

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.

Four Commissioners were present, Commissioner Ruggiano was absent. Also, in attendance were Fire Official Orsini, Battalion Chief DiPaolo, Chief's Asst Wesolowski, Lt. Gifford and Administrator Knobbs. Solicitor McCloskey joined the meeting at 7:15. Chief Rob Grant joined the meeting at 7:20.

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 8th, 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 8th, 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.

2019 Budget:

President Wesolowski asked Administrator Knobbs to review where we were in the approval process. Knobbs stated that the budget was approved by the State Division of Local Government Services on December 19, 2018, allowing the Board to proceed with the public hearing and adoption of same. The total appropriations are proposed at \$1,410,993.00 with the amount to be raised by taxation at \$772,667.00.

Resolution 2019-01 *“Authorizing the Reading of the 2018 Budget by Title Only at the Public Hearing on January 2, 2019”* was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Swan, seconded by Commissioner Grant. The resolution was adopted 4-0 on a roll-call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Swan	-Aye
Ruggiano	- Absent

Public Hearing:

President Wesolowski opened the Public Hearing on the 2019 Budget at approximately 7:05 p.m. Wesolowski stated the purpose of this portion of the meeting is to consider any and all questions, comments and/or opinions concerning the 2019 Budget.

Commissioner Wesolowski asked the Commissioners if they had any questions, comments or opinions on the Proposed 2018 Budget. Hearing none, the meeting was opened to the public. There being no further comments from the public, the Public Hearing for the 2019 Budget was closed at approximately 7:08 p.m., and the Board proceeded with the adoption of the Budget.

Resolution 2019-02 *“2019 Adopted Budget Resolution”* 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 4-0 on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Swan	-Aye
Ruggiano	- Absent

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Swan, the minutes of the December 5, 2018 meeting were approved by the four commissioners present.

Chief’s Report:

President Wesolowski stated that he had received a message from the Chief indicating that he would be in attendance, however he was running late. The Chief’s report was held pending his arrival.

Chief's Assistant Report:

Chief's Assistant Wesolowski stated that in addition to his normal duties, he participated in a review/audit by VFIS. They found no major deficiencies and will be making some minor recommendations for training and policy changes, such as driver training, obtaining driver abstracts on a regular basis and annual physical requirements of all members, not just pack certified individuals. They also provided updated training materials at no cost to us. He stated that the written report was not available yet. Wesolowski also stated that they had purchased a new AED for 3135. The current unit was donated previously; however, it has reached its end of life. On the advice of Chief Shields, a refurbished unit was purchased to match the units currently being used by the Squad. This will enable us to be consistent and also the new unit can be used on adult and pediatric patients through the use of an insertable key. This will also save cost on the pads which are good for both. Headsets for the apparatus were shipped out for service and returned, and the new shed was received on 12/14/18. There was a minor problem with the shed as to where the windows were placed on the door. We had thought they were going to be on the top row so you could not easily look inside, but still provide light. Cunningham Brothers was out to take care of a minor issue with a bay door in the firehouse and swapped out the panels for us at no charge. Commissioner Grant asked what the purchase price was for the new AED and how long do we have until the other donated units were at their end of life. The cost was \$936.00 including the pads, and the other units will be expiring in the next two years.

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.

F.O. Orsini discussed the ongoing issue with the transfer line at the mall. He discussed how the issue will be addressed in the design phase of the new construction at the mall. He reemphasized that the line will be reinstated but he will lose the fight if it is pushed. Commissioner Wesolowski asked if the new construction would need a variance. Orsini stated that they were going to the zoning board but he is not certain as to what the need for variance is. There were no further questions.

Rental Manager's Report:

Hall Manager Orsini gave the following report for December:

1. There were eleven affairs held during the month.

2. There were approximately fifty-five inquiries via email and telephone.
3. There were three bookings during the month for 2018 and two for 2019.
4. Security deposits are scheduled to be returned.

Orsini also reported that the rental office will be converted into a bridal suite. It is something that is asked about from the renters as a place for the bride to get ready. The furniture and accessories were able to be purchased using residual monies from the 2018 budget. President Wesolowski clarified that the suite was going into the existing space that was being used as the rental office.

Squad Report:

Administrator Knobbs reported that there are no new financial reports.

Chief's Report:

Chief Grant gave the following report:

1. Department provided Santa on Christmas eve again and was well received.
2. Chief advised that the batteries were dead on 3135 and they were updated to a new battery system.
3. Chief advised the board that while the service on the batteries and pump on 3135 they discovered that 9 out of 10 wheels on the ladder had loose lug nuts. Glick retorqued all lug nuts on all the wheels. Stated that he contacted Bergey's truck where the new tires were installed and they wanted to know how many miles were on the truck since the tires were installed. Chief stated that he did not get into it at that time, he asked the board if they wanted to follow up on it further. President Wesolowski stated that he would like Glick to itemize their bill and we will proceed from there after seeing what the charges are.

Bills:

The Statement of Expenditures, listing of bills to be paid in January 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 Grant to pay the January bills and any regular bills that come in was approved by the four commissioners present.

Communications:

1. Annual CEPA letter was distributed in December. Knobbs discussed the letter and advised the board that in addition to the salaried employees, all of the firemen were given a copy and signed for same.

2. 2019 Budget letter that was sent on 12/10/18 that was discussed during the budget hearing.
3. Administrator Knobbs discussed the three advertisements that were placed in the Burlington County Times. They were the advertisements for Public Hearing for the Budget, the Vote by Mail advertisement, and the Commissioners Election Notice covering the Petition acquisition and the date for the election as well as the date for the reorganization meeting.
4. Letter received from NJM Insurance Group along with a refund of \$732.00 for the audited Workers Compensation policy period ending in 2018. Knobbs reported that the auditor from NJM stated that we were “close” according to his calculations.
5. Survey completed and submitted online for the Survey of Local Government Finances to the US Department of Commerce. This is the annual reports done every year.
6. Received a check from the Lenola Volunteer Fire Company in the amount of \$1,413.32. This represents unexpended funds for the 2018 Testimonial Dinner.

Old Business:

1. Plumbing Issues – Administrator Knobbs advised the plumbing project is completed as far as the piping is concerned. Stated that the ladies room tile work has been reinstalled and the tile in the showers will be completed in the coming months.
2. Fire Official, UFD Appeal- Administrator Knobbs reports that there is nothing new, still waiting for Pension Board approval.
3. Exhaust System Policy – Chief Grant gave a synopsis of the policy that was placed in the drop box. Stated that the policy is incorporated into the current backing policy. Also stated that the Ambulances and the fire police vehicles will back into the building completely and then hook up. The trucks will use two-person system to hook up the apparatus as it is backed into the building. He further stated that the system will be continually evaluated and if further changes to the policy need to be made, they will address them.

New Business:

1. Washer/dryer purchase- President Wesolowski stated that this idea came up during the course of our plumbing/drain problem. It was discovered at that time that the current washer uses a large amount of water on each load cycle. While this is needed for the washing of gear, it is wasteful for the washing of towels. The idea is to purchase a stackable system or a all in one that would go where the current dryer is. There is already money in the budget for a gear drying cabinet, so the gear will have dedicated equipment. President Wesolowski asked that the new units be investigated and brought back for purchase approval.
2. 2019 Meeting dates- President Wesolowski stated that he wanted to look at the meeting dates due to the early “first Wednesday” meeting dates. He began looking at the dates for each month. Various dates were discussed and the following was agreed upon for meeting dates:

4/3/19, 5/1/19, 6/5/19, 7/10/19, 8/7/19, 9/11/19, 10/16/19 (Budget Workshop),

10/23/19 (Budget Workshop), 11/6/19, 12/4/19, Thursday 1/9/20, 2/5/20 and 3/4/20 (Reorganization Meeting)

Meeting opened to the public:

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

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss a contract matter.

Resolution 2019 - 03 "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.

NOW, THEREFORE BE IT 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.

A motion by Commissioner Swan and seconded by Commissioner Niedermayer to adopt Resolution 2019-03 was unanimously approved by a roll call vote.

Wesolowski	- Aye
Grant	- Aye
Niedermayer	- Aye
Swan	-Aye
Ruggiano	-Absent

Wesolowski stated the Board will be discussing a personnel matter and informed the public that the public meeting would reopen after the Executive Session, but there will be no further official action taken after the Executive session. President Wesolowski stated that Solicitor McCloskey will be staying for the Executive Session and the public was excused at 7:47 pm.

The meeting was reconvened at 8:06 pm.

President Wesolowski stated that he personnel matter has been reviewed by the Board and they are satisfied with the penalties imposed and seek no further action. The matter is closed.

January 2, 2019

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:47 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration