

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 Hall Manager/Fire Inspector Matthew Orsini, Chief Joe Shields, Battalion Chief Lenny Philips and Administrator Booth.

President Wesolowski identified the emergency exits 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 21st, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21st, 2013 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 this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 21st, 2013 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 moment of silence.

Chief Joe Shields informed the Board he had another meeting to attend this evening. To accommodate Chief Shields, President Wesolowski deviated from the regular order of business to hear the Squad Report.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of December the Squad responded to 140 EMS calls and 7 Fire calls for a total of 147 calls.
2. During 2013 the Squad responded to 1,636 EMS calls and 153 Fire calls for a total of 1,789 calls.

3. Chief Shields informed the Board that the Lenola Fire Company Emergency Unit raised their base rate \$100 effective January 1, 2014. In addition, Shields mentioned the two Moorestown squads are meeting later this evening to discuss bringing the billing in-house in an effort to save costs.
4. Chief Shields asked if the Squad could park 3185 at the Fire House parking lot. Brief discussion ensued. A motion by Commissioner Grant second by Commissioner Niedermayer to allow the Squad to park vehicle 3185 at the Fire House parking lot was unanimously approved by the five commissioners present.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the December 4th, 2013 regular meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the December 4th, 2013 Executive Session were approved by the five commissioners present.

Chief's Report:

1. Report for December, 2013 was submitted by Chief Grant prior to the meeting and filed.
2. Deputy Chief Orsini provided a status of the implementation of EZ Fire software for the fire department.

Captain's Report:

1. Battalion Chief Philips gave report for December.
2. All apparatus and equipment were checked regularly throughout the month and are operational.
3. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: No reported problems.
 - Truck 3133: Replaced bolt in air pack bracket.
 - Truck 3135: Replaced hydraulic sensor for main ladder.
 - Truck 3138: No reported problems.
4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
202.6G	110.1G	3.0G	315.7G
5. Report submitted and filed

Hall Rental Chairman's Report:

Hall Rental Manager Orsini gave the following Hall Rental Chairman's Report:

1. There were seven paying and one non-paying affair during the month of December. There were approximately 45 inquiries via email and telephone. In addition, there were six bookings during the month for 2014.

2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. Orsini informed the Board a new introduction video was added to the Hall website.

Bills:

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review on December 31st, 2013. Administrator Booth mentioned, after receiving approval from three commissioners, the bills on the statement of Expenditures were paid on January 2nd so as not to delay vendor payments with the meeting being scheduled on the second Wednesday in January due to the holiday. Bills received after the Statement of Expenditures 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 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 December is available upon request)

Commissioner Grant abstained on all Chief Grant's invoices.

Commissioner Maahs abstained on all Fire Official Maahs' 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. Letter received from Patricia Hunt, Township Clerk dated December 4, 2013 which included two certified copies of Resolution 184-2013 approving commissioner salaries for Fire District No. 2 for the year 2014. The resolution was adopted by the Township Council at its meeting on November 18, 2013.
2. Letters were sent to selected vendors requesting they complete Form W-9 (Taxpayer Identification Number) and return by December 31, 2013. These letters were sent as part of an ongoing effort to be in compliance with IRS Regulations.
3. The following Public Notices were published in the Burlington County Times:
 - Notice of Public Hearing regarding the 2014 Budget
 - Notice of Annual Election, Petition Closing Date and Date of Reorganization Meeting
 - Notice to Persons wanting Mail-In-Ballots for Election.
4. Administrator Booth informed the Board the 2014 Budget and Supporting Schedules were posted at the Fire House and can also be found on the official website.
5. List of 2014 Employee Holiday schedule was provided to Commissioners.
6. Received Risk Control Recommendation letter from insurance carrier (VFIS) as a result of the risk control survey conducted on November 15, 2013.

7. Received letter from Fire Official Maahs-Knobbs regarding the Fourth Quarter, 2013 Dedicated Penalty monies to be disbursed in the amount of \$1,750.00.
8. Received a thank you note from Commissioner Grant for the flowers sent wishing her a speedy recovery.

Old Business:

1. The Proposed 2014 Budget was discussed. Administrator Booth informed the Board the Division of Local Government Services sent an email indicating the 2014 Budget was approved and the Fire District could proceed with the adoption of the same. Booth briefly discussed the 2014 Budget including a minor reclassification recommended by the state. Total appropriations are proposed at \$1,125,362.00 with the amount to be raised by taxation at \$715,523.00.00.

Resolution:

Resolution 2014-01 “*Authorizing the Reading of the 2013 Budget by Title Only at the Public Hearing on January 8, 2014*” was read by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Ruggiano to pass Resolution 2014-01 was unanimously approved by the five commissioners present on a roll call vote:

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

Commissioner Wesolowski asked the Commissioners if they had any questions or comments on the 2014 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 2014 Budget at 7:20 p.m. Wesolowski stated that the purpose of this portion of the meeting is to consider any and all questions and/ or comments concerning the 2014 Budget.

There being no comments from the public, the Public Hearing for the 2014 Budget was closed at 7:22 p.m.

Resolutions:

Resolution 2014-02 “*2013 Adopted Budget Resolution*” was introduced by title only by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 2014-02 to adopt the 2014 Budget was unanimously approved by the five commissioners present on a roll call vote:

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

Resolution 2014-03 “*Resolution Authorizing a Capital Expenditure to Purchase A New Engine/Squirt Fire Apparatus*” was read by President Wesolowski. The resolution authorizes a question be placed on the Ballot for the 2014 Fire District Election to be held on Saturday, February 15, 2014 for the purpose of approving a capital expenditure to purchase a new Engine/Squirt Fire Apparatus for an amount not to exceed \$844,000.00 utilizing funds reserved for acquisition of capital assets and/or a Capital Lease with a term not to exceed ten (10) years. There being no questions the resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. The resolution was adopted 5-0 on a roll call vote.

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

2. The fire house parking lot repaving project was discussed. Specifically, quotes for professional services from Stout & Caldwell Engineers & Surveyors and Dante Guzzi Engineering Associates for the parking lot repaving project were discussed. Brief discussion ensued. A motion by Commissioner Grant and seconded by Commissioner Ruggiano to award a professional services contract to Guzzi Engineering Associates, LLC for a fee not to exceed \$9,800.00 (reimbursable expenses and permit application fees excluded) for the fire house parking lot repaving project was approved by the five commissioners present.
3. Logistical issues relating to a large scale fire/event was discussed. Administrator Booth stated an email summarizing the issue along with specific questions raised by the Board were sent to Solicitor McCloskey. Booth also mentioned compensatory penalties are included in the current Fire Code if an owner has been given notice of a violation which directly or indirectly results in a fire. President Wesolowski mentioned the Board will discuss further once a response is received from Solicitor McCloskey to the email sent.
4. The 2013 Volunteer Fire Fighter Wellness Program was briefly discussed. Administrator Booth mentioned reimbursement payments totaling \$960.00 were made to the four volunteer fire fighters who participated in the 2013 wellness program.
5. 2013 Encumbrances were briefly discussed. Administrator Booth mentioned 2013 funds were set aside for repair and maintenance work to the Bureau driveway (curb, apron and extend driveway) in the amount of \$2,300.00) and the cleaning and recoating of lower roof over lounge and kitchen for \$1,225.00. Booth mentioned projects will be completed when the weather improves. Booth also mentioned quotes for an electronic sign exceeded the

\$10,000.00 amount approved by the Board at the previous meeting; therefore said sign was not purchased.

New Business:

1. The planned purchase of the Fire Official Vehicle was discussed. Fire Prevention Specialist Orsini discussed the proposed purchase of a 2014 F-150 Crew Cab 4x4 Pick-up. Specifically, Orsini outlined the proposed vehicle options. Lengthy discussion ensued. The cost of the proposed vehicle which will be purchased under state contract is projected to be below the voter approved amount of \$38,000.00. A motion by Commissioner Grant seconded by Commissioner Niedermayer to order said vehicle for an amount not to exceed \$38,000.00 at the appropriate time was approved by the five commissioners present.
2. Risk Control Recommendation letter from the Board's insurance carrier (VFIS) received January 8, 2014 was briefly discussed. Administrator Booth mentioned copies of the recommendation letter were provided to Chief Grant and Hall Manager Orsini for review and consideration. Recommendation letter will be further discussed at the next Board Meeting.

Meeting opened to public:

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 2014- 04 "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 Niedermayer and adopted by the five commissioners present on a roll call vote.

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

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 8:15 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board discussed the recommendation by Administrator Booth and Fire Prevention Specialist Orsini to hire Jamie Boren to fill the part-time office assistant position at the Bureau of Fire Prevention currently vacant.

A motion by Larry Niedermayer, seconded by Commissioner Grant to hire Jamie Boren as a part time Office Assistant for the Bureau of Fire Prevention was approved by four commissioners with Commissioner Maahs abstaining on a roll call vote. The start date would be Monday, January 13th, 2014 or as soon thereafter as possible at a rate of \$15.00 per hour, 25 hours per week.

There being no further 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 8:20 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration