two fire investigations currently underway. Orsini also discussed the remaining inspections to be performed for both districts. The current reporting process and resource needs were also briefly discussed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

During the month of November there were six affairs, approximately 55 inquiries via email and telephone and eight bookings; one for 2015 and seven for 2016.

1. All security deposits are scheduled to be returned.
2. Updated dates are posted in the lounge.

Orsini provided the Board with a summary of a meeting with a representative from the State Games of Chance Control Commission. The purpose of the meeting was for the state to gather information regarding the use of the hall, specifically with regards to fundraising.

Orsini also informed the Board that we have been able to assist clients looking for alternate venues as a result of the fire at the Community House. Brief discussion ensued.

Squad Report:

A representative from the Squad was not in attendance.

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 Grant 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 December are 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 communications:

1. Sent Letter to Burlington County Board of Chosen Freeholders on November 12th, 2015 regarding the new 700 MHz Public Safety Communications System.
2. Received certified copy of Resolution No. 189-2015 approving salaries for the Fire District No. 2 Commissioners for the year 2016.
3. The second notice to Bidders for the Sale of 3133 by Sealed Bid was published in the Burlington County Times and placed on the Philly Fire News and District websites.
4. Notice of Contract Award for Accounting and Administrative Services was published in the Burlington County Times on November 9, 2015.
5. Received the Supplemental Fire Service Grant payment in the amount of \$178.00. Booth provided an explanation for the reduction in the monies received as compared to previous years.
6. Received third and final installment from the Township in the amount of \$238,508.00 of monies raised through taxation.
7. Sent letter and funds to the Squad for assistance with the purchase or refurbishment of a new ambulance.
8. Received e-mail request to use the hall on January 13, 2016 for the Annual Chief's Dinner. On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the request to use the hall on said date was approved by the five commissioners present.
9. Received letter from NJM Insurance Group regarding the Workers Compensation Audit scheduled for December 9, 2015.
10. Received request from state to complete Annual Occupational Employment Report.
11. Received New Jersey Association of Fire Districts' September 18, 2015 Quarterly Meeting Minutes.
12. Received third quarter SSA payment from District No. 1 in the amount of \$31,653.00.
13. Received letter from Life Member David Giberson requesting the use of the hall on October 1, 2016 for the wedding of his daughter. On a motion by Commissioner Maahs, seconded by Commissioner Grant, the request to use the hall on said date was approved by the five commissioners present.

14. Received a request from Commissioner Maahs to use the hall on December 24th, 2015 for a family dinner. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the request to use the hall on said date was approved by the five commissioners present.

Old Business:

1. The replacement of three Fire House exterior doors was discussed. NJ Door Works completed the installation of the doors and payment was authorized under “Bills”.
2. The Sale of 3133 was discussed. Booth stated no sealed bids were received on November 18th, and therefore another Notice to Bidders was published notifying the public of the Second Sealed Bid Opening scheduled for December 18, 2015 with a minimum bid of \$30,000.00. Advertising the sale of the truck was briefly discussed.
3. Potential questions for the 2016 Ballot were discussed. Specifically the replacement of the Lower Roof of the Fire House and radios for the new 700 MHz Public Safety Communications System. Booth stated a draft resolution authorizing a capital expenditure and authorizing a question be placed on the 2016 Ballot for the roof has been prepared and will be discussed at the January, 2016 Board Meeting.

The Board also discussed placing a question on the ballot for the new radios. Booth provided information gathered in speaking with the Public Information Officer of the Burlington County Board of Chosen Freeholders and County Administrator. Chief Grant provided insight from the Chief’s meetings. Lengthy discussion ensued. The Board agreed to not include a question on the 2016 Ballot since details of the project have yet to be finalized, however, agreed to continue to monitor the timeline and decisions made by the Board of Chosen Freeholders. The Board will resume discussion as details are finalized in time for the next budget/election process.

4. Employee Handbook, Annual CEPA letter to employees and Performance Assessment Reviews were discussed.

Resolution:

Resolution 2015-37 “*Establishing an Employee Handbook for the Employees of Moorestown Fire District No. 2*” was read by President Wesolowski. A motion by Commissioner Niedermayer seconded by Commissioner Grant to adopt said resolution was approved by the five Commissioners present on a roll call vote.

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

A motion by Commissioner Niedermayer, seconded by Commissioner Grant to utilize the Performance Assessment Reviews prepared by the Personnel Subcommittee was approved by the five commissioners present.

The role of the Personnel Sub-committee in handling performance management issues was briefly discussed.

5. The Proposed 2016 Budget and Public Hearing were discussed. Administrator Booth provided an overview of the 2016 Proposed Budget previously discussed at the Budget Workshops in October. Brief discussion ensued. Booth informed the Board, the Annual Budget as introduced reflects total revenues of \$1,378,597.00 which includes the amount to be raised by taxation of \$729,833.00 and total Appropriations of \$1,378,597.00. The amount to be raised by taxation increased \$14,310.00 as compared to the prior year, within the allotted 2% Levy Cap. The proposed tax rate increased 1/10 of a cent to .085 per \$100.00 of assessed valuation.

Resolutions:

Resolution 2015-38 *“Approving the 2016 Fire District Budget”* was introduced and read by President Wesolowski. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to pass Resolution 2015-38 approving the 2016 Proposed Budget was unanimously approved by the five commissioners present on a roll call vote.

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

Booth mentioned the approved budget will be submitted to Division of Local Government Services for their approval. If approved by the State, the Public hearing and adoption of the 2016 Budget will occur at the January, 2016 Board Meeting.

Resolution 2015-39 *“Establishing Date, Time and Place for Public Hearing of the 2016 Budget”* was read by President Wesolowski. The Resolution sets the date, time and place for the Public Hearing of the 2016 Budget for Wednesday, January 6, 2016 at 7:00 pm in the second floor meeting room in the Lenola Fire House located at 229 N. Lenola Road, Moorestown, NJ. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt Resolution 2015-39 was approved by the five commissioners present on a roll call vote.

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

6. Status of transition to BB&T was discussed. Administrator Booth informed the Board she will be meeting with a Relationship Manager to discuss account and fees after year end. BB&T agreed to waive all fees for one year.

New Business:

1. The 2015 Actual vs. Budget Report was discussed. Administrator Booth briefly discussed the budget appropriation transfer process.

Resolution:

Resolution 2015-40 “*Authorizing Budget Appropriation Transfers*” was introduced and read by President Wesolowski. The Resolution authorizes the Board to offset overspent 2015 budget items with under spent/underutilized budget items. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt Resolution 2015-40 was approved by the five commissioners present on a roll call vote.

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

Remarks by the President:

President Wesolowski thanked the commissioners, administrator, Fire Company, executive officers and the line officers for their work during the 2015 calendar year. Wesolowski mentioned he felt it was a successful year and much was accomplished and thanked everyone for their participation.

Meeting opened to the public.

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 8:02 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration