

March 7, 2012

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 pm by President Wesolowski.

All Commissioners were present. Also in attendance were Chief Rob Grant, Retired Chief Ruggiano, Hall Manager Matthew Orsini, Chief Joe Shields, Fire Fighter John Swan Sr., Squad Captain Dan Shields, Architect Harry Bopp and Administrator Booth.

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

Nominations:

Administrator Booth handled the nominations of officers for 2011-2012. Commissioner Wesolowski was nominated for the office of President by a motion from Commissioner Niedermayer, seconded by Commissioner Grant. 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 Grant. 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 Niedermayer, seconded by Commissioner Grant. 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 electing him President again this year and stated he hopes the Board has another successful year.

Deviating from the regular order of business, President Wesolowski stated that the Board invited Harry Bopp, Architect back to discuss the specs and plans for the new hall roof which will be included in the final Bid package.

Presentation:

Harry Bopp provided an overview of the specs and plans as well as the bidding process. Bopp mentioned that when checking out the roof he observed that the perimeter of the roof was not in the best of shape and called for the perimeter of the roof to be removed in the final plans. He also included as an Alternate to remove the entire roof. Discussion ensued. Harry Bopp addressed several questions from the Board and agreed to make changes to the specs as agreed upon.

Administrator Booth briefly discussed the timeline for the roof bidding process.

Minutes:

President Wesolowski noted in the minutes under communications a letter was sent to Howard Izes, Bureau Chief of the Bureau of Authority Regulations. Wesolowski asked if Howard Izes was the one who recently retired from DCA. Administrator Booth agreed to find out for future reference. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the February 1, 2012 meeting were unanimously approved by the five commissioners present.

Chief's Report:

1. Report for February was submitted by Chief Grant and filed.
2. Chief informed the Board that we have been experiencing problems with the telephone system. The telephone in the Administrator's office was replaced with a refurbished telephone and a new bell for the front door has been ordered. In addition, the Squad had a problem with their headset. The original headset from the Administrator's office was used to replace headset for the Squad. Chief mentioned that our current telephone system is outdated and we may need to consider a new system.
3. Chief informed the Board there is a roof leak in the boiler room and it is being looked into by Tait Roofing along with the leak in the section built for the ladder truck.
4. Chief also informed the Board the hot water heater is old and rusty and recommends it be considered as a budget item for next year's budget. Brief discussion ensued. It was determined the hot water heater was placed in service back in 1991.

Captain's & Engineer Report:

1. Chief Grant gave report for February.
2. All Trucks were checked and are operational.
3. Truck 3132: No reported problems.
4. Truck 3133: No reported problems.
5. Truck 3135: No reported problems.
6. Truck 3138: No reported problems.

7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
203.9G	87.0G	0.0G	290.9G

8. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were two paying affairs and one non paying affair during the month of February and approximately 40 inquiries via email and telephone. There were five bookings during the month; all for 2012 in which two were for the month of February.
2. There were three cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. Hall Manager Orsini informed the Board Lapinski is available as a back-up if the parking lot needs to be salted.
5. Orsini discussed the table rings. He obtained a quote to purchase up to ten rings. The shipping charge is based on weight and size and is approximately the same cost as the product (total cost \$721.79) Brief discussion ensued).
6. Orsini informed the Board as to his discussion with Maxwell Services concerning the cleaning of the ice boxes and the beverage cooler. Maxwell recommends the ice boxes be cleaned/sanitized every six months. The price for their services is based on time and material.
7. Orsini also discussed the policy regarding member's use of the kitchen facilities in an effort to obtain clarification and consensus. Brief discussion ensued.
8. President Wesolowski stated both the table rings and cleaning of the ice boxes will be further discussed under new business.

Bills:

The Statement of Expenditures, listing the bills to be paid in March, 2012 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.

There being no 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 Maahs abstained on all Fire Official Maahs' invoices.

Communications:

Administrator Booth discussed the following communications:

1. Received final certification from the state that the District's adopted budget was approved.
2. Sent request to Burlington County Times to publish the Notice of Annual Scheduled Meetings for 2012 – 2013.

3. The 2012 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 24, 2012.
4. Letter sent on February 24, 2012, on behalf of the Board, to Margaret M. Nuzzo, County Tax Administrator Certifying the Amount to Be Raised by Taxation (\$696,238.00). The Moorestown Tax Assessor, Director of Finance and the Tax Collector were copied on letter. Booth stated the first of three installments from the Township (\$232,080.00) was received.
5. Letter sent on February 24, 2012 to Ed Paul, Auditor regarding the results of the Fire District's Election.

President Wesolowski received a request from the Burlington Chapter of the American Red Cross requesting the use of the hall on Tuesday, May 15, 2012 from 5:30 pm to approximately 9:00 pm to host their annual meeting plus volunteer recognition. They are requesting the use of the hall at not cost or a greatly reduced rate. Brief discussion ensued. On a motion by Commissioner Maahs, seconded by Commissioner Grant to allow the Burlington Chapter of the American Red Cross to use the hall on Tuesday, May 15 from 5:30 to 9:00 pm at a rate of \$625.00 was approved by the five commissioners present.

President Wesolowski read a letter from Volunteer Fire Fighter/Training Officer John Swan Sr. asking the Board to consider assisting him with expenses relating to his attendance at the FDIC (Fire Fighter Training Conference) in Indianapolis, Indiana in April, 2012, specifically \$200.00 for lodging and reimbursement of tolls, fuel and parking. On a motion by Commissioner Grant seconded by Commissioner Niedermayer to assist Fire Fighter John Swan, Sr. with expenses related to his attendance to the FDIC Conference as outlined above was approved by the five commissioners present. In addition, an increase in the per diem was also discussed. On a motion from Commissioner Maahs seconded by Commissioner Niedermayer to increase the per diem to \$75.00 a day to cover food for the six day conference was approved by the five commissioners present.

Old Business:

1. Administrator Booth provided an update on the roof project. Booth stated the plans and specs were sent to Solicitor Gregory McCluskey on August 31st for him to review and begin preparing the legal information to be included in the Bid package. Timing of the roof work was discussed. Booth also mentioned the Public Advertisement will be published on March 16th and the sealed bids will be opened and read on Friday, April 13, 2012. A brief discussion regarding the review of the bids ensued. The Board agreed Solicitor McCluskey would be reviewing the bids along with the commissioners and respond to any questions the Board may have with regards to the bidders.
2. President Wesolowski asked Administrator Booth to provide a status on the Website Project. Booth mentioned a project plan has been developed listing the tasks required to be in full compliance with the new regulation and that a monthly status report will be distributed to the Board each month until the project is complete. A copy of the March 7, 2012 Status Report was distributed to the commissioners and discussed.
3. Administrator Booth mentioned the decision was made to move the school board elections to November and therefore the Project Democracy committee would like to move their mock

elections to November as well. Brief discussion ensued. President Wesolowski recommended approval from the County Clerk/Board of Elections be obtained before allowing the mock elections be held at the same location as the general election.

4. President Wesolowski discussed the new carpet for the hall. The next step would be to choose a product (i.e., brand and pattern) to be used in obtaining quotes or bids as appropriate.
5. Wesolowski asked Chief grant the status on the piston for the tailgate on 38. Chief Grant replied he sent another email, however his contact is on vacation. Chief Grant will discuss obtaining a refund from the vendor.
6. Administrator Booth stated she received a quote of \$1,360.00 from Tait Roofing to repair the roof in the section built for the ladder truck. Brief discussion ensued. Board agreed to go forward with repair.
7. President Wesolowski briefly mentioned the solar project. Wesolowski stated our financial advisors are continuing to monitor the market conditions and therefore, this topic will remain open.
8. Commissioner Grant asked if we received the rebate check from Citi-bank for participating in their purchase card program. Administrator Booth replied we had received \$18.00 in rebates for 2011. Booth mentioned the rebate should be higher next year since we are now putting FDIC and the Fire House PSE&G utility bills on the card.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of February the Squad responded to 119 EMS calls and 10 Fire calls for a total of 129 calls.
2. Financial Reports for the month of January and February were submitted.

New Business:

Reorganization Resolutions:

Resolution 12-03 "*Appointing an Auditor*" was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. There being no questions, the resolution was adopted by the five Board members present on a roll call vote.

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

Resolution 12-04 "*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 Board members present on a roll call vote.

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

Resolution 12-05 “*Appoint Official Newspaper of the District*” was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. There being no questions, the resolution was adopted by the five Board members present on a roll call vote.

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

Resolution 12-06 “*Appoint Official Website of the District*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the five Board members present on a roll call vote.

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

Resolution 12-07 “*Appointment of Insurance Broker*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. There being no questions, the resolution was adopted by the five Board members present on a roll call vote.

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

President Wesolowski discussed the purchase of the table rings previously mentioned under the Hall Rental Chairman’s report. Brief discussion ensued. A motion from Commissioner Maahs, seconded by Commissioner Grant to purchase ten table rings at a total cost of \$721.79 was approved by the five commissioners present.

President Wesolowski discussed utilizing Maxwell Company to service the ice machines and beverage cooler. Brief discussion ensued. On a motion by Commissioner Maahs seconded by Commissioner Grant to have the ice machines serviced twice a year and the beverage cooler as needed was approved by the five commissioners present.

Meeting opened to public:

Retired Chief Ruggiano asked for the Board's assistance in resolving a matter between the Fire Company and Squad regarding the handling of a joint member who had his privileges revoked from one of the abovementioned organizations. Specifically, at issue is how the building privileges should be handled. Ruggiano asked the board to either provide a recommendation on how to handle or form a committee to resolve issue. Lengthy discussion ensued. President Wesolowski stated historically the Board does not believe it is appropriate to influence how each organization is run. President Wesolowski recommended a committee be formed with two members from each the Fire Company and the Squad along with two members of the Board to review situation and determine a mutually agreeable resolution for both organizations. The two members of the Board will serve only to facilitate discussion and review resolution.

Retired Chief Ruggiano mentioned the wireless microphone for the hall was ordered, however has not yet been delivered. The cost is \$300.00.

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 8:50 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator