

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 Chief Grant, Fire Prevention Specialist Tom DiPaolo, Administrative Assistant Jamie Boren and Administrator Booth. Fire Official Orsini arrived during the meeting.

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 Niedermayer, seconded by Commissioner Grant, the minutes of the December 3rd, 2014 regular meeting were approved by four commissioners present with Commissioner Wesolowski abstaining.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the December 3rd, 2014 Executive Session were approved by three commissioners present with Commissioners Wesolowski and Ruggiano abstaining.

Chief's Report:

Chief Grant gave the following report:

1. Briefly discussed Annual Incident Report.
2. New battery charger was installed on 3132.
3. Initial meeting of the new truck committee is scheduled for Thursday, January 8, 2015.
4. New computers and hotspots were installed in the trucks and are operational.
5. Effective January 1, 2015 all calls are entered into ProPhoenix.
6. Status of the ProPhoenix software implementation was provided in response to a question from Commissioner Grant.
7. Report for December, 2015 was submitted by Chief Grant and filed.

Captain's Report:

Captain DiPaolo gave the following report for Deember:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: Installed on board battery charger; replaced driver side headlight.
 - Truck 3133: No issues.
 - Truck 3135: Replaced rollover sensor; adjusted volume levels on Firecom system.
 - Truck 3138: Installed LED lights on both sides.
 - Truck 3130: No issues.

3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
206.0G	119.4G	2.00G	327.4G

4. Report submitted and filed.

Hall Rental Manager's Report:

The Hall Rental Manager's Report was not available. Hall Manager Orsini is expected to arrive shortly.

Squad Report:

The following Squad Report was provided to the Board:

1. During the month of December, 2014 the Squad responded to 166 EMS calls and 7 Fire calls for a total of 173 calls.
2. Copies of the October, November & December 2014 Financial Reports were also 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 said Statement was prepared were read by Administrator Booth at the meeting.

There being no questions on the bills, a motion by Commissioner Grant seconded by Commissioner Niedermayer 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 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. Cover letter and policy prohibiting discrimination and harassment in the workforce was distributed to all employees and volunteer fire company members in December.
2. The following Public Notices were published in the Burlington County Times:
 - Notice of Public Hearing regarding 2015 Budget
 - Notice of Annual Election, Petition Closing Date and Date of Reorganization Meeting
 - Notice of Persons wanting Mail-In-Ballots for ElectionAdministrator Booth provided the due date of January 23, 2015 in response to President Wesolowski's question regarding the petition closing date.
3. The 2015 Proposed Budget was transmitted to the Director of Local Government Services on December 4, 2014 for review and certification prior to the scheduled Public Hearing.
4. Received partial refund of Workers Compensation premium in the amount of \$788.00 resulting from the annual premium audit conducted in November.
5. Letter sent to the Coordinator of the New Jersey Clean Energy Program on December 19, 2014 requesting the processing of the pre-approved incentive for the LED light bulbs installed in the hall.
6. Received E-mail from the Division of Local Government Services approving the 2015 Budget allowing the Board to proceed with the adoption of the Budget.

Old Business:

1. The Fire House Parking Lot Project was discussed. Administrator Booth informed the Board American Asphalt power washed the asphalt off the concrete and filled in soil along edge of the parking lot. Booth added Guzzi Engineering reviewed the work performed by the contractor and recommended release of final payment. The invoice was included in the Bills to Be Approved Report.

President Wesolowski mentioned the Board may need to reconsider the timing of the project to repave the front and side parking lots of the fire house due to the accelerated state of deterioration.

2. Hall maintenance project was discussed. Hall Manager Orsini mentioned the project remains in progress.

3. The Bureau of Fire Prevention building maintenance was discussed. Orsini mentioned project is close to being completed.
4. The Low Roof Project was discussed. Administrator Booth informed the Board the Low Roof Project will be completed after February 23, 2015, weather permitting.
5. The Shared Services Agreement with District No. 1 to provide for Fire Prevention and Code Enforcement services effective January 1, 2015 was briefly discussed. Administrator Booth informed the members that copies of the executed Shared Service Agreement were filed with the Division of Fire Safety and the Division of Local Government Services.
6. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrator Booth mentioned close to all the acknowledgement forms were received and the training will be rolled out during the first quarter, 2015.
7. 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. Chief Grant mentioned All Systems Go is also addressing issues with the external pager system. Grant discussed switching telephone services from Verizon to Comcast to take advantage of bundling with cable and Internet service in an effort to reduce costs while addressing the increased telephone service needs of the Bureau as well as including one of the squad's lines. Discussion ensued. A motion by Commissioner Grant, second by Commissioner Ruggiano to switch from Verizon to Comcast with limited use of Verizon as a backup for the Fire House alarm system was approved by the five commissioners present. Grant agreed to discuss arrangements with the Squad.
8. Fire Inspection Report for the Fire House was discussed. Maintenance Worker Ruggiano informed the Board that all the issues with the exception of the fuel dispensing system have been addressed. Ruggiano stated a representative from the Division of Fire Safety will contact the inspector directly to discuss the fuel dispensing system issue since it does not apply to the District's situation.
9. President Wesolowski recounted meetings and correspondence between the Board, Squad and Volunteer Fire Company relating to the building security matter. Wesolowski relayed a decision by the Squad and the Volunteer Fire Company to amend their security policy to allow hall renters, who are on a pre-approved list posted by Hall Manager Orsini access to the hall. This agreement came out of a meeting President Wesolowski had with representatives from both the Squad and the Lenola Volunteer Fire Company prior to the January Board meeting to discuss said matter. The Squad and Volunteer Fire Company agreed to revise their respective building security memos as appropriate to reflect their amended policies. Wesolowski also shared concerns raised by the squad. These concerns were also discussed with the Volunteer Fire Company.

New Business:

1. The Proposed 2015 Budget was discussed. Administrator Booth reiterated that the Division of Local Government Services has approved the Proposed 2015 Budget allowing the Board to proceed with the public hearing and adoption of the same. Booth briefly discussed the 2015 Budget including the reclassification recommended by the state. Total appropriations are proposed at \$1,341,818.00 with the amount to be raised by taxation at \$715,523.00.

Resolution 2015-01 *“Authorizing the Reading of the 2015 Budget by Title Only at the Public Hearing on January 7, 2015”* 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 5-0.

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

Commissioner Wesolowski asked the Commissioners if they had any questions or comments on the 2015 Budget. There being no comments or questions from the Commissioners, the Board proceeded to the Public Hearing.

Public Hearing:

President Wesolowski opened the Public Hearing on the 2015 Budget at approximately 7:30 p.m. Wesolowski stated the purpose of this portion of the meeting is to consider any and all questions and/or comments concerning the 2015 Budget.

There being no comments from the public, the Public Hearing for the 2015 Budget was closed at approximately 7:32 p.m.

Resolution 2015-02 *“2015 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 5-0.

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

2. Proposed ballot questions were briefly discussed.

Resolution 2015-03 *“Resolution Authorizing a Capital Expenditure to Replace the Fire Chief Vehicle”* 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 5-0.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Aye

Ruggiano -Aye

Resolution 2015-04 “*Resolution Authorizing a Capital Expenditure to Repave the Front and Side Parking Lots 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 Maahs. On a roll-call vote, the resolution was adopted 5-0.

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

3. Cooperative Pricing Agreement was briefly discussed.

Resolution 2015-05 “*Resolution Authorizing the Moorestown Board of Fire Commissioners, Fire District No. 2 to Enter into a Cooperative Pricing Agreement*” 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. On a roll-call vote, the resolution was adopted 5-0.

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

4. Commissioner Ruggiano discussed the possibility of having Administrator Booth be a Qualified Purchasing Agent for the district. Brief discussion ensued. A Qualified Purchasing Agent (QPA) would be allowed to issue contracts, not subject to pay to play rules, in an amount higher than the current threshold of \$17,500.00. Having a QPA would also increase the quote threshold. President Wesolowski asked Administrator Booth to look into the cost, time commitment and benefits of creating said position.
5. Commissioner Grant asked how fire calls are being handled now that Fire District No. 1 employees are physically located in Fire District No. 2 under the Shared Services Agreement. Fire Official Orsini mentioned he and Chief Grant are currently discussing the matter and hope to come up with solution that works for everyone. Orsini added that running fire calls were not part of the Shared Services Agreement.
6. Commissioner Grant asked and Administrator Booth replied yes to the question if funds for the Wellness Program (i.e., gym incentive) were included in the 2015 Budget. Grant noted Retro Fitness may be offering free membership for Fire Fighters. Brief discussion ensued. Grant agreed to confirm program with Retro Fitness.
7. The Board asked Hall Manager Orsini if he would give the Hall Rental Chairman’s Report. Orsini mentioned he has not yet prepared said report, he was focusing on providing documentation relating to the March 22, 2014 Building Security matter. Administrator Booth

mentioned this matter is scheduled to be discussed in Executive Session. Orsini distributed letter to the Board documenting said matter.

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 the building security 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 - 06 "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 Grant, seconded by Commissioner Maahs, and adopted by the five commissioners present on a roll call vote.

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

President Wesolowski asked Hall Manager Orsini to stay for the Executive Session to discuss the building security matter with the Board. Orsini informed the Board he just received a call requiring the Fire Official and would not be able to stay for the Executive Session.

The regular meeting was recessed at approximately 8:04 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:06 p.m. and was adjourned at 8:40 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board further discussed the building security incident at the Fire House that occurred in the early morning of March 22, 2014.

The Board will make arrangements to meet with Squad Member Brittany Swan to discuss said matter. Taking into consideration all the information pertaining to this matter, the Board will render its decision.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:44 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration