

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 Grant, Architect Harry Bopp and Administrator Booth.

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 8th, 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 8th, 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.

Lower Roof Project:

President Wesolowski stated the Board will be deviating from the regular order of business to discuss the Lower Roof Project. Wesolowski asked Architect Harry Bopp to provide a synopsis of the proposed project.

Harry Bopp provided an overview of the specifications and drawings. Bopp discussed the gutters, slope of proposed roof, insulation and the replacement of up to six wood joists due to wood rot. He also discussed the removal of existing plywood roof sheathing found to be damaged as an alternate in the bid submittal. Harry Bopp addressed several questions from the Board. Discussion ensued. President Wesolowski asked Maintenance Personnel Ruggiano and

Chief Grant to review the drawings to ensure all vent openings are being utilized and if any maintenance, repairs or replacement to current fans are required, determine the impact if any on the current architectural drawings. Administrator Booth discussed the Instructions to Bidders, Bid Submittal Checklist, AIA Contract, solicitor review of bid package, public notice advertising to bidders and the timeline for the roof bidding process.

Architect Bopp excused himself from the meeting at 7:30 pm.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the April 5th, 2017 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. PAC brackets are in and in the process of being installed.
2. LED headlights approved at last meeting were purchased and installed in 3135 and 3132.
3. Thanked the Board for sending members to the FDIC Conference.
4. Discussed training opportunity scheduled at a home offered to the Fire Departments by a local contractor prior to demolition. Pamphlets will be distributed to neighbors inviting them to observe training.
5. Informed the Board of vacation dates scheduled.
6. Discussed report submitted by the Chief's Administrative Assistant covering various projects including the rewriting of the Respiratory Protection Program to meet updated OSHA standards; updating the SDS sheets as part of the 2017 chemical inventory project; fixed connection issues with 3132 laptop and worked with Pro Phoenix to resolve issues with 3131.
7. Reports for April, 2017 were posted on the board and submitted.

Commissioner Maahs-Knobbs asked Chief Grant if letters will be going out to residents and commercial properties regarding the ISO rating change for the district. Chief Grant stated he plans to discuss sending out information with the President of the LVFC as part of the annual fund drive communications. Brief discussion ensued.

President Wesolowski commended the phrase "Professionally Staffed by Volunteers" currently displayed on the message board.

Captain's Report:

Chief Grant gave the following report prepared by Captain DiPaolo for April:

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:

President Wesolowski referred the commissioners to the following report prepared by Fire Official Orsini:

1. One hundred and eighty-seven inspections were performed in April.
2. Penalty totals for the month of April were provided.
3. Meet with members of Bethel Church to discuss fire safety.
4. Local school installed fire doors as required.
5. Meet with the new Township Construction Official.
6. Report was submitted and filed.

Hall Rental Manager's Report:

President Wesolowski referred the commissioners to the following report prepared by Hall Manager Orsini:

1. There were seven affairs during the month of April, approximately sixty-five inquiries via email and telephone and eight bookings during the month, four for 2017 and four for 2018.
2. The quote for the table rings were discussed. A motion by Commissioner Grant, seconded by Commissioner Ruggiano to purchase the protective rings for the hall tables for \$1,200.00 was approved by the five commissioners present.
3. All security deposits are scheduled to be returned.
4. Updated dates will be posted in the lounge.

Squad Report:

A representative from the Squad was not in attendance. Administrator Booth stated monthly financial reports for back months will be provided shortly.

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 said Statement. Bills received after Statement was prepared were read by Administrator Booth at the meeting. There being no comments or questions on the bills, a motion by Commissioner Grant 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 May are provided upon request)

Commissioner Grant abstained on all Chief Grant 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. Letters to the attendees of the FDIC Conference referencing their per diem allowance from the Board.
2. The Public Notice awarding contract for the Lower Roof Architectural Design was published in the Burlington County Times on April 11, 2017.
3. The 2017 Census of Governments Survey of Public Employment and Payroll was submitted on April 4, 2017.

Old Business:

1. The Active Shooter/Emergency Services Rescue protective equipment and training were briefly discussed. The final two sets of gear were received. Booth mentioned we are waiting for pricing from the county for the gear pouch and carrier bags. Chief Grant informed the Board Virtua agreed to conduct training at the Lenola Fire House in July for both squad and fire company members.
2. Hall roof flashing repair was discussed. Administrator Booth stated the warranty company requires that the recommended repairs resulting from the March 17, 2017 leak incident be made to the hall roof to keep the warranty in full effect. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to repair the flashing around the HVAC unit for a cost of \$1,210.00 was approved by the five commissioners present.
3. The Fire Official, UFD request was briefly discussed. Administrator Booth mentioned the agendas for the Civil Service Commissioners semi-monthly Board Meetings are reviewed when posted in an effort to determine when said appeal will be heard.
4. Biennial Harassment and Discrimination Training was discussed. Administrator Booth stated all the employees of the district and members of the LVFC have completed the online training. One employee of the squad has not yet completed the training, Chief Joe Sheilds agreed to follow up with the employee.
5. The Workers Compensation carrier review was briefly discussed. A review of the providers (i.e., physician and hospitals) in both the current and proposed carriers' networks was conducted. Discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs-Knobbs to remain with the district's current carrier due to their extensive network was approved by the five commissioners present.
6. The 2016 Audit was briefly discussed. Administrator Booth mentioned Auditor Ed Paul hopes to have the audit completed by the June Board Meeting.
7. The Annual Financial Statement Disclosure Filings were briefly discussed. Administrator Booth mentioned all disclosures statements were filed by the required due date.

New Business:

None.

Meeting opened to the public.

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

Executive Session:

President Wesolowski announced there was a need to meet in Executive Session to discuss personnel and legal matters.

Resolution 2017 - 11 "Resolution Authorizing a Closed Executive Session" was read by Vice President Grant.

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.

A motion by Commissioner Niedermayer and seconded by Commissioner Grant to adopt Resolution 2017-11 was unanimously approved by a roll call vote.

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

Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

The regular meeting was recessed at approximately 8:00 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:02 p.m. and was adjourned at 8:22 p.m.

Meeting re-opened to the public.

President Wesolowski stated that during Executive Session, the Board discussed two personnel matters. The first being the establishment of a Clerk 2 position within the district.

Resolution 2017-12 “*Establishing the Position of an Administrative Assistant (Clerk 2) and notifying the public of public hearing on said matter*” was read by Commissioner Grant.

There being no comments or questions, the resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer. The resolution was approved on a roll-call vote with Commissioner Maahs-Knobbs abstaining.

Wesolowski -Aye
Grant -Aye
Niedermayer -Aye
Ruggiano -Aye
Maahs-Knobbs -Abstain

During Executive Session, the Board also discussed prorating vacation and sick time for the District’s part-time employees. A motion by Commissioner Niedermayer, seconded by Commissioner Grant, to pro-rate vacation and sick time for part-time employees based on hours

worked, retroactive to January 1, 2017 was approved by three commissioners with Commissioners Wesolowski and Maahs-Knobs abstaining.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:26 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration