

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 7:06 p.m. by President Wesolowski.

All Commissioners were present. Also in attendance were Fire Chief Grant, Fire Official/Hall Manager Orsini, Captain DiPaolo, Squad Chief Dan Sheilds, Lenola Volunteer Company President Brian Wesolowski 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 8<sup>th</sup>, 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 8<sup>th</sup>, 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.

**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, 2016 through February 28, 2017.

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 Wesolowski, seconded by Commissioner Niedermayer. 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 Maahs, 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 Maahs was nominated for the office of Treasurer by a motion from Commissioner Wesolowski, seconded by Commissioner Niedermayer. There being no question on the motion for Commissioner Maahs as Treasurer or further nominations, the nominations were closed. The motion for Commissioner Maahs 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 also congratulated Commissioners Grant and Ruggiano on their re-election to the Board.

### **Minutes:**

On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the February 3<sup>rd</sup>, 2016 regular meeting were approved by the five commissioners present.

### **Chief's Report:**

Chief Grant gave the following report:

1. Informed the Board 3133 was sold.
2. Discussed the challenges of keeping up with the administrative work of the Fire Chief. Chief Grant listed a number of projects that are not getting the attention required to complete. Discussion ensued. Due to the potential that this topic becomes a personnel matter, President Wesolowski recommended this topic be further discussed during Executive Session.
3. Provided a status of 3131. Grant discussed the changes and additional costs pertaining to the new truck. The additional costs, currently estimated at \$15,145.00 are being paid out of the \$20,000.00 tool mounting reserve included in the contract price. Grant is requesting the Board consider funding the cost of the tool mounting over the \$4,855.00 left in the reserve. Tool mounting is estimated to be between \$10,000.00 and \$15,000.00. Grant stated an option may be to use dedicated penalty monies if funding from the Board is not available. President Wesolowski recommended going forward that this item be moved to Old Business on the

Agenda permitting the Chief's budget request to be further discussed as the manufacturing process of 3131 progresses.

4. Reports for February, 2016 were submitted by Chief Grant and filed.

### **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.
3. Report was submitted and filed.

### **Fire Official Report:**

Fire Official gave the following report:

1. One hundred and ten inspections and two commercial false alarm notices/registrations were performed in the month of February.
2. Penalty totals for the month of February, 2016 were provided.
3. Mall tenant periodic inspections begin in February.
4. Annual NJIAAI Training is scheduled for next week. Orsini informed the board he will be in training the entire week with Tom, Dave and Greg joining Wednesday through Friday.
5. Orsini requested the use of the hall or meeting room to host the Burlington County Fire Marshalls meeting on April 19<sup>th</sup>. Brief discussion ensued. It was determined that another organization booked the hall for April 19<sup>th</sup>. Orsini agreed to work out the logistics with a representative from said organization.
6. Report was submitted and filed.

### **Hall Rental Manager's Report:**

Hall Rental Manager Orsini gave the following report:

1. During the month of February there were two affairs, approximately 65 inquiries via email and telephone and five bookings; four for 2016 and one for 2017.
2. Two deposits were requested to be refunded. All security deposits are scheduled to be returned.
3. Updated dates are posted in the lounge.
4. Orsini responded to a question from President Wesolowski regarding the benefit planned for Fire Fighter Pete Witkowski. The benefit will be held on April 29, 2016 from 7:00 to 12:00 pm.

### **Squad Report:**

Administrator Booth stated the drop box folder includes copies of Financial Statements for September through December, 2015 provided by Chief Joe Shields.

### **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 further questions on the bills, a motion by Commissioner Grant seconded by Commissioner Niedermayer 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 are available upon request)

Commissioner Ruggiano abstained on all invoices relating to his position as a Vehicle and Building Maintenance Employee. Commissioner Grant abstained on all Chief Grant's invoices.

**Communications:**

Administrator Booth discussed the following communications:

1. Letter to the Board from Administrator Booth regarding the annual review of LVFC Financial Statements was sent on February 3, 2016. Administrator Booth mentioned a review of financial statements was performed to ensure funds provided to LVFC were used as intended. The letter will be part of the information given to our Auditor as part of the 2015 Audit.
2. Joint letter sent to Town Council from both Fire District 1 & 2 regarding a proposal for a Volunteer Fire Fighter and EMS Incentive Program.
3. Received the 2016 Adopted Budget Certification from the State on February 8<sup>th</sup>, 2016.
4. 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.
5. Affidavit regarding the transmittal and posting of the Notice of Annual Scheduled meetings was prepared.
6. The 2016 Election Results Press Release was posted on the official website and provided to Burlington County Times.
7. The 2016 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 24, 2016.
8. Letter sent on February 24, 2016, on behalf of the Board, to Margaret M. Nuzzo, 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.
9. Received the NJ State Association of Fire Districts' December 6, 2015 Quarterly Meeting Minutes. Fire Official Orsini replied to a question from President Wesolowski regarding whether all municipal buildings are inspected per fire code as stated in bill S106. Orsini stated all municipal buildings are being periodically inspected per fire code with the exception of the new Town Hall which is awaiting their Certificate of Occupancy (CO). The CO is required before a fire code inspection can be performed. Brief discussion ensued.

**Old Business:**

1. The Sale of 3133 was discussed. Administrator Booth stated 3133 was sold on February 10, 2016 for \$28,000.00 to Vinemont Providence Volunteer Fire Department in Cullman, AL. The

signed sales agreement and confirmation of transfer of title and vehicle were provided to the Board.

**Resolution:**

The following Resolution was read by President Wesolowski:

Resolution 2016-04 *“Approving the Sale of Fire District Personal Property per N.J.S.A. 40A:11-6”* 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
Maahs	-Aye
Ruggiano	-Aye

2. The 2016 Budget Process and Fire District Election were discussed. Administrator Booth mentioned the State approved the 2016 Budget on February 8<sup>th</sup>, 2016. The Election Results Certification and the completed Budget and Election Timeline were provided to the Board.
3. The new Chief command vehicle was discussed. Chief Grant provided a breakdown of the projected cost of the command vehicle.

**Resolution:**

The following Resolution was read by President Wesolowski:

Resolution 2016-05 *“Membership Participation in a Cooperative Pricing Agreement - Cranford Police Cooperative Pricing System”* 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
Maahs	-Aye
Ruggiano	-Aye

4. The Front and Side Parking Lot Repaving Project was briefly discussed. Administrator Booth informed the Board she discussed project with Dante Guzzi from Guzzi Engineering, LLC. Booth stated that since this is a contract matter, it will be discussed further under Executive Session.

5. The 2015 Audit was briefly discussed. Administrator Booth mentioned she is on the process of providing requested information to the Auditor to conduct the 2015 Audit.
6. The proposed Fire/EMS Incentive Program was briefly discussed. Administrator Booth mentioned, as stated under “Communications”, the letter to the Township Council was sent on February 5<sup>th</sup>.
7. The directive from the state requiring all fire districts to execute a written contract with their volunteer fire company or neighboring municipality to provide fire protection services within the fire district was discussed. Administrator Booth stated they are in the early stages of this project. President Brian Wesolowski has been contacted to work with Administrator Booth on the draft of the contract.
8. The Active Shooter/Emergency Services Rescue protective equipment and training plans were discussed. Administrator Booth informed the board that a County wide Active Shooter Policy for Fire/EMS personnel has been drafted and is being reviewed by the County Prosecutor. It is believed that there may be county funding available for the purchase of the protective gear. Booth also mentioned Chief Dan Shields is awaiting approval after being recommended to serve on the County Active Shooter Committee. Chief Dan Shields added that liability issues were raised regarding the county providing protective gear. Commissioner Maahs again mentioned the Police Department is holding a training session on April 5<sup>th</sup> and 6<sup>th</sup> at the Aegis site and invited the Chiefs to attend/observe. Maahs also stated they plan to incorporate members of the volunteer fire companies and squads in future training.

**New Business:**

**Reorganization Resolutions:**

The following Resolutions were read by President Wesolowski:

Resolution 2016-06 “*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  
Maahs -Aye  
Ruggiano -Aye

Resolution 2016-07 “*Appointing Official Website of the District*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

Wesolowski -Aye  
Grant -Aye  
Niedermayer -Aye  
Maahs -Aye

Ruggiano -Aye

Resolution 2016-08 “*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  
Maahs -Aye  
Ruggiano -Aye

1. Membership to the Personnel Sub-Committee was discussed. President Wesolowski explained the current term for the committee members has expired. A motion by Commissioner Grant, second by Commissioner Niedermayer to re-appoint Commissioner Wesolowski, Commissioner Maahs and Administrator Booth to the Personnel Sub-committee for a term of one year was approved by the five commissioners present.
2. The Shared Service Agreement (SSA) was discussed. The SSA Sub-committee met on February 5<sup>th</sup>, 2016 to discuss full year 2015 actual expenses compared to budget and the fourth quarter true-up bill. The actual versus budget analysis and final fourth quarter invoice were shared with the Board.
3. 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.

**Meeting opened to the public.**

Fire Official Orsini informed the Board that Chris Chesner will be Acting Fire Official while he is out of the office in training next week from March 9<sup>th</sup> through 11<sup>th</sup>.

Chief Dan Sheilds reported that the Lenola Fire Company Emergency Unit will be moving forward with the refurbishment of 3181 later this year. In addition, Sheilds asked if he could discuss a personnel matter with the Board in Executive Session. President Wesolowski honored the request and mentioned that the attendance for this evenings Executive Session will need to be staggered.

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

**Executive Session:**

President Wesolowski announced there was a need to meet in Executive Session to discuss Personnel and Contract matters. Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

**Resolution 2016 - 09** “Resolution Authorizing a Closed Executive Session” was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Act” of the State of New Jersey, generally requires that all matters of public bodies be opened to the public; and

WHEREAS, the “Act” also provides that a public body may be excluded from a public meeting in which it will discuss various specific subjects, as enumerated in the “Act” N.J.S.A 10:4-12 Paragraph B-6.

RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time when the matters discussed have been resolved to the extent allowed by law.

The Resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano and adopted by the five commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:15 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:17 p.m. and was adjourned at 9:27 p.m.

**Meeting re-opened to the public.**

During the Executive Session the Board discussed contracting with Guzzi Engineering Associates for engineering services to repave the front and side parking lots.

**Resolution:**

Resolution 2016-10 “*Authorizing the Award of a Professional Services Contract to Dante Guzzi Engineering Associates, LLC*” was read by President Wesolowski. A motion by Commissioner Niedermayer and seconded by Commissioner Ruggiano to pass Resolution 2016-10 was approved by the five commissioners present on a roll call vote:

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

Also during the Executive Session, the Board discussed hiring a temporary part-time employee to assist the Chief with a number of administrative projects. A motion by Commissioner Ruggiano, seconded by Commissioner Grant to begin the process of hiring a part-time employee, on a temporary emergency basis, for an hourly rate between \$15.00-\$17.00 per hour was approved by the five commissioners present. An Employment Opportunity Notice will be posted on the bulletin board of the Lenola Fire House with a closing date of March 18<sup>th</sup>, 2016.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 9:31 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration