

Minutes

The reorganization 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 Former Commissioner Michael Maahs, Chief Grant, Fire Official/Hall Manager Orsini, Captain DiPaolo and Administrator Booth.

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, 2016 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, 2016 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.

Wesolowski congratulated Commissioner Maahs-Knobbs on being elected to the Board and welcomed her to the meeting.

Nominations:

Wesolowski turned the meeting over to Administrator Booth, whom handled the nominations of the Officers of the Board of Fire Commissioners for Fiscal Year March 1, 2017 through February 28, 2018.

Commissioner Wesolowski was nominated for the office of President by a motion from Commissioner Grant, seconded by Commissioner Niedermayer. There being no question on the

motion for Commissioner Wesolowski as President or further nominations, the nominations were closed. The motion for Commissioner Wesolowski for the office of President was carried by the five Board members present.

Commissioner Grant was nominated for the office of Vice President by a motion from Commissioner Niedermayer, seconded by Commissioner Wesolowski. There being no question on the motion for Commissioner Grant as Vice President or further nominations, the nominations were closed. The motion for Commissioner Grant for the office of Vice President was carried by the five Board members present.

Commissioner Niedermayer was nominated for the office of Secretary by a motion from Commissioner Wesolowski, seconded by Commissioner Grant. There being no question on the motion for Commissioner Niedermayer as Secretary or further nominations, the nominations were closed. The motion for Commissioner Niedermayer for the office of Secretary was carried by the five Board members present.

Commissioner Ruggiano was nominated for the office of Treasurer by a motion from Commissioner Wesolowski, seconded by Commissioner Grant. There being no question on the motion for Commissioner Ruggiano as Treasurer or further nominations, the nominations were closed. The motion for Commissioner Ruggiano for the office of Treasurer was carried by the five Board members present.

Administrator Booth turned the meeting over to President Wesolowski.

President Wesolowski thanked the board for nominating him as president and added he is looking forward to another successful year.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the February 1st, 2017 meeting were approved by the four commissioners present with Commissioner Maahs-Knobbs abstaining.

Chief's Report:

Chief Grant gave the following report:

1. Discussed the placement of the tactical gear recently purchased.
2. Informed the Board the Lenola Fire House is now an approved training site for active shooter training. Discussed a recent drill and the impending purchase of mannequins for training purposes.
3. Discussed 3131 repairs.
4. Discussed the report submitted by the Chief's Administrative Assistant covering various projects including working with the Bureau of Fire Prevention, Zoning Board and Fire Department to determine the locations of solar panels within District 31 and providing said information to Central for hazard identification when dispatched to location.

5. Air mask fit testing was conducted utilizing the new equipment purchased last year.
6. Reports for February, 2017 were posted on the board and submitted.

Chief Grant replied to a question by Commissioner Maahs-Knobbs regarding the identification of solar panels stating both commercial and residential solar panels were identified and provided to Central.

Captain's Report:

Captain DiPaolo gave the following report for February:

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. Discussed 3131 repairs.
3. Report was submitted and filed.

Fire Official Report:

Fire Official Orsini gave the following report:

1. Eighty inspections were performed in February. Orsini noted the total inspections may be low since not all inspections for the month of February may have been entered as of March 1.
2. Penalty totals for the month of February were provided.
3. Requested the use of the Hall to hold County Fire Marshals meeting on April 18.
4. Informed Board the request for changes to current ordinance concerning false fire alarms is on hold. Information from COPS and resources to enforce the current false fire alarm ordinance are being provided which Orsini hopes will address the issue.
5. Report was submitted and filed.

Hall Rental Manager's Report:

Hall Manager Orsini gave the following report:

1. There were no affairs during the month of February, approximately sixty-five inquiries via email and telephone and twelve bookings during the month; eleven for 2017 and one for 2018.
2. All security deposits are scheduled to be returned.
3. The painting of the hall is expected to be completed by end of the week.
4. Updated dates will be posted in the lounge.

Squad Report:

Chief Joe Sheilds was not in attendance. Monthly financial reports were not provided.

Presentation

President Wesolowski deviated from the regular order of business to recognize former Commissioner Michael W. Maahs for his service as a commissioner from July, 2006 through February, 2017. A name plate from the Commissioner's Plaque and a plaque were presented to former Commissioner Maahs.

The meeting was suspended at 7:20 pm for refreshments and reconvened at 7:35 pm. Former Commissioner Maahs, Fire Official/Hall Manager Orsini and Captain DiPaolo did not return to the meeting.

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 Grant to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in March is 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 Notice of Annual Scheduled Meetings was published in the *Burlington County Times* and the *Moorestown Sun* as well as posted on the bulletin boards in the lobby of the Town Hall, Moorestown Library and the Lenola Fire House. Notice was also posted on the official website of the District and filed with the Township clerk. In addition, an affidavit regarding the transmittal and posting of the Notice of Annual Scheduled meetings was prepared.
2. The 2017 Election Results Press Release was posted on the official website and provided to the Burlington County Times and the Moorestown Sun.
3. The 2017 Moorestown Fire District No. 2 Budget Election Results Certification and copy of the Fire District Election Ballot were sent to the Bureau of Authority Regulation and the Auditor on February 27, 2017.
4. Letter sent on behalf of the Board to the County Tax Administrator, Certifying the Amount to Be Raised by Taxation. The Moorestown Tax Assessor, Director of Finance and the Tax Collector were copied on said letter.
5. Received the NJ State Association of Fire Districts' December 3, 2016 Quarterly Meeting Minutes.
6. Submission of the Annual Survey of Occupational Injuries and Illnesses.

President Wesolowski received a letter from Virginia Konecsny requesting the use of the hall on Sunday, August 13, 2017 for a birthday party. On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the request to use the hall on said date was approved by the five commissioners present.

Old Business:

1. The Active Shooter/Emergency Services Rescue protective equipment was briefly discussed. Administrator Booth stated the committee is currently working on determining the appropriate medical pouch and carrier bag for the equipment purchased. Brief discussion ensued. Chief Grant offered to use dedicated penalty funds if amount set aside by the board does not cover cost of said items.

2. The Fire Official, UFD request was briefly discussed. In speaking with a representative from Civil Service Commission Division of Appeals and Regulatory Affairs, Administrator Booth relayed that the Board will not be notified when request is placed on the agenda. The representative recommended we periodically check the agenda to determine when the Appeals Board will discuss said request. Brief discussion ensued. Administrator Booth agreed to follow-up to determine if representatives from the district are allowed to be present and or comment during the Board's discussion.
3. The Township Ordinance 23-2003 "Emergency Medical Services Agreement" was briefly discussed. Administrator Booth stated she along with Chief Dan Sheilds met with Township Manager Tom Merchel on February 2, 2017 to discuss amending ordinance to more accurately reflect the current relationship between the parties while preserving the intent of the original ordinance. Merchel agreed to place on the February 6th Township Council Agenda for discussion during their workshop. Administrator Booth and Chief Dan Sheilds attended meeting and after a brief discussion Council agreed to introduce a new ordinance amending the current ordinance at its next meeting. Ordinance 3-2017 was introduced by Council at its meeting on February 27, 2017 and a public hearing is scheduled for March 13, 2017.
4. The Workers Compensation carrier review was briefly discussed. The Board agreed to further consider proposal.
5. Biennial Harassment and Discrimination Training was discussed. Administrator Booth mentioned over 50% of employees and members have completed the online training thus far. The due date is March 17, 2017.
6. The 2017 Budget Process and Fire District Election were discussed. Administrator Booth provided a brief recap of the Election. The Election Results Certification, local newspaper articles regarding election and the completed Budget and Election Timeline were provided to the Board.
7. The 2016 Audit was briefly discussed. Administrator Booth mentioned she is in the process of providing requested information to the Auditor to conduct the 2016 Audit.
8. Lower Roof Project was briefly discussed. Administrator Booth mentioned she is waiting to hear back from Harry Bopp regarding submitting a proposal for architectural design services and specification preparation.

New Business:

Reorganization Resolutions:

The following Resolutions were read by President Wesolowski:

Resolution 2017-05 "*Appointing an Auditor, Solicitor, Insurance Broker, Depository of District Funds and the Official Newspapers*" was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

Resolution 2016-06 “*Appointing Official Website of the District*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

Resolution 2016-07 “*Authorizing the use of a Preferred Vendor to Service Fire Apparatus*” (Glick Fire Equipment Company, Inc.) was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

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

1. Membership to the Personnel/Shared Services Sub-Committee was discussed. President Wesolowski explained the current term for the committee members has expired. Brief discussion ensued. A motion by Commissioner Grant, second by Commissioner Ruggiano to appoint Commissioner Wesolowski, Commissioner Maahs-Knobbs and Administrator Booth to the Personnel/Shared Services Sub-committee for a term of one year was approved by the five commissioners present.
2. Vehicle and Buildings & Grounds Liaison was discussed. Chief Grant recommended that he assume the Vehicle Liaison role with the Board. A motion by Commissioner Grant, second by Commissioner Niedermayer to have Chief Grant serve as liaison to the Board for vehicles was approved by the five commissioners present. A motion by Commissioner Grant, seconded by Commissioner Maahs-Knobbs to have Commissioner Ruggiano serve as liaison to the Board for Buildings and Grounds was approved by the five commissioners present.
3. Issues involving the waste water line at 225 N. Lenola Road was discussed. Commissioner/Maintenance Personnel Ruggiano informed the Board the blockages from the house to the trap have been cleared and there is no blockage from the trap to the township sewer main. Ruggiano recommends we continue to maintain and monitor the situation.
4. The Annual Financial Statement Disclosure Filings were briefly discussed. Administrator Booth mentioned the filing season is approaching and instructions to complete filing will be distributed soon.
5. The Township Shared Services Meeting hosted by the Superintendent on February 28, 2017 was discussed. President Wesolowski shared a list of the local governments represented at the meeting (i.e., Schools/Board of Education, Police Department, Library, Fire Districts, and Squads). Administrator Booth briefly discussed the topics covered at the meeting and provided

the board with a summary of the minutes to the meeting. The parties represented agreed to meet quarterly to discuss potential opportunities to share services.

6. The servicing of non-fire truck vehicles was discussed. Commissioner Ruggiano recommended the Board use dealers instead of local repair shops for regular maintenance and repairs for 3130, 3138, FM31, FI313 and the Blaze. Ruggiano offered to facilitate by bringing vehicles to dealers when needed. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to bring said vehicles to their respective dealers for regular maintenance and repairs was approved by the five commissioners present.

Meeting opened to the public.

Chief Grant informed the Board that the North Church Street water plant is up and running and starting April 1st, the township will begin flushing hydrants.

Commissioner Maahs-Knobbs asked Chief Grant if the township is planning on flow testing the hydrants. Chief Grant replied that he was not aware of any plans to do so. Brief discussion ensued.

In addition, Chief Grant informed the Board that three AEDs were donated to the Fire Company. He stated that the LVFC will be sending a thank you note and asked if the Board would send one as well. A motion by Commissioner Maahs-Knobbs, seconded by Commissioner Grant to send thank you letter was approved by the five commissioners present. Chief Grant agreed to provide the contact information to Administrator Booth.

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 8:17 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration