

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 with the exception of Commissioner Maahs. Also in attendance were Fire Official/Hall Manager Orsini, Captain DiPaolo and Administrator Booth.

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>, 2016 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>, 2016 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 Niedermayer, seconded by Commissioner Grant, the minutes of the January 4<sup>th</sup>, 2017 meeting were approved by the four commissioners present.

**Chief's Report:**

Chief Grant was unable to attend meeting, Deputy Chief Orsini stated the Chief's report will be included in the Captain's report. The report submitted by the Chief's Administrative Assistant was provided to the board.

**Captain's Report:**

Captain DiPaolo gave the following report for January:

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. Discussed 3131 repairs.
3. Report was submitted and filed.

**Fire Official Report:**

Fire Official Orsini gave the following report:

1. One hundred and thirty-six inspections were performed in January.
2. Penalty totals for the month of January were provided.
3. Members of the Fire Prevention Office gave an Arson Investigation presentation for students at William Allen Middle School during their Forensics' Class on December 15 & 16. The presentation included a mock investigation and was well received.
4. Report was submitted and filed.

**Hall Rental Manager's Report:**

Hall Manager Orsini gave the following report:

1. During the month of January there were five affairs, approximately sixty-five inquiries via email and telephone and six bookings during the month; five for 2017 and one for 2018.
2. All security deposits are scheduled to be returned.
3. Informed the board that with February being a low rental month, the hall is scheduled to be painted.
4. 2017 hall booking activity was briefly discussed.
5. Updated dates will be posted in the lounge.

**Squad Report:**

Chief Joe Shields was not in attendance. Monthly financial reports were not 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 Statement was prepared were read by Administrator Booth at the meeting. There being no comments or questions on the bills, a motion by Commissioner Grant seconded by Commissioner Niedermayer to pay the following bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills paid in February are available upon request.)

Commissioner Grant abstained on all Chief Grant 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 and Budget Amendment Certification Form allowing recognition of FEMA grant monies as income in 2016 was sent to the state on January 4, 2017.
2. The Adopted 2017 Budget was submitted to the state on January 5, 2017 for review and certification and posted on the bulletin board at the Fire House and the official website of the district.
3. W-2 Statements were distributed to all employees.
4. 1099 Misc. Forms were distributed to all persons or vendors requiring such.
5. The Second Notice of the Annual Fire District Election and the Publication of the 2017 Budget Summary including a ballot question were published in the Burlington County Times and posted on the bulletin board at the Fire House and the official website of the district.
6. Copy of the 2017 Employee Holiday Calendar was provided to Board.
7. Received Annual Survey of Occupational Injuries and Illnesses to be completed and submitted.
8. Rebate check in the amount of \$676.63 was received from Bank of America.
9. Received Certification of Adopted Budget from the state on January 30, 2017.

**Old Business:**

1. The Active Shooter/Emergency Services Rescue protective equipment was briefly discussed. Administrator Booth stated three sets of protective gear (six in total) were delivered and the invoice was included in the Bills To Be Approved Report. The committee will reconvene to discuss the medical pouch and carrier bags.
2. The Direct Install Program was discussed. Administrator Booth discussed the scope of work document from Hutchinson outlining options and related costs. Lengthy discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Ruggiano to further consider project for Budget year 2018 was approved by the four commissioner present. Since the program runs on a fiscal year ending in June, the Board agreed to reapply for the program in late summer for potential inclusion in the 2018 Budget. Booth agreed to discuss funding and process with Auditor.
3. The Workers Compensation carrier review was discussed. A revised proposal from Benchmark Insurance was discussed. The Board agreed to further consider proposal.
4. The Fire Official, UFD request was briefly discussed. Administrator Booth stated we are awaiting a response from the Board to the Civil Service Commission Division of Appeals and Regulatory Affairs regarding said request.
5. The Township Ordinance 23-2003 "Emergency Medical Services Agreement" was briefly discussed. Administrator Booth stated she along with Chief Joe Sheilds and Chief Dan Sheilds have a meeting with Township Manager Tom Merchel on February 2, to discuss amending ordinance in 2017.
6. The Proposed 2017 Budget was discussed. As mentioned under Communications, final certification from the state for the Adopted 2017 Budget was received.

**New Business:**

1. The 2016 Actual vs. Budget Report was briefly discussed.
2. Administrator Booth briefly discussed the process of canceling four checks issued by the board in 2014 and 2015 however not presented for payment. The checks totaled \$152.06.

**Resolution 2017-03** *“Authorizing the Cancellation of Checks”* was read by President *Wesolowski*. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll-call vote, the resolution was adopted 4-0.

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

3. Biennial Harassment and Discrimination Training was discussed. Administrator Booth provided the cost of the training. Brief discussion ensued. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to contract with Thompson Reuters for on-line training at a cost of \$16.21 per person was approved by the four commissioners present.
4. The December 24, 2016 incident with 3135 was briefly discussed. The incident report, pictures of the damage and repair quote were provided to the board. The insurance company has approved the claim and payment will be issued once actual repair costs are received.
5. Administrator Booth briefly discussed the 2017 Election Process. One petition was received nominating a candidate for the open seat on the Board. Booth mentioned the ballot face was transmitted to the county for the electronic voting machine and paper ballots were also provided for “mail-in” ballot requests. In addition, all required public notices were published and posted. Booth also stated arrangements have been made with the Judge, Tellers and voting machine operator for the election scheduled for Saturday, February 18, 2017. A sample ballot was shared with the Commissioners. Booth also informed the Board that the Voter Registration list has been requested and the Election Press Release has been prepared and will be provided to any reporter requesting information and posted on the official website.
6. The “Draft” 2017-2018 Notice of Annual Scheduled Board Meetings was discussed. A motion by Commissioner Niedermayer seconded by Commissioner Grant to approve the 2017-2018 Notice of Annual Scheduled Board Meetings was approved by the four commissioners present. Booth stated said notice will be published in the Burlington County Times and the Moorestown Sun, posted on the bulletin boards of the Fire House, Town Hall and Library and posted on the official website.
7. The 2016 Audit was briefly discussed. Administrator Booth informed the Board that preparation for the 2016 Audit has begun.
8. Quotes to remove a tree and shrub from behind the Fire Prevention office was discussed. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to remove tree and shrub for \$450.00, the lower of the two quotes, was approved by the four commissioners present. In addition, the quote for a new washing machine for the Fire Prevention Office was also discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to purchase washing machine at a cost of \$499.00 was approved by the four commissioners present.
9. The board agreed to assign the used iPad returned by Commissioner Maahs to Chief Grant and assign the new iPad purchased at the end of 2016 to the incoming commissioner.
10. Administrator Booth briefly discussed the budget appropriation transfer process.

**Resolution 2017-04** “*Authorizing Budget Appropriation Transfers*” was introduced and read by President Wesolowski. The Resolution authorizes the Board to offset overspent 2016 budget items with under spent/underutilized budget items. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll-call vote, the resolution was adopted 4-0.

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

11. President Wesolowski discussed proposed legislation to give local fire districts the option of moving elections from February to November. Wesolowski read excerpts from a Burlington Times article discussing said proposed legislation. Administrator Booth added there is more than one proposed bill being considered by the state Senate and House of Representatives. The board will continue to follow the progress of the various bills under consideration.
12. The Lower Roof Project was briefly discussed. Commissioner Wesolowski asked Administrator Booth to reach out to Architect Harry Bopp for a scope of work and quote for said project for the board to consider.

**Meeting opened to the public.**

There being no 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 8:05 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration