

### 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.

Three Commissioners were present, Commissioner Ruggiano and Commissioner Grant were absent. Also, in attendance were Chief Robert Grant, Fire Official Orsini, Battalion Chief DiPaolo 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 8<sup>th</sup>, 2017 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 8<sup>th</sup>, 2017 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 Niedermayer, the minutes of the January 2, 2019 regular meeting were approved by the three commissioners present.

On a motion by Commissioner Swan, seconded by Commissioner Niedermayer, the minutes of the January 2, 2019 Executive Session were approved by the three commissioners present.

### **Chief's Report:**

Chief Grant gave the following report:

1. Reports for January, 2019 were posted on the board and submitted
2. Chief advised the board that Active Shooter training was held in January. There were 15 firefighters in attendance. This is TECC Training (tactical training).
3. The decon kits are on the trucks and in use.
4. The batteries on the trucks are being replaced with a newer maintenance free battery system. These will replace the old \*D batteries. Replacement will go from 3 to a 5-year cycle. 3135 has already been completed. 3131 is scheduled to receive replacements this year.

**Chief's Assistant Report:**

Chief Grant gave the report. In addition to the regular duties, the assistant has been following up with VFIS to put their audit recommendations in place. Also updated the Blood Borne Pathogen and Hazmat information for training that took place.

**Captain's Report:**

Deputy Chief DiPaolo gave the following report for the month of December prepared by Captain Walter Fox:

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. Report was 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.
3. Annual LEA year end reports were filed with the State and Certified.
4. Annual Fire Investigation training will be held on March 6-8<sup>th</sup> in Atlantic City.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for December:

1. There were five affairs held during the month.
2. There were approximately fifty-five inquiries via email and telephone.
3. There were eight bookings during the month for 2019 and two for 2020.
4. Security deposits are scheduled to be returned.

President Wesolowski asked if there any projects in the hall this month since rentals are low. Orsini stated that there is nothing major at this time, he is working to get the painting done and hopefully be able to work on a section at a time so that there is continual updating being accomplished. Chief Grant asked if the projects to replace/refurbish the counters/sinks was going to be taking place. Orsini stated that there is nothing planned at this time, but will be looked at going forward. President Wesolowski asked about the doors going from the catering area to the

chair room. Stated that he noticed there are large gouges in the bottom of the doors from the chair carts. Orsini stated that this is part of the refurbishment plan for the hall along with replacing the wheels on the table carts.

**Squad Report:**

Administrator Knobbs reported that there are financial reports for October and November 2018 in the drop box. States that the squad is doing well financially now that the billing problems have been worked out.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in February 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.

There being no further questions or comments on the bills, a motion by Commissioner Swan, seconded by Commissioner Niedermayer to pay the February bills and any regular bills that come in was approved by the three commissioners present.

**Communications:**

1. The 2019 Adopted Budget and Letter was sent to the Director, DLGS on January 11, 2019. Last conversation with the State DLGS was that the budget would be approved, but they could not guarantee that we would have a physical copy in hand prior to the election. They state that we were fine to proceed with the election
2. W-2s were distributed to employees.
3. 1099s were distributed to vendors.
4. The second Notice of Annual District Election & Publication of 2019 Budget Summary was sent to Burlington County Times for publication and posted at the Fire House and on the official website.
5. Letter requesting to use the hall was received from the NJ State Fireman's Association for the annual caucus meeting on Tuesday August 20<sup>th</sup>, 2019. Motion by Commissioner Swan, seconded by Commissioner Niedermayer to allow the use of the hall was approved by the three commissioners present.
6. Letter requesting to use the hall was received from Michael T. Maahs for a wedding shower on March 24<sup>th</sup>, 2019 at 1:30 p.m. Motion by Commissioner Swan, seconded by Commissioner Niedermayer to allow the use of the hall was approved by the three commissioners present.

**Old Business:**

1. Washer/dryer purchase – Administrator Knobbs advised the recommendation from Chief's Asst Wesolowski is in the drop box. He was due to present this tonight but was absent due to a medical issue. The proposal was for a stackable washer and dryer along with the necessary hardware. The total was \$1,876.15. Knobbs discussed how this pair was selected and the prohibitive cost of obtaining commercial units. Stated that these will not carry a warranty due to being residential units in a commercial building. President Wesolowski asked if these could be put onto the PSE&G Worry Free contract. Knobbs will look into this possibility.  
Motion by Commissioner Swan, seconded by Commissioner Niedermayer to purchase the washer and dryer as recommended was approved by the three commissioners present.
2. Scheduled Meeting Notice- Administrator Knobbs reported that the draft is in the drop box. Motion by Commissioner Swan, seconded by Commissioner Niedermayer to approve the meeting date schedule was approved by the three commissioners present. Administrator Knobbs will have same published in the Burlington County Times, The Moorestown Sun and copies will be posted in town hall, the library and the fire house as well as posted on the website.
3. Fire Official, UFD Appeal- Administrator Knobbs reports that there has been some movement in this matter. Certifications of salaries for Pension Board approval. They have the paperwork and are reviewing same.
4. Proposed 2019 Budget Process
  - i) State approval of 2019 Adopted Budget. Knobbs stated that as he alluded to earlier, he was assured by the state that the budget was approved, but unknown when the physical approved copy would arrive.
  - ii) Revision to Rateables from Township-Administrator Knobbs reported that he had received an email from the township finance director on Sunday 1/27/19 reporting a 798,155,500 total rateable for Fire District No. 2. Knobbs immediately questioned the total as first glance it appeared to be \$24.5 million less than what was originally reported to us. Merchel responded back late that Sunday evening that he would have to look at it again on Monday, but it was due to late tax rate appeals settlements. He would Contact Charlie McCullough to review the figures. Knobbs reviewed what the new rateable total would mean. Ultimately it would mean an increase in the tax rate to 9.7 cents per hundred. Knobbs stated that there is also refiguring being done by the Township on the average assessed home value for Fire District No. 2. Wesolowski asked what these new numbers would mean to the prepared statement/press release. Knobbs stated that he currently has two versions, the original and a revised copy awaiting the final numbers from the township.
- b) Projected 2018 Budget vs Actual Report-Knobbs reviewed the final totals for the year ending 12/31/18. Knobbs reviewed the final numbers for the Reserve Funds. Knobbs reported that overall the reserves will increase a total of over \$86,000.00. President Wesolowski stated that they would need to look closely at the budget next year and take into account how well the reserves are and the current status of rateables so the tax payers are not subject to another increase.
  - i) 2018 Encumbrances-Knobbs reviewed the encumbrances and stated that there is a copy of same in the drop box.

**New Business:**

1. Shared Services Year end Reconciliation- Knobbs stated that the reconciliation was part of the numbers previously reviewed. Knobbs also stated that there is a complete reconciliation report in the drop box. He would be happy to discuss it further if needed. There were no questions.
2. 2018 Audit Process-Administrator Knobbs reports that he has begun compiling the necessary documentation for the audit.
3. Election- Administrator Knobbs reviewed the following items:
  - a) Petitions received (3)
  - b) Ballot Face transmitted to county on 1/19/19 for electronic ballot
  - c) Ballots provided to County for Absentee Ballots on 1/22/19
  - d) Public Notices were published
  - e) Arrangements made w/Judge, Tellers and machine operator for 2/16/19 Election
  - f) Voting machine requested
  - g) Voter Registration List requested
  - h) 2019 Election Press Release prepared
4. IAAI Per Diem Request- Was discussed and approved with the Bills.
5. Resolution 2019-04 "Budget Appropriations Transfer" was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Swan, seconded by Commissioner Niedermayer. The resolution was adopted 3-0 on a roll call vote.
 

Wesolowski	- Aye
Grant	- Absent
Niedermayer	- Aye
Swan	- Aye
Ruggiano	- Absent
6. Firehouse Security Fobs- President Wesolowski discussed the current system of obtaining and administering the security fobs. Stated that he would like to see the process brought in house and administered by the Chief's office. Motion by Commissioner Swan, seconded by Commissioner Niedermayer to bring the security fob system in-house was approved by the three commissioners present.
7. Dumpster Purchase- President Wesolowski requested that since we have a firm quote on the dumpsters, that they be purchased now. He also asked what happens to the old dumpsters. Knobbs stated that there is nothing indicated in the quote about them removing the old dumpsters. Knobbs will inquire further and report back to the board on this issue. Motion by Commissioner Swan, seconded by Commissioner Niedermayer to purchase the dumpsters was approved by the three commissioners present.

President Wesolowski asked if any commissioners had anything else, that they would like to discuss. Commissioner Swan stated that the sign board in front of the Firehouse has been empty for some time now. F.O. Orsini stated that he apologizes for the empty board. He tries to change the board monthly. The next event coming up is the election on 2/16/19 and Wesolowski requested that it be advertised on the board.

February 6, 2019

**Meeting opened to the public:**

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:00 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration