

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 Commissioner Wesolowski.

All Commissioners were present. Also in attendance were Chief Grant, Hall Manager/Fire Official Orsini, Fire Prevention Specialist Tom DiPaolo and Administrator Booth.

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 6<sup>th</sup>, 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 14<sup>th</sup>, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14<sup>th</sup>, 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 Grant, seconded by Commissioner Niedermayer, the minutes of the June 4<sup>th</sup>, 2014 regular meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the June 4<sup>th</sup>, 2014 Executive Session were approved by the five commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Truck 3135 is scheduled for repair on July 8, 2014. Estimated cost to repair generator is \$4,800.00.
2. ProPhoenix project status:
  - Software installed in the Chief's vehicle
  - Currently working out minor issues with the station Kiosk
  - New Accountability tags created and will be incorporated into the new system.
3. Holmatro rescue tools were checked and are operational.
4. Bumper blocks were removed from parking lot.
5. New gas meter purchased for Truck 3135.
6. Report for June, 2014 submitted by Chief Grant and filed.

President Wesolowski thanked Chief Grant and the members of the Fire Company for removing the bumper blocks from the parking lot.

**Captain's Report:**

Chief Grant gave the following report for June:

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: Replaced Velcro on passenger side hose bed cover; Replaced batteries in battery pack for portable rescue tool; Annual service on all rescue tools was performed
  - Truck 3133: No reported problems
  - Truck 3135: No reported problems
  - Truck 3138: No reported problems.

3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
208.9G	112.9G	8.2G	330.0G

4. Report submitted and filed.

**Hall Rental Manager's Report:**

Hall Rental Manager Orsini gave the following report:

There were eight paying and two non-paying affairs during the month of June. There were approximately 35 inquiries via email and telephone. In addition, there were six bookings during the month, three each for 2014 and 2015.

1. Eight cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned, including one partial refund due to cleaning fee assessed.
2. Updated calendar will be posted in lounge.

Commissioner Ruggiano asked and Hall Manager Orsini replied yes to whether he removed the code to the AC control panel in the hall.

Hall Manager Orsini also answered questions regarding the additional cleaning fee assessed to a renter of the hall.

**Squad Report:**

Chief Joe Shields was unable to attend meeting due to a conflicting commitment. Shields sent the following Squad Report:

1. During the month of June the Squad responded to 153 EMS calls and 18 Fire calls for a total of 171 calls.
2. The June, 2014 Squad Financial Statement will be provided at the next Board Meeting.

**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 July are 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. Public notice awarding an administrative and accounting services contract to Booth Accounting and Administrative Services, LLC was published in the Burlington County Times in June 12<sup>th</sup>, 2014.
2. Budget Amendment Certification Form was submitted to DGLS on June 10, 2014.
3. Lighting Application was submitted to the NJ's Clean Energy Program on June 23, 2014.
4. Received signed Certification of Amended 2014 Budget from DGLS.
5. Received a copy of letter from the LVFC to their members regarding building security.
6. Received a copy of letter from the Squad to their members regarding building security.

President Wesolowski commented on the letters from the LVFC and Squad to their members regarding building security. Wesolowski began by mentioning there has been a good deal of talk lately as to what organizations will not do regarding the hall. He stated that the people who rent our hall are our customers and should be treated in the best possible manner. He also mentioned that he doesn't want to see our customers waiting outside the hall to gain access because people in the building were instructed not to let them in. Wesolowski pointed out that each organization in this building benefits from the income derived from the hall and suggested the organizations reconsider their position and put forward what they will do to

support the hall rental activities instead of what they won't do. Wesolowski concluded his comments by stating our customers should be treated better than what this is leading too.

7. Received letter from Board President/LVFC Member William Wesolowski requesting use of the hall on Sunday afternoon, October 5, 2014 for his daughter's baby shower. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to allow said use of the hall was approved by four commissioners with President Wesolowski abstaining.

### **Old Business:**

1. The Fire House Repaving Parking Lot Project was discussed. Administrator Booth informed the Board the Bid Package prepared by Dante Guzzi Engineering was received on July 1, 2014 and is currently being reviewed by the Board's Solicitor. Comments/revisions will be provided to Dante Guzzi by July 7, 2014 and barring any significant changes to the bid package, the advertisement for bids is planned for July 9<sup>th</sup>, 2014. Booth mentioned the bid package includes the Board's preferred option of the rear parking lot as the base bid with the entrance drive way and the front parking lot as separate alternate bid items. The sealed bids will be due and opened on July 31, 2014. President Wesolowski asked Administrator Booth to send an email to the Commissioners when the advertisement for bids is scheduled to be published.
2. Repair and Maintenance projects were discussed.
  - Bureau Driveway - project completed; invoice paid.
  - Hall lighting - Maintenance Personnel Ruggiano provided a status of the project to transition to LED lighting in the hall. Ruggiano stated a bulb has been selected that has been approved by Lutron to work with our system. Ruggiano also mentioned we are waiting to hear if we are eligible for the Clean Energy Program incentives for the project. Ruggiano briefly discussed testing the bulb in one of the grids in the hall. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to purchase eight bulbs with extenders to test the bulbs was approved by the five commissioners present.
3. The Shared Services Meeting with District No. 1 to discuss the possibility of consolidating Fire Prevention and Code Enforcement was discussed. President Wesolowski provided a summary of the discussion topics from the meeting. Wesolowski mentioned Administrator Chesner and Administrator Booth were asked to compile information, including financial information for the subcommittee to further discuss this option. Commissioner Maahs added that there are a lot of things to still work out. Brief discussion ensued. The next Shared Services meeting with District No. 1 is scheduled for July 21, 2014. Wesolowski informed the Board that if at any time during this process the Board has questions or input, to please bring them to Administrator's Booth attention to ensue it is covered during the subcommittee discussions.
4. President Wesolowski recommended establishing a formal Board of Fire Commissioners' Personnel Sub-Committee to deal with personnel matters as well as represent the Board at the Shared Service meetings. Wesolowski suggested this be discussed further during the August Board Meeting.
5. Chief Grant informed the Board the Emergency Logistical Recall List, the Large Scale Fire/Event Recovery Document and the Emergency Contact List created in preparation for a Large Scale Fire/Event were finalized and a copy of said documents are in the Chief's vehicle and in the Commissioners' drop box.

6. The Civil Service Commission Job Announcement for the Fire Prevention Specialist position was briefly discussed. Administrator Booth informed the Board the posting for the position closed on June 25, 2014 and we are awaiting the Eligible/Failure Roster from Civil Service.

**New Business:**

1. The 2013 Audit Status was discussed. Administrator Booth distributed copies of the Final 2013 Audit Report to the commissioners and provided a high level summary of the Audit Report. Booth also stated no reportable conditions, material weaknesses, or instances of noncompliance related to the financial statements were noted. Booth asked the Board to review the 2013 Audit Report and send any questions to her prior to the August Board Meeting. The resolution accepting the Auditor's Report, which states the governing body review, at a minimum, the General Comments and Recommendations, is to be adopted no later than forty-five days after receipt of the Annual Audit Report, as per the regulations of the Local Finance Board. The Resolution will be presented for adoption at the August 6<sup>th</sup>, 2014 Board Meeting.
2. Drop Box Security was briefly discussed. Administrator Booth informed the Board files shared in the drop box could inadvertently be deleted by a member. Booth mentioned she will be discussing back-up/recovery procedures with the Board's Technology Officer and also look into adding administrative controls to our current drop box account. President Wesolowski recommended members stay clear of the delete button when viewing files in the Drop Box.

**Meeting opened for public comment:**

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 7:42 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration