

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 Chief Grant, Fire Official Orsini 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 6th, 2015 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 6th, 2015 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.

Wesolowski informed the Board and the public that there will be two sections of this meeting open to the public. In addition to the end of the meeting, during “Old Business” we will open the meeting to the public to discuss the Board’s potential use of the Houston-Galveston Area Council (H-GAC) to purchase a new fire truck.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the May 6th, 2015 regular meeting were approved by the five Commissioners present.

Chief’s Report:

Chief Grant gave the following report:

1. Informed the Board 3135 had another problem with its generator, specifically the contacts. Brief discussion ensued.
2. Informed the Board a leak in the AC unit resulting from a clog was repaired.
3. Report for May, 2015 was submitted by Chief Grant and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

During the month of May there were ten affairs and approximately 80 inquiries via email and telephone. There were three bookings for 2015 and two for 2016. All security deposits are scheduled to be returned. Updated dates are posted in the lounge.

Orsini informed the Board there was a problem with the AC unit prior to an affair on Sunday, May 24. The vendor was able to repair unit for the affair. Orsini responded to a question regarding the use of the television in the hall area, stating it is used to post menus and to watch sports games during an affair.

Squad Report:

A representative from the Squad was not in attendance. The following report was submitted.

1. During the month of May the Squad responded to 169 EMS calls and 4 Fire calls for a total of 173 calls.
2. The April, 2015 Financial Report was also 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.

President Wesolowski provided additional background on the \$100.00 bill from GPM Associates Inc. (i.e., Moorestown water study report). There being no 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 five 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. Signed Interlocal Contract for Cooperative Purchasing through H-GACBuy was sent to H-GAC on May 6, 2015.
2. Received First Quarter, 2015 NJ State Association of Fire Districts meeting minutes.
3. Public notice of “Intent to use Alternate Procurement Method” was published in the Burlington County Times on May 22, 2015. In addition, notice was posted on the bulletin board of the Town Hall, Library, Lenola Fire House and the district’s website.
4. Received thank you letter to the Board from an attendee of FDIC.

Old Business:

1. The following Repair and Maintenance Issues were discussed:
 - a. The Low Roof Project was discussed. Administrator Booth and Maintenance Personnel Ruggiano met with contractor. The contractor’s original quote did not include the installation of a tapered roof. Installing a tapered roof would be significantly higher and above the Board’s bid threshold. Brief discussion ensued. Administrator Booth agreed to follow-up with Architect Harry Bopp to obtain an estimate for a tapered roof and discuss budget options with Auditor Ed Paul.
 - b. The Rail Road Side Excavation Project was discussed. Maintenance Personnel Ruggiano mentioned contractor is expected to begin project this week weather permitting.
 - c. The Fire House back parking lot issues were discussed. Commissioners Wesolowski and Ruggiano along with Administrator Booth met with a representative from American Asphalt and Guzzi Engineering on May 29, 2015 to discuss concerns with the parking lot project, specifically the patch and the seam crack. American Asphalt agreed to saw cut/mill and overlay the patched area. In addition, they agreed to saw cut the seam and fill with a polymer product. Administrator Booth provided American Asphalt available dates for the repair.
2. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrative Booth mentioned 92% of our employees and members completed the online training thus far. Chief Grant and Administrator Booth will continue to follow up with the members who have not yet completed training. Booth informed the Board that one member has stated he will not be completing the training. Discussion ensued. Chief Grant agreed to discuss the training with said member and if appropriate, Administrator Booth agreed to discuss issue with the Board’s solicitor to determine next steps if member does not complete training.
3. Status of the 2014 Audit was discussed. Administrator Booth mentioned the audit is expected to be completed prior to the Board submitting the application to the Local Finance Board for the financing of the new truck. Brief discussion ensued.
4. The Township Water System and its capability in fire protection was discussed. President Wesolowski provided a summary of the meeting held with the Township’s Utility Superintendent on May 13, 2015. Wesolowski asked for comments on a draft letter to the township council on behalf of both fire districts showing support for the main improvement projects. A motion by Commissioner Grant, seconded by Commissioner Maahs to send letter was approved by the five commissioners present.
5. The New Truck Project was discussed:

- a. Truck Committee Status: Chief Grant provided a description of the new truck including high level specifications.
- b. Procurement method options were discussed. Administrator Booth mentioned the Board received verbal approval from a representative from H-GAC allowing participation in the National Cooperative H-GAC. This approval provides the Board an additional option when purchasing a new fire truck. Booth discussed the cost savings and benefit analysis of the procurement options available to the board (i.e., National Co-op H-GAC, State Contract and Public Bidding Process). A table comparing the options and documenting the benefits and savings were provided to the commissioners. Booth also mentioned Solicitor McCloskey reviewed the cost savings benefit analysis.
- c. Meeting Open to the Public: Booth stated a Notice of Alternate Procurement Method was published in the Burlington County Times on May 22, 2015 affording the public the opportunity to provide comment. President Wesolowski opened the meeting up to the public at 7:35 pm. No public comment was received. Wesolowski asked and Booth replied no to a question regarding the receipt of any written comments from the public. Wesolowski closed the meeting to the public at 7:37 pm.
- d. Board discussion. The Board discussed the procurement options available taking into consideration the cost savings benefit analysis. The Board agreed that the district will best be served by contracting with Pierce Manufacturing, Inc., through the H-GAC program. The price of the new truck is \$762,750.00 before discounts and \$732,261.00 after applicable discounts.

Resolution:

Resolution 2015-20 “*Notifying the Public of the Board’s Intent to Contract with Pierce Manufacturing, Inc. for Fire Apparatus Pursuant to N.J.S.A. 52:34-6.2(B)(3)*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant and adopted by the five Commissioners present on a roll call vote.

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

- e. Finance Options were further discussed. Administrator Booth proposed financing \$632,261.00 through a seven year lease purchase arrangement and utilizing \$100,000 in available funds to cover the balance. If approved by the Local Finance Board, payments are estimated to be approximately \$102,000 beginning in 2016 based on current interest rates which is close to the current annual debt service. With the Air Pack Lease and the Ladder Lease debt expiring in 2016 and 2017, respectively there will only be an overlap in debt service in 2016. The Board discussed using a combination of expired debt (\$23,634), funds from the sale of the truck being replaced (estimated to be between \$40,000-\$80,000) along with general reserves, if needed to make the payment in 2016.

- f. Lease Bid Document was discussed. Administrator Booth discussed the *Request for Finance Bids* document. A motion by Commissioner Grant, seconded by Commissioner Ruggiano to approve the Bid Document was approved by the five commissioners present.

New Business:

No New Business.

Meeting opened to the public.

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 7:46 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration