

Minutes

The re-organization 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 Commissioner Wesolowski.

All Commissioners were present. Also in attendance were Chief Grant, Battalion Chief Lenny Philips and Administrator Booth.

Wesolowski identified the emergency exits 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 21st, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21st, 2013 the required notice was posted on the bulletin board, reserved for such notices, in the lobby of the Town Hall, 2 Executive Drive, Suite 9A, 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 21st, 2013 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.

Nominations:

Wesolowski turned the meeting over to Administrator Booth to handle the nominations of officers for the 2014-2015.

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

the motion, 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 Maahs. There being no questions on the motion, 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 Grant, seconded by Commissioner Niedermayer. There being no questions on the motion, 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 re-electing him as the President of the Board and congratulated Commissioner Maahs on being re-elected to the position of Fire Commissioner for a three year term.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the February 5th, 2014 regular meeting were approved by the five commissioners present.

Chief's Report:

1. Report for February, 2014 was submitted by Chief Grant and filed.
2. Chief Grant provided a brief status of the actions steps to implement the Risk Assessment Survey Recommendations.
3. Chief Grant informed the Board the battery conditioner was installed on Truck 3135.
4. Grant also provided a status of the implementation of EZ Fire software for the fire department.
5. Grant informed the Board that the compressor for the air packs is not functioning properly. Maintenance person for the system was contacted.

Commissioner Maahs asked and Chief Grant agreed to follow-up with EZ Fire to determine if the capability exists with the new software to know which other departments are responding to call.

Captain's Report:

1. Battalion Chief Philips gave report for February.
2. All apparatus and equipment were checked regularly throughout the month and are operational.
3. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: Replaced plug for cab lift.

- Truck 3133: No reported problems.
- Truck 3135: Installed battery conditioner; Replaced sensor for pump panel step.
- Truck 3138: No reported problems.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
204.6G	78.5G	0.0G	283.1G

5. Report submitted and filed

Hall Rental Chairman’s Report:

President Wesolowski mentioned Hall Rental Manager Orsini is at the Arson Investigators Convention in Atlantic City. Wesolowski read the following Hall Rental Chairman’s Report:

1. There were four paying and one non-paying affair during the month of February. There were approximately 40 inquiries via email and telephone. In addition, there were three bookings during the month for 2014.
2. There were two refunds of deposit made due to cancelations received in the time allotted.
3. Four Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
4. Updated calendar will be posted in lounge.

Squad Report:

Administrator Booth mentioned Deputy Chief Dan Shields is out of town and hopes to be back before the end of the meeting. The Squad Report and Financials for February are included in the Board’s Drop Box.

1. During the month of February the Squad responded to 124 EMS calls and 21 Fire calls for a total of 145 calls.

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

(List of Bills paid is available upon request)

Commissioner Grant abstained on all Chief Grant's invoices.

Commissioner Maahs abstained on all Fire Official Maahs' 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.
2. The 2014 Moorestown Fire District No. 2 Budget Election Results Certification and a copy of the Fire District Election Ballot were sent to the Bureau of Authority Regulation and the Auditor.
3. Letter sent on February 24, 2014, on behalf of the Board, to Margaret M. Nuzzo, County Tax Administrator Certifying the Amount to Be Raised by Taxation (\$715,523.00). The Moorestown Tax Assessor, Director of Finance and the Tax Collector were copied on letter.
4. The 2013 Survey of Occupational Injuries and Illnesses was completed and submitted online.
5. The Red Cross Shelter Facility Survey was completed and submitted online.
6. Cover letter and project plan addressing recommendations made was sent to VFIS on February 27, 2014.
7. The First of three installments from the Township (\$238,507.00) was received.
8. Thank you note form Retired Fire Official Maahs-Knobbs was received.
9. Received letter from Life Member Ginny Konecsny requesting use of the hall on Sunday, August 17, 2014 in the afternoon. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to allow said use of the hall was unanimously approved by the five commissioners present.

Old Business:

1. President Wesolowski asked Administrator Booth for the Election Recap. Booth provided a brief recap. Copy of the Election Results Certification was provided to Commissioners.
2. The Fire House Repaving Parking Lot Project was discussed. Administrator Booth informed the Board the service contract from Dante Guzzi Engineering Associates was reviewed by the Board Solicitor and signed by President Wesolowski. Booth also mentioned the survey will be completed once the weather improves.
3. Logistical issues relating to a large scale fire/event were further discussed. Administrator Booth mentioned, as requested at the February Board Meeting, an email summarizing the Board's discussion along with follow-up questions and suggestions made by the Board was sent to Solicitor McCloskey on February 14, 2014. Specifically the suggestion to pass a township ordinance having the owner of the business responsible for "extraordinary" expenses was conveyed to McCloskey. In speaking with Solicitor McCloskey, he stated the Township Council/Solicitor would need to be consulted to determine if township has the

authority to pass such an ordinance. McCloskey recommended a multi-pronged approach be taken to address concern if a local township ordinance is not an option. McCloskey suggested the issue and need for state wide ordinance be discussed with members of township council, at Quarterly Chiefs' Meeting and the NJ State Association of Fire Districts Quarterly Meeting with the intention of garnering support for state wide legislative action from mayors, state senators and assemblyman.

McCloskey also mentioned having a document for the business owner or insurance adjuster to sign at the scene to cover said expenses may be an option, however said document may not be legally binding.

Discussion ensued. Chief Grant mentioned he would discuss approach with other chiefs and determine what other actions, if any, they may be taking. President Wesolowski suggested holding a meeting with Moorestown Fire District No. 1 to discuss approach and combine efforts in raising issue to the Township Council. In addition, Wesolowski also recommended the Board ask Solicitor McCloskey to prepare a document for either the business owner or insurance adjuster to sign at the scene to cover said expenses. Administrator Booth agreed to coordinate.

4. The Risk Control Recommendation letter from the Board's insurance carrier (VFIS) received January 8, 2014 was briefly discussed. Administrator Booth stated, as discussed under "Communications", the Cover letter and project plan prepared with input from Chief Grant and Hall Manager Orsini addressing recommendations made was sent to VFIS on February 27, 2014.
5. The planned purchase of the Fire Official Vehicle was briefly discussed. Administrator Booth mentioned the delivery of the 2014 F-150 Crew Cab 4x4 Pick-up is expected in March or early April.
6. The use of a supplier other than PSE&G for electricity was briefly discussed. Administrator Booth stated a one-year contract with Direct Energy at a rate of 9.29 cents per Kwh was signed on February 28, 2014.

New Business:

Reorganization Resolutions:

The following Resolutions were read by President Wesolowski:

Resolution 2014-07 "*Appointing an Auditor*" (Ball Buckley & Seher, LLP) 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 2014-08 “*Appointing a Solicitor*” (Gregory McCloskey, Esq.) was offered on a motion by Commissioner Ruggiano, 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 2014-09 “*Appoint Official Newspaper of the District*” (Burlington County Times, Inc.) was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. 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 2014-10 “*Appoint Official Website of the District*” (Moorestownfire2.com) 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 2014-11 “*Appointment of Insurance Broker*” (Brown & Brown Insurance) 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 2014-12 “*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 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:

Resolution 2014-13 “*Authorizing the Cancellation of Checks*” 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

1. Commissioner Ruggiano discussed a maintenance issue involving the dance floor. Specifically, the dance floor is starting to lift off the concrete. A representative from Victorian Flooring came out to assess and mentioned water damage from the roof incident in the fall of 2012 appears to have compromised the integrity of the adhesive. The Board’s Insurance Company was contacted and an adjuster also came out to assess damage. A repair estimate was requested and will be forwarded to the insurance adjuster when received. The Insurance Company is in the process of determining whether to re-open the 2012 Claim.
2. Travel expense reimbursement policy was briefly discussed. Administrator Booth recommended moving to a per diem policy for meals and incidentals as opposed to an “actual expense” reimbursement policy. This would eliminate the need for travelers to keep receipts as well as reduce administrative time processing receipts. Using the US Federal Services Administration per diem chart as a guide, the Board discussed a per diem of \$65.00 per day. A motion by Commissioner Maahs, seconded by Commissioner Grant to switch to a per diem of \$65.00 per day travel reimbursement policy for meals and incidentals for all travel was approved by the five commissioners present.

3. Verizon Cell Phone Plans under State Contract were discussed (i.e., GSA-FSS and WSCA Contract). Commissioner Maahs and Administrator Booth met with a representative from Verizon Wireless to discuss options available under the state contract for local government agencies. Maahs and Booth discussed the various plans available and their respective costs. Plan costs are within the \$50.00 per person per month budget. Discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs to participate in the Verizon State Contract Plans was approved by the five commissioners present.
4. President Wesolowski discussed the idea of purchasing a plow to mount on 3138 in an effort to save on snow plow costs. Discussion ensued. Board agreed to discuss further.
5. President Wesolowski also discussed removing some of the older concrete bumper blocks from the parking lot during a station maintenance night. Brief discussion ensued. Board agreed to proceed when the weather improves. Commissioner Ruggiano agreed to obtain a quote for renting a dumpster from a recycling company.

Meeting opened to public:

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss a personnel matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2014- 14 “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 Grant and adopted by the five commissioners present on a roll call vote.

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

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

The Executive Session started at approximately 8:18 p.m. and was adjourned at 8:45 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during the Executive Session the Board discussed filling the Fire Official vacancy resulting from the retirement of Fire Official Cynthia Maahs-Knobbs effective March 1, 2014. A motion by Commissioner Maahs, second by Commissioner Grant to promote Fire Prevention Specialist Matthew Orsini to the position of Fire Official at a salary of \$63,000.00 pending the successful interview by President Wesolowski and Administrator Booth was approved by the five commissioners present on a roll call vote.

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

Wesolowski mentioned the Board also discussed filling the vacancy at the Fire Prevention Specialist Position by provisionally appointing Thomas DiPaolo who holds the required Fire Inspection Certification. A motion by Commissioner Maahs, second by Commissioner Niedermayer to provisionally appoint Thomas DiPaolo to Fire Prevention Specialist at a salary of \$32,000.00 pending the successful panel interview was approved by the five commissioners present on a roll call vote.

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

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 8:50 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration