

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 Commissioner Niedermayer arriving at 7:10 p.m. Also in attendance was Administrator Booth. Chief Grant and Fire Official/Hall Manager Orsini were at the County Chief's meeting and therefore were not in attendance.

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 6th, 2015 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 6th, 2015 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 Maahs, seconded by Commissioner Ruggiano, the minutes of the January 6th, 2016 regular meeting were approved by the three commissioners present, with Commissioner Grant Abstaining.

Chief's Report:

Chief Grant was not in attendance. President Wesolowski gave the following report:

1. Provided status on the new truck (3131).
2. Provided attendee and cost information for FDIC.

3. Provided status of the sale of 3133.
4. LVFC performed emergency stand by on January 23rd from 0900 to 2300.
5. Fire Company will be hosting “In Honor of the Charleston 9” seminar on April 2.
6. Discussed creation of a Task Force for District 31.
7. Chief Grant and Deputy Chief Orsini will advise the Board of the active shooter discussion from the County Chief’s Meeting at the March meeting.
8. Reports for January, 2016 were submitted by Chief Grant and filed.

Commissioner Ruggiano replied to a question from Commissioner Grant regarding the seminar “In Honor of the Charleston 9”.

Captain’s Report:

Captain DiPaolo was not in attendance, President Wesolowski 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.
3. Report was submitted and filed.

Commissioner Niedermayer joined the meeting at 7:10 p.m.

Fire Official Report:

Fire Official Orsini was not in attendance. President Wesolowski gave the following report submitted by Fire Official Orsini:

1. Seventy-three inspections and eight commercial false alarm notices/registrations were performed in the month of January.
2. Penalty totals for the month of January, 2016 were provided.
3. “Hydrant Hero” promotion incentivizing local residents to keep hydrants clear of snow was introduced.

Hall Rental Manager’s Report:

Hall Rental Manager Orsini was not in attendance. President Wesolowski gave the following report:

1. During the month of January there were six affairs, approximately 65 inquiries via email and telephone and fifteen bookings; thirteen for 2016 and two for 2017.
2. All security deposits are scheduled to be returned.
3. Updated dates are posted in the lounge.

Squad Report:

Prior to the meeting Chief Dan Shields informed the Board that a representative from the squad will not be in attendance due to an illness.

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 further questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Ruggiano to pay the following bills and any regular bills that come in was approved by the five commissioners present.

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

Commissioner Ruggiano abstained on all invoices relating to his position as a Vehicle and Building Maintenance Employee. Commissioner Grant abstained on all Chief Grant's invoices.

Commissioner Ruggiano stated he was impressed with the snow removal services provided by Franzeo's Landscaping during the last snow storm. President Wesolowski suggested and Maintenance Personnel Ruggiano agreed to mark out back edge of parking lot to facilitate snow removal and maintain parking spaces.

Communications:

Administrator Booth discussed the following communications:

1. The Adopted 2016 Budget was submitted to the state on January 7, 2016 for review and certification and posted on the bulletin board at the Fire House and the official website of the district.
2. The Second Notice of the Annual Fire District Election and the Publication of the 2016 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.
3. Copy of the 2016 Employee Holiday Calendar was provided to Board.
4. W-2 Statements were distributed to all employees.
5. 1099 Misc. Forms were distributed to all persons or vendors requiring such.
6. Rebate in the amount of \$399.38 was received from Bank of America.

President Wesolowski discussed the following Hall Requests:

7. Received a letter from Fire Fighter Ken Sterling to use the hall on June 18th, 2016 for his wedding. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the request to use the hall on said date was approved by the five commissioners present.
8. Received letter from Life Member Charles Gotthardt requesting the use of the hall on an available day in April or May for a fund raiser to benefit fellow Fire Fighter Peter Witkowski and family. On a motion by Commissioner Ruggiano, seconded by Commissioner Grant, the request to use the hall at no charge was approved by the five commissioners present.

Old Business:

1. The 2016 Budget Process was discussed. Booth informed the Board that we are awaiting final certification/approval from the state for the Adopted 2016 Budget.

2. President Wesolowski discussed the directive from the state requiring all fire districts to execute a written contract with a volunteer fire company or neighboring municipality to provide fire protection services within the fire district prior to the 2017 Budget process. Brief discussion ensued. Administrator Booth mentioned she has reached out to the Board Solicitor and will be working with the involved parties on said contract over the summer.
3. The Sale of 3133 was discussed. Administrator Booth stated 3133 is being held on deposit from Vinemont Providence Volunteer Fire Department in Cullman, AL. Representatives from Vinemont have tentative plans to inspect and take delivery of the truck on February 12. Booth also mentioned the sales agreement, approved by the Board's Solicitor was sent to the seller for their review and signature.
4. The Active Shooter/Emergency Services Rescue protective equipment and training plans were discussed. Administrator Booth informed the board Chief Joe Shields is sending a member to be certified in Tactical Emergency Care Training allowing said member to provide in-house training to the Volunteer Fire Companies and Squads. Commissioner Maahs mentioned the Police Department plans to invite the Chiefs to attend/observe their next training session scheduled in April and incorporate members of the volunteer fire companies and squads in future training.
5. The 2016 Capital Projects were discussed, specifically the purchase of a new command vehicle and repaving of the front and side parking lots of the fire house. President Wesolowski suggested we proceed with both projects. A motion by Commissioner Maahs, seconded by Commissioner Grant, to proceed with the plans to purchase a new command vehicle was approved by the five commissioners present. In addition, a motion by Commissioner Grant, seconded by Commissioner Niedermayer, to proceed with the plans to repave the front and side parking lots of the fire house was approved by the five commissioners present. The Board then discussed the option of contracting with the same engineering firm that was used for the back parking lot in 2014. Discussion ensued. The Board asked Administrator Booth to contact said engineering firm to discuss project.

New Business:

1. The "Draft" 2016-2017 Notice of Annual Scheduled Board Meetings was discussed. A motion by Commissioner Wesolowski second by Commissioner Maahs to approve the 2016-2017 Notice of Annual Scheduled Board Meetings was approved by the five 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.
2. Administrator Booth briefly discussed the 2016 Election Process. Three petitions were received nominating candidates for the two open seats 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 20, 2016. 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 reported requesting information and posted on the official website.
3. The Supplemental Fire Service Grant was briefly discussed. Administrator Booth mentioned that the Board's Auditor while reading the minutes to the meetings questioned the reduction in

the Supplemental Fire Service Grant (SFSG) monies paid to the Fire Districts. Administrator Booth contacted the Township Deputy Manager who after contacting the state determined to reinstate the original SFSG amount in 2016 and add the amount shorted in 2015 to the 2016 amount.

4. The proposed Fire/EMS Incentive Program was discussed. Administrator Booth informed the Board that Commissioner Kenney from Moorestown Fire District No. 2 has researched incentive programs for fire and EMS volunteers and has drafted a proposal modeled after a program in effect in Evesham. The objective of the program is to help boost recruitment efforts and retain current volunteers. Brief discussion ensued. A motion by Commissioner Maahs second by Commissioner Niedermayer to join efforts with Fire District No. 1 in asking the Township Council to consider said proposal was approved by the five commissioners present.
5. The 2015 Audit was briefly discussed. Administrator Booth informed the Board that preparation for the 2015 Audit has begun.
6. Commissioner Ruggiano discussed relocating the printer currently behind the bar area in the hall to the hall rental office. The Board agreed to request Hall Manager to relocate printer.

Meeting opened to the public.

There being no public present, this portion of the meeting is closed.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:51 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration