

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 Chief Rob Grant, Chief Joe Shields and Administrator Booth.

Administrator Booth 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.

Booth called for a salute to the flag and a moment of silence.

Nominations:

Administrator Booth handled the nominations of officers for 2012-2013. 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 Maahs, seconded by Commissioner Niedermayer. 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 Maahs, seconded by Commissioner Wesolowski. 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 Wesolowski, 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 then recommended Commissioner Ruggiano for the role of liaison between the Board of Fire Commissioners and the Fire Department for the purpose of purchasing Fire Equipment. Wesolowski added he believes Commissioner Ruggiano, due to his experience, is best suited for this position. Brief discussion ensued. Additional clarification of the role of liaison was provided. The liaison would work with Chief Grant on all fire equipment purchases and as appropriate, make recommendations to the Board. The Board would then, after consideration, make the final decision. On a motion by Commissioner Maahs, seconded by Commissioner Niedermayer, the appointment of Commissioner Ruggiano as the liaison between the Board and the Fire Company for the purpose of purchasing fire equipment was approved by the five commissioners present.

President Wesolowski congratulated both Commissioner Grant on being re-elected to the position of Fire Commissioner and Commissioner Ruggiano for being recently elected to his first term as Commissioner to the Board of Fire Commissioner.

Minutes:

President Wesolowski asked and the Commissioners replied yes, to the question if they reviewed the minutes to the previous Board Meeting. There being no questions or revisions to the minutes, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve the minutes of the February 6th, 2013 regular meeting were approved by the five commissioners present.

Chief's Report:

1. Report for February, 2013 was submitted by Chief Grant and filed.
2. Chief Grant mentioned there were repairs to Truck 3133 which will be further discussed under the Captain's Report.
3. Chief Grant briefly discussed the "Draft Timeline" for the replacement of Truck 3133 (Squirt). The "Draft Timeline" included the Truck being ordered in September, 2015 with

delivery expected in June, 2016. Discussion ensued. A “kickoff” meeting is planned for April with Commissioners Ruggiano, Commissioner Maahs, Line Officers and Administrator Booth.

Captain’s Report:

1. Chief Grant 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: No reported problems.
 - Truck 3133: Replaced telelight on passenger side; Replaced Ackron and Fecon foam valves; Replaced tank to pump feed hose and heater core; Refilled foam tank with Universal Gold; Installed new foam tank gauge; Repaired passenger inside rear tire.
 - Truck 3135: No reported problems.
 - Truck 3138: No reported problems.
4. Chief Grant informed the Board Truck 3138 incurred a minor damage to the passenger side section of the rear bumper. The damage is believed to be under the \$500 deductible level. Grant will discuss incident at the next Fire Company meeting.
5. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
172.0G	65.9G	0.0G	237.9G
6. Report submitted and filed.

Hall Rental Chairman’s Report:

Matthew Orsini was away at a training seminar. Administrator Booth gave the following Hall Rental Chairman Report:

1. There were two paying affairs during the month of February. The Township used the hall for a few days in February for the town wide reassessment. There were approximately 40 inquiries via email and telephone. There were nine bookings during the month, eight for 2013 and one for 2014. In addition, there was one refund processed due to a cancellation.
2. There are two cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Sheilds gave the following Squad Report:

1. During the month of February the Squad responded to 97 EMS calls and 8 Fire calls for a total of 105 calls.
2. Chief Sheilds also submitted the Squad Report for January. During the month of January the Squad responded to 138 EMS calls and 22 Fire calls for a total of 160 calls.

3. Financial Reports for the months of January and February were provided.
4. Chief Sheilds mentioned 3182 is scheduled to go out on Monday to be refurbished. Sheilds also mentioned they may have a buyer for the old cab and chassis. Brief discussion ensued. Chief Sheilds informed the Board there may be another vehicle in the building while 3182 is being refurbished to comply with the state requirement to have a back-up rig available.
5. President Wesolowski asked Chief Sheilds to discuss the meeting with the Township regarding insurance. Chief Sheilds mentioned Captain Dan Sheilds joined the Moorestown First Aid and Emergency Squad's meeting with the Township to discuss insurance needs. Moorestown Township agreed to look into the matter.

Bills:

The Statement of Expenditures, listing the bills to be paid in March, 2013 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills on the Statement of Expenditures. Bills received after the Statement of Expenditures was prepared were read by Administrator Booth at the meeting.

President Wesolowski asked and Administrator Booth answered questions pertaining to the PERS Annual Appropriations and Hall Restoration Bills.

There being no further questions on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano 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's invoices.

Commissioner Maahs abstained on all Cynthia Maahs-Knobbs 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, Mooretown Library and the Lenola Fire House. Notice was also posted on the official website of the District and filed with the Township Clerk.
2. Press releases along with election results were sent to the *Moorestown Sun*, *Moorestown Patch* and the *Burlington County Times*.
3. The 2013 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 on February 27, 2013.

4. Letter sent on February 27, 2013, on behalf of the Board, to Margaret M. Nuzzo, County Tax Administrator Certifying the Amount to Be Raised by Taxation (\$702,612.00). The Moorestown Tax Assessor, Director of Finance and the Tax Collector were copied on letter.
5. Letter sent on February 27th, 2013 to Ed Paul, Auditor regarding the results of the Fire District's Election.
6. The 2012 Survey of Occupational Injuries and Illnesses was completed and submitted online.
7. VFIS Renewal Questionnaire was completed and provided to our Broker Don Sheldon from Brown and Brown. Policy renewal is scheduled for May, 2013 (Property and Casualty Policy).
8. The First of three installments from the Township (\$234,204.00) was received.
9. Citi-Bank year-end rebate check for \$164.87 was received.
10. Received the New Jersey State Associations of Fire Districts December 1, 2012 Quarterly Meeting Minutes.
11. Received letter from Industrial Appraisal Company regarding scheduling a complete reappraisal of the buildings. (To be discussed under New Business)

Old Business:

1. President Wesolowski discussed the status of the Hall Restoration Project. The Expansion Joints, painting and dance floor were completed and the respective bills were part of the bills to be approved/paid in March. Wesolowski asked Administrator Booth when Belfor is scheduled to return to work on the transition pieces around the tile floor. Booth stated she received communication from Ray Felix that the flooring company will be here on March 11th or 12th to deal with the issue. Wesolowski also asked for a status of the sprinkler head issue. Commissioner Ruggiano mentioned the plan is to extend and re-install a new pendant fire sprinkler drop as well as install a new escutcheon. An estimate from First Due Fire & Backflow Services for \$580.00 to perform work was received.
2. President Wesolowski asked Administrator Booth for the Election Recap. Booth provided a brief recap. Election Results were provided to Commissioners. Administrator Booth thanked Harry Giberson, Catherine Giberson and Sheila Dietrich for their role as Judge and Tellers for the election.
3. Administrator Booth briefly discussed the 2013 Budget - Township Reassessment Process. Booth mentioned Dennis DeKlerk, Township Assessor provided Fire District No. 2's Ratables (\$841,570,100.00) and average home value (\$445,700.00) from the recent town-wide reassessment. Based on the information provided, the tax rate for Fire District No. 2 is .083%. The owner of a home assessed at the township average would pay \$372.11 in fire taxes in 2013.
4. President Wesolowski briefly discussed the status of the roof condensate drain. Wesolowski mentioned in speaking with Maintenance Person Ruggiano, this issue will be addressed "in-house" once the weather improves.
5. President Wesolowski asked Administrator Booth for the status of the District's current Electricity Supply Contract. Booth reminded the Board that the current electricity supplier contract is set to expire at the end of April, 2013. Booth stated she received quotes from other suppliers and in addition spoke with Gordon Ball, Procurement Specialist with the State of NJ regarding participating in Co-Operative Pricing Systems with either Burlington County or Camden County for the purchase of electricity. Booth contacted Purchasing Agents in both

Burlington and Camden County to ask if the District could participate in their Co-Operative Pricing Systems. Burlington County does not currently have a Co-Operative Pricing System for the purchase of electricity; however, Camden County does and will be going out to bid in the near future. Camden County is the “Lead Agency” for six counties. Booth stated if we participate, we could take advantage of Camden County’s joint purchasing power (i.e., 300 million kWh annual load). Booth mentioned if the Board agrees to participate in the Camden County Co-Operative Pricing System, a Resolution to participate would need to be passed and the SJPC Electric Bid Response Form would need to be completed. Discussion ensued.

The Board agreed to participate in the Camden County Co-Operative Pricing System. In the interim, the Board agreed to stay with NextEra Energy Services (under their “variable” rate plan) until a new contract is signed.

Resolution:

Resolution 2013-06 “*Member Participation In A Co-Operative Pricing System*” was read by President Wesolowski. The Resolution authorizes the Board of Fire Commissioners, Moorestown Fire District No. 2 to enter into a Cooperative Pricing Agreement with the County of Camden serving as the “Lead Agency”. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to pass Resolution 2013-06 was unanimously approved by the five commissioners present on a roll call vote:

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

6. President Wesolowski discussed including information on the website pertaining to rules, regulations and official policy statements. Brief discussion ensued. The Board agreed to include the District’s Policy regarding being an Equal Opportunity Employer on the website.
7. President Wesolowski discussed the “Budget vs. Actual Report” format changes recommended by Administrator Booth. Brief discussion ensued. Booth mentioned some of the categories in the new monthly report were revised to assist the Board in identifying the line items. Wesolowski asked Administrator Booth how this will impact the year-end budget process. Booth stated the new format will be followed in preparing the 2014 Budget and assured the Board that the same level of detail will be available just in a different format. Board agreed to move to the new report format for monthly and year-end budget purposes.
8. President Wesolowski discussed the Purchase Card. Wesolowski mentioned there is a synopsis of how the Purchase Card works in the “New Business” folder. Wesolowski recommended everyone who used the purchase card review the document to better understand how it works. Wesolowski briefly discussed issues associated with using a purchase card vs. a credit card. Wesolowski also suggested using the purchase card during normal business hours if at all possible, allowing Administrator Booth to call the service center for assistance if there is a problem with using the card.

New Business:

Reorganization Resolutions:

The following Resolutions were read by President Wesolowski:

Resolution 2013-07 “*Appointing an Auditor*” (Ball Buckley & Seher, LLP) was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the five Commissioners members present on a roll call vote.

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

Resolution 2013-08 “*Appointing a Solicitor*” (Gregory McCloskey, Esq.) 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 2013-09 “*Appoint Official Newspaper of the District*” (Burlington County Times, Inc.) 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 2013-10 “*Appoint Official Website of the District*” (Moorestownfire2.com) 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 2013-11 “*Appointment of Insurance Broker*” (Brown & Brown Insurance) 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

Resolution 2013-12 “*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

1. Onsite appraisal of the buildings for Insurance purposes was discussed. On a motion by Commissioner Ruggiano, seconded by Commissioner Grant to have The Industrial Appraisal Company conduct an onsite appraisal of both buildings for a cost of \$885.00 was approved by the five commissioners present.
2. Snow Removal quotes were discussed. Commissioner Ruggiano recommended Kut-Rite Lawn Services be used for the upcoming storm, however, recommends the Board consider utilizing the services of Expert Pest Control, Inc. (Snow Management Services) next winter. Ruggiano believes their equipment was in better condition and therefore would be more reliable. The Board agreed with Commissioner Ruggiano’s recommendation to go with Kut-Rite for the remainder of this winter and will review/discuss again prior to next winter.
3. Administrator Booth discussed the quote from First Due Fire & Backflow Services to repair the sprinkler head at a cost of \$580.00 (previously discussed under “Old Business”). Wesolowski stated the sprinkler head needs to be repaired. Brief discussion ensued. The Board agreed to have the repair done and to use funds being retained from the Belfor Invoice for the outstanding punch list items to cover half the cost of said repair.

Meeting opened to public:

Chief Grant discussed the planned purchase of 20 MSA 1044 Helmets at a cost of \$5,876.00 which is within the \$6,500.00 budgeted amount. Grant stated this purchase, combined with last year's purchase would outfit the all the fire fighters with the new helmets, except for the juniors who are currently using the older helmets. Brief discussion ensued. A motion by Commissioner Maahs, seconded by Commissioner Ruggiano to purchase 20 MSA 1044 Helmets at a cost of \$5,876.00 was approved by the five commissioners present.

Maintenance Person Ruggiano stated the Roof over the lounge is leaking. Tait Roofing, Inc. was called to assess situation. The Representative from Tait Roofing noticed a few areas of concern and will come back once the rain subsides to address issue. Ruggiano also mentioned he replaced four stained ceiling tiles in the hall. Brief discussion ensued. Wesolowski recommended asking the maintenance company servicing the Air Conditioner Unit to look at the damper, gaskets or control valves to determine if water is blowing through unit during inclement weather.

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 approximately 8:40 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator