

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 Grant due to a work commitment. Also in attendance were Fire Chief Grant, Fire Official Orsini, Captain DiPaolo, Chief Dan Sheilds 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 8<sup>th</sup>, 2017 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 8<sup>th</sup>, 2017 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 Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the October 4<sup>th</sup>, 2017 meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the October 4<sup>th</sup>, 2017 Executive Session were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the October 18<sup>th</sup>, 2017 budget workshop meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the October 18<sup>th</sup>, 2017 Executive Session meeting were approved by the four commissioners present.

Lastly, on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the October 25<sup>th</sup>, 2017 budget workshop meeting were approved by the four commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Informed the Board the hose were tested; three ponies failed, however the main lines were functional. The three ponies will be replaced utilizing dedicated penalty monies. All ground ladders were tested and the heat sensors verified. The Non Destructive Testing on 3135 was also completed during the month.
2. Discussed report submitted by the Chief's Assistant covering various projects including filing NIFRS reports, maintaining RMS information and fire house inventory as well as continued to assist with the Chief's budget submission.
3. Reports for October, 2017 were posted on the board and submitted.

**Captain's Report:**

Captain DiPaolo gave the following report for the month of October:

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 Orsini gave the following report for October:

1. One hundred and sixty four inspections were performed in October.
2. Penalty totals for the month were provided.
3. Discussed transitioning back to ESP as the bureau's inspection and reporting tracking software.
4. Working with mall management to test drafting point for the mall.
5. Sixteen truck and four station visit were held over the last two months. Visits at the school last between forty five minutes to an hour and a half sharing fire prevention and safety information with the children.
6. Discussed Fire Prevention Open House. Orsini stated a debriefing of the event was conducted with information gathered to assist in next year's event. Informed the Board Moorestown Sun published an article on the Open House. Orsini also shared the positive impact the school truck visits are having as well as the children readily recognizing Fireman Tom outside of the truck visits.
7. Report was submitted and filed. September's report was also submitted and filed.

In replying to a question from Commissioner Wesolowski regarding the historical information stored in the current inspection tracking system, Orsini explained that if we are unable to export stored information from the current vendor's server into ESP, paper files can be utilized. In addition, in response to a question from Commissioner Maahs-Knobbs, Orsini explained that ESP receives code updates from the state on a quarterly basis. Orsini also discussed backing up data with ESP.

**Hall Rental Manager's Report:**

Hall Manager Orsini gave the following report for October:

1. There were four affairs during the month of October, one cancellation and one date change. There were approximately fifty-five inquiries via email and telephone. There were eleven affairs booked during the month, five for 2017 and six for 2018.
2. Security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.

**Squad Report:**

Chief Dan Shields gave the following report:

1. Informed the Board that the Fire Company, Emergency Squad and Police Department will be holding two active shooter drills in November.
2. Informed the Board that a sixteen hour Tech course is scheduled for early 2018 that will be open to the Fire Company.
3. Shared developments from county discussions regarding vest and patch color for tactical gear of the fire company. Brief discussion ensued. Current proposal is for the fire company to have tan vests with royal blue patches. Shields will share when decision is final. Shields stated the squad has received their medical pouches and the fire company should receive theirs shortly.
4. Discussed issue the squad is having with their ambulances going into a burn-off mode approximately every 200 miles. In an effort to determine cause of the issue the squad has changed their fuel source. Preliminary results indicate the fuel may be the issue but more time is needed to confirm.

Monthly financial reports were not 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 comments or questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Maahs-Knobbs to pay the following bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills paid in November will be provided upon request)

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee.

**Old Business:**

1. The medical pouches for the tactical gear was discussed under the squad report.
2. Lower Roof Project was discussed. Administrator Booth stated the *Items to be Completed List* has been updated to show current status of outstanding items. Booth noted \$14,950 is being retained by the district until all items on the list have been addressed. Booth noted said list includes the manufacturer warranty inspection.
3. The Fire Official UFD appeal request was briefly discussed. Determination has yet to be made; appeal still pending with the CSC Board.
4. The promotion of Jamie Boren to the position of Clerk 2 was discussed. Booth stated Civil Service will determine eligibility and provide said list to the Board.
5. The incident involving 3135 and a member's vehicle was briefly discussed. The Board is awaiting the invoice for the minor paint touch-up of the member's vehicle.
6. The Direct Install Program was discussed. The Statement of Work (SOW) from Hutchinson showing the cost of the work to be performed was sent to the state on October 20, 2017 for review/approval. Results of their review should be received within two to three weeks.
7. The 2018 Budget/Election Process was briefly discussed. Administrator Booth informed the Board the state budget documents are in the process of being completed. The Proposed 2018 Budget will be introduced at the December 6<sup>th</sup>, 2017 Board Meeting and then sent to the state for their approval. Once approved by the state, the public hearing is scheduled for January 3<sup>rd</sup>, 2018.
8. Legislation (A1690/S660) allowing fire districts to be moved to November was signed into law on August 7, 2017. The new law takes effect on January 1, 2019. President Wesolowski shared a summary of the legislation. The Board further discussed the option of moving the election to November. Discussion ensued. The Board agreed to further discuss the new legislation in the coming months as additional information is received from the lawyer advising the NJ Association of Fire Districts on this legislation. Said legislation will also be discussed with Fire District No. 1 as appropriate.

**New Business:**

1. Snow removal contract for the winter of 2017-2018 was discussed. Administrator Booth stated a quote for services has been received and Maintenance Personnel Ruggiano has requested two additional quotes. The Board agreed to allow Administrator Booth, after reviewing all quotes received, to sign a snow removal contract with the vendor who submits the lowest quote. President Wesolowski requested Administrator Booth share the quotes received with the members of the Board prior to signing contract. Booth agreed to send an email with the information to the members for informational purposes only.
2. The Accounting and Administrative Services contract was briefly discussed. The contract is set to expire on 12/31/17.

**Resolution:**

Resolution 2017-22 "*Authorizing the award of a non-fair and open contract for Accounting and Administration Services to Booth Accounting & Administrative Services, LLC.*" was read by President Wesolowski. The resolution authorizes the award of a one year contract for

Administrative and Accounting Services to Booth Accounting and Administrative Services, LLC. The anticipated value of this one year contract is \$94,000.00. There being no questions, a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to adopt Resolution 2017-22 was approved by the four Board members present on a roll call vote.

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

In addition, the following documents were entered into Record as required by law:

- a) Proposal/Contract for Administrative & Accounting Services to be signed by President Wesolowski and Elizabeth Booth.
  - b) Scope of Services dated November 1, 2017 which covers the monthly, quarterly, annual and other administrative responsibilities for the position.
  - c) Certification of Availability of Funds
  - d) Determination of Value Form
  - e) Business Entity Disclosure Certification
  - f) Political Contribution Disclosure Form
  - g) Stockholder Disclosure Certification
  - h) Public Notice awarding contract
3. The Annual CEPA Letter to Employees was briefly discussed. Booth provided a draft copy to the Board. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to send letter to employees in December was approved by the four commissioners present.
  4. The 2018 Salaries of the Members of the Board of Fire Commissioners were discussed.

**Resolution:**

Resolution 2017-23 “*Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2018 through December 31, 2018*” was read by President Wesolowski. A motion by Commissioner Niedermayer seconded by Commissioner Maahs-Knobbs to adopt said resolution was approved by the four Commissioners present on a roll call vote.

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

5. The 2017 Budget vs. Actual Report was briefly discussed.
6. The quotes for landscaping and extending the asphalt parking lot at the Bureau office was briefly discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs to utilize the services of Franzeo Landscaping and Tri-Borrow Paving to perform said work was approved by the four commissioners present. Both vendors provided

the lowest quotes of \$2,873 and \$4,780 for their respective services. The paving of the parking lot will be in two stages with the installation of the base in 2017 and the paving scheduled in early Spring 2018. Booth stated Fire District No. 1 is considering assisting with the cost of the paving. Commissioner Ruggiano recommended and Booth agreed to discuss sloping the parking lot with both vendors to allow runoff into the existing drainage trench.

7. Commissioner Wesolowski discussed an article in the local paper referring to a settlement of a tax appeal from the Moorestown Mall. Wesolowski asked Administrator Booth what impact this may have on the 2018 Budget process. Booth stated we have already received the CNC-3 form which provides the ratables used to calculate the tax rate for the 2018 Budget. Booth agreed to discuss appeal and potential impact on the district's rateables with the township assessor and determine if a revised CNC-3 Form will be issued.

**Meeting opened to the public.**

There being no questions or comments from the public, this portion of the meeting is closed.

**Meeting re-opened to the public.**

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:59 p.m.**

Respectively Submitted,

Elizabeth A. Booth