

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 with the exception of Commissioners Niedermayer. Also in attendance were Fire Chief Grant, Fire Official/Hall Manager Orsini, Captain DiPaolo, LVFC President Brian Wesolowski 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, 2016 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, 2016 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.

Minutes:

On a motion by Commissioner Ruggiano, seconded by Commissioner Wesolowski, the minutes of the April 6th, 2016 meeting were approved by Commissioners Ruggiano and Wesolowski with Commissioners Maahs and Grant, both of whom were not at the April 6th, 2016 meeting, abstaining.

On a motion by Commissioner Ruggiano, seconded by Commissioner Wesolowski, the minutes of the April 6th, 2016 Executive Session were approved by Commissioners Ruggiano and

Wesolowski with Commissioners Maahs and Grant, both of whom were not at the April 6th, 2016 meeting, abstaining.

Chief's Report:

Chief Grant gave the following report:

1. Advised the Board that effective by the end of this week, all of District 31 (buildings and dwellings) will have one tone and when used will call all three stations. The grids have been changed, all covers will be instituted at 311.
2. Mentioned the Bureau of Fire Prevention and the officers met at the Moorestown Mall to discuss recently installed solar panels. Grant plans to utilize 3135 during drill night to take aerial pictures of the panels. The Fire Prevention Bureau requested drawings of the panel installation.
3. Advised the Board of his vacation plans.
4. Reports for April, 2016 were submitted by Chief Grant and filed.

Captain's Report:

Captain DiPaolo gave the following report 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:

Fire Official gave the following report:

1. One hundred and seventy four inspections were performed in the month of April.
2. Penalty totals for the month of April, 2016 were provided.
3. As mentioned during the Chief's Report, a meeting was arranged with the contractor of the newly installed solar panels on the Moorestown Mall's roof.
4. Advised the Board that a regulation requiring all commercial uses, including fire houses, to install CO detectors was proposed.
5. Regulation allowing enforcement through local ordinance to have snow cleared around hydrants was recently passed. A sample ordinance was provided.
6. Attended the "After the Fire" presentation at Cinnaminson High School. Orsini stated program was valuable and hopes to coordinate a similar presentation for the seniors of Moorestown High School and surrounding towns.
7. Report was submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

1. During the month of April there were six affairs, approximately 65 inquiries via email and telephone and ten bookings including one for 2017.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.
4. Orsini mentioned the cabinet for the printer was installed and the louvered panel on the partition in the hall was repaired.

Squad Report:

A representative from the Squad was not in attendance. Prior to the meeting, Chief Joe Shields provided First Quarter, 2016 Financial Reports.

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 further questions on the bills, a motion by Commissioner Grant seconded by Commissioner Maahs 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 Grant abstained on all Chief Grant's 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. The Notice and Advertisement to Bidders for the front and side parking lot repaving project was published in the Burlington County Times.
2. The Notice Establishing Position of Clerk 1 was published on the Burlington County Times on April 19, 2016.
3. The 2016 Government Units' Annual survey from the U.S. Census Bureau was submitted on April 14, 2016.
4. Letters to the attendees of the FDIC Conference referencing their per diem allowance from the Board.
5. Letter from Captain DiPaolo thanking the Board on behalf of the attendees to the FDIC Conference.

President Wesolowski discussed the following communications:

6. Letter from Life Member Robert Eboch requesting the use of the hall on November 5th, 2016 for his daughter's wedding. On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the request to use the hall on said date was approved by the four commissioners present.
7. Letter from Bonni Eichmann requesting the use of the hall June 15, 2016 for a retirement dinner for Life Member Robert Eboch. Brief discussion ensued. On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the request to use the hall to honor Life Time Member Robert Eboch was approved by the four commissioners present.

Old Business:

1. The new Chief command vehicle was discussed. Chief Grant provided a brief status. The projected actual cost is within budget. The vehicle is expected to be delivered next week.
2. Status of 3131 was provided. Chief Grant mentioned he continues to receive pictures from Pierce Manufacturing of the truck being built. Said pictures are being posted on the bulletin board. Chief hopes to have all tools shipped to Glick for final mounting prior to leaving for vacation.
3. The proposed Fire/EMS Incentive Program was discussed. Administrator Booth mentioned the SSA committee met on April 20, 2016 to discuss program and agreed to survey local business' to determine interest in allowing employees to volunteer during the day. In addition, the Township is in the process of drafting an ordinance for consideration at an upcoming Town Council Meeting to waive certain township fees for volunteers and their children. Booth also stated some sports organizations have expressed interest in participating in program to waive fees for children of volunteers.
4. The Active Shooter/Emergency Services Rescue protective equipment was briefly discussed. Chief Grant mentioned he received a Fire/EMS Rescue Task Force Equipment Inventory Survey from Burlington County to be completed. Grant agreed to coordinate with Administrator Booth in completing said survey.
5. The Part-time Administrative Assistant position was discussed.

Resolutions:

Resolution 2016-12 “Establishing the Position of Part-time Administrative Assistant (Clerk 1) - Second Reading was read by President Wesolowski. At 7:37 p.m. Wesolowski opened the meeting to the public and asked if they had any questions or comments on said resolution. There being no questions or comments from the public, Wesolowski opened the discussion to the Board. Wesolowski asked and Administrator Booth replied yes to the question if the notice of the public hearing was published in the Burlington County Times. A motion was entered by Commissioner Grant, seconded by Commissioner Ruggiano to adopt the resolution at second reading. There being no questions, the resolution was approved by three commissioners with Commissioner Wesolowski abstaining on a roll call vote.

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

Resolution 2016-13 “Appointing a Part-time Administrative Assistant (Clerk 1) on a Temporary Basis” was read by President Wesolowski. A motion was entered by Commissioner Grant, seconded by Commissioner Ruggiano to adopt said resolution. There being no questions, the resolution was approved by three commissioners with Commissioner Wesolowski abstaining on a roll call vote.

Wesolowski -Abstain

Grant -Aye
Niedermayer -Absent
Maahs -Aye
Ruggiano -Aye

6. The Front and Side Parking Lot Repaving Project was discussed. Administrator Booth stated the Bid Opening was held on May 3, 2016 at 11:00 a.m. Four sealed bids were received. All bids were evaluated by Guzzi Engineering and the Board's Attorney in accordance with the methodology described in the request for proposal. After review, it was determined that American Asphalt was the lowest responsible bidder. Brief Discussion ensued.

Resolution 2016-14 "Accepting Bid and Awarding Contract to American Asphalt Co." was read by President Wesolowski. The resolution awards contract to American Asphalt Company located at 100 Main Street, W. Collingswood, NJ in the amount of \$80,527.50. A motion was entered by Commissioner Grant, seconded by Commissioner Ruggiano to adopt said resolution. There being no questions, the resolution was approved by four commissioners present on a roll call vote:

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

Due to interdependencies, the lounge roof water concerns and conduit to the existing sign were discussed when planning for the repaving project. Specifically, the following options to deal with the water issue during heavy rain were discussed; enlarging gutters when the lower roof is replaced in 2017, bypassing the lower roof gutters and diverting engine room roof water directly to one of the downspouts along the lounge side, and/or enlarging the underground pipe from the downspout to the township storm drain. Architect Harry Bopp is being consulted regarding these options. The actual size of the current underground pipe will need to be determined. Quotes for the possible excavation and replacement of the underground pipe were also discussed. This item will be further discussed at the June board meeting. In addition the revised quote to run both a power and communication conduit to the sign was discussed. A motion from Commissioner Maahs, seconded by Commissioner Grant to have JJJ Electric run conduits to the existing sign at a cost of \$1,550.00 was approved by the four commissioners present.

7. The 2015 Audit was briefly discussed. Administrator Booth stated that a target date for the completion of the audit has not yet been provided. Booth also mentioned the Division of Local Government is allowing a filing extension for audits of Fire Districts that are due to be filed prior to the release of the compliance information needed from the New Jersey Division of Pensions, which is currently delayed. When the compliance information is released, the Division will communicate a filing deadline for audit reports affected by the information delay.
8. The directive from the state requiring all fire districts to execute a written contract with their volunteer fire company or neighboring municipality to provide fire protection services within the fire district was discussed. Administrator Booth stated a draft of the contract was provided

to the commissioners for their review. Discussion ensued. President Wesolowski asked Administrator Booth to provide a copy of the draft contract to the Lenola Volunteer Fire Company for their review and if possible request their feedback by the June board meeting.

Fire Official Orsini advised the board that, while reviewing township ordinances in his capacity as the Fire Official, he came across an ordinance from 2003 referencing Fire District No. 2 and the Lenola Fire Company Emergency Unit. President Wesolowski asked Administrator Booth to review said ordinance prior to the next meeting and seek the advice of counsel as appropriate.

New Business:

1. Required review of the Financial Statements of the Squad was briefly discussed. Administrator Booth mentioned the review will be conducted once the 2014 Audit is received.
2. Potential sale of the Fire Inspector Vehicle was discussed. Administrator Booth provided the board with insurance and maintenance cost of said vehicle. In addition mileage reimbursement for inspectors using their personal vehicle was also provided. Brief discussion ensued. Board agreed to allow the Bureau to continue to use vehicle as long as no significant repairs are needed.
3. FEMA Application for reimbursement of costs associated with winter Storm Jonas (January 22-24, 2016) for snow removal was discussed. Administrator Booth stated the Request for Public Assistance (RPA) was submitted. In addition, Booth attended the kick-off meeting on Wednesday, April 20, 2016. The required paperwork will be provided to FEMA for consideration.
4. Right-to-Know/PEOSHA requirements were discussed. Administrative Assistant Brian Wesolowski is currently working on project to ensure the district is in compliance with the Right to Know Act (RTK) and related regulations. Wesolowski has inventoried all chemicals and is in the process of gathering Hazardous Substance Fact Sheets (HSFD) for chemicals on hand and completing the required online survey for both locations. Documentation and preparation of a training plan is also underway. Discussion ensued. Updates will continue to be provided.
5. Air Quality Testing was briefly discussed. Administrative Assistant Brian Wesolowski is beginning to work on a project to ensure the district is in compliance with PEOSHA Air Quality Standards.
6. Shared Services Agreement Press Release was briefly discussed. A draft copy of press release was provided to board members for their review. Administrative Booth stated the press release will be circulated shortly.
7. Quote to repair panel on the hall partition was provided to the Board. Administrative Booth noted, the repair was made by Hall Manager Orsini.

Meeting opened to the public.

Fire Official Orsini thanked the Board for the use of the hall to hold the Fire Marshals Meeting on April 19, 2016.

Commissioner Grant thanked the Board for the use of the hall for an anniversary party for Chief Grant and his wife on May 1, 2016.

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 Personnel matters. 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.

Resolution 2016 - 15 “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 Grant, seconded by Commissioner Ruggiano and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:27 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:28 p.m. and was adjourned at 9:07 p.m.

Meeting re-opened to the public.

President Wesolowski stated during the Executive Session the Board discussed a personnel matter involving the Lenola Fire Company Emergency Unit. The board agreed to respond to the letter from the Emergency Unit received on April 15, 2016 and invite the Board of Trustees to meet with the Board of Fire Commissioners during the June’s Executive Session to discuss how both organizations can improve communications and work together moving forward.

May 4, 2016

There being no further business to come before the Board, by Proper Action, meeting adjourned at 9:12 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration