

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 Commissioner Maahs. Also in attendance were Chief Grant 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 6th, 2015 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 6th, 2015 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 and for Moorestown Police Director Harry Johnson who recently passed away.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the April 1st, 2015 regular meeting were approved by Commissioners Grant, Niedermayer and Ruggiano with President Wesolowski abstaining.

Chief's Report:

Chief Grant gave the following report:

1. Pumps were tested.

2. Thanked the Board for sending three firefighters to the Fire Department Instructors Conference (FDIC).
3. Informed the Board of an injury to a member during a recent drill.
4. Cross ladders were displayed for Police Director Harry Johnson's burial service. Grant thanked Commissioner Ruggiano for operating the Ladder.
5. Report for April, 2015 was submitted by Chief Grant and filed.

Captain's Report:

Chief Grant 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. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
137.0G	242.8G	0.0G	379.8G
4. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini was not in attendance. President Wesolowski read the following report:

During the month of March and April there were seven affairs.

In March there were six bookings for 2015 and one for 2016. In April there were six bookings for 2015 and one for 2016.

1. All security deposits are scheduled to be returned.
2. Updated dates are posted in the lounge.

Squad Report:

A representative from the Squad was not in attendance. President Wesolowski read the report provided.

1. During the month of April the Squad responded to 144 EMS calls and 5 Fire calls for a total of 149 calls.
2. The March, 2015 Financial Report was also provided.

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 questions on the bills, a motion by Commissioner Grant seconded by Commissioner Niedermayer 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. Letters distributed to FDIC attendees regarding their per diem allowance.
2. First Quarter, 2015 payment from Moorestown Fire District No. 1 in the amount of \$31,653.00 per the Shared Services Agreement was received.
3. New Jersey Clean Energy Program Incentive check in the amount of \$2,080.00 for the installation of the hall LED lighting was received.
4. Letter from the Board of Chosen Freeholders, Burlington County indicating acceptance of our request to participate in the Burlington County Cooperative Pricing System.
5. Thank you letters to the Board from attendees of FDIC.

Old Business:

1. The following Repair and Maintenance Issues were discussed:
 - The Low Roof Project was discussed. Maintenance Personnel Ruggiano stated he has not heard back from the vendor regarding the project. Brief discussion ensued. Ruggiano and Administrator Booth agreed to coordinate contact with the vendor.
 - The Rail Road Side Excavation Project was discussed. Maintenance Personnel Ruggiano mentioned the vendor is calling for mark outs now that the weather/ground conditions are conducive to begin project.
 - Bureau of Fire Prevention Parking Lot Project was discussed. Project is complete.
 - The Fire House back parking lot issues were discussed. Administrator Booth mentioned a meeting was held with a representative from American Asphalt and Guzzi Engineering on April 15 to discuss concerns with the parking lot project, specifically the patch and the seam crack. An additional meeting is being scheduled with the project manager from Guzzi Engineering and the second in command at American Asphalt to discuss options. The bond for the project was briefly discussed. Administrator Booth agreed to review the terms of the said bond.
2. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrative Booth mentioned 82% of our employees and members completed the online training thus far. Chief Grant and Administrator Booth will continue to follow up with the members who have not yet completed training.
3. Administrator Booth mentioned she is waiting to hear back from Ball Buckley & Seher, LLP regarding the status of the 2014 Audit.

4. New Electricity Supplier Contract was discussed. Administrator Booth stated a two year electricity supplier contract with Direct Energy with no termination fees was entered into on behalf of the Board after rates from several vendors were compared. Booth also discussed the possibility of participating in the Burlington County Energy Aggregation Program or the Township electricity supplier annual auction process to further reduce electricity supplier rates. Booth agreed to keep the Board informed of said potential opportunities.
5. Administrator Booth stated all the Annual Financial Disclosure Statements were completed by the April 30, 2015 deadline.
6. Accelerating the repaving of the Front and Side Parking Lot was discussed. Administrator Booth informed the Board that after discussions with representatives from the state it was determined that said project would not be considered an emergency appropriation. Therefore, repaving the front and side parking lot would remain a 2016 project.

New Business:

1. A minor Property and Casualty claim from an 11/18/14 incident involving 3135 was discussed. The claim will be paid by VFIS in the amount of \$1,675.00.
2. The New Truck Project was discussed:
 - a. Truck Committee Status: Chief Grant mentioned he is waiting to review a revised set of specifications for the new engine. Grant mentioned the project is on schedule and is expected to be ordered in the fall of 2015 when replying to questions raised by Board members.
 - b. Administrator Booth discussed options available to the board in purchasing the new truck (i.e., National Co-op H-GAC, State Contract and Public Bidding Process) as well as required administrative steps. Administrator Booth stated if the Board is considering utilizing H-GAC, the Board would need to become a member by entering into an Interlocal Contract with H-GAC.

Resolution:

Resolution 2015-16 “*Authorizing an Interlocal Contract for Cooperative Purchasing*” authorizes the Board to enter into an Interlocal Contract with Houston-Galveston Areas Council for Cooperative Purchasing. The resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano and adopted by the four Commissioners present on a roll call vote.

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

- c. Local Finance Board Application Process was briefly discussed. Administrator Booth mentioned that since the Board would be financing a portion of the cost of the new truck, the Board is required to obtain Local Finance Board (LFB) approval by submitting an application to the LFB.

Resolution:

Resolution 2015-17 “*Resolution Making Application to the Local Finance Board Authorizing Proposed Project Financing Pursuant to N.J.S.A. 40A:5-6*” authorizes representatives of the Board to prepare application for LFB approval and represent the Board in matters pertaining thereto. The resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano and adopted by the four Commissioners present on a roll call vote.

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

- d. Potential Finance Options were discussed. Finance scenarios were prepared and reviewed by the Board. Administrator Booth stated the Board is required to have financing in place when making application to the LFB and in order to do so must solicit bids for financing.

Resolution:

Resolution 2015-18 “*Authorizing Public Solicitation for Bids for Financing a Lease with an Option to Purchase*” was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano and adopted by the four Commissioners present on a roll call vote

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

- e. Obtaining preliminary credit approval was discussed. A motion by Commissioner Niedermayer, second by Commissioner Ruggiano to authorize Administrator Booth to apply for preliminary credit approval on behalf of the Board from Oshkosh Capital once the 2014 Audit is complete was approved by the four Commissioners present.
- f. The Board’s Intent to use an Alternate Procurement Method was briefly discussed. Administrator Booth discussed the regulatory requirements of notifying the public of the Board’s intent to use an alternate procurement method and provide a time for public comment.

Resolution:

Resolution 2015-19 “*Authorizing the Intent to use an Alternate Procurement Method Pursuant to N.J.S.A. 52:34-6.2(B) (3)*”. This resolution authorizes the Board to publish notice of its intent to use the alternate procurement method in the official newspaper at least ten days prior to the meeting at which the Board shall consider same and provide a time for public comment. The resolution was offered on a motion by Commissioner

Niedermayer, seconded by Commissioner Ruggiano and adopted by the four Commissioners present on a roll call vote

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

3. Commissioner Ruggiano discussed placing a roof over the fuel pump to help protect the pump from the elements at a cost of \$350.00. A motion by Commissioner Niedermayer, second by Commissioner Grant to contract with a vendor to construct a roof over the fuel pump was approved by the four Commissioners present.
4. President Wesolowski discussed an issue that arose while firefighters were extinguishing a house fire on Irving Court, specifically a problem with a fire hydrant. Wesolowski provided a summary of a meeting held on April 20, 2015 to discuss concerns in which he along with Chairman Max Fisher, Fire District No. 1 and representatives from the Township and the Water Department were in attendance. Through discussion it was determined that there was a Water Study conducted within the last ten years. A request for a copy of the report from the engineering company on behalf of the fire districts has been made. In addition, it was agreed that quarterly meetings will be held with both fire districts and the Water Department to continue the discussion in an effort to address concerns and possibly provide input into the Township's capital plan. The first quarterly meeting will be held on May 13, 2015 at 11:30 a.m. President Wesolowski asked for a volunteer(s) from either the Board or Fire Company to attend meetings. Discussion ensued. It was agreed President Wesolowski would attend the May 13 meeting, assess the direction and time commitment, and revisit who may be able to attend going forward at the next board meeting.

Meeting opened to the public.

There being no 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 8:11 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration