

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 Commissioner Wesolowski.

All Commissioners were present. Also in attendance were Chief Grant, Hall Manager/Fire Official Orsini, Chief Joe Shields and Administrator Booth.

Wesolowski identified the emergency exits 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, 2014 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, 2 Executive Drive, Suite 9A, 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 February 14th, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14th, 2014 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.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the May 7th, 2014 regular meeting were approved by the five commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the May 7th, 2014 Executive Session were approved by the five commissioners present.

Chief's Report:

1. Report for May, 2014 was submitted by Chief Grant and filed.

2. Grant informed the Board ProPhoenix will be installing software on June 6, 2014, at which time the Active Response System as well as the software in the Chief's vehicle will be operational.
3. Grant stated District No. 1's ten foot pipe pole damaged during the Perkins Fire was replaced.
4. Grant informed the Board the generator on 3135 was not operating appropriately; the voltage regulator is scheduled for repair on June 6, 2014.

Captain's Report:

1. Chief Grant gave report for May.
2. All apparatus and equipment were checked regularly throughout the month and are operational.
3. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: Replaced the Dewalt battery for the portable spreaders; Annual pump test performed.
 - Truck 3133: Tightened the cable clamp on the primer cable; Annual pump test performed; Serviced/calibrated multi gas meter.
 - Truck 3135: Annual pump test performed.
 - Truck 3138: No reported problems.
4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
272.0G	85.1G	0.0G	357.1G
5. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

1. There were seven paying affairs during the month of May. There were approximately 35 inquiries via email and telephone. In addition, there were five bookings during the month, four for 2014 and one for 2015.
2. Six cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar will be posted in lounge.
4. The air conditioner system and the location of the ice machine were discussed. Commissioner Ruggiano stated he will coordinate the relocation of the ice machine with the electrician. Hall Manager Orsini agreed to remove the access code to the AC control panel.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of May the Squad responded to 160 EMS calls and 13 Fire calls for a total of 173 calls.
2. The April and May, 2014 Squad Financial Statements were 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 said Statement was prepared were read by Administrator Booth at the meeting.

There being no questions on the bills, a motion by Commissioner Niedermayer, 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 Maahs abstained on all Fire Official Maahs' 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. Received the NJ State Association of Fire Districts First Quarter, 2014 Meeting Minutes. Administrator Booth briefly summarized said minutes.
2. Received letter from Squad Member Andrew O'Donnell requesting use of the hall on Saturday, June 27, 2015 from 4:00 - 8:00 p.m. A motion by Commissioner Grant, seconded by Commissioner Maahs to allow said use of the hall was unanimously approved by the five commissioners present.
3. Received letter from Mooretown Fire District No. 1 requesting a meeting to discuss the possibility of shared services in the offices of Fire Prevention and Code Enforcement. President Wesolowski stated the request will be discussed under new business.

Old Business:

1. The disposition of the 2000 utility trailer was discussed. Sealed bids for the trailer were opened by Administrator Booth at 7:22 p.m. Walter Fox's bid of \$405.00 was the highest of the sealed bids. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to accept the bid from Walter Fox for the sale of the 2000 utility trailer for \$405.00 was approved by the five commissioners present. President Wesolowski asked Administrator Booth to communicate the results to the bidders and handle the logistics of the sale with Walter Fox.
2. The Fire House Repaving Parking Lot Project was discussed. A copy of the Parking Lot Reconstruction Cost Estimate prepared by Dante Guzzi Engineering was discussed by Administrator Booth. Booth stated the cost estimate of \$129,310.50 significantly exceeds the amount budgeted. Discussion ensued. The Board agreed to move forward with the bid process which would include alternate items in the hopes that bids for the projects may come

under budgeted amount. The Board's preferred option would be to have the rear parking lot as the base bid with the entrance drive way and the front parking lot as separate alternate bid items. If this option was not available, the second option would be to have the rear parking lot and entrance drive area as the base bid, with the front parking lot as an alternate bid item. A motion by Commissioner Grant, seconded by Commissioner Ruggiano to move forward with the bid process as discussed was approved by the five commissioners present. Brief discussion ensued regarding the bid timeline.

3. The Draft Large Scale Cost Recovery Document was further discussed. Administrator Booth mentioned comments/revisions from the Board were discussed with Solicitor McCloskey and said document was revised. Discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to accept the revised Large Scale Cost Recovery Document and use as appropriate was approved by the five commissioners present.
4. Repair and Maintenance projects were discussed.
 - Bureau Driveway - Construction is underway. President Wesolowski mentioned once work is completed and is satisfactory, Maintenance Personnel Ruggiano will inform Administrator Booth to process payment.
 - Hall lighting - Maintenance Personnel Ruggiano provided a status of the project to transition to LED lighting in the hall. An option is being discussed with Lutron to ensure compatibility with the control panel. Potential grant funding for project was also discussed.
5. The planned purchase of the Fire Official Vehicle was briefly discussed. Administrator Booth mentioned the total cost of the vehicle, including all the necessary equipment installed was under budget.
6. President Wesolowski discussed the removal of the concrete bumper blocks. Chief Grant agreed to remove bumper blocks during an upcoming station maintenance night.
7. President Wesolowski discussed using the FEMA funds received in March to offset the overage in snow removal expenses incurred during 2014. Administrator Booth informed the Board Local Finance Notice 2012-11 allows Fire Districts to pass a Budget Amendment Resolution authorizing the insertion of an additional item of revenue, accompanied by an offsetting appropriation into an already adopted budget when the amount was not determined at the time of the adoption of the budget. Receipt of the FEMA funds was not anticipated at the time the 2014 budget was adopted. Booth further explained given that the source of these funds are from a Federal Grant, the fire district is not required to file with DLGS a copy of the Budget Amendment resolution seeking approval, however is required to submit to DGLS the Fire District Budget Amendment Certification Form.

Resolution:

The following Resolution was read by President Wesolowski:

Resolution 2014-19 "*Authorizing A Budget Amendment*". The resolution allows the Board of Fire Commissioners to insert an item of revenue, accompanied by an offsetting appropriation, into the already adopted 2014 Budget. The source of the revenue item is a FEMA Grant in the amount of \$5,072.29 with the offsetting appropriation being unanticipated snow removal costs previously incurred. There being no comments or questions the resolution was offered on a

motion by Commissioner Grant, seconded by Commissioner Ruggiano. The resolution was adopted 5-0 on a roll call vote

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

8. The Civil Service Commission Job Announcement for the Fire Prevention Specialist position was briefly discussed. Administrator Booth informed the Board the announcement for the position appeared today with the closing date of June 25, 2014.
9. Chief Grant discussed the Emergency Logistical Recall List created in preparation for a Large Scale Fire/Event. Brief discussion ensued. Responding to a question by Commissioner Wesolowski, Chief Grant agreed to meet with District No. 1 to discuss coordination efforts and share information pertaining to a Large Scale Fire/Event. Grant also agreed to send an email to the Traffic Division within the Police Department regarding the use Helmrich Towing by the Fire Company for rescue services.

New Business:

1. The 2013 Audit Status was briefly discussed. Administrator Booth mentioned Ed Paul from Ball, Buckley & Seher plans to have the audit completed by the July 2, 2014 Board Meeting.
2. President Wesolowski discussed the letter dated May 28, 2014 from Fire District No. 1 requesting a meeting to discuss the possibility of shared services in the offices of Fire Prevention and Code Enforcement. Wesolowski mentioned he received a call from Max Fisher, Chairman of the Board prior to receiving the letter informing him of the retirement of their Fire Official and resignation of the intended replacement effective June 13, 2014. Discussion ensued. The Board agreed to have two commissioners participate in this worthwhile meeting. Commissioners Wesolowski and Maahs agreed to attend on behalf of Fire District No. 2.
3. President Wesolowski discussed the after hour use of the former Fire Official vehicle and the parking location of the Squad Vehicle. Discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs to park the former Fire Official Vehicle behind the Fire Prevention Bureau House after hours was approved by a vote of 4-1 with Commissioner Wesolowski in the dissent. The Board agreed to continue allowing the Fire Chief to oversee the use of the Fire Police vehicle by attendees transporting gear to Fire Fighter class. In addition, the Board concurred with Chief Grant coordinating the after hour use of the former Fire Official Vehicle with Fire Official Orsini. Lastly, Chief Joe Shields agreed to relocate the squad vehicle to the front parking lot.
4. President Wesolowski asked and permission was granted via a motion by Commissioner Maahs, seconded by Commissioner Grant to park a personal vehicle in the parking lot while maintenance is being performed at his residence, was approved by four commissioners with Wesolowski abstaining.

Meeting opened for public comment:

Fire Official Orsini further discussed the basis for his opinion regarding the after hour parking location of the former FO vehicle.

There being no further 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 contract matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2014- 20 “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 Niedermayer, seconded by Commissioner Grant and adopted by the five commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:28 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:32 p.m. and was adjourned at 8:36 p.m.

Meeting re-opened to the public.

Upon re-opening the meeting to the public, a member of the public inquired as to when she would be able to speak. President Wesolowski explained that public participation at a Board Meeting is limited to the public comment portion of the meeting on the agenda which was prior to the Executive Session. Wesolowski apologized for the inconvenience and invited her to attend

the next Board meeting on July 2, 2014, where he would ensure she has an opportunity to speak during the public comment portion of the meeting.

President Wesolowski stated that during the Executive Session the Board discussed extending the Accounting and Administrative Services Contract through December 31, 2014, aligning the service contract with the annual budget process.

Resolution:

The following Resolution was read by President Wesolowski:

Resolution 2014-21 “*Authorizing the award of a non-fair and open contract for Accounting and Administration Services to Booth Accounting & Administrative Services, LLC.*” was read by President Wesolowski. The resolution authorizes the award of a six month contract for Administrative and Accounting Services to Booth Accounting and Administrative Services, LLC. The anticipated value of this six month contract is \$39,000.00. There being no questions, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt Resolution 2014-21 was approved by the five Board members present on a roll call vote.

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

In addition the following documents were entered into Record as required by law:

- a) Proposal/Contract for Administrative & Accounting Services to be signed by President Wesolowski and Elizabeth Booth.
- b) Scope of Services dated June 2, 2014 which covers the monthly, quarterly, annual and other administrative responsibilities for the position.
- c) Certification of Availability of Funds
- d) Determination of Value Form
- e) Business Entity Disclosure Certification
- f) Political Contribution Disclosure Form
- g) Stockholder Disclosure Certification
- h) Public Notice awarding contract.

Booth thanked the Board for the opportunity to serve as Administrator.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:40 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration