

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 7:03 p.m. by President Wesolowski.

All Commissioners were present with the exception of Commissioner Grant. Also in attendance were Chief Grant, Captain DiPaolo and Administrator Booth. Chief Daniel Sheilds joined meeting at 7:40 p.m.

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 6<sup>th</sup>, 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 6<sup>th</sup>, 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 Niedermayer, seconded by Commissioner Ruggiano, the minutes of the December 2<sup>nd</sup>, 2015 regular meeting were approved by the four commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Provided status of the training room renovations made by the LVFC.
2. Discussed LVFC's plan to submit a grant application for portable radios.

3. Informed the Board that the Fire Company will be hosting “In Honor of the Charleston 9” seminar on April 2.
4. Provided status of EZ Fire. Brief discussion ensued concerning the ability to identify personnel on the truck when in route.
5. Reports for December and full year 2015 were submitted by Chief Grant and filed.

**Captain’s Report:**

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

1. Ninety-two inspections, three false alarm notices/registrations and one fire investigation were performed in the month of December.
2. Penalty totals for the month of December and full year 2015 were provided.
3. A part-time Fire Prevention Specialist was hired by Fire District No. 1 to assist in completing the 2015 inspections.
4. New copier machine was delivered, installed and is operational.

**Hall Rental Manager’s Report:**

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

1. During the month of December there were nine affairs, approximately 55 inquiries via email and telephone and five bookings; three for 2015 and two for 2016. Three of these affairs were referred by the Community House seeking an alternative venue as a result of the fire.
2. All security deposits are scheduled to be returned.
3. Updated dates are posted in the lounge.

**Squad Report:**

A representative from the Squad was not in attendance at the time of the report. Chief Joe Shields informed Administrator Booth the monthly reports are not available due to a staff member’s family emergency.

**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 four commissioners present.

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

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 2016 Approved Budget and Cover Letter was sent to the Division of Local Government Services on December 4, 2015.
2. Annual CEPA Letter, Employee Handbook and Performance Assessment Reviews were distributed to employees on December 15, 2015.
3. The following Public Notices were published in the Burlington County Times:
  - Notice of Public Hearing for the 2016 Budget
  - Annual Election, Petition Closing Date and Date of Reorganization Meeting
  - Vote by Mail Notice
4. Received email from the State on December 23, 2015 notifying the Board the introduced budget was approved.
5. Sent executed Listing and Marketing Commission Agreement to Brindlee Mountain Fire Apparatus. Sent truck ad to Pennsylvania Fireman for publication due out at the end of January.
6. Received letter from NJM Insurance Group regarding Workers Compensation Audit results.
7. Submitted completed Annual Occupational Employment Report to the State.

### **Old Business:**

1. The Sale of 3133 was discussed. Administrator Booth stated no sealed bids were received at the December 18<sup>th</sup> bid opening. As discussed under Communications, the executed Listing and Marketing Commission Agreement was sent to Brindlee Mountain Fire Apparatus and an ad will be published in Pennsylvania Fireman. Discussion ensued. Arrangements to remove dedication plate from 3133 and mount on plaque were discussed.
2. Chief Grant provided a brief status of the new fire apparatus. Grant informed the Board the new truck is scheduled to be completed by the end of May, 2016.
3. Radios for the new 700 MHz Public Safety Communications System were briefly discussed. Booth stated no new information has been received from the Public Information Officer of the Burlington County Board of Chosen Freeholders or the County Administrator regarding funding of this project. The Board will resume discussion as decisions are made by Board of Chosen Freeholders.
4. As discussed under Communications, the Employee Handbook, Annual CEPA letter to employees and Performance Assessment Reviews were distributed to employees on December 15, 2015.
5. The Proposed 2016 Budget was discussed. Administrator Booth reiterated that the Division of Local Government Services has approved the Proposed 2016 Budget allowing the Board

to proceed with the public hearing and adoption of the same. Booth briefly discussed the 2016 Budget including the reclassification recommended by the state. Total appropriations are proposed at \$1,378,597.00 with the amount to be raised by taxation at \$729,833.00.

**Resolution 2016-01** *“Authorizing the Reading of the 2016 Budget by Title Only at the Public Hearing on January 6, 2016”* was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. On a roll-call vote, the resolution was adopted 4-0 {Commissioner Grant absent}.

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

**Public Hearing:**

President Wesolowski opened the Public Hearing on the 2016 Budget at approximately 7:40 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 2016 Budget.

There being no comments from the public, the Public Hearing for the 2016 Budget was closed at approximately 7:42 p.m.

Commissioner Wesolowski asked the Commissioners if they had any questions or comments on the Proposed 2016 Budget. There being no comments or questions from the Commissioners, the Board proceeded with the adoption of the Budget.

**Resolution 2016-02** *“2016 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 Ruggiano. On a roll-call vote, the resolution was adopted 4-0 {Commissioner Grant absent}.

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

6. The Proposed ballot question was briefly discussed.

**Resolution 2016-03** *“Resolution Authorizing a Capital Expenditure to Replace the Lower Roof of the Fire House”* was read by President Wesolowski. There being no comments or questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded

by Commissioner Ruggiano. On a roll-call vote, the resolution was adopted 4-0 {Commissioner Grant absent}.

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

7. The planned purchase of Active Shooter/Emergency Services Rescue protective equipment was discussed. Administrator Booth shared information with the Board from discussions with the Assistant EMS Chief from Cherry Hill and also the topics discussed at the January 5<sup>th</sup> meeting with Lee Lieber, Acting Director of Police and representatives from the Emergency Units and LVFC. Specifically, protocol, training, funding and protective equipment were discussed. Discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs to increase funding for protective gear \$1,000.00 bringing the total to \$5,000.00 was approved by the four commissioners present.

**New Business:**

There being no “New Business” before the Board, this portion of the meeting is closed.

**Meeting opened to the public.**

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:54 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration