

## **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.

Four Commissioners were present (Commissioner Humes delayed). Also, in attendance were F.O. Orsini, B.C./FI DiPaolo, Fire Company President Gifford & FI Carruthers.

Wesolowski 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 22<sup>nd</sup>, 2022 the required notice was transmitted to the *Burlington County Times*.

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 22<sup>nd</sup>, 2022 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 Grant, seconded by Commissioner Mann, the minutes of the March 2, 2022 meeting were approved 4-0.

## **Chief's Report:**

The Chief's report was filed and available for review in the Commissioners Drop Box. Chief Grant advised that the 16' Roof Ladder has been received and that the air conditioner repairs on 3135 have been ordered.

## **Chief's Assistant**

Chief reported that the written report is in the drop box.

## **Captain's Report:**

The written report is available for review in the drop box. B.C. DiPaolo listed the repairs done to apparatus for the month and the total fuel used.

**Fire Official's Report:**

The written report is in the drop box. F.O. Orsini reviewed the following highlights.

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Zoning & Planning review totals.

**Rental Manager's Report:**

Hall Manager Orsini noted that the report was in the drop box. He noted that there were seven affairs during the past month, and 5 new bookings for 2022 and 1 for 2023.

**Squad Report:**

Administrator Knobbs stated that there no new reports. There are corrected reports for November 2021 through March of 2023. The total funds were correct, but due to a switch in investments, the investment account location totals were off.

\*\*Commissioner Humes arrived to the meeting at 7:07 p.m.

**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 and reported on bills received after the report was published.

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

**Old Business:**

**Audit:** Administrator Knobbs stated that the 2020 Audit is finalized, the necessary advertisement and postings were made, and the report was uploaded to the FAST System.

The 2022 Audit is under way. We have received an agreement letter to be signed by the President, in which the estimated costs for the 2021 budget are at \$13,000. This is over what was budgeted. Knobbs further stated that this was the first increase since he has been here (2018).

**Hall Windows:** Administrator Knobbs stated that the hall window project for this year has been completed, and he recommends continuing the replacement of the old windows.

**Recruitment/Retention:** President Wesolowski opened the floor to anyone present to participate. Chief Grant started by stating that District 1 had a firm come in and give them a presentation, and they are committing to mailings, websites etc. He stated that they did not to the firm that there were two fire districts in Moorestown. They stated that there could possibly be some cost savings if we were to do this together. Chief stated that "she" would come in and do an approximate one-hour presentation with no commitments to be made that night, simply to gather facts as to what her firm could provide and an approximate cost. Chief Grant asked for a date and time to schedule her to come in. Commissioner Mann asked what the cost factor was. Chief Grant stated that District 1 approved a cost of \$30,000. President

Wesolowski stated that it would be a problem if all five commissioners were scheduled to attend the presentation, it would have to be advertised as a special meeting. Administrator Knobbs added that there could be no more than two in attendance, three would constitute a quorum. Wesolowski suggested the Fire Company schedule a presentation and if they deemed it worthy, we could then schedule a presentation to the entire Board. LVFC President Gifford stated that on behalf of the Fire Company, he had no problem with doing that. He went on to state that FF Carruthers and BC DiPaolo attended a class on this subject at FDIC and wanted them to share some of what they learned there, and wants to keep all of their options open. FF Carruthers stated that the class was excellent, and he and BC DiPaolo gained a lot of good ideas from the class. Carruthers then laid out what the class was about. Carruthers then stated that they took the class room learning and applied it to the situation here at home. Carruthers stated that one of the problems he has noticed is that the Fire Company lacks a “culture”. He defined culture as having goals and expectations clearly defined, and knowing what your place in the organization is. He also stated that we need to have a “family first” attitude. The members being part of the family. This is why he thinks that retention is so important. BC DiPaolo then stated that the next step is to get a feel from the members as to where they are having issues, what they think is going right, as well as where they think we are going wrong. He stated that he has not worked out yet how that will be accomplished, by survey, a discussion on a drill night, or a separate workshop meeting. DiPaolo went on to say that he signed up for the class at FDIC since we were beginning to talk about Recruitment and Retention. He stated that he was surprised at how fulfilling the class was. He learned a great deal. He also stated that he learned how much we are not doing; not that what we are doing is wrong, but there is a lot more that we could be doing. DiPaolo gave the example of improving the application process, and the onboarding. Involving the family members from the start on what will be expected from their partner joining the department. He also touched on the time aspect, respecting that they are volunteers and possibly offering multiple drill times/days. Or, possibly changing the drill night all together. DC Orsini wrapped up the conversation by stating that during their stay at FDIC after the class, Recruitment/Retention was a constant topic of conversation. He stated that this should not be looked at as an either/or situation, we should listen to the presentation, but also begin to explore changes internally. Carruthers stated that it is also not a one or the other in Recruitment/Retention, it need to be a two-pronged attack, and that this is not a five-month project, but rather a five-year project.

President Wesolowski then asked how much of what was just discussed, if any, fits into what the firm that District 1 is using has to offer. Chief Grant stated that everything that they just presented has already begun uptown, she has already begun to gather information from the entire membership.

Commissioner Grant asked if the \$30,000 was a per year figure, or the entire project. Chief Grant stated that he did not know.

President Wesolowski asked who from the Fire Company would attend. Discussion ensued with Wesolowski stating that if we are looking to vet the salesperson, we should limit the attendees to the Fire Company Executive Board and Line Officers, and he would attend along with one other commissioner. Commissioner Grant stated that she would attend depending on her availability. A date was decided upon of May 11, 2022 at 7:00 p.m.

Administrator Knobbs asked what the name of the company and the representative. Chief Grant stated that it is Communications Solutions Group, from Jenkintown PA. and the representative is Liza Raffel. He further stated that she worked with Willingboro, Gloucester Township and Deptford Township. Orsini asked if Willingboro received grant money to hire this firm. Knobbs stated that the had used a S.A.F.E.R. (Staffing for Adequate Fire and Emergency Response) grant.

**New Business:**

**Sumer Hours for Bureau:** President Wesolowski read a request from F.O. Orsini requesting the office full time staff be able to go to a summer hours schedule. Wesolowski noted that this program has been in effect for several years. Motion by Commissioner Humes, seconded by Commissioner Mann to approve the request was approved by the five commissioners present.

**Promotion:** President Wesolowski noted that in the last quarter of 2021 the Shared Services Committee met and agreed to pursue a promotional title change for Tom DiPaolo. The title would go from 06356 Fire Prevention Specialist to 06352 Supervising Fire Prevention Specialist. President Wesolowski stated that we received word that the change was approved through Civil Service and congratulated Tom. Administrator Knobbs stated that the new promotional title was provisionally granted in January, with the final promotional announcement to come in June.

President Wesolowski stated now that we have an additional supervisor in the office, he thinks that there should always be a supervisor present. Discussion was held and it was agreed that unless there was a previous engagement scheduled, one or the other will be present.

**Meeting opened to the public:**

DC DiPaolo thanked the board on behalf of the members that attended FDIC 2022 for their continued support.

President Wesolowski announced the next meeting will be June 1, 2022.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:50 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration