

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 with the exception of Commissioners Niedermayer. Also in attendance were Fire Chief Grant 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 Maahs, the minutes of the May 4th, 2016 meeting were approved by the four commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Maahs, the minutes of the May 4th, 2016 Executive Session were approved by the four commissioners present.

Chief's Report:

Chief Grant stated the monthly reports for May, 2016 were posted on the board and submitted.

President Wesolowski read the report submitted by the Chief's Administrative Assistant covering the status of various projects including Air Quality Plan, Haz Com Central File, RTK survey and PEOSH fire service updates.

Captain's Report:

Chief Grant gave the following report for May:

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. A 5.4 gallons discrepancy was noted in the fuel log. Brief discussion ensued.
4. Report was submitted and filed.

Fire Official Report:

Fire Official was not in attendance and a report was not provided.

Hall Rental Manager's Report:

Hall Rental Manager Orsini was not in attendance, Administrative Booth read the following report submitted by Orsini:

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

Squad Report:

A representative from the Squad was not in attendance. No 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 further 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 four commissioners present.

(List of Bills paid in June 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. The Notice awarding contract to American Asphalt Company, Inc. for the front and side parking lot repaving project was published in the Burlington County Times on May 19, 2016.
2. The Approval of Resolution Notice establishing the position of Clerk 1 was published on the Burlington County Times on May 19, 2016.
3. The Shared Services Agreement Press Release was distributed to members of the local press.
4. Received the New Jersey State Association of Fire Districts March 5, 2016 Quarterly Meeting Minutes.
5. Received a letter form Fire Official Orsini on behalf of staff requesting approval for summer work schedule.
6. Received letter from New Jersey State Firemen's Association requesting the use of the hall on August 23, 2016 for the annual caucus if the Chief's Delegates, Exempt Delegates and Life Members of Burlington County. On a motion by Commissioner Maahs, seconded by Commissioner Grant, the request to use the hall on said date was approved by the four commissioners present.

Old Business:

1. The new Chief command vehicle was discussed. Chief Grant provided a brief status. The projected actual cost is within budget. The command vehicle console is being built and the lights will be installed in mid to late June. The registrations and license plates for the current and new chief vehicle were briefly discussed.
2. Status of 3131 was provided. Chief Grant mentioned six members of the truck committee will be leaving on Sunday, June 5th for the final inspection of the new truck. Chief provided a status regarding tools purchased and mounting costs. Brief discussion ensued. The list of truck committee members attending the final inspection was discussed.
3. The proposed Fire/EMS Incentive Program was discussed. Administrator Booth mentioned a meeting was held with the Township on May 16, 2016 to further discuss logistics and definitions of volunteers for each department. The criteria, as defined by each department, to participate in the proposed Volunteer Fire Fighter and EMS Incentive Program was discussed. Discussion ensued. Revisions to the wording regarding training were made.
4. The Active Shooter/Emergency Services Rescue protective equipment was briefly discussed. Administrator Booth reported the Fire/EMS Rescue Task Force Equipment Inventory Survey was completed and returned to Burlington County Board of Chosen Freeholders.
5. The Front and Side Parking Lot Repaving Project was discussed. Administrator Booth stated the Pre-Construction Meeting was held on May 25 2016. The estimated start date for the project is June 27, 2016. Estimates for the removal of the bumper blocks prior to the start of the parking lot were discussed. A motion by Commissioner Maahs, seconded by Commissioner Ruggiano to utilize Winzinger Recycling, the lower of the two quotes, was approved by the four commissioners present.

Due to interdependencies, the lounge roof water concerns was discussed when planning for the repaving project. Specifically, bypassing the lower roof gutters and diverting engine room roof water directly to one of the downspouts along the lounge side, and if needed, enlarging the underground pipe from the downspout to the township storm drain was discussed. Booth mentioned that per the "as built" architectural drawings the underground pipe is 8", however, the actual size of the current underground pipe will need to be confirmed. Quotes received for

possible excavation and replacement of the underground pipe were also discussed. The lowest quote received will be used if it is determined that the underground pipe is to be replaced.

6. The 2015 Audit was briefly discussed. Administrator Booth stated that Auditor Ed Paul plans to have audit completed by the July 6, 2016 board meeting.
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 provided the board with clarification received from the state regarding wording from the statute relating to said contract. Booth stated a draft of the contract was provided to the President of the Lenola Volunteer Fire Company for review. In addition, Booth stated a representative from the state agreed to review contract and provide comments and suggestions. The Board agreed to provide a draft to the state for their review after feedback is received from the Lenola Volunteer Fire Company. Booth added that once comments from the state are reviewed and incorporated as appropriate, the draft contract will be sent to the Board's Solicitor for review.
8. FEMA Application for reimbursement of costs associated with winter Storm Jonas (January 22-24, 2016) for snow removal was briefly discussed. Administrator Booth stated the requested paperwork was provided to FEMA for consideration.
9. Right-to-Know, PEOSHA requirements and Air Quality Testing were briefly discussed. Administrator Booth noted the status of these items were included in the written report provided by Administrative Assistant Brian Wesolowski under the Chief's Report.

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. Fraudulent activity associated with the purchase card was discussed. Administrative Booth stated an alert was received from the Bank of America regarding potential fraudulent activity on one of the purchase cards. Activity was reviewed with their fraud department, fraudulent activity was identified and the account was put under a fraud alert. All fraudulent transactions were either blocked as suspicious by Bank of America or reversed. A new card is being issued.
3. Banking issues were discussed. Administrator Booth mentioned the twelve month fee free agreement is no longer being honored by the new bank. In addition, an account manager has not yet made contact as promised during the transition to the new bank. Brief discussion ensued. A motion by Commissioner Wesolowski, seconded by Commissioner Ruggiano to allow Administrator Booth to research banking options that best fits the Board's needs was approved by the four commissioners present.
4. Police and Fire Federal Credit Unit (PFFCU) membership opportunities were discussed. Administrator Booth briefly discussed the benefits for employees if the District were to become a Select Group Employer. Brief discussion ensued. A motion by Commissioner Grant seconded by Commissioner Ruggiano to send letter to PFFCU requesting membership was approved by the four commissioners present. Booth mentioned this information was also provided to the Lenola Volunteer Fire Company and Moorestown Fire District No. 1.
5. Administrator Booth noted the May Monthly Budget vs. Actual Report will be available for review in the drop box folder within the next few days.

Meeting opened to the public.

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

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss a personnel matter and service agreement. Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

Resolution 2016 - 16 “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 Maahs, seconded by Commissioner Grant and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:08 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:10 p.m. and was adjourned at 8:55 p.m.

Meeting re-opened to the public.

President Wesolowski stated during the Executive Session the Board discussed two matters, the first being a personnel matter regarding a request from the Fire Official to obtain the title of Fire Official, UFD. A motion by Commissioner Maahs, seconded by Commissioner Grant to research and gather additional information for the Board to consider UFD title request was approved by the four commissioners present.

The second matter discussed during Executive Session was Township Ordinance No. 23-2003 titled *Emergency Medical Services Agreement*. A motion by Commissioner Maahs, seconded by Commissioner Grant to confer with the Lenola Fire Company Emergency Unit about said

ordinance and discuss whether same, as written, is relevant given the current circumstances and management structure of the organizations was approved by the four commissioners present.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:58 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration