

June 6, 2012

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 pm by Vice President Grant.

All Commissioners were present with the exception of Commissioner Wesolowski and Commissioner Maahs. Commissioner Maahs was detained at work and is expected to join the meeting shortly. Also in attendance were Chief Rob Grant, Retired Chief Ruggiano, Fire Official Cynthia Maahs-Knobbs, Hall Manager Matthew Orsini, Fire Fighter John Swan Sr., Chief Joe Shields, Architect Harry Bopp and Administrator Booth.

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

Minutes:

On a motion by Commissioner Lieber, seconded by Commissioner Niedermayer, the minutes of the May 2, 2012 meeting were unanimously approved by the three commissioners present.

Chief's Report:

1. Report for May was submitted by Chief Grant and filed.
2. Chief discussed the PE-OSHA Inspection. Copies of both PE-OSHA Inspection Reports and a copy of the Notification of Corrective Action Letter to be sent out on Friday, June 8, 2012 in response to the Notice of Order to Comply were provided to the Commissioners. Chief stated all the issues with the exception of the training citation have been abated. A request for additional time to abate the training issue was submitted. The request for additional time is expected to be approved by OSHA and our employee representative (i.e., Gregory Askenstedt).
3. Chief informed the Board the new Motorola radios allowing transmission in a 12.5 kHz narrow band format have been installed in the trucks and the chief's car. Brief discussion ensued. Commissioner Lieber mentioned that the FCC has withdrawn the requirement for Public Safety to convert to narrow band format since they will be migrating to 700 MHz band from the present 512 MHz band in approximately 11 years. The FCC didn't want to burden Public Safety with purchasing new radios now that may be obsolete in the near future. Note: Chief Grant confirmed the new radios installed have the capability of operating under both bands.

Captain's & Engineer Report:

1. Chief Grant gave report for May.
2. All Trucks were checked and are operational.
3. Truck 3132: Pump testing performed by MGSB; Rebuilt the #1 discharge valve.
4. Truck 3133: Calibrated the multi-meter and replaced the OFCH cartridge; Pump testing performed by MGSB; Replaced a 3" x 6" pipe on the #3 discharge valve; Rebuilt the tank to pump valve.

5. Truck 3135: Pump testing performed by MGSB.
6. Truck 3138: No reported problems.
7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
239.7G	139.9G	3.0G	382.6G

8. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were five paying affairs during the month of May and approximately 40 inquiries via email and telephone. There were five bookings during the month; two of which were for 2013.
2. There was a cancellation for the affair scheduled on May 19, 2012. Since the affair was not canceled within the appropriate timeframe the deposit was not returned.
3. There were seven cleanings to be paid for during the month. All security deposits are scheduled to be returned.
4. The "No Parking" signs have been put up.
5. The safety mirrors were delivered and will be installed soon. Commissioner Grant asked who will be installing the mirror. Orsini stated it will be handled in-house.
6. Half of the table rings were installed with the remaining to be installed throughout the summer.
7. Maxwell Services Group, Inc. cleaned/sanitized the ice boxes.
8. The Wi-Fi is up and running. Orsini mentioned there may be an issue with the Wi-Fi connection deep in the lounge. Orsini will be following up with Craig Ruggiano, IT Officer on a couple of items and will include this issue. Orsini mentioned the actual cost came in under budget and he would like to discuss possibly using the excess funds for additional internet or website enhancements. Orsini stated he would further discuss at next month's meeting.
9. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of May the Squad responded to 128 EMS calls and 13 Fire calls for a total of 141 calls.
2. Chief Joe Shields informed the Board that they meet with the Moorestown Squad at their request to discuss potential ways for both organizations to save money. Shields added that they plan to meet a couple more times and should have more to report at next month's meeting.

Note: Commissioner Maahs joined the meeting.

Bills:

The Statement of Expenditures, listing the bills to be paid in June, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills 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 Niedermayer, seconded by Commissioner Lieber 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 Maahs abstained on all Fire Official Maahs' invoices.
Commissioner Grant abstained on all Chief Grant's invoices.

Hall Roof Project:

Vice President Grant stated the Board will be deviating from the regular order of business to discuss the re-bidding of Hall Roof project.

Administrator Booth informed the Board that four bids for the re-roofing project were submitted on May 18, 2012 and provided minutes to meeting where the sealed bids were publically opened, announced and recorded. Booth stated copies of the bid packages submitted along with a Summary Report of the Bid Submissions were provided to Solicitor Gregory McCloskey and Architect Harry Bopp for their review. McCloskey reviewed the four bids and determined that McMullen Roofing, Inc. submitted the lowest responsible and responsive bid and recommended that the award of the contract go to McMullen Roofing, Inc.

Harry Bopp stated that McMullen Roofing was listed as pre-approved by both N.J.S.D.A and the N.J. Division of Property Management and Construction. Booth confirmed that McMullen Roofing, Inc. was not on the State Debarment or Suspension List.

Brief discussion ensued. The Board members in attendance unanimously agreed with Solicitor McCloskey's recommendation to award the contract to McMullen Roofing, Inc..

Resolution:

Resolution 2012-09 "Resolution Accepting Bid and Awarding Contract to McMullen Roofing, Inc. for the Re-roofing of its Banquet Hall Roof and Alternates there to." was read by Vice President Grant. The resolution states that (1) a contract be and is hereby awarded to McMullen Roofing, Inc., 3832 Jasper Street, Philadelphia, PA 19124 for and in consideration of \$87,069.00 (base bid); \$13,103.00 (Alternate I); resulting in a net bid of \$100,172.00 and (2) that the President of the Board is hereby authorized to execute said contract. Resolution 2012-09 was unanimously approved by the four Commissioners present via a roll call vote.

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

Administrator Booth briefly discussed the Roof Project Timeline. In addition, Booth informed the Board that she spoke with Steve Holmes, Building Inspector and confirmed that the Board is exempt from permit fees for this project. Booth also discussed that Solicitor McCloskey will be working on the contract and wanted to know the Board's preference regarding Dispute Resolution in the contract (i.e., Binding Arbitration or Litigation). Brief discussion ensued. A motion by Commissioner Lieber, seconded by Commissioner Maahs, to use litigation as a method of binding dispute resolution in the contract was unanimously approved by the four commissioners present.

Communications:

Administrator Booth discussed the following communications:

1. Sent letters to all contractors who submitted bids that the Board of Fire Commissioners passed a resolution to reject all the bids for the re-roofing of its Banquet Hall. A copy of the resolution along with their original bid submission paperwork was included with the letter.
2. Sent request to Burlington County Times to publish the Public Notice for Advertisement for bids for the roofing of the Banquet Hall.
3. Received the meeting minutes from the First Quarter, 2012 N.J State Association of Fire Districts. Booth highlighted a few items under the Legislative Report and provided copies to all the commissioners and the Chief.
4. As mentioned under the Chief's Report, a letter was sent to James G. Revak, U.S. Department of Labor – OSHA to request additional time to abate the training citation included in the Inspection report.

Old Business:

1. Vice President Grant asked if the repair of the floor boards in the attic was completed. Grant acknowledged this was not included as a citation but something the Board would like to have repaired. Orsini mentioned the repair was not complete as of yet but will be handled soon.
2. Commissioner Grant asked Chief Grant to provide a status on replacing the water heater in the Fire House. Chief Grant mentioned he was asked to obtain a second quote for the Bradford White High Recovery hot water heater discussed at last month's Board meeting. The two quotes for the Bradford White High Recovery Burner Hot Water Heater are as follows
 - All Set Plumbing - Bradford White High Recovery Burner 55 gallon hot water heater \$3,595.00.

- Albert Ellis, Inc. - Bradford White High Recovery Burner 55 gallon hot water heater \$3,788.75.

Chief Grant mentioned that All Set Plumbing believes that the heater is capable of handling the demand; however, Albert Ellis stated in their quote that they do not guarantee unit will be able to handle the BTU load. Brief discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Maahs to purchase the Bradford White High Recovery Burner 55 gallon hot water heater from All Set Plumbing for \$3,595.00 was unanimously approved by the four commissioners present. Chief Grant agreed to coordinate purchase and installation with All Set Plumbing.

3. Administrator Booth briefly discussed the status of the Website Project Plan. Booth mentioned we are waiting for further clarification/guidelines from the state regarding the specific requirements for the website.

New Business:

1. Vice President Grant discussed the need to replace a bush on the side of the building. A motion by Commissioner Maahs, seconded by Commissioner Niedermayer to replace the bush was unanimously approved by the four commissioners present.
2. Fire Official Cynthia Maahs-Knobbs discussed purchasing a desk and computer in anticipation of hiring a part-time office assistant for the Bureau of Fire Prevention. The total cost would be approximately \$2,000.00. A motion by Commissioner Niedermayer, seconded by Commissioner Lieber to purchase a computer and desk for approximately \$2,000.00 was unanimously approved by the four commissioners present.

Meeting opened to public:

Chief Grant mentioned that Fire Fighter Lenny Philips is seeking approval from the Board to have a visiting family member (i.e., cousin) park his tractor trailer in the Fire House Parking lot from Thursday, June 7th through Sunday June 10th. The trailer would be removed before the affair at the hall on Sunday. Brief discussion ensued. The Board agreed to allow Lenny Philips's cousin to park his tractor trailer in the Fire House parking lot for the time requested.

Fire Official Cynthia Maahs-Knobbs informed the Board that Fire Prevention Specialist Matthew Orsini received his Associates Applied Science Degree in Fire Science from Burlington County College. Maahs-Knobbs also mentioned Orsini graduated with honors. The Board congratulated Fire Prevention Specialist Orsini on receiving his degree.

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

The meeting was recessed at 7:40 p.m. to enter into an executive session.

Executive Session (Closed)

Meeting re-opened to the public at 8:02 pm.

Resolution:

Resolution 2012-10 “*Authorizing the award of a non-fair and open contract for Administration and Accounting Services to Booth Accounting & Administrative Services, LLC.*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the four Board members present on a roll call vote.

Niedermayer	-Aye
Maahs	-Aye
Wesolowski	-Absent
Grant	-Aye
Lieber	-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 1, 2012 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.

There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:10 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator