

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, Battalion Chief Lenny Phillips, Fire Fighter John Swan, Sr. and Administrator Booth.

President 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.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the April 3, 2013 regular meeting were approved by the five commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the April 3, 2013 Executive Session were approved by the five commissioners present.

Chief's Report:

1. Report for April, 2013 was submitted by Chief Grant and filed.

2. Chief Grant informed the Board Tower 3135 sustained minor damage to the back fender pulling out from the wash bay Monday evening. The Tower is still in service and replacements parts have been ordered to repair said truck. Five bricks on the Fire House were damaged as a result of the incident. An estimate to repair the Fire House is being prepared by F. J. Gunby and Sons Masonry.
3. Chief Grant also informed the Board Station 313 will be covering Maple Shade Fire Department from 7:00 am Saturday, May 4th through Noon on Sunday May 5th. There will be crews in the Fire House from 7:00 am to 11:00 pm on Saturday and 8:00 am to 12:00 pm on Sunday.
4. Chief Grant discussed the Draft Timeline for the replacement of Truck 3133 developed at the kick-off meeting held on April 24th, 2013. The committee will be meeting again in August to discuss preliminary financial matters in preparation of the resolution and the 2014 ballot question.

Captain's Report:

1. Battalion Chief Phillips gave report for April.
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 handlight rear of cab; Installed plastic retainer on shelf for 4 ½" to 5" adapter; Re-established ground on steering column for siren/horn; Annual pump test conducted.
 - Truck 3133: Annual pump test conducted.
 - Truck 3135: Cleaned carburetor on PPV fan; Repaired chainsaw ignition wire and cleaned and adjusted carburetor. Annual pump test conducted.
 - Truck 3138: No reported problems.
4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
267.0G	104.2G	0.0G	371.2G
5. Report submitted and filed.

Hall Rental Chairman's Report:

Hall Rental Manager Orsini was not in attendance. President Wesolowski read the following Hall Rental Chairman's Report:

1. There were seven paying affairs during the month of April. There were approximately 40 inquiries via email and telephone. There was one booking during the month for 2013.
2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. The hall carpet cleaning was a success, hardly any water was used.

Commissioner Ruggiano asked what the drying time of the carpet was after cleaning. Wesolowski replied that the drying time was not included in the report and will need to follow-up with Hall Manager Orsini for response. Brief discussion ensued. Chief Grant provided a brief summary of the cleaning process as observed.

Squad Report:

Representative from the Squad was not in attendance; the April Squad Report was provided and circulated to the commissioners.

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 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 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. Received letter from Fire Official Cynthia Maahs-Knobbs announcing her retirement effective April 1, 2014.
2. Received letter dated April 8, 2013 from Fire Official Maahs-Knobbs providing the amount of the First Quarter, 2013 Dedicated Penalty monies.
3. Received press release dated April 15, 2013 from the Governor's Office regarding the 2014 Employer Pension Bill.
4. Received letter from Camden County Assistant Counsel dated April 19, 2013 requesting execution of Cooperative Pricing Agreement.
5. Sent letter to Camden County Assistant Counsel dated April 25, 2013 with signed copies of Cooperative Pricing Agreements.
6. Received thank you letter from Fire Fighter Ray Finkbinder thanking the Board for the opportunity to attend FDIC in April.

Old Business:

1. Status of the Hall Restoration Project was discussed. President Wesolowski stated he met with the representative from the flooring company to assess the work performed to address the transition areas between the carpet and tile on Thursday, April 4. Wesolowski stated he was satisfied with the work performed. Wesolowski asked and Commissioner Ruggiano replied yes to the question if the remaining punch list items were addressed. Administrator Booth stated that of the \$18,620.69 retained from Belfor Property Restoration, \$8,117.65 was paid directly to contractors to address outstanding issues, leaving \$10,503.04. There being no outstanding issues remaining, a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to pay Befor Property Restoration the balance of the funds retained (\$10,503.04) was approved by the five commissioners present.
2. President Wesolowski briefly discussed the status of the roof condensate drain. Maintenance Personnel Ruggiano mentioned project is still pending; he and Hall Manager Orsini will meet to discuss once the weather improves.
3. President Wesolowski asked Administrator Booth to provide the status of the District's participation in a Cooperative Pricing Agreement to purchase electricity. Booth stated the Cooperative Pricing Agreement was reviewed by Solicitor McCloskey and executed. Booth informed the Board that the Bid Pricing Option for our group was not awarded in April as anticipated. Reason being, the majority of accounts in our grouping were projected not to save money vs. the Utility's "Price to Compare". Fire District No. 2's accounts, along with other accounts with a high "Price to Compare" will be re-bid in the June/July time frame. Booth stated we will remain with Next Era under their variable rate program until a bid is awarded.
4. The status of the application for FEMA assistance for expenses associated with Hurricane Sandy was discussed. At the request of the Board, Administrator Booth contacted her counterparts in Ocean County to ensure providing expense information associated with sending strike teams outside of Burlington County for inclusion in their submission to FEMA would not be burdensome. Julie Tarrant, Comptroller of Ocean County, was aware of process and is encouraging out of county agencies to send expense information to her for processing. Rick Hand from Meridian Health where the Squad sent a strike team was not aware of process and mentioned he would reach out to his FEMA contact for assistance. Discussion ensued.

A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to send "invoice" to Ocean County for expenses incurred during Hurricane Sandy to include, if feasible, in their submission to FEMA was approved by the five commissioners present. The Board also agreed to continue to allow Chief Grant the discretion to respond to future requests for Fire Fighter and Equipment assistance during an emergency. The Board would then make the decision, taking into account time and expenses, whether to file with FEMA.

5. The online filing of the Annual Financial Disclosure Statements was discussed. Administrator Booth mentioned statements are to be filed by May 31, 2013 and that instructions for filing were distributed to local government officers within the District. Booth asked that all signed filing receipt pages be returned to her for delivery to the Township Clerk.
6. The status of the 2012 Audit was briefly discussed. Administrator Booth stated the audit is in process and the Auditor hopes to have report for review by the June Board Meeting.

7. Administrator Booth informed the Board the Industrial Appraisal Company (IAC) conducted an onsite inspection on April 12, 2013. The appraisal summary is expected within 6 to 8 weeks.

New Business:

1. Administrator Booth informed the Board the Insurance Renewal Invoice for Property & Casualty and Accident Insurance totaling \$28,015.12 was received and paid. The invoice increased approximately \$900.00 from the prior year and came in approximately \$2,000.00 under budget. Booth noted, there may be an adjustment to the bill once the appraisal summary conducted by IAC is sent in and content adjustments are made.
2. President Wesolowski recommended the Board consider running power to the sign out front before the parking lot is repaved. Brief discussion ensued. Commissioner Ruggiano mentioned an estimate for the electrical work was requested and in addition, NW Sign Industries was contacted regarding installation of a digital sign. Board will discuss further once estimates are received.

Meeting opened to public:

Battalion Chief Lenny Phillips thanked the Board for giving three fire fighters the opportunity to attend the FDIC.

There being no further 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 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 2013- 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 Ruggiano, seconded by Commissioner Grant and adopted by the five commissioners present. The regular meeting was recessed at approximately 7:40 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:42 p.m. and was adjourned at 8:00 p.m.

Meeting re-opened to the public.

President Wesolowski stated a Personnel Matter involving the Board Administrator position was discussed during the last two closed Executive Sessions. Topics reviewed included current contract rate, increase in scope of the position, performance, salary comparison and the annual contract rate proposal.

A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to pay Booth Accounting and Administrative Services, LLC a contracted rate of \$78,000.00 annually for accounting and administrative services if the award of a contract is made, was unanimously approved by the five commissioners present on a roll call vote:

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

Commissioner Wesolowski noted a resolution authorizing the award of a non-fair and open contract for administrative and accounting services will be prepared and presented at the June Board Meeting.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:05 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator