

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. Also in attendance were Fire Chief Grant, Fire Official Orsini, Captain DiPaolo and Administrator Booth. Chief Dan Sheilds joined the meeting at 7:05.

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.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the December 6, 2017 meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the December 6, 2017 Executive Session were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board the new rescue tool that was received and the portable power unit ordered utilizing dedicated penalty monies should be in mid-January.
2. Working with ESI to determine bracket placement on 3132 to accommodate new tools.
3. Stated Chief Assistant Brian Wesolowski has been working on Target Solutions and hopes to provide usernames and passwords to all members by mid-January.
4. Modification of the bumper on 3132 is scheduled for January 8th.
5. Informed the Board that the Compressed Air Foam System (CAFS) on 3131 was effectively used in extinguishing a structural fire on N. Lenola Road.
6. Stated the LVFC will not be applying for a FEMA grant this year, however, will be applying for a Fire House Subs grant to purchase fire equipment.
7. Reports for December, 2017 were posted on the board and submitted.

Captain's Report:

Captain DiPaolo gave the following report for the month of December:

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:

Fire Official Orsini gave the following report for December:

1. One hundred and twenty one inspections were performed.
2. Penalty totals for the month were provided.
3. Six construction notices were issued.
4. Reported on the chimney fire on N. Lenola Road.
5. Report was submitted and filed.

In response to a question from President Wesolowski regarding the status of the transition back to ESP, Orsini stated the transfer of historical information from EZ-Fire was delayed due to unforeseen circumstances.

Rental Manager's Report:

Hall Manager Orsini gave the following report for December:

1. There were thirteen affairs held during the month.
2. There were approximately fifty-five inquiries via email and telephone and two bookings during the month.
3. Informed the Board paint touch-ups will be done periodically in an effort to keep the venue fresh through-out the year.
4. Security deposits are scheduled to be returned.
5. Updated dates will be posted in the lounge.

The utilization of a daily soda dispenser cleaning system was discussed. Orsini stated the District's current soda supplier does not offer a daily cleaning system. Orsini mentioned he plans to do more research on the system discussed at last month's meeting and get back to the Board with a recommendation next month. .

Squad Report:

Chief Dan Sheilds reported a total of 2,178 calls in 2017. Sheilds stated the volume of calls increased three to four hundred over last year in reply to a question from Commissioner Maahs-Knobbs. No Financial reports were 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 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 January are available upon request)

Commissioner Wesolowski abstained on the Holman invoice due to his employment with said company.

Commissioner Grant abstained on all Chief Grant invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee.

Communications:

Administrator Booth discussed the following communications:

1. Annual CEPA Letter was distributed to employees on December 4, 2017.
2. Received the third and final installment from the Township on December 6, 2017.
3. The 2017 Approved Budget and Cover Letter was sent to the Division of Local Government Services on December 7, 2017.
4. The following Public Notices were published in the Burlington County Times in December.
 - a. Notice of Public Hearing for the 2018 Budget.
 - b. Vote by Mail Notice.
 - c. Annual Election, Petition Closing Date and Date of Reorganization Meeting.
5. Received letter from NJM Insurance Group notifying the district of the annual Workers' Compensation Audit scheduled for December 21, 2017.
6. Submitted the completed Survey of Local Government Finances to the US Department of Commerce as per their request.
7. Received a check from the Lenola Volunteer Fire Company representing the unexpended funds from the Testimonial Dinner.
8. Received the 2017 Supplemental Fire Service Grant in the amount of \$2,176.00

Old Business:

1. The medical pouches for the tactical gear were discussed. Booth stated most of the items ordered were received. Brief discussion ensued. Chief Grant agreed to review items with Chief Dan Sheilds to ensure all required items were either received or ordered.

2. The Fire Official UFD appeal request was briefly discussed. Determination has yet to be made; appeal still pending with the CSC Board.
3. The promotion of Jamie Boren to the position of Clerk 2 was discussed. Booth stated the NJ Civil Service Eligible Roster for the position was received. Booth also stated that the Board will be in a position to permanently appoint Boren to Clerk 2 once a letter from Boren expressing her continued interest in the position is received, a completed Request For Certification Form is submitted and a Certificate of Eligibles For Appointment Form is received. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to file a Request For Certification form was approved by four Commissioners present with Commissioner Maahs-Knobbs abstaining.
4. The Direct Install Program was briefly discussed. Administrator Booth mentioned the orders for the equipment are being placed. Booth also mentioned the representative recommended we not jeopardize the Program approval by requesting a different manufacturer for the AC units at this stage of the process.
5. The Proposed 2018 Budget was discussed. The Division of Local Government Services approved the Proposed 2018 Budget allowing the Board to proceed with the public hearing and adoption of the same. Total appropriations are proposed at \$1,415,028.00 with the amount to be raised by taxation at \$758,839.00.

Resolution 2018-01 *“Authorizing the Reading of the 2018 Budget by Title Only at the Public Hearing on January 3, 2018”* 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. The resolution was adopted 5-0 on a roll-call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	- Aye

Public Hearing:

President Wesolowski opened the Public Hearing on the 2018 Budget at approximately 7:29 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 2018 Budget.

Chief Grant thanked the Board for their consideration for the items submitted and stated the items will benefit the Department

There being no further comments from the public, the Public Hearing for the 2018 Budget was closed at approximately 7:32 p.m.

Commissioner Wesolowski asked the Commissioners if they had any questions, comments or opinions on the Proposed 2018 Budget. Commissioner Grant noted an inaccuracy in a reply to a question on the Informational Questionnaire (page N-3) relating to family relationship description between a current and former commissioner. Since the relationship was identified, the error in the description was deemed insignificant and the Board proceeded

with the adoption of the budget. There being no further comments or questions from the Commissioners, the Board proceeded with the adoption of the Budget.

Resolution 2018-02 “2018 Adopted Budget Resolution” was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs. The resolution was adopted 5-0 on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	- Aye

6. Legislation (A1690/S660) allowing fire district elections to be moved to the date of the November general election was briefly discussed. Administrative Booth mentioned there may not be additional guidance from the NJ State Association of Fire Districts since the Local Finance Notice 2017-23 effectively covers this topic. President Wesolowski asked the Commissioners to read the Local Finance Notice prior to the next meeting.
7. The Vehicle Exhaust Removal System Project was discussed. President Wesolowski asked Commissioner Ruggiano and Chief Grant if additional members were selected to serve on the committee for said project. Commissioner Ruggiano stated Fire Fighter John Swan and Chief Assistant Brian Wesolowski were selected. Commissioner Ruggiano gave a brief committee report. Discussion ensued. Administrator Booth agreed to determine if any exhaust removal systems are included under the national co-ops and to reach out to Administrators from other fire districts to discuss their purchasing of a vehicle exhaust removal system.

New Business:

1. The Workers Compensation Audit was briefly discussed. Administrator Booth stated the audit was completed and it was determined that the premium paid by the Board aligned closely with the actual amount due as calculated by the audit. The Board will be receiving a small credit of premium paid.
2. The Budget vs. Actual Report was discussed. Administrator Booth provided a summary of the 2017 unexpended funds and reviewed the list of items to be encumbered which were previously discussed during the budget meetings.
3. Commissioner Wesolowski mentioned he noticed that a door in the men’s restroom was bent and Janitor Robert Grant added that he believes all the doors in the men’s restroom are bent.
4. The 2018 Employee Holiday Schedule was distributed to the employees and shared with the Commissioners.

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 contract matter.

Resolution 2018 - 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.

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 Niedermayer and seconded by Commissioner Grant to adopt Resolution 2018-03 was unanimously approved by a roll call vote.

Wesolowski - Aye
Grant - Aye
Niedermayer - Aye
Ruggiano -Aye
Maahs-Knobbs -Aye

Wesolowski stated the Board will be discussing a contract matter relating to the Lower Roof Project and informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

The regular meeting was recessed at approximately 7:50 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:53 p.m. and was adjourned at 8:49 p.m.

Meeting re-opened to the public.

The Lower Roof Project was discussed during the Executive Session. President Wesolowski requested Administrator Booth contact Architect Harry Bopp and request a new drawing to address the flashing issue around the AC units and to provide an estimate of the cost to perform said work. Wesolowski stated this is necessary since the original work was not done per plan/specification. Wesolowski stated the Board is prepared to hold back the amount to address the flashing issue and release the balance to the roofing company. A motion by Commissioner Niedermayer and seconded by Commissioner Ruggiano to request new drawing from Architect Harry Bopp to address said issue and hold back the cost of stated work from final payment was approved by the five commissioners present.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:53 p.m.

January 3, 2018

Respectively Submitted,

Elizabeth A. Booth
Board Administration