

## 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.

Five Commissioners were present. Also, in attendance were Chief Robert Grant, Fire Police Captain Boren, Lt. Gifford, Chief's Asst Wesolowski, and Administrator Knobbs. There were also four members of the public present.

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>, 2017 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>, 2017 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.

### **Oaths of Office:**

Notary Jamie Boren administered the Oath of Office to re-elected Commissioner Jacqueline Grant and newly elected Commissioner Alexander Humes for three-year terms on the Board of Fire Commissioners that ends March, 2022. Boren also administered the Oath of Office to newly elected Commissioner James Carruthers for a one-year unexpired term that ends March, 2020.

### **Nominations:**

Wesolowski turned the meeting over to Administrator Knobbs, who handled the nominations of the Officers of the Board of Fire Commissioners for the Fiscal Year March 1, 2019 through February 28, 2019.

Commissioner Wesolowski was nominated for the office of President by a motion from Commissioner Niedermayer, seconded by Commissioner Grant. 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 Grant, seconded by Commissioner Wesolowski. 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 Humes 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 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.

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

Administrator Knobbs 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 Niedermayer, seconded by Commissioner Grant, the minutes of the February 6, 2019 regular meeting were approved 3-0-2 with new commissioners Humes and Carruthers abstaining.

**Chief's Report:**

Chief Grant gave the following report:

1. Reports for February, 2019 were posted on the board and submitted.

2. Chief advised the board that after a vehicle fire last month it was noticed that there was piping leaking on Engine 3132. Glick was contacted and replaced the piping with new stainless-steel pipes.
3. The decon kits on the trucks are now in full use.
4. The key fob system administration has been turned over to the Chief's office and Chief's Asst Wesolowski has been administering it.

President Wesolowski asked the Chief about how many spare fobs are in stock. Chief Grant advised that there were a few from the FD and a large supply from the squad that they purchased. He further stated that the squad is willing to share what they purchased.

Commissioner Grant asked what happens if we receive another fire call while a member's gear is in the process of being washed. Chief Grant stated that they can borrow gear from another member who is not responding until theirs are done.

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

In addition to the regular duties, the assistant had taken 3138 for its annual service, worked on purchasing tires for 3138 and two of the Fire Prevention vehicles. Followed up with the gear dryer salesman for a timeline once the machine was ordered.

President Wesolowski asked when the tires needed to be ordered. Asst Wesolowski advised that he would be contacting the tire installer this week as they had already been approved.

### **Captain's Report:**

Chief Grant gave the following report for the month of December 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:**

Fire Official Orsini is away on training and submitted a written report that is in the drop box and was read by President Wesolowski.

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

As stated previously, Hall Manager Orsini is away and submitted a written report that is in the drop box and was read by President Wesolowski.

### **Squad Report:**

Administrator Knobbs reported that there are financial reports for November and December 2018 in the drop box.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in March were not provided to the Board members for review prior to the meeting due to technical difficulties, Knobbs stated that they would be in the drop box later that evening. Administrator Knobbs discussed the bills and 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 Humes to pay the March bills and any regular bills that come in was approved by the five commissioners present.

Commissioner Grant abstained on all Chief Grant invoices.

Commissioner Carruthers abstained on all invoices relating to his position as a par-time Fire Inspector employed by Fire District 1.

**Communications:**

1. The Notice of Annual Scheduled Meetings 2019-2020 was published in the Burlington County Times and the Moorestown Sun. Copies were posted on the Bulletin Boards at the Moorestown Library, Moorestown Town Hall and the Lenola Fire House, and a copy was hand delivered to the Moorestown Township Clerk on February 22, 2019
2. Copy of the Official Opening Statement, including the Affidavit regarding the transmittal and posting of the Annual Meeting Notice was filed.
3. The 2019 Election Press release was prepared, but never distributed as it was not requested. Administrator Knobbs received written questions from the Moorestown Sun for a story to be run regarding the election results and the budget. Responses were prepared by Administrator Knobbs and forwarded to President Wesolowski for approval.
4. The Certification of Election Results was sent to the Bureau of Authority Regulation, the County Tax Administrator, the Township Tax Assessor, the Township Finance Director, the Township Tax Collector, and our Auditor on February 27, 2019.
5. The copy of the Approved Budget was received from the DLGS dated 2/14/19.

**Old Business:**

2. Fire Official, UFD Appeal- Administrator Knobbs reports that there has been some movement in this matter. Knobbs stated that the States updating of the pension payments has been way behind and the person he is dealing with states that she cannot proceed until the system is updated. Once the March payments have been finalized, she will be able to move forward. Knobbs is hoping for a switch for future payments by April 1, 2019. President Wesolowski asked if there was an anticipated date for when the State would be looking to bill us for the back amount due by the employer. Knobbs responded that that would not be determined until the State can finalize their numbers.

3. Dumpster Purchase- Administrator Knobbs reported that the dumpsters have been ordered. He was informed that there was an approximate 8-week lag time for delivery. Knobbs further stated that he is still working on the disposal of the old dumpsters with Bill Ruggiano.
4. 2019 Budget/Election recap- Administrator Knobbs reported that these topics were previously covered under communications.
5. Washer/dryer purchase – Administrator Knobbs advised that the units were ordered and are expected to be delivered on March 19<sup>th</sup>.
6. Firehouse Security Fobs- Administrator Knobbs stated that this was also already covered during the Chief’s Report.
7. 2018 Audit- Knobbs reports that this is still ongoing.

**New Business:**

**Reorganization Resolutions:**

The following Resolution was read by President Wesolowski:

**Resolution 2019-05** “*Appointing an Auditor, Insurance Broker, Depository of District Funds and the Official Newspapers*” 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
Humes	-Aye
Carruthers	-Aye

The following Resolution was read by President Wesolowski:

**Resolution 2019-06** “*Appointing a Solicitor*” 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
Humes	-Aye
Carruthers	-Aye

The following Resolution was read by President Wesolowski:

**Resolution 2019-07** “*Appointing Official Website of the District*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Carruthers. There being no questions, the resolution was adopted by the five Commissioners present on a roll call vote.

Wesolowski	-Aye
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Grant	-Aye
Niedermayer	-Aye
Humes	-Aye
Carruthers	-Aye

The following Resolution was read by President Wesolowski:

**Resolution 2019-08** “*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
Humes	-Aye
Carruthers	-Aye

1. Personnel Committee/Shared Services Committee- President Wesolowski advised the board that these committees are appointed annually. There are three representatives (two commissioners and the administrator) from each Fire District on the committee. The commissioner spots are filled currently by President Wesolowski and Commissioner Niedermayer. Motion by Commissioner Grant, seconded by Commissioner Humes to reappoint those individuals to the committees was approved by the five commissioners present.
2. Buildings and Grounds Liaison- Motion by President Wesolowski, seconded by Commissioner Grant to appoint Commissioner Carruthers as Buildings and Grounds Liaison was approved by the five commissioners present.
3. Annual Financial Disclosure Forms- Administrator Knobbs informed the board of the requirements to file online. Stated that he has been in contact with the Township Clerk and they hope to have everything ready by the third week of March. The forms are due to be filed by April 30, 2019.
4. Candidate Sworn Statement requirement- Administrator Knobbs reviewed the law concerning the requirement and stated that he has had the forms signed by the Commissioners necessary and will mail same.
5. Drying Cabinet- President Wesolowski discussed the new drying cabinet and the need to move forward with the purchase as there is a 6 to 8-week delivery time after the order is place. Administrator Knobbs informed the board that there was \$13,000 encumbered at the end of last year for the project. The cost of the cabinet increased slightly. The new cost is \$9,847. He further stated that he is waiting for final quotes for the duct work installation and the electric work. He felt confident that the project would be under the allotted amount. On a motion by Commissioner Niedermayer, seconded by Commissioner Carruthers to proceed with the purchase of the Drying Cabinet project, was approved by the five commissioners present.
6. Engine Room Ceiling- President Wesolowski discussed the need to replace the ceiling tiles in the engine room since the installation of the exhaust system, the soot/carcinogens are no longer

being expelled into the air. Administrator Knobbs informed the board that there was \$10,000 that was encumbered at the end of last year for the ceiling replacement project. The total amount included the dumpster and miscellaneous costs for the removal of the tile as well as the installation of the new tiles. He further noted that the cleaning/painting of the drop ceiling tracks was included in the interior painting project. On a motion by Commissioner Niedermayer, seconded by Commissioner Carruthers to proceed with the Ceiling Replacement project was approved by the five commissioners present.

7. Interior Painting-President Wesolowski introduced the interior painting of the fire house project and stated that he would like to have the area behind the new gear dryer painted prior to its arrival. Administrator Knobbs informed the board that the painting, ceiling and dryer cabinet purchase would be coordinated so that the painting would be complete prior to the arrival of the cabinet. Knobbs stated that the projects would proceed in the following manner:

**Dryer cabinet ordered**

**Dumpster ordered for ceiling demo**

**Electrical installed for dryer**

**Interior Painting including ceiling tracks**

**Gear Dryer installed including ductwork**

**Ceiling tiles replaced by ERCO Ceilings**

Knobbs informed the board that there was \$11,000 placed into this year's budget for the painting of the engine room and wash bay areas as well as painting of the ceiling track. On a motion by Commissioner Carruthers, seconded by Commissioner Humes to proceed with the painting project was approved by the five commissioners present.

8. 3138 Repair- Administrator Knobbs discussed the repair necessary to the Fire Police vehicle. We have a quote for \$561 for the repair. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer to proceed with the repair was approved by the five commissioners present.
9. Fire Boot Purchase- Chief Grant asked the board to be able to proceed with the purchase of Fire Boots that was included in the budget. Chief Grant stated that he would work with the Administrator to coordinate the timing of the purchase as the current boots start to reach recommended replacement at the end of this year (16 pair). On a motion by Commissioner Niedermayer, seconded by Commissioner Humes to proceed with the purchase of 16 pairs of Fire Boots was approved by the five commissioners present.

**Meeting opened to the public:**

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 7:57 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration