

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 Chief Grant, Fire Official/Deputy Chief Orsini, Captain DiPaolo, LVFC President Brian Wesolowski 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 8th, 2016 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 8th, 2016 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 Grant, seconded by Commissioner Ruggiano, the minutes of the June 1st, 2016 meeting were approved by the five commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the June 1st, 2016 Executive Session were approved by the five commissioners present.

Chief's Report:

Chief Grant stated the monthly reports for June, 2016 were posted on the board and submitted. Grant noted the call volumes were a little high.

Chief Grant discussed the report submitted by the Chief's Administrative Assistant covering the status of various projects including the Air Quality Plan, gear maintenance tracking program, exposure control plan documents, RTK survey and Inventory.

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. Reported on the maintenance and/or repairs performed throughout the month.
3. Equipment was provided to Glick to mount on new truck.
4. Report was submitted and filed.

Fire Official Report:

Fire Official gave the following report:

1. The number of inspections performed in May and June were 174 and 67, respectively.
2. Penalty totals for the month of June were provided.
3. Discussed imminent hazards and notices forwarded to the construction official.
4. Informed the board that if approved, a property management company will build first ever residential townhomes in Moorestown with a sprinkler system.
5. Report was submitted and filed.

Fire Official Orsini replied to a question from Commissioner Ruggiano about new lettering on 313. Orsini stated he will provide an estimate for the lettering at the August meeting.

Hall Rental Manager's Report:

Hall Rental Manager Orsini provided the following report:

1. During the month of June, there were fourteen affairs, approximately 65 inquiries via email and telephone and fourteen bookings during the month, including nine for 2017.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.

Orsini discussed potential improvements in the catering area of the hall. President Wesolowski suggested Orsini put together a proposal for the board to consider.

Squad Report:

Financial reports through May, 2016 were provided. A representative from the Squad was not in attendance.

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 further 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 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. Letter to Police and Fire Federal Credit Union requesting membership as a Select Employer was sent on June 9, 2016.
2. Registrations for vehicles were submitted to DMV.
3. Received the first and second quarter SSA payment from Fire District No. 1.

Old Business:

1. The new Chief command vehicle was discussed. Chief Grant provided a brief status. The final cost provided to the board was within budget. Grant stated the former chief vehicle was turned over to the bureau and the current maintenance issues with said vehicle will be addressed.
2. Status of 3131 was provided. Chief Grant mentioned three members of the truck committee went to Glick to discuss the mounting of the equipment on the new truck. Grant also discussed the familiarization training planned for the firefighters. Chief provided a summary of the additional equipment and mounting costs. Brief discussion ensued. President Wesolowski suggested waiting for the final invoices from Pierce and Glick before any action is taken by the board.
3. The proposed Fire/EMS Incentive Program was briefly discussed. Administrator Booth stated the revisions to the criteria to participate in the proposed Volunteer Fire Fighter and EMS Incentive Program discussed at the last board meeting were sent to the township.
4. Active Shooter/Emergency Services Rescue protective equipment was briefly discussed. Administrator Booth reported we are awaiting guidance from the county prior to purchasing protective equipment.
5. The Front and Side Parking Lot Repaving Project was discussed. Administrator Booth stated the project to enlarge the underground pipe from the downspout to the township storm pipe was completed prior to the start of the repaving project. The repaving project began and ended on schedule. Drainage issues and other punch list items were noted and discussed with the engineer and asphalt company. The asphalt company agreed to address issues.
6. The 2015 Audit was briefly discussed. Administrator Booth mentioned we are awaiting a status form the board's auditor.
7. The directive from the state requiring all fire districts to execute a written contract with their volunteer fire company or neighboring municipality to provide fire protection services within the fire district was discussed. Administrator Booth mentioned the contract was sent to the board's solicitor for review after receiving feedback from the Lenola Volunteer Fire Company and a representative from the state. Booth stated any revisions by the solicitor will be shared with the LVFC for their review prior to the Board's final review. President Wesolowski asked

and Booth replied yes to whether the Board will be in a position to consider the resolution to execute said contract at the August Board Meeting.

8. FEMA Application for reimbursement of costs associated with winter Storm Jonas (January 22-24, 2016) for snow removal was briefly discussed. Administrator Booth mentioned we are awaiting approval from FEMA.
9. Banking issues were briefly discussed. Booth informed the board of a discussion with the regional vice president of the bank who agreed to refund the fees and promised to have a relationship manager reach out to the district to determine the appropriate accounts that fit the district's needs. The board agreed to allow the administrator to monitor the progress and to pursue other options as appropriate.
10. Police and Fire Federal Credit Unit (PFFCU) membership was discussed. Administrator Booth mentioned a representative from PFFCU will be onsite on Thursday, July 7, 2016 to answer questions and provide applications.
11. The Burlington County Energy Aggregation Program was discussed. President Wesolowski asked if the district was allowed to participate in the county program and if so, would the district be able to terminate the current energy aggregation program with the township if the county rate was lower than the district's current rate. Brief discussion ensued. Administrator Booth agreed to gather information regarding the programs for the next board meeting.

New Business:

1. Required review of the Financial Statements of the Squad was briefly discussed. Administrator Booth mentioned the review will be conducted once the 2014 Audit is received.
2. Repairs to the lounge and the condition of the lower roof were discussed. Discussion ensued. The board agreed to seal the lounge window and assess whether efforts to divert water off the lower roof was successful before repairing the lounge. The board also agreed to look into passing an emergency resolution to repair the roof since the voters have already approved funds to replace roof in February of this year.
3. The Written Indoor Air Quality Program required by PEOSH was discussed. The board agreed to review program prior to the August Board meeting at which time the Board will consider approving said policy.

Meeting opened to the public.

Deputy Chief Orsini commented on the great experience he and fellow officers had while at the Pierce Manufacturing facility in Appleton Wisconsin to conduct a final inspection of 3131. Orsini also mentioned he was impressed with the amount of effort Chief Grant put in and his knowledge of the specifications of the new truck. President Wesolowski thanked Orsini for his comments.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:58 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration