

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.

Commissioners Wesolowski, Grant, Niedermayer, Swan and Ruggiano were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini, Battalion Chief DiPaolo, Chief's Assistant Brian Wesolowski, Lieutenant Sterling, FF A. Humes 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 9th, 2018 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 9th, 2018 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 Swan, seconded by Commissioner Grant, the minutes of the November 7, 2018 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Reports for November, 2018 were posted on the board and submitted
2. Chief advised the board that the ladder testing will be Friday 12/9/18.
3. Chief advised that the 2.2 Air Pack bottles are now at end of life. Six bottles are outdated and 6 are still in spec but cannot be hydrostatic tested any further. He is researching

possible replacements. At this time there are packs being carried in the Chief's car and Battalion Chief/FI car. The other packs were used for school. Currently he will have spares taken from the apparatus if needed for school.

Chief's Assistant reported this was a fairly routine month.

Captain's Report:

Battalion Chief DiPaolo gave the following report for the month of November prepared by Captain Walter Fox:

1. All apparatus was checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout November.
3. Reports were submitted and filed.

Fire Official Report:

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

President Wesolowski inquired as to any updates on the Mall. Orsini stated that there was nothing substantive to report. He will be working with them on a remediation plan. Wesolowski asked where they were on the remediation. Orsini replied that he will be issuing a written notice to them to supply a remediation plan. This will be a more formal step and will list out a timeline for the repairs.

Rental Manager's Report:

Hall Manager Orsini gave the following report for October:

1. There were twelve affairs held during the month.
2. There were approximately fifty-five inquiries via email and telephone.
3. There were seven bookings during the month for 2019 and one for 2018.
4. Security deposits are scheduled to be returned.

Orsini also reported that the rentals for all of 2017 were 85. As of November 30, 2018, we are at 87. Currently on target for 97 for the year with the possibility of more. Discussed with the increases in rentals he will be looking to upgrade some aspects of the hall. He has been working with the administrator to come up with a plan for upgrades.

President Wesolowski reported that there were requests to use the hall. Administrator Knobbs requested to use the hall on Christmas eve for the annual Maahs-Knobbs family dinner. Motion by Commissioner Swan, seconded by Commissioner Grant to allow the use of the hall was approved by the five commissioners present.

Wesolowski also read a request from Commissioner Niedermayer to use the hall on Sunday February 10, 2019 for a baby shower. Motion by Commissioner Swan, seconded by Commissioner Grant to allow the use of the hall was approved by the five commissioners present.

Squad Report:

Chief Joseph Shields was in attendance. He advised the board that the latest financial reports were provided to the administrator. (Same were placed in the Commissioners drop box). He further advised that as of November 20, 2018 the squad had responded to 2,650 calls. Of those, 329 were handled by the Delran/Riverside duty crews. Also advised that the Delran/Riverside contract would be expiring sometime in January 2019. The State has approved an outside company to oversee the Delran squad in returning to service.

Chief Shields reported that the biller they had was let go for non-performance.

Chief Shields then reported that he had been contacted several weeks ago by Masonic Lodge 281 of Moorestown/Maple Shade requesting nominations for their annual First Responder Award. This year's nominee that was chosen to be recognized was Commissioner Jacqueline Grant for her years of EMS Service. Chief Grant congratulated Grant on her 40 years of EMS service to the community.

Bills:

The Statement of Expenditures, listing of bills to be paid in December 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. Knobbs specifically pointed out the bills that were coming due for Craven Plumbing. The bills will be separated out for the replacement of the water heater and boiler expansion tank. The largest portion will be for the repair of the sewer lines. The project expanded in size and cost as the plumbing was exposed. The pipes were rotted out and crumbled as they were exposed. The final bills have not yet been presented for payment. The total due to Craven will be \$18,909.64. As stated, this will be separated into three separate bills.

President Wesolowski called for a motion to approve the bills as explained along with any regular scheduled bills, excluding the plumbing bills. Motion by Commissioner Swan, seconded by Commissioner Niedermayer was approved by the five commissioners present.

President Wesolowski then discussed the plumbing bills. President Wesolowski asked that Commissioner Ruggiano along with Administrator Knobbs verify and inspect the work for completion. Wesolowski called for a motion to approve payment of the plumbing bills after completion. Motion by Commissioner Swan, seconded by Commissioner Grant was approved by the five commissioners present.

Communications:

1-Knobbs reported that the snow contract for 2018-2019 was signed. Copy is in the drop box.

2- Knobbs reported that we had an audit of our Workers Comp policy by NJM. The auditor reported that the auditor stated that we were good for the past year. Knobbs further advised that in looking at the audit and looking forward to 2019, he has reviewed the salary adjustments and recategorizing of positions with Don Sheldon from Brown and Brown. The new totals would increase our policy for 2018-2019 by \$3,398.00. He asked Sheldon to make the appropriate changes to the policy and have an adjusted premium bill sent this year. President Wesolowski called for a motion to approve the payment of the additional premium. Motion by Commissioner Grant, seconded by Commissioner Swan was approved by the five commissioners present.

3- Knobbs discussed the timeline for the election and budget process. Copy is in the drop box. Advised that we are on schedule so far, and advised that the advertisements for the election, Commissioners Election petitions and Vote by Mail would be sent to the newspapers next week.

4- Knobbs advised that the last item was a letter received from the Fire Chief, requesting the board revisit the use of the Fire Inspector vehicle by BC/FI DiPaolo. President Wesolowski requested that the letter be read aloud by Administrator Knobbs. After the reading, Wesolowski called for a discussion by the board. Commissioner Grant stated that the most important aspect to her was that the apparatus responds in a timely manner. Commissioner Swan asked for clarification, would the BC/FI be responding to the station, or directly to the scene. Chief Grant advised that the Chief Officers are in communication on each call. If the BC/FI were to be passing the call, he would respond to the call and another officer would respond to the station. Normal course of action would have him responding to the station. After discussion, President Wesolowski restated that the request was not open-ended and would be revisited if the employee status changed. Wesolowski called for a motion. Motion by Commissioner Swan, seconded by Grant was approved by the five commissioners present.

Old Business:

1. Source Capture Exhaust System – Administrator Knobbs advised the system is in and running. Minor adjustments needed for sensitivity have been made. The final bill was paid and the job is complete.
2. Fire Official, UFD Appeal- Administrator Knobbs reports that there is nothing new, still waiting for Pension Board approval.
3. 2019 Budget – President Wesolowski stated that there was a resolution to be presented. He asked for clarification as to the purpose of the resolution. Knobbs explained that the resolution was the boards approval to send the budget to the state for their approval. He clarified that the budget could be changed up to and including the hearing on January 2nd, 2019. He asked if the President would like him to review the changes that were made to the budget since the last meeting. Knobbs reviewed the submission. He stated that the total budget did not change. There was a shifting of numbers between the State categories after meeting with the auditor to review the submission. Knobbs started the presentation by reviewing the current years budget status. Explained the balances in the categories and which categories will be having funds transferred later this evening by resolution. He also discussed the funds that would be available for purchases/encumbrances this year. Knobs discussed the remaining funds and presented ideas for the board to consider. He stated that these funds

would not affect the budget for next year enough to change the tax rate due to the county rounding of the tax rate. He reviewed the reserve fund balances and what was projected to flow back into reserves this year. After the presentation, President Wesolowski asked the commissioners if there were any questions on what was presented and if the commissioners were satisfied with the 2019 budget as presented. Hearing no comments from the board, Wesolowski opened the meeting to the public for comments. Hearing nothing from the public, the public discussion was closed.

Resolution 2018-21 "2019 FIRE DISTRICT BUDGET" was introduced and read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Swan. On a roll-call vote, the resolution was adopted 5-0.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Swan	-Aye

President Wesolowski thanked the people responsible for the preparation of the budget, and acknowledged the work and time put into the process by all involved.

4. Snow Contract – Administrator Knobbs reported that snow contract has been signed as he had reported during the communications portion earlier.
5. Exhaust System Policy- Chief Grant reported that there is a trial in progress and has been working well so far. After the trial period a formal policy will be written. President Wesolowski asked if the Squad has been involved in the process and Chief Grant responded that they have been advised of the minimum requirements and are also in the trial phase. Wesolowski asked for a further report in January.
6. Plumbing Issues- All issues with this have been discussed earlier.
7. Commissioners Salaries- Knobbs reported that Resolution 2018-20 as adopted by the board in November was sent to the Township. It was presented to Council and was approved. A copy of their resolution was received and is in the drop box.
8. Parking lot Resealing at BFP- Knobbs reported that the resealing and striping of the parking lot is completed.

New Business:

1. Facial Hair Policy – President Wesolowski stated that the issue of facial hair has come up in the past and had been resolved by talking to the individual involved. He asked that the Chief and the Officers come up with a Facial Hair Policy. Chief Grant asked where this issue has come from. He stated that the Fire Company has a policy in effect currently that states that in order to be pack certified you need to be clean shaven in order to wear the pack. He further stated that the members are volunteers and if they chose to wear facial hair during certain months of the year, they would be unable to wear a pack until the shaved. He requested why

the board was addressing the issue as a whole when he was not previously made aware of any problems. Wesolowski stated that since the issue has come up at different times in the past, he was asking if there should be a policy in place to point to when it arises. Chief Grant stated that there was a policy already in the SOP's. President Wesolowski asked that a copy be forwarded to the board. After discussion, Chief Grant agreed to send the copy of the SOP to the board. Wesolowski stated that he was satisfied that there is no need to create an additional policy.

2. **Resolution 2018-22** "*ESTABLISHING THE DATE, TIME AND PLACE FOR THE HOLDING OF A PUBLIC HEARING ON THE 2019 BUDGET*" was introduced and read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Swan, seconded by Commissioner Grant. On a roll-call vote, the resolution was adopted 5-0.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Swan	-Aye

3. **Resolution 2018-23** "*Resolution Authorizing Budget Appropriation Transfers*" was introduced and read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Swan, seconded by Commissioner Grant. On a roll-call vote, the resolution was adopted 5-0.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Swan	-Aye

Meeting opened to the public:

F.O. Orsini stated on behalf of himself and his office, he would like to thank the board for their continued support and stated that it was a pleasure working with the new administrator.

Chief Grant wanted to reiterate the feelings expressed by the Fire Official and thank the board for the continued support.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration

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