

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 Chief Grant, Fire Official Orsini 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 6th, 2014 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, 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 and filed with the Clerk of the Township of Moorestown on February 14th, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14th, 2014 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.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the January 7th, 2015 regular meeting were approved by the four commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the January 7th, 2015 Executive Session were approved by the four commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Status of the ProPhoenix software implementation was provided.

2. Discussed minor discrepancy in the fuel recording believed to be caused by transposing numbers when recording fuel used.
3. FDIC Training discussed. Four members are registered to attend the FDIC.
4. Discussed Truck Committee Report to replace 3133. Grant informed the Board the committee decided to develop specifications for an engine instead of refurbishing the Squirt due to the height restrictions of the engine bay. Truck committee report filed.
5. Report for January, 2015 was submitted by Chief Grant and filed.

Captain's Report:

Chief Grant 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. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
242.9G	62.9G	0.00G	305.8G
4. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

During the months of December and January there were six affairs and approximately 160 inquiries via email and telephone. In addition, there were 12 bookings for 2015 during the same time period.

1. Six cleanings were scheduled to be paid. All security deposits are scheduled to be returned.
2. Updated calendar will be posted in the lounge.

Orsini briefly discussed the refurbishing of the bar area of the hall. Orsini responded to questions regarding the number of bookings and the effectiveness of advertising.

Squad Report:

A representative from the Squad was not in attendance. Administrator Booth stated she spoke to Chief Shields and he mentioned the report was not prepared due to problems with the internet today and would provide report next month.

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 said Statement was prepared were read by Administrator Booth at the meeting.

Booth mentioned that Guzzi Engineering is experiencing some invoicing issues and asked the Board for approval to pay up to the contracted value so as not to delay closing out 2014 activity. There being no questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Grant to pay the following bills, any regular bills that come in as well as Guzzi

Engineering invoices up to the contracted value was approved by the four commissioners present.

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

Commissioner Grant abstained on all Chief Grant's 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. The Adopted 2015 Budget was submitted to the state on January 8, 2015 for review and certification prior to the Election and posted on the bulletin board at the Fire House and the official website of the District.
2. An application for Tax Clearance Certificate was submitted to NJ Division of Taxation on 1/15/15; Received requested Tax Clearance Certificate on 1/28/15; Letter, including the tax clearance certificate, was sent to Program Coordinator regarding NJ Clean Energy Program Incentive on 1/29/15.
3. Sent signed Cooperative Pricing Agreement along with signed resolution to Burlington County Purchasing Agent on 1/16/2015.
4. W-2 Statements were distributed to all employees.
5. 1099 Misc. Forms were distributed to all persons or vendors requiring such.
6. The Second Notice of Annual Fire District Election and Publication of the 2015 Budget Summary including ballot questions were published in the Burlington County Times on January 26, 2015 and posted on both the bulletin board at the Fire House and the official website of the District.
7. Received thank you note from Harry Giberson for the plant sent on behalf of the Board wishing him a speedy recovery.
8. Received a letter from President Brian Wesolowski of the LVFC regarding Building Security. President Wesolowski briefly discussed intent of letter received from LVFC.

Old Business:

1. Status of the Hall and Bureau maintenance projects were provided by Hall Manager Orsini.
2. The Low Roof Project was discussed. Administrator Booth informed the Board the project will be completed between February 23rd and March 15th, 2015, weather permitting.
3. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrator Booth mentioned the order form has been submitted to "WeComply" to establish the online training scheduled to be rolled out during First quarter, 2015.
4. New telephone system for the Fire House and the Bureau of Fire Prevention was discussed. Chief Grant provided a status of the project informing the board the installation of the new telephone system is approximately 98% complete.
5. Appointing a Qualified Purchasing Agent (QPA) was discussed. Administrator Booth discussed the cost benefit analysis for creating said position. Brief discussion ensued. Based on the analysis there does not appear to be a significant benefit to having a QPA due to the

size and total spend of the district when factoring in the cost and training time to appoint a QPA. The Board agreed to hold off on appointing a QPA and may revisit in the future should circumstances change.

New Business:

1. The “Draft” 2015-2016 Notice of Annual Scheduled Board Meetings was discussed. A motion by Commissioner Niedermayer second by Commissioner Grant to approve the 2015-2016 Notice of Annual Scheduled Board Meetings was approved by the four commissioners present. Booth stated said notice will be published next week in the Burlington County Times and the Moorestown Sun and posted on the bulletin board of the Fire House and the official website.
2. The 2015 Budget Process was discussed. Administrator Booth discussed the basis behind receiving a conditional certification. Booth explained that the Director approved the 2015 budget with the condition that the Fire District submit an application to the Local Finance Board for consideration regarding the proposed project financing for the purchase of a new Fire Apparatus included in the 2015 Budget, thereby complying with the requirements of N.J.S.A 40 A:5A-6, 7 and 8. Booth noted obtaining this approval is included in the New Truck project plan timeline. Booth added we are awaiting final approval from the state for the Adopted 2015 Budget.
3. Administrator Booth briefly discussed the 2015 Election Process. Three petitions were received nominating candidates for the two open seats on the Board. Booth informed the Board an electronic voting machine will be used instead of the paper ballots this year. Booth also mentioned paper ballots were provided to the County for “mail-in” ballot requests and all required public notices were published and posted. In addition, arrangements have been made with the Judge, Tellers and voting machine operator for the election scheduled for Saturday, February 21, 2015. 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.

Meeting opened to the public.

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

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss a personnel matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2015 - 07 “Resolution Authorizing a Closed Executive Session” was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Act” of the State of New Jersey, generally requires that all matters of public bodies be opened to the public; and

WHEREAS, the “Act” also provides that a public body may be excluded from a public meeting in which it will discuss various specific subjects, as enumerated in the “Act” N.J.S.A 10:4-12 Paragraph B-6.

RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time when the matters discussed have been resolved to the extent allowed by law.

The Resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant, and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 7:45 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:46 p.m. and was adjourned at 7:50 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board discussed the proposal to have Jamie Boren assume some of the responsibilities currently handled by the Hall Manager in an effort to streamline and improve the efficiency of the hall booking process. In this new arrangement, the Hall Manager’s annual salary of \$8,051.00 will be split \$1,600 to Boren with the remaining amount to Hall Manager Orsini. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to allow the sharing of the responsibilities and budgeted salary as stated above effective retroactively to February 1, 2015 was approved by the four Commissioners present.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:52 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration