

**May 2, 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 with the exception of Commissioner Lieber. Also in attendance were Chief Rob Grant, Retired Chief Ruggiano, Hall Manager Matthew Orsini, Fire Fighter John Swan Sr., Chief Joe Shields, Solicitor Gregory McCloskey, Architect Harry Bopp and Administrator Booth.

President Wesolowski called for a salute to the flag and a moment of silence.

President Wesolowski stated the Board will be deviating from the regular order of business and mentioned the Board's Attorney Gregory McCloskey and Architect Harry Bopp are in attendance tonight to discuss the re-roofing project. In addition, Gregory McCloskey will discuss the review of the bids and make his recommendation to the Board.

Gregory McCloskey stated five bids for the re-roofing project were submitted on April 13, 2012. McCloskey mentioned the bid form provided indicated for the bidders to provide the base price to re-roof the hall and provide an alternate amount to remove the old roof, as well as, include a price per square foot to replace the steel decking if needed. Unfortunately, not all the bidders provided the price per square foot to replace the steel decking if needed. McCloskey stated that not providing the price per square foot to replace the steel decking puts the district at a disadvantage. If a change order was required to replace the steel decking, the district would be in the position of having an exposed roof and not have an agreed upon price to replace the steel decking. This concern as well as the Board's options were discussed with a Procurement Specialist with the NJ Division of Local Government Services. McCloskey recommended, after review of the situation, the Board reject all the bids for the re-roofing project and substantially revise the specifications and bid proposal form to require the bidder to include the price per square foot to replace the steel decking when submitting a responsive bid. McCloskey further discussed the exposure to the Board if the cost of replacing the steel decking was not obtained as part of the bid process. The Board members in attendance unanimously agreed with Solicitor McCloskey's recommendation.

**Resolution:**

Resolution 2012-08 "Rejecting the Submitted Bids for the Re-roofing of it's Banquet Hall Roof and Alternates there to." was read by President Wesolowski. The resolution states all bids submitted for the Re-roofing of it's Banquet Hall and alternates thereto are to be rejected in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-13.2; and that the Board will rebid this project. A motion by Commissioner Niedermayer and seconded by Commissioner Grant to adopt Resolution 2012-08 was unanimously approved by a roll call vote.

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

President Wesolowski recommended Administrator Booth, Solicitor McCloskey and Architect Bopp set the rebid process in motion with the goal of awarding the contract at the next Board Meeting. Administrator Booth stated the Public Notice to advertise for bids will be published in the Burlington County Times on Friday, May 4, 2012. Sealed bids will be publically received, opened and announced on Friday, May 18, 2012. Bids will be reviewed by counsel with a recommendation to the Board expected at the June 6, 2012 Board meeting.

**Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the April 4 2012 meeting were unanimously approved by the four commissioners present.

**Chief's Report:**

1. Report for April was submitted by Chief Grant and filed.
2. Chief informed the Board that OSHA conducted an onsite inspection of the personal protective equipment and the building. Report on the inspection will be provided under "New Business".

**Captain's & Engineer Report:**

1. Chief Grant gave report for April.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced the 4.5 and 6 inch rubber gaskets on the front soft suction.
4. Truck 3133: Replaced the 4.5 and 6 inch rubber gaskets on the front soft suction.
5. Truck 3135: Replaced the passenger side rear ground light.
6. Truck 3138: No reported problems.
7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
261.4G	117.5G	0.0G	378.9.5G

8. Report submitted and filed.

**Hall Rental Chairman's Report:**

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were six paying affairs during the month of April and approximately 40 inquiries via email and telephone. There were four bookings during the month; one of which is for 2013.
2. There were six cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. The table rings were delivered and will be installed soon.
4. The parking lot signs/posts were ordered and the posts were delivered today.
5. Research is still being done on the convex safety mirror.
6. Maxwell Services Group, Inc. will be here next Monday or Tuesday to clean the ice boxes.
7. Updated calendar is posted in lounge.
8. Orsini informed the Board that he has received numerous requests from hall renters/DJs for Wi-Fi in the hall. Orsini discussed options with Craig Ruggiano, IT Officer. Ruggiano recommended upgrading the Wi-Fi system before adding stress to the current system. The current system is approximately 10 years old. The cost to upgrade the Wi-Fi system is \$267.97. Orsini asked the Board to consider sharing the cost to upgrade system with the Lenola Fire Company. Brief discussion ensued. This request will be further discussed under "New Business".
9. Commissioner Maahs asked Hall Manager Orsini how beneficial is it to advertise in "The Knot". Brief discussion ensued. Orsini mentioned advertising in "The Knot" has brought in business. Maahs suggested and Orsini agreed to add a question in the contract asking how they heard about the Hall in an effort to track source of referrals.

### **Squad Report:**

Chief Joe Shields gave the following Squad Report:

1. During the month of April the Squad responded to 126 EMS calls and 17 Fire calls for a total of 143 calls.
2. Financial Reports for the month of March was submitted. The Financial Report for the month of April will be provided when available.

### **Bills:**

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

President Wesolowski asked if the bill received from Brown & Brown for insurance was within budget. Administrator Booth mentioned it is within budget and will be further discussed under "New Business".

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

(List of Bills paid in May are available upon request)

Commissioner Maahs abstained on all Fire Official Maahs' invoices.  
Commissioner Grant abstained on all Chief Grant's invoices.

### **Old Business:**

1. President Wesolowski discussed the Website Project Plan, specifically the draft Mission Statement for the Board of Fire Commissioners which will be included on the website. A copy of the draft Mission Statement was distributed to the board members for their review prior to the meeting. Wesolowski asked for comments and/ or changes to the mission statement. There being no comments or suggestions, a motion from Commissioner Maahs and seconded by Commissioner Niedermayer to adopt the Mission Statement was unanimously approved by the four commissioners present. Wesolowski also mentioned contact information (i.e., name, mailing address, electronic mailing address, telephone number and voice mail) for the principal executive officer was also established/included on the website. Wesolowski stated we are making progress on our Website Project Plan.

Wesolowski also discussed a recent article in the Burlington County Times regarding two "open government laws" under consideration. Copies of the article were distributed to the commissioners. Specifically the article mentions that town council members would no longer be able to text each other during public meetings and official video and audio recordings of meetings would be included as public records if the laws were to be passed. Brief discussion ensued.

2. President Wesolowski mentioned he intentionally did not contact a representative from Data Carpet regarding the hall carpet since the roof project is delayed a month. Wesolowski will do so once the roof project is back on track.
3. Wesolowski asked Administrator Booth if we have heard anything from our financial advisors regarding the Solar Project. Booth replied she had not. Wesolowski stated we will keep this topic open pending word from our financial advisors.
4. President Wesolowski mentioned the Fire Company/Squad Committee met on April 18 regarding the building privilege issue raised at the March Board meeting during public discussion. Attendees at the meeting were the President of the Fire Company, Chief Grant, Chief Joe Shields, Captain Dan Shields, Commissioner Maahs and Commissioner Wesolowski. Commissioner Maahs providee a synopsis of the meeting. Maahs mentioned that the specific issue raised was resolved by both parties prior to the meeting. During the meeting the attendees did agree to a policy whereby when either organization finds it necessary to expel a member, both organizations will meet to discuss situation to ensure they are in agreement with regards to privileges. Attendees requested the Board develop a set of wash bay rules for members of the Squad and Fire Company. Commissioner Maahs prepared the rules which will be posted in the wash bay. In addition it was decided that each organization would monitor its own members.
5. President Wesolowski discussed the hiring of a part time office assistant for the Bureau of Fire Prevention. A copy of the ad that appeared in today's Moorestown Sun Newspaper was distributed to the Board members. Resumes will be received through May 16<sup>th</sup>. Wesolowski mentioned he met with Administrator Booth prior to the ad being placed in the paper. Administrator Booth reviewed the ad with Solicitor McCloskey prior to finalizing.

Wesolowski recommended that Fire Official Maahs and Administrator Booth perform the initial review of resumes, conduct interviews and make a recommendation to the Board. The Board agreed.

6. Chief Grant discussed the quotes he received for replacing the water heater at the Fire House. The following two quotes were received for a commercial grade Bradford White hot water heater (Model No. D-80T-199-3N - includes installation and removal of existing hot water heater):
  - Albert Ellis Inc. \$11,150.00
  - All Set Plumbing & Heating \$8,200.00

In addition, each company provided an estimate for a second option as follows:

- Albert Ellis Inc.- Bradford White super efficient 60 gallon hot water heater \$11,104.00
- All Set Plumbing - Bradford White High Recovery Burner hot water heater \$3,895.00.

Brief discussion ensued. Board agreed to consider the Bradford White High Recovery hot water heater. Since the estimate from All Set Plumbing is over 15% of the bid threshold (\$2,625.00), a second competitive quote is required. Chief Grant agreed to obtain a second quote prior to the next Board meeting.

President Wesolowski asked if the leak has gotten any worse. Chief Grant replied it hasn't gotten worse but is steady.

7. President Wesolowski asked and Chief Grant replied no to the question of whether we have a date yet for the ISO visit.

**Note:** Commissioner Maahs left the meeting due to a work related issue.

8. Administrator Booth provided an update on Project Democracy's request to move their mock elections to November to coincide with the School Board Elections. Booth reported the Chair for Project Democracy has not heard back from the county in response to their letter requesting permission to hold mock elections at the general election polling locations. In the interim, a decision was made by the School Board to not hold classes the day of the General and School Board elections due to the volume of people at the schools. Since Project Democracy is a school sanctioned event, they have decided not to hold Project Democracy this year and therefore will not be using the Hall for their mock elections.
9. Administrator Booth discussed the Insurance Premium bill for the following policies effective May 1, 2012 through May 1, 2013:
  - Property, Automobile and General Liability
  - Umbrella
  - Accidental Death and Dismemberment

Total premiums due totaled \$26,936.50. Booth stated this represents an increase of \$1,329.50 over last year's premium and is under budget by \$1,763.50. As requested, the Board was

provided replacement values for the 2007 Ariel, 2001 Pumper and the 1991 Squirt for consideration in determining the appropriate value for insurance purposes. Brief discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to increase the "Agreed Value" of the 2007 Ariel to \$1,150,000.00 resulting in an increase in premium of approximately \$200.00 was unanimously approved by the three commissioners present.

### **New Business:**

1. Chief Grant provided a synopsis of the PEOSHA Inspection. Grant stated that overall the inspection went very well. With regards to the protective gear, two helmets had missing components and two hoods were missing manufacturer's labels indicating they met requirements, all of which were corrected during the inspection. In addition, a resistive coat and bunker pants had visible damage. They have since been sent out for repair. Building issues involving railing for the attic stairs, lighting fixtures, Bay #4 overhead door, closet shelving unit, maintenance of a list of hazardous chemicals, Hazmat training for two firefighters, and annual inspection of the pumper fire service apparatus were discussed, many of which were other than serious. Grant stated all outstanding issues are in the process of being addressed. Grant added the Inspector seemed to be impressed with the building and operations overall. Brief discussion ensued. President Wesolowski asked when we should expect to receive the written reports. Chief Grant stated the Inspector did not say but he believes we will receive report in about a week. President Wesolowski recommended once we receive the Inspection Reports, we should meet to develop an action plan as appropriate.
2. Hall Rental Chairman Orsini discussed upgrading the Wi-Fi system for the Fire House including the Hall. Brief discussion ensued. Wesolowski recommended asking Craig Rugginao, IT Officer to upgrade the current Wi-Fi system and address the problem areas within the building where people are having issues gaining access, by either relocating routers and/or adding boosters. Wesolowski suggested a \$500.00 limit to be approved. If the cost exceeds the \$500.00, a new proposal would need to be discussed with the Board. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to upgrade the Wi-Fi system as stated above for up to a cost of \$500.00 was unanimously approved by the three commissioners present.
3. Chief Grant discussed the need to replace the older radios in the trucks in order to be compliant with the narrow banding requirements established by the FCC. Grant mentioned it was recently brought to his attention that the older radios we have in the trucks that are used to land helicopters, as well as, used as an emergency back-up to the new system are not compliant for narrow banding. The total cost of the new radios including installation is estimated at \$3,000.00. Brief discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to purchase new radios (including installation) for the Chief's truck and the three fire trucks at a cost of approximately \$3,000.00 was unanimously approved by the three commissioners present.

**Meeting opened to public:**

Training Officer John Swan Sr. thanked the Board for the opportunity to attend the FDIC.

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 8:30 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator