

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 Rob Grant, Retired Chief Ruggiano, Fire Fighter John Swan Sr. and Administrator Booth.

President Wesolowski 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 28<sup>th</sup>, 2012 the Board Administrator transmitted the required notice to the Burlington County Times.

Additionally, on February 28<sup>th</sup>, 2012, the Board Administrator posted the required notice 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 on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on March 7, 2012, filed with the Clerk of the Township of Moorestown on July 23, 2012 and mailed to each person who has requested copies of the schedule of meetings.

The Board Administrator has provided me with an affidavit, certifying that the aforesaid delivery and posting of notices were accomplished.

President Wesolowski called for a salute to the flag and a moment of silence after which he identified the emergency exits.

President Wesolowski stated the Board will be deviating from the regular order of business and mentioned the Board's Auditor, Ed Paul, is in attendance to discuss the 2013 Budget.

Administrator Booth and Auditor Ed Paul provided an overview of the 2013 Budget previously discussed at the Budget Workshops in October. Brief discussion ensued. The Annual Budget as introduced reflects total revenues of \$934,331.00 which includes the amount to be raised by taxation of \$702,611.00 and total Appropriations of \$934,221.00. The amount to be raised by taxation increased 0.9% from the prior year, which is less than the allotted 2% Levy Cap. The proposed tax rate was maintained at .07 per \$100.00 of assessed valuation.

**Resolution:**

Resolution 2012-23 “2013 Budget Resolution” was introduced by title by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 2012-23 approving the 2013 Budget was unanimously approved by the five commissioners present on a roll call vote:

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye
Lieber	-Aye.

Booth mentioned the approved budget will be submitted to the state and a public hearing will be held regarding the 2013 Moorestown Fire District No. 2 Budget during the January 2, 2013 Board Meeting.

**Minutes:**

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the November 7, 2012 regular meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the November 7, 2012 Executive Session were approved by the five commissioners present.

**Chief’s Report:**

1. Report for November was submitted by Chief Grant and filed.
2. Chief Grant informed the Board that all the Trucks were repaired as planned. The damage to Truck 3135 was repaired by Glick Fire Equipment along with the damage to the building.
3. Chief Grant stated N.D. Testing was performed on Truck 3135. Truck passed with minor issues.
4. Chief Grant informed the Board that the Lenola Volunteer Fire Department received a Proclamation from the Mayor for their work during Hurricane Sandy at the Town Council Meeting held on Monday, December 3<sup>rd</sup>.
5. Chief Grant also informed the Board they are having issues with teenagers vandalizing the Emergency Board in front of the Station by rearranging the letters placed on the board. Discussion ensued. The Board agreed to look into the cost of replacing the Board with an electric sign and in the interim make the police aware of the issue and request they check the sign periodically.

**Captain’s Report:**

1. Chief Grant 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: Replaced batteries in air packs
  - Truck 3133: Replaced A/C Compressor and fans for roof top condenser; Replaced batteries in air packs; Replaced Firecom headset in seat #1
  - Truck 3135: Flow tested air packs and spare bottles; Replaced batteries in air packs; National Testing of ladder was performed; Replaced diamond plate cover on rear bumper; Replaced driver side rear diamond plate shelf for rotating light
  - Truck 3138: No problems reported.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
227.0G	165.0G	0.0G	392.0G

5. Report submitted and filed.

**Hall Rental Chairman’s Report:**

Matthew Orsini was not in attendance due to an illness. Administrative Booth read the following report provided by Hall Rental Chairman Orsini:

1. There were three paying affairs during the month of November and one non-paying affair (Testimonial Dinner). There were approximately 45 inquiries via email and telephone. There were four bookings during the month, one for New Year’s Eve and three for 2013.
2. There were four cleanings 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 was not in attendance, therefore no report was given.

**Bills:**

The Statement of Expenditures, listing the bills to be paid in December, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills 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 Maahs, seconded by Commissioner Niedermayer to pay the following bills (excluding the Hall Restoration bills to be discussed under Old Business) 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 Maahs abstained on all Fire Official Maahs’ invoices.  
Commissioner Grant abstained on all Chief Grant’s invoices.

**Communications:**

Administrator Booth discussed the following communications:

1. The following Public Notice was published in the Burlington County Times:
  - Notice that the Board approved resolution to establish the Positions of Chief, Deputy Chief, Battalion Chief, Captain and Lieutenants.
2. 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, 2013 through December 31, 2013” and should they find favorable, adopt a corresponding resolution approving salaries.
3. Letter received from Patricia Hunt, Township Clerk dated November 20, 2012 which included two certified copies of Resolution 187-2012 approving salaries for Fire District No. 2 for the year 2013. The resolution was adopted by the Township Council at its meeting on November 19, 2012.
4. Received the minutes from the New Jersey State Association of Fire Districts September 14, 2012 Quarterly Meeting. Relevant items were highlighted by Administrator Booth.
5. Received the 2012 Supplemental Fire Service Grant in the amount \$1,177.00.
6. Letters were sent to all vendors requesting they complete Form W-9 (Taxpayer Identification Number) and return by December 31, 2012. These letters were sent as part of an ongoing effort to be in compliance with IRS Regulations.

President Wesolowski asked if Administrator Booth received all the Form W-9s from the volunteers receiving incentive payments. Booth replied she has all but a few and is expecting the remaining by end of day Friday.

**Old Business:**

1. Administrator Booth provided a copy of the Website Project Plan Status Report. Booth discussed the completion of two tasks on the project plan (i.e., Annual Audit & Minutes of Meetings). The requirement to list attorneys, advisors, consultants, etc., which received remuneration of \$17,500.00 or more during the preceding fiscal year was discussed. A draft list was provided to commissioners for their review. Wesolowski suggested including a footnote to provide further information regarding the source of funds used to pay for the Restoration of the Hall and the Asbestos Removal. The Board agreed to post said list as amended on website.

The requirement to include Fire District’s rules, regulations and official policy statements deemed relevant by the commissioners to be of interest to the residents within the district was also discussed. Brief discussion ensued. Since further clarification/guidelines from the state regarding the specific requirements for the website will not be forthcoming, Administrator Booth recommended we determine what other districts are including in this section to see if appropriate to include.

2. Administrator Booth discussed the 2011 Health Benefits Reform requirement to establish Section 125 Plans (e.g., Flexible Spending Account - FSA, Premium Option Plan - POP,

etc.). Booth informed the Board that the Open Enrollment meeting for the employees is scheduled for Friday, December 7, 2012 with implementation of the program effective January 1, 2013.

3. President Wesolowski discussed the status of the Hall Restoration Project. Wesolowski summarized a number of issues that remain unresolved (i.e., Expansion Joints, Dance Floor and various punch list items). Discussion ensued. Wesolowski stated the original invoice did not have the dollar amount breakdown needed to review the invoice. Administrator Booth informed the Board the detailed invoice from Belfor Restoration for the hall repairs was received today. The Board agreed to hold back 10% (\$18,620.70) from the Hall Restoration invoice until the remaining issues are resolved. The Board also agreed to pay in full the invoice for the emergency water extraction, drying and demolition as well as the tile work outside the scope of the restoration project. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to pay the following Belfor invoices were approved by the five commissioners present:
  - \$22,705.22 - Payment in full for emergency water extraction, drying, demolition and anti microbial application
  - \$4,027.55 - Payment in full for tile work outside scope of restoration project
  - \$167,586.25 - Partial payment for restoration of hall (holding back 10%).
 President Wesolowski asked and Administrator Booth agreed to prepare letter to Belfor explaining the reasons for the partial payment.
4. Administrator Booth discussed the Squad's recommendation from the October 17, 2012 Budget meeting to combine insurances in an effort to reduce costs. Booth stated she and Captain Dan Shields will be meeting again with Don Sheldon, the Board's Insurance Broker on Thursday, December 5, 2012 to go over the paperwork required to be submitted for approval by the NJ Workman's Compensation Bureau.
5. President Wesolowski provided a brief status on the Employee Contract. Wesolowski stated the Employee Contract was signed by the appropriate parties and will be effective January 1, 2013.
6. Administrator Booth provided a brief status regarding the appointment of Greg Askenstedt to the Part Time Fire Prevention Specialist position at the Bureau of Fire Prevention. Booth stated the completed Certification of Eligibles for Appointment and Provisional Appointment Listing were sent to Civil Service for processing.
7. Administrator Booth further discussed the purchase of six Apple iPads for the Commissioners and the Administrator, in an effort to increase efficiency and productivity. All documents will be sent electronically and accessed via the iPads during the month and at Board Meetings. A quote for \$2,994.00 was received from Apple for the six iPads (same price as under the NJ State Contract #70259; \$499.00 each). Brief discussion ensued. The Board agreed not to purchase the extended warranty. Availability of funds in the 2012 budget was discussed. A motion by Commissioner Maahs, seconded by Commissioner Lieber to purchase six Apple iPads for \$2,994.00 along with screen protectors was approved by the five commissioners present. The motion includes the following stipulations: The Board agreed that the iPads are to be used for official Board Business only and are the property of the Board of Fire Commissioners, Moorestown Fire District No. 2. In addition, the iPads are to be returned should a member leave the Board.
8. President Wesolowski discussed the information needed to include the two questions on the ballot for the February Fire District Election regarding the replacement of the Fire Official

vehicle and the repaving of the parking lot. Wesolowski researched the state contract pricing for the vehicle. Discussion ensued. The base cost of the vehicle along with cost of outfitting said vehicle with an adjustment to reflect 2014 pricing was discussed. The Board agreed to use an estimate of \$38,000.00 as the cost to replace the Fire Official vehicle for ballot purposes. Wesolowski asked and Booth replied no to the question if we received a new quote for the repaving of the parking lot. Booth agreed to follow-up with Retired Chief Ruggiano on receiving said quote for the January Board meeting.

9. President Wesolowski asked Administrator Booth if Harry Bopp has provided the detail to extend the condensation drain on the roof. Booth replied no, however, stated she spoke with Bopp today and he hopes to meet with Orsini within the next two weeks and provide plans soon after.
10. President Wesolowski asked and Administrator Booth replied yes to the question if she received a copy of the letter from OSHA confirming the hazards and/or violations identified on the date of inspection were abated.

**Resolution:**

**Revised Resolution 2012-20** “*Budget Offsets*” was introduced by title by President Wesolowski. The Resolution authorizes the Board to offset overspent 2012 budget items with under spent/underutilized budget items. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to adopt Resolution 2012-20 was approved by the five commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye
Lieber	-Aye.

**New Business:**

None.

**Meeting opened to public:**

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

**Remarks by the President:**

President Wesolowski thanked everyone who helped make 2012 a successful year. Wesolowski mentioned this was a year of trials and tribulations and there was a lot of extra work to be done. He thanked the members of the Board, the Administrator, the employees at the Bureau of Fire Prevention, the Maintenance Worker along with the officers and men and women of the Lenola Volunteer Fire Company for all their effort in 2012.

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

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator