

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 Robert Grant, Hall Manager/Fire Inspector Matthew Orsini, Chief Joe Shields, Battalion Chief Lenny Philips, Lieutenant Lee Lieber and Administrator Booth.

President 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 21st, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21st, 2013 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 this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 21st, 2013 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.

The Board deviated from the regular order of business to discuss an issue raised at last month's meeting. Specifically, logistical issues pertaining to the Delanco Fire at the Dietz and Watson facility were discussed. President Wesolowski mentioned Former Commissioner and Lieutenant Lee Lieber, Township Emergency Management Coordinator is in attendance to discuss said matter. Wesolowski also opened the meeting to the public in an effort to include all interested parties in the discussion. The discussion primarily centered on the upfront commitment required by vendors to pay certain fire fighting related expenses (e.g., fuel, heavy equipment, etc.) should a major fire occur in the district. Lengthy discussion ensued. It was determined the Board of Fire Commissioners Fire District No. 2 being tasked with fire protection, would commit upfront to pay said expenses if the fire/event was on private property and the owner was unavailable or

unwilling to commit. The Board would then work with the owner's insurance company to recoup costs, as appropriate. Lt. Lieber recommended reaching out to private businesses during the annual registration process informing them of process, should such an event occur. If fire/evney involved public infrastructure, the township would commit upfront to pay said expenses. If declared an emergency (i.e., large scale fire, hazmat situation), the township would be able to assist by helping manage the emergency from a public safety perspective. Administrator Booth agreed to contact the Board's Solicitor to determine if a process needs to be established to invoice either the owner or insurance company for expenses incurred should such an event occur.

On a separate topic, Lt. Lieber informed the Board the Township switched their community notification system from Global Connect to Code Red. Lieber stated the new system provides officials the ability to quickly deliver messages to targeted areas or the entire township via telephone, emails or texts and is available to all emergency services. This service is funded by a grant thought he county.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the November 6th, 2013 regular meeting were approved by the five commissioners present.

Chief's Report:

1. Report for November, 2013 was submitted by Chief Grant and filed.
2. Chief Grant mentioned 3135 passed the aerial inspection and the computer module for the Outriggers was replaced in an attempt to address a long standing issue. Grant informed the Board the cost of replacing the computer module is being discussed with Pierce due to the documented services issues on file.

Captain's Report:

1. Battalion Chief Philips gave report for November.
2. All apparatus and equipment were checked regularly throughout the month and are operational.
3. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: No reported problems.
 - Truck 3133: Replaced the Akron Piston Valve; Replaced swivel and bulb on the tele-light on passenger side; Calibrated the multi gas meter.
 - Truck 3135: Repaired air pack seat cable release; Replaced the computer module for the Outriggers; Tightened the main cables on the ladder; Ladder passed aerial inspection by National Testing however, maintenance issue with oil transponder was noted and is being addressed; Calibrated the multi gas meter and replaced a sensor.
 - Truck 3138: Preventive Maintenance service completed.
4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
240.0G	127.9	0.0G	367.9G

5. Report submitted and filed

Hall Rental Chairman's Report:

Hall Rental Manager Orsini gave the following Hall Rental Chairman's Report:

1. There were three paying and two non-paying affairs during the month of November. There were approximately 45 inquiries via email and telephone. In addition, there were four bookings during the month, one for 2013 and three for 2014.
2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of November the Squad responded to 125 EMS calls and 16 Fire calls for a total of 141 calls.
2. Chief Shields submitted the Squad Report and Financial Statement for November.
3. Chief Shields informed the Board the Squad's 2012 Audit was complete and they are meeting with Auditor to discuss report on Friday, December 6th, 2013.

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 the Statement of Expenditures. Bills received after the Statement of Expenditures 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 Grant to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in November is 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. Letter sent to Township Manager Scott Carew on November 12, 2012 requesting Council review Resolution 2012-19 “Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2014 through December 31, 2014” and should they find favorable, adopt a corresponding resolution approving salaries.
2. Received letter of resignation from Office Assistant Randy Williams on November 27, 2013.
3. Email sent to the Burlington County Engineers Office on behalf of Moorestown Fire Districts 1, 2 and Mount Laurel Fire Department regarding the Traffic Light Controller Project.
4. Received minutes to the New Jersey state Association of Fire Districts September 13th, Quarterly Meeting.

Old Business:

1. The Traffic Light Controller project was discussed. As discussed under “Communications” the joint email was sent to the Burlington County Engineers Office listing the priority intersections for installation of fiber optic cable and/or the Opticon GPS System. The email was sent on behalf Moorestown Fire Districts 1, 2 and the Mount Laurel Fire Department.
2. The snow plow contract with Expert Pest Control (Snow Management Division) for the 2013-2014 season was signed and is in effect. Contact information for Maintenance Personnel Ruggiano was provided to Expert Pest Control. Ruggiano will serve as the district’s single point of contact.
3. The 2013 Volunteer Fire Fighter incentive and wellness programs were discussed. Administrator Booth mentioned the incentive program payment information was received and checks will be provided to LVFC President Brian Wesolowski by Friday, December 6th. LVFC Vice President Orsini will be providing Administrator Booth with the participant information for the wellness program by year-end.
4. The Proposed 2014 Budget was discussed. Administrator Booth provided an overview of the 2014 Proposed Budget previously discussed at the Budget Workshops in October. Brief discussion ensued. Booth informed the Board an Internet Web Site Certification Checklist was added to the budget documents requiring signature by the Board’s secretary. The Moorestown Fire District No. 2 Web Site Project Plan was completed by December 31, 2012 thereby complying with statutory requirements of NJSA 40A:14-70.2. The Annual Budget as introduced reflects total revenues of \$1,125,362.00 which includes the amount to be raised by taxation of \$718,805.00 and total Appropriations of \$1,125,362.00. The amount to be raised by taxation increased 1.84% from the prior year, which is less than the allotted 2% Levy Cap. The proposed tax rate was maintained at .085 per \$100.00 of assessed valuation. A change (i.e., Commissioner Name) to the documents being reviewed was noted.

Resolution:

Resolution 2013-21 “2014 Budget Resolution” was introduced by title by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Maahs to pass Resolution 2013-21 approving the 2014 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 2014 Budget will occur at the January, 2014 Board Meeting.

5. The fire house parking lot repaving project was discussed. Specifically the quotes from two engineer firms, Stout & Caldwell Engineers & Surveyors and Dante Guzzi Engineer Associates for professional services for the parking lot repaving project were discussed. Administrator Booth mentioned they hope to receive a third quote from Alaimo Group Consulting Engineering prior to the next board meeting for said project. Brief discussion ensued. President Wesolowski recommended the Board wait for the quote from Alaimo Group before making final decision.

New Business:

1. The Workers' Compensation Audit was briefly discussed. Administrator Booth stated the Audit was completed on November 14, 2013. Booth also stated monies have been set aside in the 2013 Budget should additional premium charges be assessed as a result of the audit.
2. The onsite VFIS risk control survey was briefly discussed. Administrator Booth mentioned review was conducted on November 15, 2013. Both Chief Grant and Administrator Booth participated in the review. The purpose of the review was to help identify potential loss exposures and make recommendations to mitigate said exposures.
3. The 2014 Fire District Election was briefly discussed. Administrator Booth mentioned one seat (i.e., Commissioner Maahs) is up for nomination. Booth also mentioned the deadline for filing petitions of nominations for membership to the Board of Fire Commissioners to a three- year term is Friday, January 17, 2014.
4. The Draft Resolution and ballot question to acquire a New Engine/Squirt Fire Apparatus was discussed. Administrator Booth mentioned resolution and question were reviewed by the Board's Solicitor. Brief discussion ensued. Board will consider Resolution at the January, 2014 Board Meeting. Booth also provided lease financing scenarios, using current rates, for the Board to review. Booth noted all payments are subject to change and will be based on the discount and interest rates in effect at the time of lease/purchase.
5. The 2013 Actual vs. Budget Appropriations Report was discussed. The Board considered the following expenditures:
 - a. Providing financial assistance to the Squad; Board reviewed the financial reports of the Emergency Squad. Discussion ensued which included potentially the Squad adjusting their rates. A motion by Commissioner Ruggiano seconded by Commissioner Maahs to provide financial assistance to the Squad in the amount of \$10,000.00 was approved by the five commissioners present on a roll call vote.
 - b. Fire Equipment: Chief Grant discussed a proposal to purchase a software subscription for EZ Fire Records. The software records incidents, activities, persons, locations, assets and personnel. Discussion ensued. A motion by Commissioner Ruggiano seconded by Commissioner Niedermayer to purchase EZ Fire Software subscription, including training was approved by the five commissioners present on a roll call vote.

- c. Projects on the “Items to Consider” list; The Board discussed repair and maintenance work to the Bureau driveway (curb, apron and extend driveway - \$2,300.00), install three receivers for bay doors and program four transmitters (\$442.59), clean and recoat lower roof over lounge and kitchen (\$1,225.00) and replace batteries for emergency lights at Fire House (\$500.00). A motion by Commissioner Maahs seconded by Commissioner Niedermayer to approve above stated expenditures was approved by the five commissioners present on a roll call vote.

Board also discussed the purchase of new bumper blocks for the Fire House Parking Lot. A motion by Commissioner Wesolowski seconded by Commissioner Niedermayer to purchase new bumper blocks for an amount not to exceed \$1,500.00 was approved by the five commissioners present on a roll call vote.

Lastly the Board discussed the purchase of an electronic insert to the current sign in front of the Fire House. A motion by Commissioner Maahs seconded by Commissioner Grant to purchase an electronic insert to the current sign for an amount not to exceed \$10,000.00 was approved by four out of the five commissioners present with Commissioner Ruggiano opposing motion.

Resolution:

Resolution 2013-22 “*Authorizing Budget Appropriation Transfers*” was introduced by title by President Wesolowski. The Resolution authorizes the Board to offset overspent 2013 budget items with under spent/underutilized budget items. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to adopt Resolution 2013-22 was approved by the five commissioners present on a roll call vote.

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

- 6. 2014 Air Pack Lease payment due in 2014 was discussed. Administrator Booth mentioned the lease payment is due prior to the scheduled January 8th, 2014 Board meeting date. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to pay the 2014 air pack lease payment January 1, 2014 was approved by the five commissioners present. Booth also informed the Board that she will be sending a list of bills to be approved to the commissioners on January 2nd, 2014 for payment on Friday, January 3, 2014.
- 7. The request from the Maahs family to use the hall on December 24, 2013 from 3:00 pm to 9:00 pm for their annual family dinner was discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to allow said use of the hall was approved by the commissioners present.
- 8. The request from the Lt. Lee Lieber to use the meeting room on January 7, 2014 from 7:00 pm to 9:30 pm for an emergency management meeting was discussed. A motion by

Commissioner Niedermayer, seconded by Commissioner Ruggiano to allow said use of the meeting room was approved by the commissioners present.

Meeting opened to public:

Chief Shields thanked the Board for their additional financial assistance to the Squad.

Remarks by the President:

President Wesolowski thanked the commissioners on the Board for their work during the 2013 calendar year. Wesolowski mentioned he felt it was a successful year and much was accomplished. He also thanked the people in attendance at the meeting acknowledging they attend most meetings and that their input and efforts are appreciated during the course of the year.

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss a personnel matter. Wesolowski 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 2013- 23 “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 Maahs, seconded by Commissioner Grant and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 9:05 p.m. to enter into an Executive Session.

The Executive Session started at approximately 9:10 p.m. and was adjourned at 9:22 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board discussed the need to fill the position at the Bureau of Fire Prevention currently vacant due to the resignation of the office assistant. A motion by Commissioner Wesolowski, seconded by Commissioner Maahs to move forward with filling said position through regular appointment was approved by the five commissioners present on a roll call vote. It was also noted Fire Prevention Specialist Matthew Orsini and Administrator Booth will conduct interviews and make a recommendation to the Board at the January, 2014 Board Meeting

There being no further 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 9:25 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration