

## **Minutes**

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 was held on the above date in the Fireman's Memorial Hall. The meeting was called to order at 7:00 p.m. by President Wesolowski. Four Commissioners were present, Commissioner Mann is absent due to a Scheduling conflict. Also, in attendance were Chief Grant, F.O. Orsini, Chief's Assistant B Wesolowski and Battalion Chief DiPaolo.

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 6<sup>th</sup>, 2020 the required notice was transmitted to the *Burlington County Times*.

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 6<sup>th</sup>, 2020 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 Humes, the minutes of the January 7, 2021 regular meeting were approved 4-0.

## **Chief's Report:**

The Chief's report was filed and available for review in the Commissioners Drop Box. Chief Grant advised the board that the COVID measures are still in place. The reporting system has been moved from Pro Phoenix to Fire House Software. Also, they are still awaiting the CAFS system repair parts for 3131.

President Wesolowski asked if we were able to capture all the information needed from the Pro Phoenix system. Chief Grant stated that they have the necessary information to proceed.

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

B. Wesolowski reported that in addition to his regular duties, it was discovered in the switch from Pro Phoenix to Fire House, that the NIFRS reports were not being submitted to the state for some time. He was able to get the problem resolved and the reports were submitted. Also, there was a problem with the gas meters on the trucks. It was determined that both meters had faulty sensors. These were replaced under warranty. There is also a problem with the calibration gas that we purchased. He will be buying the gas

direct from the manufacturer in the future. A faulty battery was found in one of the new portables. He was able to obtain a replacement from the county under warranty.

**Captain's Report:**

The written report is available for review in the drop box. Battalion Chief DiPaolo listed the repairs done to apparatus for the month and the total fuel used.

**Fire Official's Report:**

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Zoning & Planning review totals.

President Wesolowski asked if Zoning reviews were for buildings in our district. Orsini stated that they were, a building behind an existing building on Glen Avenue and a Dollar General proposed at Camden and New Albany at the old Citgo site.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for December:

1. There were no affairs held during the month.
2. There was two booking during the month for 2021.
3. There were 35 inquiries via phone and email

Commissioner Grant asked if there was an increase in the allowed percentage of people. Orsini stated that there was, it increased to 35% as of February 5<sup>th</sup>. Still showing the hall, but still not many affairs scheduled for below the current cap.

**Squad Report:**

Administrator Knobbs reported that there were no reports

**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 Niedermayer, seconded by Commissioner Grant to pay the February bills and any regular bills that come in was approved by the four commissioners present.

**Communications:**

Administrator Knobbs reported that there are no communications.

**Old Business:**

1. Election Timeline: Administrator Knobbs reported that there was a new election timeline issued by the State due to the change in election date. Knobbs reviewed the dates, and stated there was a copy

of same in the drop box. Knobbs noted that the election that was normally on a Saturday, is now scheduled for a Tuesday and there have not been any times reported yet. He also stated that Chris Chesner from District 1 has been in contact with Wade Hale from Burlington County and Hale stated that they have not received any direction from the state on the election as of this date.

2. Meeting Dates: Knobbs stated that the list of meeting dates is in the drop box, and if all commissioners are in agreement the dates will be published as required. On a motion by Commissioner Humes, seconded by Commissioner Grant, the Meeting Dates for 2021-2022 were approved by the four commissioners present.
3. 2021 Holiday Schedule- Knobbs stated that the list is in the drop box for the commissioner's information. President Wesolowski stated that the holidays were per the employee agreement.
4. 2020 Budget vs. Actual- Knobbs stated that the final report is available in the drop-box and that there was no need to do any Budget Transfers.
5. Final SSA Bill- Knobbs stated that the final SSA Bill is in the drop box. He noted that due to COVID cancellations of Fire Prevention events, etc. it is approximately \$18,000 less than was budget for, but our spending was less also. The final bill was \$30,063.50.

**New Business:**

1. Election Petitions Received- Administrator Knobbs reported that he has received two petitions to date, one from President Wesolowski and one from Commissioner Niedermayer. He noted that the deadline has been extended due to the change in election date, but as of this time he has not received any requests for petitions.
2. 2020 Audit- Administrator Knobbs stated that the Audit process has begun, and this will carry on for several months. He is in the process of gathering the necessary physical documents.

**Meeting opened to the public:**

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

President Wesolowski announced that there was no need to have an Executive Session.  
The next scheduled meeting will be Wednesday March 3, 2021.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:25 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration