

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.

Four Commissioners were present. Commissioner Humes is late due to work. Also, in attendance were Chief Grant, Chief's Asst. B. Wesolowski and Notary Jamie Boren.

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 6th, 2020 the required notice was transmitted to the *Burlington County Times*.

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 6th, 2020 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.

Oath of Office:

Notary Jamie Boren administered the Oath of Office to newly elected Commissioner Howard C. Mann, Sr. for a three-year term on the Board of Fire Commissioners that ends March, 2023.

Nominations:

Wesolowski turned the meeting over to Commissioner Grant, who handled the nominations of the Office of President of the Board of Fire Commissioners for the Fiscal Year March 1, 2020 through February 28, 2020.

Commissioner Wesolowski was nominated for the office of President by a motion from Commissioner Niedermayer, seconded by Commissioner Mann. 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 four Board members present.

The meeting was turned back over to President Wesolowski for the remaining nominations.

Commissioner Grant was nominated for the office of Vice President by a motion from Commissioner Niedermayer, seconded by Commissioner Mann. There being no question on the motion for Commissioner Grant as Vice President or further nominations, the nominations were closed.

Commissioner Niedermayer was nominated for the office of Secretary by a motion from Commissioner Grant, seconded by Commissioner Mann. There being no question on the motion for Commissioner Niedermayer as Secretary or further nominations, the nominations were closed.

Commissioner Humes was nominated for the office of Treasurer by a motion from Commissioner Grant, seconded by Commissioner Mann. There being no question on the motion for Commissioner Humes as Treasurer or further nominations, the nominations were closed.

There being no contested nominations, President Wesolowski asked the Secretary to cast the ballot for the remaining positions as they are uncontested.

Notary Jamie Boren administered the Oath of Office for the President to William J. Wesolowski.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Mann, the minutes of the February 5, 2020 regular meeting were approved 4-0.

Chief's Report:

Chief Grant gave the following report:

1. Reports for February, 2020 were posted on the board and submitted.
2. See report for other particulars.
3. Chief reported that all of the air pack bottles in the station were sent out for hydrostatic testing. Stated that the due date was missed in planning for the budget but after discussion with Administrator Knobbs, the bottles were sent out.
4. Chief reported that the bottles reported on above will expire in five years and will not be able to be certified again. He is working with the Chief's Assistant to attempt to get an AFG for the replacement of the packs. He reported that they are looking into going in on the grant with another fire department and a SAFER grant through the BCFC Association. Each grant would require a \$500.00 payment to have a professional grant writer do the work. Chief's Asst will be leading this effort for the Fire Department. Chief stated that we have 21 packs and 24 spare bottles. Current cost is \$9,500.00 for each pack. The new pack

would come with a bottle and mask. If obtained on a grant the board would be responsible for 10% of the cost. The SAFER grant would be for recruitment and retention that would be done through the county and shared equally.

5. Chief reported that he had to replace a battery in his Tahoe.
6. There were two car fires that we used 6 extinguishers on. The Class D extinguisher is expensive to refill. Administrator Knobbs reported that the powder is \$5.00 per pound from the supplier. Our contractor is only marking it up \$1.00 per pound to refill them.

Chief's Assistant Report:

Report given by B. Wesolowski. In addition to normal duties, the Chief, already mentioned the grant projects that he has been working on.

Captain's Report:

Chief Grant gave the following report for the month of January prepared by Captain Walter Fox:

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:

Report given by Administrator Knobbs:

1. Reports are in the drop box.
2. Provided the inspection totals.
3. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
4. Provided update on the new fee schedule.

Rental Manager's Report:

Administrator Knobbs gave the following report for February:

1. There was one affair held during the month.
2. There were approximately fifty-five inquiries via email and telephone.
3. There were seven bookings during the month for 2020, and one for 2021.
4. Security deposits are scheduled to be returned.
5. Painting of the hall is completed.
6. Switch from Coke to Pepsi is in process. Should be completed in the next two days.

Squad Report:

Administrator Knobbs reported that there a new financial report in the drop box for February 2020.

Commissioner Humes arrived to the meeting at 7:25 p.m.

Bills:

The Statement of Expenditures, listing of bills to be paid in March were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on said Statement and reported on bills received after the report was published. He further noted that there were routine bills that were due to be paid but not yet received.

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

Commissioner Grant abstained on bills relating to Chief Grant.

Communications:

1. The Notice of Annual Scheduled meetings 2020-2021 was published in the Burlington County Times, posted in Town Hall, the Library, the Firehouse and posted on the Website. A copy was filed with the Township clerk and the administrator signed and filed an affidavit for same.
2. Administrator Knobbs reported that the press release for the 2020 Election and Budget was requested by two news organizations. There were articles by the Moorestown Sun and the Moorestown Patch. The Moorestown Sun article was both in print and online. The Patch article appeared online.
3. Administrator Knobbs reported that the Certification of Election results was sent to the Bureau of Authority Regulation, County Tax Administrator, Township Tax Assessor, Township Director of Finance, Township Tax Collector and our Auditor on February 26, 2020.
4. Administrator Knobbs reported that the copy of the budget, signed, was received back from the State on February 13, 2020.

Old Business:

1. Fire Official, UFD Appeal- Administrator Knobbs reports that there is nothing new, still waiting for Pension Board action.
2. Budget/Election Recap- Administrator Knobbs stated that as he stated during the communications, all filings have been completed, appropriate parties were sent copies of the certification. The news articles were also discussed during communications, and the Budget/Election Calendar is complete for this year.
3. 2019 Audit- Administrator Knobbs reported that this is still ongoing.
4. President Wesolowski inquired on the status of the Commissioners salary resolution. Knobbs reported that the resolution was sent to the Township and the council approved same and sent us back a copy of their resolution.

Commissioner Humes was called out of the meeting for work at 7:35 p.m.

New Business:

- 1- Grant Application- Chief Grant stated that he misspoke earlier, the needed amount from the Board, is \$500.00 for the air pack application if they proceed with same. The SAFER Grant application fee is being paid by the Burlington County Chief's Association. On a motion by Commissioner Niedermayer, seconded by Commissioner Grant for \$500.00 grant application fee was approved by the four commissioners present.
- 2- Reorganization Resolutions:

The following Resolution was read by President Wesolowski:

Resolution 2020-04 *“Appointing an Auditor, Insurance Broker, Depository of District Funds and the Official Newspapers”* was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Mann. There being no questions, the resolution was adopted by the four Commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Humes	-Absent
Mann	-Aye

The following Resolution was read by President Wesolowski:

Resolution 2020-05 *“Appointing a Solicitor”* was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. There being no questions, the resolution was adopted by the four Commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Humes	-Absent
Mann	-Aye

The following Resolution was read by Vice-President Grant:

Resolution 2020-06 *“Appointing Official Website of the District”* was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Mann. There being no questions, the resolution was adopted by the four Commissioners present on a roll call vote.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye

Humes -Absent
Mann -Aye

The following Resolution was read by Vice-President Grant:

Resolution 2020-07 “*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 Mann. There being no questions, the resolution was adopted by the four Commissioners present on a roll call vote.

Wesolowski -Aye
Grant -Aye
Niedermayer -Aye
Humes -Absent
Mann -Aye

- 3- Personnel Committee- President Wesolowski reviewed the current committee and the responsibilities. He further stated that Commissioner Niedermayer is stepping down from the committee and he proposed that Commissioner Mann be appointed along with himself and Administrator Knobbs. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer to appoint Commissioners Wesolowski and Mann, and Administrator Knobbs to the Personnel Committee, was approved by the four commissioners present.
- 4- Building and Grounds Liaison- President Wesolowski reviewed the position. President Wesolowski stated that the position is normally filled by the commissioner who does not hold an officer position on the board. He asked if Commissioner Mann would be willing to serve in this capacity. Commissioner Mann agreed. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer to appoint Commissioner Mann as Buildings and Grounds Liaison was approved by the four commissioners present.
- 5- Annual Disclosure Forms: Administrator Knobbs reported that the Annual Disclosure Forms will be on line shortly. The forms are required to be filed by April 30, 2020. Knobbs will inform the board when they are online. Each commissioner will receive an email from the township notifying them of same. Knobbs stated that the commissioners are welcome to stop by the office for assistance completing same.
- 6- Candidate Sworn Statement: Administrator Knobbs reported that the statement was completed and filed for Commissioner Mann.
- 7- Tables for Hall- Administrator Knobbs reported that the hall is in need of four new 66-inch round tables. He stated that the cost of same from Mighty-lite is \$1,699.84. These are the same tables that we currently have. President Wesolowski asked if we would be able to reuse the reinforcing rings that we had on the old tables. Knobbs stated that he was not sure, but would look into the feasibility. On a motion by Commissioner Niedermayer, seconded by Commissioner Mann, the motion was approved by the four commissioners present.

Meeting opened to the public:

March 4, 2020

Chief Grant reported that he neglected to inform the board in his Chief's report earlier that the new gear is slated to arrive the end of March or beginning of April.

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:51 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration