

## June 2, 2010

The regular meeting of the Board of Fire Commissioners, Fire District No. 2 held on the above date, was called to order at 7:00 pm by President Wesolowski. All Commissioners were present.

Others present included Chief Ruggiano, Matt Orsini and Rob Grant.

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

President Wesolowski asked if the members received and reviewed the minutes of the preceding meeting. The commissioners stated they had. No additions or corrections were noted. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve minutes was unanimously approved.

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

1. Chief informed the board that all the air packs were delivered. The representative from Zico will be here on Friday to assist in the installation of the brackets on the trucks and to show how we can convert the larger cylinders down to the new smaller cylinders. Chief provided a brief demonstration and answered questions about the air packs. Rob Grant also provided input and answered questions from The Board. Chief stated once the brackets are installed on the trucks, training will be scheduled.
2. Report submitted and filed.

### **Captain's & Engineer Report:**

1. Chief Ruggiano gave report.
2. All Trucks were checked and are operational.
3. In truck 3132, Strobe light on the passenger side rear and the drain valves on front 6" intake were replaced. In addition, the BCT 4120 portable self contained rescue tool was delivered, demonstrated and is now in service.
4. In truck 3133, the Impack meter was calibrated and the cartridge was replaced.
5. In Truck 3135, the Impack meter was calibrated
6. Fuel used:

<u>Squad</u>	<u>Fire Co</u>	<u>Total</u>
236.2G	77.9G	314.1G
7. Report submitted and filed.

### **Hall Rental Chairman Report:**

1. Matt Orsini gave the Hall Rental Chairman Report. During the month of May, there were two paying affairs and no non-paying affairs scheduled. There were approximately 45 inquiries via e-mail and telephone. We received one booking during the month for the calendar year 2010. Matt mentioned we probably would not see many 2011 bookings until later in the year.

2. All security deposits are scheduled to be refunded and there will be one cleaning paid for the month of May. Updated dates are posted in the lounge.
3. The baby changing table was installed in the ladies room (handicap stall).
4. Matt informed the Board, that due to Dave Giberson's busy schedule, he is taking a temporary leave from cleaning the hall. John Tabaco will be filling in.
5. Matt stated June will be very busy with hall rentals with more rentals through the summer and therefore, would like the Board to consider hiring a cleaning company to come in, as needed, to do a deep cleaning of the hall (one or two times a year depending on the rental activity). The deep cleaning would include things over and above what is cleaned after each event such as duck registers, light housings, base boards, behind bar, beer tubs, carpets and floors and a thorough cleaning of the kitchen. President Wesolowski mentioned that having the kitchen thoroughly cleaned is very appealing since the caterers seem to only wipe the kitchen down and it does not get a thorough scrubbing. Discussion ensued. President Wesolowski stated the Board will take under advisement and will discuss under "New Business".
6. Commissioner Grant asked if we could call to have the handle on the beer box repaired. Brief discussion ensued. Matt will call and see if unit is under warranty and have handle repaired as appropriate.
7. Report submitted and filed.

### **Squad Report:**

A representative from the squad was not in attendance. No report presented.

With this being the third month without a squad report, President Wesolowski asked Administrator Booth if we could send correspondence to the Squad asking if someone is not able to attend that they provide a report for us to read at the meetings.

### **Bills:**

The bills to be paid in June were read by Administrator Booth.

President Wesolowski read a bill he received for Computer Support and Maintenance for the for \$1,000.00. This bill is to be split equally between the "Administration" and "Bureau of Fire Prevention" accounts. This bill represents the total annual cost to the Board of Fire Commissioners. As previously discussed, the total bill for the year is \$5,000.00, split between the Board of Fire Commissioners (\$1,000.00), Lenola Fire Company (\$1,500.00) and the Squad (\$2,500.00). The Lenola Fire Company also received their bill for \$1,500.00 and the Squad will receive the second half of the bill (\$2,500.00) at the end of the year.

(A list of bills paid in June is available upon request.)

President Wesolowski asked if there were any questions regarding any of the bills. There being none, a motion by Commissioner Niedermayer and seconded by Maahs to pay the following bills and any regular bills that come in was unanimously approved.

Maahs abstained on all C. Maahs Knobbs' invoices.

**Communications:**

1. President Wesolowski read a request from the Moorestown Township Police Department for use of the second floor training room on August 11<sup>th</sup> and 12<sup>th</sup> from 0800 – 1600 hrs. The Police Department in conjunction with the Burlington County Prosecutor's Office is hosting Behavioral Analysis training for patrol officers (limited to 25 attendees). The dates were discussed with Matt Orsini and there are no conflicts. A motion by Commissioner Niedermayer and 2<sup>nd</sup> by Commissioner Grant was unanimously approved granting use of the second floor training room to Moorestown Township Police Department on August 11<sup>th</sup> and 12<sup>th</sup> from 0800 – 1600 hrs.

**Old Business:**

1. President Wesolowski informed the members of the board that the Local Finance Board approved our financing for the air packs.
2. President Wesolowski asked Administrator Booth if the 1999 Bill from the New Jersey Department of Labor was resolved. Administrator Booth replied it is still in process.
3. President Wesolowski asked Administrator Booth if we received any literature from our Insurance Company regarding the recently purchased Off-Duty Activity Accidental Death and Dismemberment Benefit that we can pass along to our members and employees. Administrator Booth agreed to request information from the carrier.
4. President Wesolowski asked for a status of our employees enrolling in the NJ State Health Benefits Program. Administrator Booth said she is still awaiting the welcome package to be sent by the state. Booth mentioned she has called every two weeks for a status. The state is currently back logged with applications and will be sending our applications shortly. The target date for enrollment is August 1, 2010.
5. Wesolowski reported he met with the Township's landscape architect twice to go over measurements and plans. She provided us with a list of shrubs that would provide color both in the spring and fall. Specifically, she recommended we purchase forty-five shrubs from four different species. Wesolowski contacted Flags Garden Center and Moorestown Gardens with the list of recommended shrubs. Flags responded quickly with a quote of \$1,100.00 and Wesolowski will follow up with Moorestown Gardens for their quote. Matt Orsini suggested we also request a quote from Northern Wholesalers. A motion by Commissioner Grant and 2<sup>nd</sup> by Commissioner Maahs to purchase shrubs from the vendor with the lowest price not to exceed \$1,100.00 was unanimously approved. In addition, a motion by Commissioner Maahs and 2<sup>nd</sup> by Commissioner Grant to hire Franzeo Landscaping (company who removed the old shrubs) to plant the new shrubs was unanimously approved.
6. President Wesolowski mentioned the Board was notified by Malin and Murphy that they will be discontinuing the administrative and accounting services performed on behalf of the Board. Wesolowski asked Administrator Booth to obtain a letter from Walter Malin, owner of Malin and Murphy, documenting his intention to discontinue his role as administrator. Wesolowski stated we have a contract and an existing resolution; therefore we would need an official letter of resignation from Walter.

7. President Wesolowski stated he and Administrator Booth met a few times over the last couple of months to discuss the amount of monies in each of the reserves. Included in each member's folder is a copy of the spreadsheet detailing the balances of each fund for their review.

### **New Business:**

President Wesolowski discussed the following items:

1. Recommendation by Matt Orsini during his Hall Rental Chairman's Report regarding hiring a cleaning company to come in, as needed, to do a deep cleaning of the hall (one or two times a year depending on the rental activity). Discussion ensued. The Board agreed to schedule a deep cleaning after the next affair and have Matt approach the Board when he feels another thorough cleaning is needed. President Wesolowski mentioned we can revisit again in September before the Testimonial Dinner because there are other things we are having done and we should coordinate our efforts so as not to duplicate them. A motion by Commissioner Niedermayer and 2<sup>nd</sup> by Commissioner Grant was unanimously approved to have a thorough cleaning of the hall for \$250.00.
2. Resolution 2010-09. President Wesolowski read resolution authorizing membership in the Burlington County Mutual Aid and Assistance Agreement Between Participating Units. Wesolowski opened the discussion to the Board. Brief discussion ensued. A motion by Commissioner Grant and 2<sup>nd</sup> by Commissioner Niedermayer was unanimously approved to pass Resolution 2010-09 authorizing membership in a mutual aid and assistance agreement with participating units within Burlington County for a term of five years.
3. Crack in asphalt. President Wesolowski mentioned that at the end of last year we had a list of projects that needed attention. Some were completed and others were on hold. Wesolowski went on to state that we have a good size crack in the asphalt outside of the building and any water that drains is most likely going into the crack. Wesolowski recommended the Board look into having this repaired. The Board agreed. Wesolowski asked Chief Ruggiano to contact an asphalt company. Chief asked if he could meet with President Wesolowski to discuss approach before contacting three contractors for estimates to ensure we are all on the same page. Wesolowski agreed.
4. Minor Vehicle Accident. President Wesolowski informed the Board that the Fire Inspectors vehicle was involved in a very minor accident on the 14<sup>th</sup> of May on Route 73 and was rear ended. There was no damage to either vehicle. A non reportable accident report was completed.
5. Changes in anticipation of a new Administrator. President Wesolowski mentioned soon all our records will be held in the office that is currently the commissioner's office in the Bureau of Fire Prevention. Each Board member was given a key to the office at the meeting. Once the office is set up, the door will be locked. In addition, a new phone was installed. A computer and accounting software is needed. The computer has been purchased and a motion by Commissioner Maahs and 2<sup>nd</sup> by Commissioner Grant to purchase Quick Books software for \$549.00 was unanimously approved. Wesolowski mentioned we will also be purchasing a desk for the office as well.

Commissioner Grant asked Chief Ruggiano about the water coming through the window/wall in the lounge during a recent heavy rain. Chief Ruggiano mentioned it is an issue that arises every once in a while. Discussion ensued. Chief Ruggiano informed the Board that he has already called the roofer regarding this issue.

**Meeting opened to public:**

Chief Ruggiano mentioned each September we have Burlington County Cleaners come in and do a thorough cleaning of the hall and kitchen and suggested the current janitor maintain the hall utilizing a checklist instead of hiring another cleaning company to do a deep cleaning. Discussion ensued. A bartender's checklist exists, however no janitorial check list currently exists. President Wesolowski recommended we go ahead with a deep cleaning as discussed and obtain a list of what they do and use the list to develop a checklist for our janitor to use going forward.

In addition, Chief Ruggiano offered to obtain quotes from landscapers to plant the shrubs (including mulch). Chief also asked if the nursery will guarantee the shrubs. He mentioned some may not if they do not plant the shrubs. Wesolowski stated that the shrubs will need to be watered weekly until they are established and once established they can live on their own with rain water. Wesolowski also mentioned as far as anyone saying that unless we plant them we don't guarantee them, no one has said that.

**Executive Session (Closed)**

**Board returned to public section of meeting:**

A motion by Commissioner Niedermayer 2<sup>nd</sup> by Commissioner Maahs to appoint Booth Accounting and Administrative Services as Board Administrator for Board of Fire Commissioners, Fire District No. 2 - Township of Moorestown effective July 1, 2010 was unanimously approved by a roll call vote.

Grant - Aye  
Niedermayer - Aye  
Maahs - Aye  
Lieber - Aye  
Wesolowski - Aye

Administrator Booth thanked the Board and added she was looking forward to continuing working with them.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:50 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator  
Malin and Murphy Financial Services