

July 11, 2012

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 pm by President Wesolowski.

All Commissioners were present. Also in attendance were Hall Manager Matthew Orsini, Retired Chief Ruggiano, Chief Joe Shields and Administrator Booth.

President Wesolowski called for a salute to the flag and a moment of silence.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the June 6, 2012 meeting were approved by the commissioners present with President Wesolowski abstaining (Note: President Wesolowski did not attend June 6th meeting).

Chief's Report:

1. Report for June was not available. Note: Chief Grant was on vacation.
2. Deputy Chief Orsini discussed the PE-OSHA Re-Inspection. Orsini stated the inspector returned to verify citations noted in the Notice of Order to Comply were abated. Orsini mentioned that although the bay door passed the re-inspection, it was operating "temperamentally". Brief discussion ensued. Orsini informed the Board that only the training issue remained outstanding. The requested extension was granted and the paperwork will be forwarded once the individuals attend the training class.

Captain's & Engineer Report:

1. Deputy Chief Orsini gave report for June.
2. All Trucks were checked and are operational.
3. Truck 3132: No reported problems.
4. Truck 3133: Replaced broken window knob on drivers side rear door. Replaced passenger side brake light bulb.
5. Truck 3135: No reported problems.
6. Truck 3138: No reported problems.
7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
194.8G	74.1G	3.0G	268.9G

8. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were four paying affairs during the month of June and one cancellation (no show). There were approximately 40 inquiries via email and telephone. There were two bookings during the month for affairs in 2012.
2. The cancellation was for the affair scheduled on June 16th, 2012. Since the affair was not canceled within the appropriate timeframe the deposit will not be returned. There was no request for refund.
3. There were four cleanings to be paid for during the month. All security deposits are scheduled to be returned.
4. The parking lot safety mirror was installed.
5. The remaining table rings were installed on tables.
6. Enhancements are being made to the hall website. The free host website service is no longer available; therefore, the site will be moved to a new platform (i.e., "cloud" based). Orsini highlighted some of the new features to the website. The cost of the new service will be discussed under New Business.
7. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of June the Squad responded to 102 EMS calls and 13 Fire calls for a total of 115 calls.
2. Financial Report for the month of May was submitted. The June Financial Report will be provided at the next meeting.

Bills:

The Statement of Expenditures, listing the bills to be paid in July, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills on the Statement of Expenditures. 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 Niedermayer, seconded by Commissioner Grant to pay the following bills and any regular bills that come in was approved by the five commissioners present.

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

Commissioner Maahs abstained on all Fire Official Maahs' invoices.
Commissioner Grant abstained on all Chief Grant's invoices.

Communications:

Administrator Booth discussed the following communications:

1. Notification of Corrective Action Letter was sent to James G. Revak, U.S. Department of Labor – OSHA on Friday, June 8, 2012 in response to the Notice of Order to Comply. All the issues with the exception of the training citation were abated.
2. A letter was sent to McMullen Roofing Inc. on Friday, June 8, 2012 to inform them they were awarded the contract for the re-roofing of the Banquet Hall. The letter also included information regarding the pre-construction meeting. Letters were also sent to the other bidders informing them they were not selected.

Old Business:

1. President Wesolowski asked Hall Manager Orsini to discuss the issue with the Wi-Fi mentioned in the meeting minutes from the June 6th meeting. Orsini stated he is not aware of any problems other than the IT Officer Craig Ruggiano needing to reset the router every 24 hours. Brief discussion ensued. President Wesolowski asked Orsini to follow-up with the IT Officer to see if the issue requiring him to “re-set” the router was addressed.
2. President Wesolowski provided a status of the roof project. The pre-construction meeting was held at the Fire House on June 20, 2012. Attendees included Architect Harry Bopp, Solicitor Gregory McCloskey, Joe McMullen, Sean McMullen, Matthew Orsini and President Wesolowski. Wesolowski stated McCloskey, representing the Board and Joe McMullen, representing McMullen Roofing Inc., reviewed the contract. There being no issues, the contract was signed by both parties. Solicitor McCloskey verified the bonds and insurance certificates required were submitted. Harry Bopp distributed sealed plans and documents to McMullen Roofing. Payment procedures were also discussed. Wesolowski mentioned the job is scheduled to start around mid-August and McMullen will provide us with a two week notice as to the start date. The contractor estimates it will take approximately 32 days to complete job.

Note: Karen Maltbie from the Township joined the meeting at 7:15 pm.

Presentation:

Deviating from the regular order of business, President Wesolowski introduced Karen Maltbie, Administrative Assistant from the Township. Karen Maltbie asked to make a presentation to the Board regarding the First Annual Moorestown Night.

Maltbie provided the Board background on how the First Annual Moorestown Night, scheduled for September 20, 2012 at the Rivershark’s Campbell’s Field, came to be. Maltbie mentioned it is a community wide event and invited the Board/Lenola Volunteer Fire Company to attend. Brochures for the event were handed out to the Board members. Maltbie mentioned their goal is to have every aspect of Moorestown represented at the event. A variety of activities will be taking place throughout the evening (e.g., sumo wrestling, tug of war, performances, etc.) in which various organizations from Moorestown will be participating in. Maltbie also stated it would be an opportunity to handout fire safety & prevention information and promote volunteerism.

President Wesolowski explained to Maltbie that the Fire Company suspends their meetings during July and August but will get this information to the Lenola Volunteer Fire Company since they will be making the decision to participate in the First Annual Moorestown Night. Karen Maltbie requested that they either contact her or Michael Barone at the telephone number or email address provided if they decide to participate. The Board thanked Karen for coming to the meeting and presenting information about Moorestown Night.

Regular order of business was resumed:

Old Business: (Continued)

3. President Wesolowski asked and Commissioner Grant replied yes to the question of whether the floor boards in the attic were installed.
4. President Wesolowski asked and Commissioner Maahs confirmed that the new hot water heater was installed.
5. President Wesolowski discussed an item included in the Website Project Plan, specifically the monthly Board Meeting Agenda item. Wesolowski recommended we begin utilizing an agenda at the August Board meeting and asked that the commissioners provide Administrator Booth with agenda items a full week ahead of the meeting. Once we fine tune the process we will begin posting the agenda online. A sample agenda for the meeting was provided to the Board Members. Administrator Booth provided a copy of the Website Project Plan Status Report and added that we are still waiting for further clarification/guidelines from the state regarding the specific requirements for the website before continuing with some of the remaining action items.
6. President Wesolowski asked and Administrator Booth replied yes to the question if the desk and computer were purchased to accommodate the new hire at the Fire Prevention Bureau (Part-time Office Assistant).
7. President Wesolowski asked Administrator Booth if the letter sent to James G. Revak, U.S. Department of Labor OSHA (i.e., Notification of Corrective Action) was sent registered mail. Booth replied the letter was sent using the delivery confirmation service from USPS.
8. President Wesolowski discussed the Solar Project. Copies of an article from the Moorestown Sun regarding the delay in the Township's solar project were distributed to the commissioners. The article referenced the drop in value of the solar renewable energy certificates (SRECS) as well as the recent bill passed by the State Legislature designed to increase the value of the SRECS effective 2014 if signed by the Governor. Discussion ensued. Wesolowski asked Administrator Booth to follow-up with the Board's Financial Advisors to see if there is any value in proceeding with the Solar Project despite the decrease in SREC values. Booth agreed to reach out to the Board's Financial Advisors (i.e., Capital Financial Advisors) for guidance.
9. Wesolowski mentioned that the carpet for the hall is on hold pending the completion of the roof project.

New Business:

1. Administrator Booth discussed the status of the 2011 Audit. Booth stated she spoke to Auditor Ed Paul on July 10 and he hopes to have the audit completed by the August Board

meeting. Ed Paul also mentioned that Ball, Buckley and Seher participated in a peer review in 2011 and implemented some improvements to their audit process.

2. President Wesolowski mentioned Chief Grant reported that during heavy rain, the gutter near the lounge window overflows and water seeps through the window. Discussion ensued. The Board agreed to ask McMullen roofing to look into the problem while they are here re-roofing the hall and provide us a quote to address the issue. If necessary, additional quotes from other contractors will be solicited.
3. The cost of host services for the Lenola Memorial Hall website was discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to allow Hall Rental Chairman Orsini to purchase website host services for the remaining of 2012 for the Hall website at a cost of \$60.00 was unanimously approved by the five commissioners present.
4. President Wesolowski briefly discussed the following items included in the New Jersey State Association of Fire Districts March 3, 2012 Quarterly Meeting Minutes under “Legislative Report” distributed to the commissioners at the June 6th, 2012 Board Meeting:
 - a. A1503 Requiring Fire Districts, School Districts, County Governments, to share in the burden of property tax appeal refunds. Introduced on 1-10-12 and referred to Assembly Housing and Local Government Committee.
 - b. Discussion regarding moving the voting district boundaries to coincide with the fire district boundaries. Wesolowski mentioned this may be the first step to moving the Fire District elections to November.

Meeting opened to public:

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

The meeting was recessed at 7:40 p.m. to enter into an executive session.

Executive Session (Closed)

Meeting re-opened to the public at 8:10 pm.

President Wesolowski mentioned that during the executive session, the Board discussed the hiring of Sheila Dietrich as a part time Office Assistant for the Bureau of Fire Prevention.

A motion by Larry Niedermayer, seconded by Commissioner Grant to hire Sheila Dietrich as a part time Office Assistant for the Bureau of Fire Prevention was unanimously approved by the five commissioners present.

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:15 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator