

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 Vice President Grant.

All Commissioners were present with the exception of Commissioner Wesolowski. Also in attendance were Chief Rob Grant, Battalion Chief Lenny Phillips, Chief Joe Shields and Administrator Booth.

Vice President Grant 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 21st, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21st, 2013 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 this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 21st, 2013 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.

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

Minutes:

On a motion by Commissioner Ruggiano, seconded by Commissioner Maahs, the minutes of the May 1, 2013 regular meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the May 1, 2013 Executive Session were approved by the four commissioners present.

Chief's Report:

1. Report for May, 2013 was submitted by Chief Grant and filed.

2. Chief Grant informed the Board Tower 3135 participated in the crossing of extended ladders yesterday in honor of the Vietnam Wall passing through Moorestown.
3. Chief Grant also informed the Board the rear bumper and revolving light pedestal of 3135 damaged during the April 29, 2013 incident was repaired. In addition, the computer which had dimmed was also repaired.
4. Chief Grant mentioned the new air conditioner recently installed in the lounge works well.
5. Chief Grant informed the Board the Squad Bay Door was damaged. The rollers on the door were repaired and the door is operational.

Captain's Report:

1. Battalion Chief Phillips 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: No reported problems.
 - Truck 3133: Recalibrated and replaced sensor in multi gas meter.
 - Truck 3135: Recalibrated multi gas meter; Replaced rear bumper cover and driver side revolving light pedestal.
 - Truck 3138: No reported problems.
4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
223.0G	126.9G	2.8G	352.7G
5. Report submitted and filed.

Hall Rental Chairman's Report:

Hall Rental Manager Orsini was not in attendance. Vice President Grant read the following Hall Rental Chairman's Report:

1. There were eight paying affairs during the month of May. There were approximately 30 inquiries via email and telephone. There were six bookings during the month, two for 2013 and the remaining four for 2014.
2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. Update on the hall carpet cleaning was provided: A combination of carbonated water and cleaning solution was lightly sprayed throughout to uplift the dirt in the carpet cleaning process. The floor was checked four hours later and there was no sign of any wet flooring.
5. On a few occasions, large amounts of trash were placed in the wrong dumpster. Additional signs to be printed in English and Spanish will be placed on the "cardboard only" dumpsters to address issue. In addition, upgrading the current signs to be made with a reflective vinyl for greater attention to that dumpster is being considered. Due to multiple affairs during the same weekend, we were unable to hold a specific party responsible.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of May the Squad responded to 141 EMS calls and 16 Fire calls for a total of 157 calls.
2. Chief Shields submitted the Squad Report for February and March. Shields also mentioned April's Squad Report will be available tomorrow.

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 the Statement of Expenditures. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting.

There being no questions on the bills, a motion by Commissioner Maahs, 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 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. Sent Letter to Belfor Property Restoration dated May 10, 2013 with final payment for the Hall Restoration Project.
2. Sent Email and FEMA forms on May 15, 2013 to Julie Tarrant, Comptroller/CFO of Ocean City for expenses associated with Strike Team sent to Ocean City during Hurricane Sandy.
3. Received the Industrial Appraisal Company's Appraisal Summary for both properties as requested by the Board.
4. Sent requested information to VFIS regarding the April 29, 2013 Tower Incident; Received Claim check in the amount of \$2,284.00 on May 10, 2013 for the repairs to the Tower and building, less the deductible.
5. Received the NJ State Association of Fire Districts' First Quarter, 2013 meeting minutes. Booth mentioned items of interest are highlighted. Brief discussion ensued regarding the proposed bills permitting consolidation of Fire Districts.
6. Received Letter from Cynthia Maahs-Knobbs revising her retirement date from April 1, 2014 to March 1, 2014.

Old Business:

1. Status of the Hall Restoration Project was discussed. Administrator Booth mentioned, as discussed under “Communications”, a letter with final payment of \$10,503.04 was sent to Belfor Restoration. The check represents payment in full for the restoration of the Hall.
2. The status of the roof condensate drain was discussed. Maintenance Personnel Ruggiano stated project was completed.
3. Vice President Grant asked Administrator Booth to provide the status of the District’s participation in a Cooperative Pricing Agreement to purchase electricity. Booth mentioned there is no change in the status of this project. Fire District No. 2’s accounts, along with other accounts with a high “Price to Compare” will be re-bid in the June/July time frame.
4. The status of the application for FEMA assistance for expenses associated with Hurricane Sandy was discussed. Administrator Booth mentioned, as discussed under “Communications”, an email along with completed FEMA forms were sent to Julie Tarrant, Comptroller/CFO of Ocean City for expenses associated with Strike Team sent to Ocean City during the storm. The forms/expenses associated with the Squad’s Strike Team is currently on hold. There appears to be some confusion as to where these expenses should be sent. FEMA is currently looking into the matter.
5. The online filing of the Annual Financial Disclosure Statements was discussed. Administrator Booth mentioned all required statements were filed and receipts were collected for submission to the Town Clerk by May 31, 2013.
6. The installation of a new message sign for the Fire House was discussed. Maintenance Personnel Ruggiano stated the estimate to complete the electrical work required for the installation of power to the sign is in the “Drop Box” for the commissioners to review (\$950.00). Ruggiano mentioned he is working with contacts to perform the trench work, back fill and patching that would be needed. In addition, Ruggiano stated an inspection is required. Ruggiano also informed the Board NW Signs will provide a quote for a used electric sign which is 6 “ smaller on each side than the current sign for the Board to consider. The new sign would allow message changes to be made remotely (i.e., wireless).
7. The status of the 2012 Audit was briefly discussed. Administrator Booth mentioned Auditor Ed Paul is working on a special project and hopes to resume working on Audit soon.

New Business:

1. Vice President Grant directed the commissioners to view the Appraisal Summary in the “Drop Box” conducted by the Industrial Appraisal Company. Administrator Booth mentioned the total cost of reproduction increased approximately \$200,000.00 over last year. Booth added this information will be forwarded to Volunteer Firemen’s Insurance Services (VFIS) to ensure coverage is sufficient.

Resolution:

Resolution 2013-15 “*Authorizing the award of a non-fair and open contract for Administration and Accounting Services to Booth Accounting & Administrative Services, LLC.*” was read by Vice President Grant. The resolution authorizes the award of a contract for Administrative and Accounting Services to Booth Accounting and Administrative Services, LLC. Grant stated the

contract was discussed during executive sessions as well as during the May Board Meeting. There being no questions, a motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to adopt Resolution 2013-15 was approved by the four Board members present on a roll call vote.

Niedermayer -Aye
Maahs -Aye
Wesolowski -Absent
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 Vice President Grant and Elizabeth Booth
 - b) Scope of Services dated June 1, 2013 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
2. The dumpster issue mentioned under the Hall Rental Chairman's Report was discussed. Commissioner Ruggiano recommended the cardboard dumpster be checked after each affair to ensure trash is not placed in dumpster and withhold security deposit as appropriate. Ruggiano mentioned if the dumpster is contaminated with trash, the Burlington County Office of Recycling will reject the load. Brief discussion ensued. Recommendations to add inspection of the dumpster to the bartender and renter check list and include in contract was discussed. Vice President Grant mentioned these recommendations will be discussed with Hall Manager Orsini.

Meeting opened to public:

There being no further 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 7:25 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator