

## 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.

Commissioners Wesolowski, Niedermayer and Ruggiano were present. Also in attendance were Fire Official/Hall Manager Orsini, Battalion Chief DiPaolo, Chief's Assistant Brian Wesolowski, Squad Deputy Chief Dan Shields and Administrator Knobbs.

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 9th, 2018 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 9th, 2018 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 Niedermayer, seconded by Commissioner Ruggiano, the minutes of the May 2, 2018 meeting were approved by the three commissioners present.

President stated for the record that Commissioner Grant was absent and is on a much deserved vacation.

## Chief's Report:

Chief Grant is on vacation and Chief's Assistant Brian Wesolowski gave the following report:

1. iPad mounts have been installed in all of the vehicles.

2. Fire House Subs Grant – The tool has been ordered by them, there is however a 16 week lag time for delivery.
3. Reports for May 2018 were posted on the board and submitted.

**Captain's Report:**

Battalion Chief DiPaolo gave the following report for the month of May prepared by Captain Walter Fox:

1. All apparatus were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout May.
3. Reports were submitted and filed.

**Fire Official Report:**

Fire Official Orsini mentioned that the report provided for May is submitted with the best numbers available at the time of the report.

1. Provided the inspection totals. Noted that the totals only reflected periodic inspections due to still having issues with getting all of the businesses inputted.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Advised that May was a busy month for Fire Investigations.

Commissioner Ruggiano questioned the progress of the Drafting Point at the Mall. F.O. Orsini reports that this is an ongoing process and that he is trying to work with all of the parties to get the project completed. Stated that there is some issues that he has been trying to resolve by going back to the original documents, however they have not yet been located. Commissioner Ruggiano suggested checking with the Construction Officials Office since Mr. Murphy was the person in charge of putting the project together initially.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for May:

1. There were seven affairs held during the month.
2. There were approximately forty-five inquiries via email and telephone.
3. There were nine bookings during the month for 2018 and one for 2019.
4. Security deposits are scheduled to be returned.
5. Two affairs had their security deposits withheld.
6. Updated dates will be posted in the lounge.

**Squad Report:**

Squad Deputy Chief Dan Shields reported that all of the Oxygen bottles on the trucks had been hydro tested and were up to date. Stated that they were behind on their Financial Report submission due to their Treasurer wanting to resign. She is continuing to do the job until they find someone new, but has limited time so the reports will be late.

Administrator Knobbs reported that Chief Joe Shields had provided him with updated Financial Reports for January through March of 2018. They were placed into the Commissioners Drop Box late this afternoon. These reports replace reports from the April meeting which did not properly report all of their deposits.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in June were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on said Statement.

There being no further questions or comments on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to pay the May bills and any regular bills that come in was approved by the three commissioners present.

(List of Bills Paid in June will be provided at the next meeting)

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee.

**Communications:**

Administrator Knobbs discussed with the Board the following communications, copies of which were placed into their Drop Box:

1. J. Boren title change/promotion has been finalized by CSC.
2. New Jersey Manufactures bill for \$4,129 from policy year 2016 and Don Sheldon from Brown and Brown Insurance letter to the New Jersey Rating and Compensation Bureau requesting relief from this bill due to NJM's failure to bill this properly, even after an audit was performed by them.

**Venue Requests:**

President Wesolowski discussed the Venue Request that was received. Due to the honoree of this Surprise Party being an active member, he will not be placing the name in the record. The request was discussed by the Commissioners and the Hall Manager. The date of 7/27/18 was requested and is confirmed available by the Hall Manager. Motion was made by Commissioner Niedermayer, seconded by Commissioner Ruggiano to allow the requestor the use of the Hall on 7/27/18, and was approved by the three Commissioners present. Hall Manager is to work out

any necessary deposits etc. with the requestor, and they will be the responsible party for this affair.

**Old Business:**

1. Direct Install Program: This program has been completed. The final date for the beginning of the Electrical/lighting portion will be May 16, 2018. Commissioner Ruggiano reminded the Board that the A/C units had a 1 year manufacturer's warranty and that we would then have to pick up the Service Contract again.
2. Fire Official, UFD Appeal status was discussed. Administrator Knobbs advised that Orsini has been in contact with the CSC and is providing them with an updated job responsibilities list as per their request.
3. Computer for the Solicitor, the computer has been updated by Craig Ruggiano and is currently awaiting pick up by the solicitor. Administrator Knobbs has left a message advising him of same.
4. Parking lot paving at 225 N Lenola Rd, Bureau parking lot. Administrator Knobbs advised that the project has been completed and that we have had several significant rain events since the completion and that it is draining very well.
5. Meeting Room Air Conditioner project was discussed. At this time the unit is working, however there were some challenges with the unit freezing up twice. Also, the white board was damaged during the installation process. The contractor agreed to pay for a new board and asked that we order the replacement and send them the bill. The billing is being worked out at this time as we have not yet paid them for the unit due to the ongoing issues we were having.
6. 2017 Audit Process: Administrator Knobbs advised the Board that the audit was due to be completed and a report available prior to this month's meeting. Last Thursday he stated that he would not be able to submit his report for this meeting. He stated that there were no major issues with the audit and that the report should definitely be ready prior to July's meeting.
7. Tires for 3135 – Administrator Knobbs discussed the quotes that had been received thus far. Discussed the differences between Bridgestone tires which are on the State Contract and the Michelin tires which are currently on the truck. Commissioner Ruggiano stated that Bridgestone has been around a long time. After discussion, motion was made by Commissioner Niedermayer, seconded by Commissioner Ruggiano to purchase the tires on the State Contract, and was approved by the three Commissioners present.
8. AED Pads and Battery – everything has been received and placed into service on the trucks.
9. Vehicle Exhaust Removal System: Administrator Knobbs advised the Board that the advertisement for bids was placed in the Burlington County Times and on our website on 5/31/18. Bids are due back for the bid opening on 6/29/18 at 10:00 a.m., and since the advertisement there have been two requests for the bid package. Advised that there was a tentative timeline placed in the Drop Box. This is a very tight timeline due to this project needing to be completed prior to yearend or we will lose the budgeted money back into the General Reserve. Discussion was had about the rules regarding the funding and why it nrrds to be completed this year.

**New Business:**

There was no new business brought to the floor.

**Meeting opened to the public:**

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

Wesolowski added that there was no need for an Executive Session.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:47 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration