

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.

Commissioners Wesolowski, Grant, Niedermayer and Ruggiano were present. Also in attendance were Fire Chief Grant, Fire Official/Hall Manager Orsini, Battalion Chief DiPaolo, and Administrator Knobbs.

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 9th, 2018 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 9th, 2018 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, especially Joan Niedermayer.

Wesolowski announced a change in the normal order of business, and welcomed the new Administrator, Steve Knobbs.

Next order of business, Wesolowski advised that he has a letter of resignation from the Board from Cynthia Maahs-Knobbs. Prior to reading the letter, Wesolowski commented on Maahs-Knobbs' position on the Board and her service on the Personnel Committee. He provided a timeline of events concerning Elizabeth Booth's resignation and the search for a new

Administrator. Wesolowski made special note that, in order to remove the appearance of any conflict, Maahs-Knobbs recused herself from any and all meetings that had to do with the

replacement of the Administrator as soon as Stephen Knobbs became a candidate for the position. Wesolowski read the letter of resignation from Maahs-Knobbs tendering her resignation as of April 30, 2018. Wesolowski commented on the work done by her, and that her expertise and opinion would be greatly missed. On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, to accept the resignation was approved by the four Commissioners present.

Next order of business was the appointment of the new Administrator. Wesolowski advised the Board of the history of the naming of the position with the involvement of the Civil Service Commission and the Board's solicitor. President Wesolowski read the acceptance letter that was sent to Knobbs.

The following resolution was read by President Wesolowski:

**Resolution 2018-14** *"Appointing A Director of Fire Services"* was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. There being no questions, the resolution was adopted by the four Commissioners present on a roll call vote.

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

**Minutes:**

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the April 4, 2018 meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the April 4, 2018 Executive Session were approved by the four commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Informed the Board that the new Multi-gas meters have been purchased using Dedicated Penalty Money, and have been installed and are operational. Advised that the calibration of the new meters will be done in-house, thus saving money over the previous system.
2. The new cutter that was authorized for purchase has been ordered, however there is currently a 16 week lead time for this. He is trying to speed up the delivery, but it looks like we will have to wait.
3. The I-Pads have been received and have been programmed. Still waiting for the mounts to be received so they can be installed in the vehicles

4. Reports for April 2018 were posted on the board and submitted.

Commissioner Grant asked the Chief if any word was received from Fire House Subs about the amount that was raised during their Fund Raiser. Chief states that there has been no communication with them at this time. He further stated that the grant is still pending final disposition.

President Wesolowski stated that the Chief's Assistant will be arriving shortly and he will hold on his report to the Board until his arrival.

**Captain's Report:**

Battalion Chief DiPaolo gave the following report for the month of April prepared by Captain Walter Fox:

1. All apparatus were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout April.
3. Reports were submitted and filed.

President Wesolowski questioned the replacement of the expired ARD Pads. Chief Grant responded that the pads will be purchased.

**Fire Official Report:**

Fire Official Orsini mentioned that the report provided for April is incomplete for District 2 due to the software issue. He stated that ESP is now up and running, and is running smoothly. He further stated that the system gives the office the ability to back up locally so they are able to access the program even if the internet is down.

1. Provided the inspection totals for District No. 1 since District No. 2 were not available. Noted that the zero under Re-inspections for District No. 1 was due to the many inspections that were done at the Mall.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Advised the Board that he was involved in a video project with Mt. Laurel Fire Department in conjunction with the National Fallen Firefighters Foundation. The NFFF had provided funding and video filming for a project concerning responses to Fire Alarm and sprinkler responses in high rises.
4. Advised that he was involved in a follow up to the 2/28/18 fire on Windermere Dr. on 4/12/18. Stated that there were many representatives present from various companies (Cable t.v., appliance manufacturers, etc.) who were interested in the cause determination. Orsini stated that he has not issued a definite determination of cause. Commissioner Grant asked if a cause had been determined and Orsini clarified that he will not be issuing a final cause determination.

President Wesolowski asked for clarification on the ESP Program and the problem with the report numbers. Orsini stated that the program was working, but not all data and businesses have been inputted into the system at this time. States that it is being worked on and that all current information is being done along with the regular daily inspections etc.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for April:

1. There were dive affairs held during the month.
2. There were approximately fifty-five inquiries via email and telephone.
3. There were nine bookings during the month for 2018 and stated that the number on the report for 2019 bookings is incorrect as it should read either five or six. He will submit a corrected report.
4. Security deposits are scheduled to be returned.
5. Coca-Cola replaced a pump in the soda machine that had leaked over the past weekend.
6. Updated dates will be poster in the lounge.

**Squad Report:**

President Wesolowski inquired as to whether Administrator Knobbs had received a Squad Report. Knobbs advised that no report was received.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in May were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on said Statement. Bills received after the Statement was prepared were read by Administrator Knobbs at the meeting.

President Wesolowski asked if the Insurance bill was under or close to the amount we had budgeted, and whether Knobbs would hold the bill to be paid after he completed his review of the policy received. Administrator Knobbs stated that he did not have the exact number handy due to a computer problem, but that it was under/close to the budgeted amount. He further stated that the review was close to being completed and should be done by the next day and the payment will follow. President Wesolowski asked Rental Manager Orsini about the advertising bill in The Knot, and whether he felt it was advantageous. Orsini stated that it was, and many referrals are received due to it.

There being no further questions or comments on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to pay the May bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills Paid in May will be provided at the next meeting)

Commissioner Grant abstained on all Chief Grant invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee.

**Venue Requests:**

President Wesolowski asked about Venue Requests that is noted on the Agenda. Administrator Knobbs advised that at this time there were none, it was listed on the agenda as a place holder and he did not remove it prior to publishing it.

**Old Business:**

1. Fire Official, UFD Appeal status was discussed. Administrator Knobbs advised that the matter was referred to Agency Services to process and the last communication between Administrator Booth, CSC and our solicitor was that it was complete and was now in the hands of the Pension Board awaiting their approval.
2. Direct Install program was discussed. Administrator Knobbs advised that an extension was requested due to the Electrical sub-contractor having issues with the wrong parts and not having the right equipment to complete the job. President Wesolowski inquired as to whether we received any communication stating that an extension was granted. Knobbs advised that there was nothing formal received, and he was awaiting follow up from Hutchinson concerning a scheduled date for completion.

President Wesolowski stated that now that the Chief's Assistant was present he would like to go back to the Chief's Assistant's report for the regular report and his assessment of the Source Capture Exhaust System bids.

**Chief's Assistant:**

Chief's Assistant Wesolowski advised that most of the months activities were in relation to the Exhaust System bid. He noted that the bid opening was held on April 20<sup>th</sup>, and after the opening the bids were reviewed by the committee and also forwarded to the solicitor for his review. The solicitor and committee recommended that both bids be rejected. He further discussed the reasons for the recommendation. He further stated that prior to rebidding the section dealing with electrical work word be reworded/clarified to avoid any confusion as to who was to supply the electrical contractor.

President Wesolowski asked the Board if there were any further questions on the Exhaust System, and hearing none, he continued.

**Resolution 2018-15** *"Resolution to Reject the Submitted bids for the Source Capture Exhaust Removal System"* was introduced and read by Prepdresident Wesolowski. There being no questions or comments, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano. On a roll call vote, the resolution was adopted by the four commissioners present.

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

President Wesolowski stated that the project will be turned over to Administrator Knobbs to follow up on using the process laid out by our solicitor. Knobbs will be sending letters to the bidders advising them of the outcome. President Wesolowski thanked the committee and all involved up to this point for their hard work, and stated that while disappointed with the rejection of all bids, the project will be moving forward and hoped for a successful rebid.

**Old Business (continued):**

3. Legislation (A1690/S660) Allowing fire district elections to be moved to November, President Wesolowski stated that this has been discussed at length and since there has been nothing new, this item be tabled until such time new information is available.
4. 2017 Audit Process – President Wesolowski inquired as to how the process was going. Administrator Knobbs advised that he has had some communication with the Auditor, and as was previously agreed upon, Administrator Booth had also had contact with the auditor concerning items that had occurred during the prior year. Knobbs stated that they were all working to streamline the Hall Deposit process moving forward to improve the accounting of Security Deposits. President Wesolowski inquired as to how the communication was working between Himself, the auditor and Booth. Wesolowski wanted to insure that Knobbs was up to date on what was happening and being advised of what was transpiring in the conversations between Booth and the auditor.
5. Annual Disclosure Forms were due on April 30, 2018. Administrator Knobbs advised that he has verified online that all required reports were filed prior to April 30<sup>th</sup>.
6. Parking lot paving at 225 N Lenola Rd, Bureau parking lot. Administrator Knobbs advised that he had met with the contractor and they were due the following day 5/3/18 to pave the lot. Knobbs stated that he walked the project with the contractor, assured that the old rail road ties were being removed, and that the drainage problem would be properly addressed. He further stated that an area of the parking lot that was previously paved had started to sink and crack. This area was addressed with the contractor and he would cut out the area, fill as necessary and repave this portion for an additional fee of \$500.00. Knobbs reminded the Board that District No.1 had agreed as part of our SSA to fund half of the project and stated that this would be in addition to that amount. President Wesolowski added the history of the meeting, the quote process and that he did not feel that it would be fair to ask District No. 1 to absorb or share in this expense as this was part of the old paving. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, to pay the additional \$500.00 for the repair portion of the paving, was approved by the four commissioners present.
7. Commissioner Ruggiano state that the Meeting Room air conditioner has died again. He stated that he had previously obtained three quotes for the replacement of same and he believed that there was money budgeted for this project. President Wesolowski entertained

discussion on the matter and asked where the money was placed in the budget.

Administrator Knobbs stated that there was a note on the Budget worksheet that the project be budgeted for utilizing money from the reserves. Wesolowski asked what the process was to utilize this money if in fact it was in the reserves. He further stated that due to the warm weather coming that this project not be delayed. He suggested approving the project with stipulation that the money was available and that we followed up with three current quotes so that the project not be delayed. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, to replace the meeting room air conditioner, was approved by the four Commissioners present.

8. Commissioner Ruggiano inquired about the replacement tires for 3135. He stated that there was a previous request in the budget for 10 tires for 3135. President Wesolowski stated that he had a note on his budget worksheet for tires on 3133. Discussion ensued and Administrator Knobbs stated that there was money placed into the 2018 budget for the replacement of tires on 3135. It was a line item in this year's budget. On a motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer, to authorize the purchase of 10 new tires for 3135, was approved by the four commissioners present.

**New Business:**

1. President Wesolowski stated that under the Boards current policies, full time employees receive a \$50.00 per month reimbursement for their cell phone usage. He stated that Administrator Knobbs should fall under this policy. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, to authorize the reimbursement of \$50.00 per month for cell phone usage to Administrator Knobbs, was approved by the four Commissioners present.
2. President Wesolowski discussed providing a laptop computer to our solicitor. He discussed that there had been some problems in delivering documents electronically to the solicitor by Administrator Booth in the past causing the documents to have to be mailed overnight to his location. There are currently laptop computers that are being removed from the fire trucks and replaced with I-Pads. The solicitor was approached about his possible use and interest, and he would welcome this equipment. Discussion with the Chief and his Assistant as to if there were current plans for the computers being removed was held. As there are no present plans, the Chief stated that there is no objection to providing a laptop to the solicitor on loan. On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, to provide a laptop computer to the solicitor on loan, was approved by the four Commissioners present.
3. Wi-Fi service in the Hall/Firehouse/Meeting room was discussed. Administrator Knobbs advised that the current equipment in the meeting room has failed and in order to provide coverage, the router from the hall was moved. Knobbs advised that he has spoken with Craig Ruggiano, our Technology Officer and he suggests that due to the age of the system, that the entire system be replaced. He stated that the entire replacement would be under \$300.00 and could be completed in approximately 2 weeks. It was also noted by Knobbs that the system being down in the hall is causing problems with their operation as well. Hall Manager Orsini stated that now that he is aware of what the problem is, he can move the

router between sites as needed, until the repair can be made. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, to authorize the replacement of the Wi-Fi system, was approved by the four Commissioners present.

**Meeting opened to the public:**

Deputy Chief DiPaolo thanked the Board on behalf of himself and the other firefighters for their support and sending them to the FDIC Conference. DiPaolo stated that much was learned in the classes and that they did much research on equipment by meeting with vendors at the show. He further stated that he had pre-registered for 3 people for the 2019 conference in order to secure hotel rooms for next year and early registration privileges for the classes. President Wesolowski asked if this was done at no charge, and DiPaolo informed him that there was a \$65.00 per registration fee involved and that he was working with the Administrator for reimbursement.

Fire Official Orsini thanked Commissioner Maahs-Knobbs for all her work on the Board and her support of his office and employees.

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

Wesolowski added that there was no need for an Executive Session as the question on any sick, personal or vacation time for the new administrator had been answered. Since the position is a full time Civil Service titled position, the Administrator will fall under the current policy for all other full time employees in regards to time off.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:08 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration