

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 Vice President Grant.

All Commissioners were present with the exception of Commissioner Wesolowski. Also in attendance were Chief Grant, Fire Prevention Specialist Tom DiPaolo, Squad Member Brittany Swan and Administrator Booth.

Grant 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, 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 14th, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14th, 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.

Grant called for a salute to the flag and a moment of silence.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the November 5th, 2014 regular meeting were approved by the four commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Annual preventive maintenance was performed on all trucks. The sensor rollover fault slave module on 3135 needs to be replaced at a cost of \$2,700.00. No other significant repairs are required.
2. Report for November, 2014 was submitted by Chief Grant and filed.

Captain's Report:

Chief Grant gave the following report for November:

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: Preventive maintenance service performed. Replaced switch for passenger side window; replaced ground light bulb on driver's side front door; replaced light inside compartment.
 - Truck 3133: Preventive maintenance service performed. Replaced light on Churchville spot light on driver's side of the boom; replaced batteries and alternator belts.
 - Truck 3135: Preventive maintenance service performed. Rebuilt piston intake valve; replaced batteries.
 - Truck 3138: Preventive maintenance service performed. Replaced passenger side brake light bulb.
 - Truck 3130: No reported problems.
3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
270.9G	114.1G	0.00G	385.0G
4. Report submitted and filed.
5. Chief Grant informed the Board a lieutenant and captain were appointed during the Fire Company meeting prior to the annual election of officers. Grant added there will be a full complement of officers effective January 1, 2015.

Hall Rental Manager's Report:

Hall Rental Manager Orsini was not in attendance. Administrator Booth read the following report prepared by Orsini:

During the month of November, there were five paying affairs. There were approximately 75 inquiries via email and telephone. In addition, there were six bookings during the month, one for 2014 and five for 2015.

1. Three 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 the lounge.

Squad Report:

The representative from the squad was out on a call and therefore unable to attend meeting. The following Squad Report was provided to the Board:

1. During the month of November the Squad responded to 151 EMS calls and 6 Fire calls for a total of 157 calls.
2. The October, 2014 Financial Report was 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 said Statement was prepared were read by Administrator Booth at the meeting.

There being no 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 four commissioners present.

(List of Bills paid in December is 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. Received policy from Fire Official Orsini and Administrator Booth regarding Dedicated Penalty monies.
2. Letter and accompanying check sent on November 14, 2014 to the Lenola Fire Company Emergency Unit representing financial assistance to the squad in purchasing or remounting an ambulance.
3. Received Supplemental Fire Service Grant from the Township in the amount of \$1,177.00.
4. Letter sent to Township Manager Scott Carew on November 6, 2014 requesting Council review Resolution 2014-32 "Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2015 through December 31, 2015" and should they find favorable, adopt a corresponding resolution approving salaries.
5. Letter received from Patricia Hunt, Township Clerk dated November 25, 2014 which included two certified copies of Resolution 216-2014 approving commissioner salaries for Fire District No. 2 for the year 2015. The resolution was adopted by the Township Council at its meeting on November 24, 2014.
6. The final 2014 installment from the Township (amount raised through taxation) in the amount of \$238,508.00 was received on November 24th, 2014.
7. Received minutes to the New Jersey state Association of Fire Districts September 12th, Quarterly Meeting.
8. Received letter from Burlington County 200 Club regarding Twenty-Fifth Honor-Valor Award Dinner.
9. The request from the Maahs family to use the hall on December 24, 2014 for their annual family dinner was discussed. A motion by Commissioner Niedermayer, seconded by

Commissioner Ruggiano to allow said use of the hall was approved by the four commissioners present.

Old Business:

1. The Fire House Parking Lot Project was discussed. Administrator Booth informed the Board American Asphalt returned to address the drainage issue. In addition, American Asphalt agreed to power wash the asphalt off the concrete and fill in soil along edge of the parking lot. Booth mentioned the 10% retained will be released when job is satisfactorily completed.
2. The Bureau of Fire Prevention building and Hall maintenance was discussed. Administrator Booth mentioned both projects are in progress.
3. The Low Roof Project was discussed. Administrator Booth informed the Board both vendors who provided quotes were contacted to obtain quotes to overlay the new roof on the existing roof instead of tearing off existing roof. Both contractors independently recommended not to overlay new roof. The following quotes to replace roof were presented to the Board:
 - Tait Roofing, Inc. \$19,715.00
 - DJK Roofing \$17,000.00

A motion by Commissioner Maahs, seconded by Commissioner Ruggiano to use DJK Roofing to replace the low roof was approved by the four commissioners present.

4. The Shared Services Agreement with District No. 1 to provide for Fire Prevention and Code Enforcement services was discussed. Administrator Booth informed the members that the Division of Fire Safety recommended the Shared Services Agreement approved at the October 1st, 2014 Board meeting be revised to cover only the Fire Official and the Clerk. As a result the subcommittee agreed to prepare a Shared Service Agreement to include the Fire Official and Clerk and an Interlocal Services Agreement to include Fire Prevention and Code Enforcement Services.

Resolutions:

Resolution 2014-33 “Rescinding Resolution 2014-30 In Its Entirety” was read by Vice President Grant. The resolution rescinds the action to participate in a Shared Services Agreement with the Board of Fire Commissioners, Fire District No. 1 for Fire Prevention and Code Enforcement Services. There being no comments or questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. The resolution was adopted 4-0 on a roll call vote.

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

Resolution 2014-34 “Resolution Authorizing Execution of A Shared Services Agreement with Moorestown Fire District No. 1” was read by Vice President Grant. The resolution authorizes the Board to enter into a Shared Services Agreement with the Board of Fire

Commissioners, Fire District No. 1 for the Services of a Fire Official and Clerk effective January 1, 2015 through December 31, 2019. There being no comments or questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. The resolution was adopted 4-0 on a roll call vote.

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

Resolution 2014-35 “Resolution Authorizing Execution of An Interlocal Services Agreement with Moorestown Fire District No. 1” was read by Vice President Grant. The resolution authorizes the Board to enter into an Interlocal Shared Services Agreement with the Board of Fire Commissioners, Fire District No. 1 for Fire Prevention and Code Enforcement Services effective January 1, 2015 through December 31, 2019. There being no comments or questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. The resolution was adopted 4-0 on a roll call vote.

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

5. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrator Booth mentioned minor revisions were made to the policy to include members of the Lenola Volunteer Fire Company. In addition a draft letter to employees and volunteer fire company members was prepared introducing the policy and requesting the acknowledgement form be returned indicating recipients received, read and understand the policy. Booth also mentioned online training will be rolled out during the first quarter, 2015. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to approve the revisions to said policy was approved by the four commissioners present. Booth stated the letter and policy will be distributed to all employees and volunteer fire company members by Monday, December 8th, 2015.
6. The Proposed 2015 Budget was discussed. Administrator Booth provided an overview of the 2015 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 \$1,341,818.00 which includes the amount to be raised by taxation of \$715,523.00 and total Appropriations of \$1,341,818.00. The amount to be raised by taxation remained flat as compared to the prior year, thus within the allotted 2% Levy Cap. The proposed tax rate decreased to .0834 per \$100.00 of assessed valuation.

Resolution:

Resolution 2014-36 “2015 Budget Resolution” was introduced and read by Vice President Grant. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to pass Resolution 2014-36 approving the 2015 Proposed Budget was unanimously approved by the four commissioners present on a roll call vote:

Wesolowski	-Absent
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 2015 Budget will occur at the January, 2015 Board Meeting.

7. New telephone system for the Fire House and the Bureau of Fire Prevention was discussed. Chief Grant informed the board the new telephone system was installed and is operational with minor issues to be addressed. Chief Grant mentioned he will be discussing telephone plans with Comcast to determine if better rates are available as compared to our current provider. A motion by Commissioner Niedermayer, second by Commissioner Ruggiano to pay the balance (\$4,650.00) to All Systems Go for the new telephone system was approved by the four commissioners present.
8. Fire Inspection Report for the Fire House was discussed. Maintenance Worker Ruggiano provided a status of the issues in the report. Ruggiano informed the Board that we are awaiting on signage for the fuel pump and that a card read system for the said pump is not available. In discussing with the Division of Fire Safety, the code is a valid code, however, does not apply to our situation. Brief discussion ensued. Commissioner Grant requested and Ruggiano agreed to obtain clarification from the Division of Fire Safety in writing to present to inspector at time of re-inspection. All remaining issues have been addressed.
9. Administrator Booth relayed a decision by the Squad and the Volunteer Fire Company to amend their security policy to allow hall renters, who are on a pre-approved list posted by Hall Manager Orsini access to the hall. This agreement came out of a meeting President Wesolowski had with representatives from both the Squad and the Lenola Volunteer Fire Company to discuss matter. Booth mentioned, President Wesolowski will provide a more detailed summary of the meeting at the January Board Meeting.
10. The Hall Lighting Project was discussed. Maintenance Worker Ruggiano provided a status of the project to transition to LED lighting in the hall. Ruggiano stated new LED bulbs were installed and appear to be operational.
11. Maintenance Worker Ruggiano discussed maintenance issues. Ruggiano informed the Board a new pest extermination company, Safe Guard will be used going forward for the Fire House. Ruggiano also mentioned a thermostat in the hall was broken therefore, new thermostats were installed and new covers were ordered. Ruggiano asked that the covers remain on to allow only authorized personnel to adjust settings.

New Business:

1. The Workers Compensation Audit was briefly discussed. Administrator Booth stated the audit took place on November 11, 2014 and that no additional premium payment is required. Booth added a small refund of 2013-14 premiums is expected.
2. The 2014 Actual vs. Budget Report was discussed. Administrator Booth briefly discussed the unexpended budget totals. Booth also mentioned the Fire Service Grant monies were received. A motion by Commissioner Niedermayer, Second by Commissioner Maahs to purchase and install a charger for 3132 at a cost of \$2,100.00 was approved by the four commissioners present.

Resolution:

Resolution 2014-37 “*Authorizing Budget Appropriation Transfers*” was introduced and read by Vice President Grant. The Resolution authorizes the Board to offset overspent 2014 budget items with under spent/underutilized budget items. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt Resolution 2014-37 was approved by the four commissioners present on a roll call vote.

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

3. The public hearing for the 2015 Proposed Budget was discussed.

Resolution:

Resolution 2014-38 “*Establishing Date, Time and Place for Public Hearing of the 2015 Budget* ”was read by President Grant. The Resolution sets the date, time and place for the Public Hearing of the 2015 Budget for Wednesday, January 7, 2015 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 2014-38 was approved by the four commissioners present on a roll call vote.

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

Meeting opened to the public.

Brittany Swan, EMT LFC Emergency Unit addressed the Board. Swan mentioned her key fob access to the building was removed earlier this year and inquired if there is going to be a formal

investigation where she would have the opportunity to provide her account of the incident in question. Swan also requested clarification regarding being allowed in the building to run calls for the squad at the Lenola Fire Station. In addition, Swan recounted discussions she had with the hall manager. Commissioner Grant stated this matter will be further discussed by the Board and requested she provide her contact information to Administrator Booth.

Chief Grant advised the Board that the Lenola Fire Company is filing for a grant for an exhaust system for the station. The cost is estimated at approximately \$56,000.00 (includes installation). Grant added if we do obtain the grant we would be required to contribute ten percent toward the cost. The application is due December 5, 2014. LVFC President Brian Wesolowski is preparing the grant request.

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

Executive Session:

Vice President Grant announced there was a need to meet in Executive Session to discuss a personnel matter. Grant informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2014 - 39 "Resolution Authorizing a Closed Executive Session" was read by Vice President Grant.

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 Maahs, seconded by Commissioner Niedermayer, and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:13 p.m. to enter into an Executive Session.

December 3, 2014

The Executive Session started at approximately 8:15 p.m. and was adjourned at 8:25 p.m.
Commissioner Ruggiano was recused from the Executive Session.

Meeting re-opened to the public.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:26 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration