

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 Commissioner Wesolowski.

All Commissioners were present with the exception of Commissioner Niedermayer. Also in attendance were Chief Grant, Hall Manager/Fire Official Orsini and Administrator Booth.

Wesolowski identified the emergency exits 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, 2014 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, 2 Executive Drive, Suite 9A, 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 February 14th, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14th, 2014 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.

Minutes:

On a motion by Commissioner Ruggiano, seconded by Commissioner Grant, the minutes of the April 2nd, 2014 regular meeting were approved by the four commissioners present.

Chief's Report:

1. Report for April, 2014 was submitted by Chief Grant and filed.
2. Chief Grant mentioned all pumps were tested on Trucks with no issues reported.
3. Grant provided a brief status of the training plan for the EZ Fire software.
4. Grant informed the Board he is working with the Fire Chiefs from Moorestown and Cinnaminson on a new format for FEMA compliant accountability tags to be used with the new software.

5. Grant also mentioned a hose cover was installed on 3132 as recommended by the Board's Insurance Carrier.

Captain's Report:

1. Chief Grant gave report for April.
2. All apparatus and equipment were checked regularly throughout the month and are operational.
3. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: Installed new hose bed cover for crosslays; Mounted two new grass rakes on the passenger side top.
 - Truck 3133: Replaced rope on the 28' extension ladder.
 - Truck 3135: No reported problems.
 - Truck 3138: No reported problems.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
227.6G	95.0G	3.0G	325.6G

5. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

1. There were three paying affairs during the month of April. There were approximately 35 inquiries via email and telephone. In addition, there were three bookings during the month for 2014.
2. Three cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar will be posted in lounge.

Squad Report:

Chief Joe Shields was not in attendance however provided the following Squad Report:

1. During the month of April the Squad responded to 145 EMS calls and 15 Fire calls for a total of 160 calls.
2. The March, 2014 Squad Financial Statement 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 said 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 Ruggiano 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 Maahs abstained on all Fire Official Maahs' 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. Letter sent to LVFC and Squad requesting their active member list.
2. Received claim check in the amount of \$5,532.50 from Insurance carrier to repair dance floor.
3. Received partial refund in the amount of \$1,940.00 of the Annual PERS Employer Contribution due to the revisions to the 7/1/12 actuarial report.
4. Received letter from Township Assessor requesting a Further Statement be filed by all organizations claiming a property tax exemption.
5. Thank you note from the Shepherd Family for the flowers sent on behalf of the Board.

President Wesolowski read a letter from Fire Fighter Raymond Finkbinder thanking the Board for the opportunity to attend the FDIC Conference in April.

Old Business:

1. The Fire House Repaving Parking Lot Project was briefly discussed. Administrator Booth provided a summary of the meeting with Dante Guzzi Engineering on April 28, 2014. Booth mentioned the completed Field Survey and repaving options were discussed. Guzzi Engineering plans to provide cost estimates of said options for the Board to consider by the June Board Meeting.
2. Logistical issues relating to a large scale fire/event were further discussed. The Board reviewed the draft Large Scale Cost Recovery Document prepared by Solicitor McCloskey. Proposed revisions to the document were made. The Board asked Administrator Booth to discuss comments/revisions to the document with Solicitor McCloskey.
3. Repair and Maintenance projects were discussed.
 - Dance floor - Administrator Booth stated the work was completed and will be paid for entirely with insurance claim proceeds. Commissioner Ruggiano commented that the transition from the dance floor to the carpet area is improved.
 - Lower roof - Maintenance Personnel Ruggiano stated the leaks were repaired and the representative from Tait Roofing recommended not to recoat but to replace said roof. Project will be further discussed during the next budget process.

- Bureau Driveway - Maintenance Personnel Ruggiano mentioned he is in contact with contractor to begin work in the next three weeks. Project will be coordinated with the sewer vent repair.
4. The planned purchase of the Fire Official Vehicle was briefly discussed. Administrator Booth mentioned the total cost of the vehicle, including all the necessary equipment installed is estimated at \$37,700.00.
 5. A computer replacement program was discussed. Administrator Booth mentioned a draft computer replacement program document was compiled with input from Chief Grant, Fire Official Orsini, LVFC President Wesolowski and Technology Officer Craig Ruggiano. Brief discussion ensued. A motion by Commissioner Ruggiano seconded by Commissioner Grant to include the Computer Replacement Program as part of the Board's annual budget process was approved by the four commissioner present.
 6. Hall lighting was discussed. Maintenance Personnel Ruggiano informed the Board he is in contact with representatives from Lutron and Franklin Electric regarding transitioning to LED lighting in the hall. Ruggiano discussed the challenges of replicating the current lumen output with new LED lighting while ensuring compatibility with the current Lutron control panel. Discussion ensued. Ruggiano stated more research is required and options will be presented to the Board before final decision is made.
 7. President Wesolowski inquired as to when the concrete bumper blocks will be removed. Brief discussion ensued. It was agreed that the bumper blocks will be removed prior to parking lot repaving project.
 8. President Wesolowski discussed using the FEMA funds received in March to offset the overage in snow removal expenses during 2014. Receipt of the FEMA funds was not anticipated at the time the 2014 budget was prepared. Administrator Booth agreed to look into how best to accomplish this within the state statutes.

New Business:

1. The disposition of the 2000 utility trailer was discussed. As requested, Administrator Booth researched Local Public Contracts Law and informed the Board that if the fair market value of the utility trailer is below the quote threshold, which is 15% of bid threshold, it maybe be sold at private sale. Booth also mentioned that after communicating with DCA that the big question is how do you know what the fair market value is unless you publically offer item. Booth stated the quote threshold is \$2,625.00. The utility trailer new is approximately \$1,300.00 with current market value estimated between \$300.00 - \$700.00. Discussion ensued. The Board agreed to offer the trailer in-house first via private sale to the highest sealed bid with the minimum bid starting at \$300.00. If item is not sold it will be publically offered.

Resolution:

The following Resolution was read by President Wesolowski:

Resolution 2014-17 "*Authorizing the Sale of Surplus Personal Property No Longer Needed For Public Use*". The resolution authorizes the sale of surplus personal property no longer needed for public use be sold at private sale without advertising for bids if the estimated fair value of the

property to be sold does not exceed the quote threshold of \$2,625.00. There being no comments or questions the resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Ruggiano. The resolution was adopted 4-0 on a roll call vote

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

Meeting opened to public:

There being no 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 a building security matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2014- 18 “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 Maahs and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:11 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:12 p.m. and was adjourned at 8:36 p.m.

Meeting re-opened to the public.

May 7, 2014

President Wesolowski stated that during the Executive Session the Board discussed an incident at the Fire House that occurred in the early morning of March 22, 2014. The Board agreed to remove key fob access to the building from a current member effective immediately. In addition, a meeting will be scheduled with Chief Grant, Squad Chief Shields, Commissioner Wesolowski and Commissioner Ruggiano to discuss incident and review active member lists from both the LVFC and Squad with the intention of removing key fob access to the building from all inactive members.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:38 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration