

## 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 Fire Official Orsini, Chief Robert Grant, Captain DiPaolo and Administrator Booth.

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 8<sup>th</sup>, 2017 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 8<sup>th</sup>, 2017 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 Grant, the minutes of the June 7<sup>th</sup>, 2017 meeting were approved by the five commissioners present.

### **Chief's Report:**

Chief Grant gave the following report:

1. The LVFC is participating in a free trial of *IamResponding*, a responder tracking system. Grant stated the current tracking system is not operating as expected and therefore other options are being pursued. If the trial is successful, the annual cost of the new tracking system would be approximately \$800.00.

2. Informed the Board that Chief Assistant Brian Wesolowski and Administrator Booth are working on establishing a process to sell surplus property no longer needed for public use on a state sanctioned auction website.
3. Reminded the Board that the Active Shooter training is scheduled for July 10<sup>th</sup> and 17<sup>th</sup>.
4. Discussed the Department's efforts in the search for the missing Lenola resident at the end of June. Grant was appreciative of the many LVFC members that participated in the search efforts from Wednesday evening through Saturday which resulted in the missing person being found. Grant also discussed the valuable service provided by the Cherry Hill Canteen (Deer Park Fire Company) in support of the search efforts by providing food and water to the first responders. Grant mentioned they are a volunteer organization and rely on outside donations to provide service. Grant stated the LVFC hopes to make a donation and asked if the Board would like to consider making one as well. Brief discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs-Knobbs to make a donation to Deer Park Fire Company in the amount of \$250.00 was approved by the five commissioners present.
5. Discussed report submitted by the Chief's Administrative Assistant covering various projects including the updating of the ISQ log and setting up the trial of *IamResponding*, a responder tracking system.
6. Reports for June, 2017 were posted on the board and submitted.

**Captain's Report:**

Captain DiPaolo gave the following report for June:

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 gave the following report for June:

1. Eighty-four inspections were performed in June
2. Penalty totals for the month were provided.
3. Witnessed an annual fire drill at a business location.
4. Four construction and two zoning notices were sent to the Township.
5. Report was submitted and filed.

**Hall Rental Manager's Report:**

Hall Manager Orsini gave the following report for June:

1. There were seven affairs during the month of June, approximately sixty-five inquiries via email and telephone and ten bookings during the month, five for 2017 and five for 2018.
2. The table protective rings were ordered, however, not yet delivered.
3. All security deposits are scheduled to be returned.
4. Updated dates will be posted in the lounge.

**Squad Report:**

A representative from the Squad was not in attendance. No financial reports were 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 Statement was prepared were read by Administrator Booth at the meeting.

There being no comments or questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Maahs-Knobbs 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 invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Vehicle and Building Maintenance Employee.

### **Communications:**

The following communications were discussed:

1. Received a letter from the NJ State Firemen's Association requesting the use of the hall on Tuesday, August 22, 2017. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to allow the NJ State Firemen's Association to use the hall for their annual caucus on said date was approved by the five commissioners present.
2. Certified letter was sent to CertainTeed Commercial Roofing, informing them all required repairs were made to the roof to keep the warrant in full effect. Booth stated a copy of the letter was filed in the safe along with the warranty.
3. Received a brochure from a provider of occupational medicine. Booth mentioned the medical group is a preferred provider under NJM Insurance Group, the district's workers compensation carrier. Brief discussion ensued. The medical group is one of many options available to our employees and members should they become injured while working. President Wesolowski asked Booth to forward a copy of the brochure to Chief Grant.

### **Old Business:**

1. The planned purchase of medical pouches for the tactical gear was discussed. The list of medical supplies along with the prices were provided to Chief Dan Sheilds from the county. Discussion ensued. Wesolowski expressed a desire to expedite the purchase of the medical supplies and pouches to ensure availability if needed. The Board discussed placing the order once the price list is made available. A motion by Commissioner Wesolowski, seconded by Commissioner Grant to purchase medical pouches and supplies recommended by the county for an amount not to exceed the budgeted monies set aside for said purchase, was approved by the five commissioners present.
2. The Lower Roof Project was discussed. Booth informed the Board that five bids for the Lower roof project were submitted on May 16<sup>th</sup>, 2017. Minutes to the meeting where the sealed bids were publically opened, announced and recorded were provided. Booth stated copies of the bid packages submitted along with a Summary Report of the Bid Submissions were provided to Solicitor Gregory McCloskey and Architect Harry Bopp for their review. McCloskey reviewed the five bids and determined that Roof Management, Inc. submitted the lowest responsible and responsive bid and recommended that the award of the contract go to Roof Management, Inc.

Brief discussion ensued. The Board members in attendance unanimously agreed with Solicitor McCloskey's recommendation to award the contract to Roof Management Inc.

**Resolution:**

Resolution 2017-15 "Accepting Bid and Awarding Contract to Roof Management, Inc., for the Re-roofing of the Lower Roof of the Fire House and Alternate there to." was read by President Wesolowski. The resolution states that (1) a contract be and is hereby awarded to Roof Management Inc., 1627 Wyckoff Road, Wall, NJ 07727 for and in consideration of \$118,000.00 and (2) that the President of the Board is hereby authorized to execute said contract. On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs, Resolution 2017-15 was approved by the five Commissioners present on a roll call vote.

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

Administrator Booth stated Roof Management, Inc., will be officially notified and the bid packages from the remaining bidders will be returned. Respective parties will be contacted to arrange the pre-construction meeting.

3. The Fire Official, UFD request was briefly discussed. Administrator Booth mentioned the agendas for the Civil Service Commissioners semi-monthly Board Meetings continue to be viewed when posted in an effort to determine when appeal will be heard.
4. The redemption of funds in the Oppenheimer Cash Reserve Fund was briefly discussed. Administrative Booth stated the funds redeemed from the cash reserve fund in the amount of \$1,484.30 was received and deposited in the District's Operating Account.
5. The Civil Service process regarding the promotion of Jamie Boren to the position of Clerk 2 was briefly discussed. Administrator Booth stated the paper work was filed with Civil Service and we are awaiting the formal announcement.
6. Vehicle back-up policy for the Lenola Fire House was discussed. Copies of the LVFC and the LFC Emergency Squad's current policies were provided to the commissioners. Wesolowski mentioned that due to recent incidents there is a need for the Board, as the property owner of the building, to establish uniform vehicle back-up procedures when entering the Fire House. The purpose would be to prevent personal injury and property damage. Wesolowski further stated the Board should consider assigning financial responsibility to the organization (i.e., paying the insurance deductible) if the established procedures for backing-up were not followed and damage to the building or vehicle occurred. Discussion ensued. Wesolowski offered to prepare a draft vehicle back-up policy to be discussed at the August Board Meeting.
7. Commissioner Maahs-Knobbs inquired as to the repeated absence of a representative from the Emergency Unit at the monthly board meetings and the requirements for filing financial reports. Brief discussion ensued. Administrator Booth offered and Wesolowski agreed that a letter be sent to the Emergency Unit requesting both a representative attend the monthly board meetings and the submission of monthly financials.

8. The recent incident involving 3135 and a member's vehicle was briefly discussed. The replacement parts to the member's vehicle have been received and arrangements are being made to make the repairs.

**New Business:**

1. The 2016 Audit Report was discussed. Administrator Booth provided electronic copies of the Final 2016 Audit Report to the commissioners and provided a high level summary of the Audit Report. There were no reportable conditions, material weaknesses, or instances of noncompliance related to the financial statements noted. Booth mentioned 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.

**Resolution**

Resolution 2017-16 "*Accepting the Auditor's Report for the Year Ending December 31, 2016*" was read by President Wesolowski. The Resolution requires as per regulation that the governing body of each fire district shall by resolution certify to the Local Finance Board that all members of the governing body has reviewed, at a minimum, the sections of the Annual Audit entitled *Findings* and *Recommendations* as evidenced by the group affidavit form. The Board members present acknowledged they reviewed, at a minimum, the sections of the Annual Audit entitled *Findings* and *Recommendations*. There being no questions, the Resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs. Resolution 2017-16 was approved by the five Commissioners present on a roll call vote.

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

Administrator Booth stated the Audit Synopsis will be published in the Burlington County Times as required by statute. Booth shared with the board areas of improvement that were discussed with the auditor to enhance controls to ensure compliance with regulations. Action plans will be developed and implemented to address said areas.

2. The Direct Install Program was discussed. Administrator Booth stated the application to participate in said program was submitted at the end of 2016 and a scope of work outlining the net cost (\$36,700) to the district to install LED lighting and replace certain HVAC systems was received in the beginning of 2017. The cost to the district represents 30% of the total cost of the project (\$122,000). At the time, the board agreed to consider the project for budget year 2018. Since the program runs on a fiscal year beginning on July 1<sup>st</sup>, the Board agreed to reapply for the program in late summer for potential inclusion in the 2018 Budget. Booth mentioned an inquiry as to the status of the program and availability of funds was made with Hutchinson. A representative from Hutchinson agreed to send a new application when available and share any revisions to the program, as appropriate. The potential timing of the project was briefly discussed.

3. The sale of surplus personal property no longer needed for public use though an online auction site was discussed. A number of items have been identified for sale. Administrator Booth stated the resolution would allow the District to utilize [www.govdeals.com](http://www.govdeals.com) to auction items. A brief discussion ensued.

### **Resolution**

Resolution 2017-17 “Authorizing the Sale of Surplus Personal Property No Longer Needed for Public Use on an Online Auction Website” was read by President Wesolowski. There being no comments or questions from the Board, a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to adopt said resolution was approved by the five commissioners present.

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

4. Quotes for a new air conditioner unit and landscaping around the Bureau of Fire Prevention were briefly discussed. Administrator Booth mentioned repairs to the meeting room air conditioner were made recently and the unit is past its expected life. Quotes to replace unit were solicited for the board’s consideration in case replacement is needed. One quote was received and two more are expected. In addition, two quotes for landscaping work in the parking lot of the Bureau of Fire Prevention were also provided to the board for consideration. Above projects will be further discussed as additional quotes are received.

Lastly, Booth stated the quote to make the necessary safety modifications to the bay doors came in at \$335.00 per door. According to Maintenance Personnel Ruggiano all modifications were made.

### **Meeting opened to the public.**

Fire Official Orsini requested the use of the Hall on behalf of the Christy Family on Sunday, July 16, 2017 at 1:00 pm. The family is holding a Celebration of Life Luncheon honoring the late John Christy, a charter member of the Lenola Volunteer Fire Company. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to allow the Christy Family to use the hall as stated above and at no cost was approved by the five commissioners present

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 8:31 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration