

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 Fire Official Orsini, Captain DiPaolo, Battalion Chief Philips and Administrator Booth. Chief Assistant Brian Wesolowski joined the meeting at 7:06.

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 8th, 2017 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 8th, 2017 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 Grant, the minutes of the May 3rd, 2017 meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the May 3rd, 2017 Executive Session were approved by three of the five commissioners present with Commissioners Wesolowski and Maahs-Knobb abstaining.

Chief's Report:

Chief Grant was not in attendance. President Wesolowski referred the commissioners to reports submitted on behalf of the Chief located in the drop box folder.

Captain's Report:

Captain DiPaolo gave the following report for May:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout the month.
3. Thanked the Board for again sponsoring members to attend FDIC.
4. Report was submitted and filed.

Fire Official Report:

Fire Official Orsini gave the following report for May:

1. Seventy inspections were performed in May
2. Penalty totals for the month were provided.
3. Due to numerous issues with the software, Orsini informed the Board he hopes to pursue other vendor options in the coming months.
4. Provided update on the issues with Moorestown Children's School. Brief discussion ensued.
5. Report was submitted and filed.

Hall Rental Manager's Report:

Hall Manager Orsini gave the following report for May:

1. There were eleven affairs during the month of May, approximately sixty-five inquiries via email and telephone and two bookings during the month, one for 2017 and one for 2018.
2. The table protective rings were ordered.
3. All but two security deposits are scheduled to be returned. The two being retained are as a result of breach of rental contract.
4. Updated dates will be posted in the lounge.

Squad Report:

A representative from the Squad was not in attendance. Administrator Booth mentioned financial reports from December, 2016 through February, 2017 were provided and are in the drop box folder.

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. There being no comments or questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Maahs-Knobbs 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 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. The following Public Notices were published in the Burlington County Times:
 - a. Public Hearing Notification to establish Clerk 2 position
 - b. Advertisement to Bidders for the Lower Roof Project
2. Received the NJ State Association of Fire Districts March 4, 2017 Quarterly Meeting Minutes.

Old Business:

1. Active Shooter training and medical pouches were briefly discussed. Virtua will be conducting training at the Lenola Fire House on July 10th & 17th for both squad and fire company members. In addition medical pouches and supplies may be purchased through the county once the list of contents is finalized.
2. The Lower Roof Project was discussed. Administrator Booth stated the Advertisement to Bidders was published in the BCT on May 16th, 2017 with the Bid Opening scheduled for June 23rd. Bid submissions will be reviewed by Administrator Booth, Solicitor McCloskey and Architect H. Bopp. As appropriate, a letter recommending the acceptance of the lowest responsible bid will be prepared for consideration at the July Board Meeting.
3. Hall roof flashing repair was discussed. Administrator Booth reported that the required repairs were made to the hall roof. Booth added a letter will be sent to CertainTeed Commercial Roofing stating repairs were made, thus keeping the warranty in full effect.
4. The Fire Official, UFD request was briefly discussed. Administrator Booth mentioned the agendas for the Civil Service Commissioners semi-monthly Board Meetings continue to be viewed when posted in an effort to determine when appeal will be heard.
5. The 2016 Audit was briefly discussed. Administrator Booth mentioned Auditor Ed Paul hopes to have the audit completed within the next week.
6. Establishing the Position of Clerk 2 and Appointing Jamie Boren to this position on a provisional basis was discussed.

Resolutions:

Resolution 2017-12 “*Establishing the Position of an Administrative Assistant (Clerk 2) – Final Reading*” was read by President Wesolowski. Wesolowski opened the meeting to the public for comment at 7:26; there being no comment from the public the session was closed. There being no comments or questions from the Board, a motion was offered by Commissioner Niedermayer and seconded by Commissioner Grant approving the resolution at final reading. On a roll call vote, four of the five commissioners present approved the resolution with Commissioner Maahs-Knobbs abstaining.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	-Abstain

Resolution 2017-13 “*Appointing Administrative Assistant to Clerk 2 Position on Provisional Basis Pending Promotion*” was read by President Wesolowski. There being no comments or questions from the Board, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt said resolution was approved by four of the five commissioners present with Commissioner Maahs-Knobbs abstaining.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Maahs-Knobbs	-Abstain

Administrator Booth briefly discussed the Civil Service process and promotion timeline.

New Business:

1. The Incident Report involving 3135 was discussed. An estimate for minor repairs to a member’s vehicle was briefly discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to repair said member’s vehicle in the amount of \$395.00 was approved by the five commissioners present.
2. The redemption of funds in the Oppenheimer Cash Reserve Fund was discussed. Administrative Booth stated a small amount of district funds were kept in a non-interest bearing fund for a number of years. For ease of record keeping Booth recommended these funds (\$1,484.30) be transferred into the District’s Operating Fund.

Resolution 2017-14 “*Authorizing the Redemption of Funds in the Oppenheimer Cash Reserve Fund*” was read by President Wesolowski. There being no comments or questions from the Board, a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to adopt said resolution was approved by the five commissioners present.

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

3. Replacing smoking receptacles at the fire house was briefly discussed. President Wesolowski mentioned there was damage to one of the rubber smoking receptacles outside the lounge door of the fire house. A quote for new metal receptacles was reviewed with the Board. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs-Knobbs to purchase two smoking receptacles for a total of \$481.94 was approved unanimously by the five commissioners present.
4. President Wesolowski discussed the most recent incident resulting in damage to one of the bay doors and the need for the squad to implement a driver/spotter policy for backing up vehicles into the Fire House. Discussion ensued. Commissioner Ruggiano shared that this concern was discussed with Chief Joe Shields of the Squad and a memo regarding said issue is posted in the Squad office and addressed to all Lenola EMS employees. President Wesolowski asked that a copy of the memo be made available to the commissioners for their review and comment

and if adequate, adopt policy at the July Board Meeting. Wesolowski also requested that a member of the squad attend the July meeting to respond to questions the Board may have on said policy.

5. Commissioner Ruggiano shared with the Board that the tracks to the bay doors are sagging and necessary modifications to the doors are currently being made. Wesolowski asked for the cost of the modifications. Administrator Booth will provide said cost estimates at the next meeting. In addition, Ruggiano recommended safety sensors be installed on the bay doors to detect objects in the path as the door closes.

Meeting opened to the public.

Fire Official Orsini discussed clearing out brush and overgrowth in the parking area at the Fire Prevention Bureau office, adding low maintenance landscaping and adding gravel to expand lot. Orsini agreed to obtain quotes for the proposed work.

Commissioner Ruggiano discussed the previous recommendation of the Board to have employees park their personal vehicles in the Fire House parking lot freeing up spaces for the public to park when visiting the Bureau. Discussion ensued. Fire Official Orsini expressed his concern for asking employees to park in a different location and proposed adding two parking spots in the front of the office. Not wishing to add more concrete to the front of the office, Wesolowski recommended two spaces be designated for visitor parking in the back allowing the remaining spaces to be utilized by employees.

There being no additional 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 7:53 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration