

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. Also in attendance were Fire Chief Grant, Fire Official/Deputy Chief Orsini, Captain DiPaolo, 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 Grant, seconded by Commissioner Niedermayer, the minutes of the October 5th, 2016 meeting were approved by four commissioners with Commissioner Wesolowski abstaining.

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the October 5th, 2016 Executive Session were approved by four commissioners with Commissioner Wesolowski abstaining.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 19th, 2016 budget workshop meeting were approved by four commissioners with Commissioners Maahs abstaining.

On a motion by Commissioner Grant, seconded by Commissioner Neidermayer, the minutes of the October 19th, 2016 Executive Session meeting were approved by four commissioners with Commissioners Maahs abstaining.

Lastly, on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the October 26th, 2016 budget workshop meeting were approved by four commissioners with Commissioners Maahs abstaining.

Chief's Report:

Chief Grant gave the following report:

1. Discussed repairs and modifications for 3131.
2. Stated the annual preventive maintenance on 3132 and 3135 (truck only) was completed; preventive maintenance on ladder to follow.
3. Discussed repair for 3132 (piston).
4. Discussed the report submitted by the Chief's Administrative Assistant covering the status of various projects including FEMA grant writing; assisting with District 1's ISO visit and budget preparations.
5. Reports for November, 2016 were posted on the board and submitted.

Chief Grant responded to a question from Commissioner Grant regarding the piston repair on 3132 stating said repair is not related to a safety issue.

Captain's Report:

Captain DiPaolo gave the following report for 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:

1. Fifty inspections were performed in October.
2. Penalty totals for the month of October were provided.
3. Two false alarm notices were filed.
4. Two zoning notices were filed.
5. Conducted hands-on fire extinguisher training at two local businesses.
6. Twelve school visits and four station visits to help educate children on fire safety and prevention were held throughout October.
7. Orsini thanked everyone who assisted with the Open House.
8. Orsini discussed proposed revisions to the ordinance regarding fees. Brief discussion ensued.
9. Report was submitted and filed.

Recent completed fire investigations were briefly discussed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini provided the following report:

1. During the month of October, there were eight affairs, approximately 50 inquiries via email and telephone and six bookings during the month; four for 2017 and two for 2016.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.

Squad Report:

A representative from the Squad was not in attendance. 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. The final installment to American Asphalt along with the status of the punch list was discussed. The Board agreed to retain \$100.00 of the final installment until the final punch list item is closed.

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

(List of Bills paid in November are available upon request.)

Commissioner Grant abstained on all Chief Grant 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 2015 Audit Synopsis was published in the Burlington County Times on October 14, 2016.
2. Resolution concerning the Review of the Findings and Recommendations of the Local Finance Board, signed group affidavit form, Audit Synopsis and Proof of Publication were sent to the LFB on October 31st, 2016.
3. Received a letter from NJM Insurance Group regarding Workers Compensation Audit scheduled for November 1, 2016.

Old Business:

1. The proposed Fire/EMS Incentive Program was briefly discussed. Administrator Booth mentioned the reimbursement request form was revised to include wording from the township voucher in an effort to streamline the process. Booth stated the revised form was distributed to

the Chief, President of the Lenola Volunteer Fire Company, Squad Chiefs and the Administrator of Fire District No. 1.

2. The Active Shooter/Emergency Services Rescue protective equipment was discussed. Administrator Booth stated an order was placed to purchase three sets of protective gear (six in total), utilizing a combination of previously designated funds and dedicated penalty monies.
3. The Front and Side Parking Lot Repaving Project was discussed under Bills.
4. FEMA Application for reimbursement of costs associated with winter Storm Jonas (January 22-24, 2016) for snow removal was briefly discussed. Administrator Booth mentioned we are awaiting final approval from FEMA. President Wesolowski asked Administrator Booth if these funds, if received in 2016 can be expended in 2016. Booth stated grant funds may be utilized in the year received if the Board passes a resolution amending the budget. Wesolowski asked Booth to prepare resolution for December's Board meeting.
5. Repairs and the flushing of fire hydrants were briefly discussed. It was determined that the damaged fire hydrant in Moorestown woods is privately maintained and will be repaired by Moorestown Woods. In addition it was noted that per the township, the hydrants are not scheduled to be flushed until the Church Street water treatment plant is up and running.
6. The 20167 Budget process was briefly discussed. Administrator Booth informed the board the state budget documents are in the process of being completed. The Proposed 2017 Budget will be introduced at the December 7th, 2016 Board Meeting and then sent to the state for their approval. Once approved by the state, the public hearing is scheduled for January 4th, 2017. The Board also discussed including a question on the 2017 Ballot asking voters to approve the purchase of a new exhaust system for the Fire House. Quotes received to install a new exhaust system were reviewed with additional quotes to follow. Ballot question will be further discussed at the December Board Meeting.

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. The Township Ordinance 23-2003 "Emergency Medical Services Agreement" was briefly discussed. Administrator Booth stated once she receives approval from the Squad, the letter requesting amendments to the ordinance will be sent to the township for consideration.
3. Administrator Booth mentioned the Annual CEPA Letter to Employees will be distributed in December, 2016.
4. The Accounting and Administrative Services contract was briefly discussed. The contract is set to expire on 12/31/16.

Resolution:

Resolution 2016-26 "*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 \$90,500.00. There being no questions, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt Resolution 2016-26 was approved by the five Board members present on a roll call vote.

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

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 2, 2016 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.
5. 2017 Salaries of the Members of the Board of Fire Commissioners were discussed.

Resolution:

Resolution 2016-27 “*Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2017 through December 31, 2017*” was read by President Wesolowski. A motion by Commissioner Niedermayer seconded by Commissioner Maahs to adopt said resolution was approved by the five Commissioners present on a roll call vote.

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

6. The permanent appointment of the part-time Administrative Assistant (Clerk 1) was briefly discussed.

Resolution:

Resolution 2016-28 “*Authorizing the Permanent Appointment of a Part-time Administrative Assistant (Clerk 1)*” was read by Vice President Grant. A motion by Commissioner Maahs seconded by Commissioner Niedermayer to adopt said resolution was approved by four commissioners with Commissioner Wesolowski abstaining on a roll call vote.

Wesolowski -Abstaining
Grant -Aye
Niedermayer -Aye
Maahs -Aye
Ruggiano -Aye

7. Snow removal contract for the winter of 2016-2017 was discussed. Administrator Booth stated a quote for services has been received and are awaiting another quote. Brief discussion ensued. A motion by Commissioner Maahs, seconded by Commissioner Niedermayer to allow Administrator Booth, after reviewing both quotes, to sign a snow removal contract with the vendor who submits the lowest quote was approved by the five commissioners present.

Meeting opened to the 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 personnel matters.

Resolution 2016 - 29 "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.

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.

The regular meeting was recessed at approximately 7:50 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:55 p.m. and was adjourned at 8:56 p.m.

Meeting re-opened to the public.

Commissioner Ruggiano was absent from this portion of the meeting.

President Wesolowski stated that during Executive Session, the Board discussed two personnel matters. The first being the new Employee Agreement between the Board of Fire Commissioners and the District's Full-time employees effective January 1, 2017. A motion by Commissioner Neidermayer, second by Commissioner Maahs for Administrator Booth to discuss the Employment Agreement with the full-time employees was approved by the four commissioners present.

The Board also discussed a request from Fire Official Orsini for the Board's assistance in gaining the title of Fire Official, UFD during the Executive Session. It should be noted that RICE Notices were provided and signed by affected employees and on advice of Counsel, Commissioner Ruggiano recused himself from Executive Session when this matter was discussed. A motion by Commissioner Wesolowski, second by Commissioner Niedermayer to appeal to the Division of Appeals and Regulatory Affairs for a lateral title change from Fire Official to Fire Official, UFD through Qualifying Examination Procedures for Fire Official Orsini, and if successful then appeal to the Division of Pensions and Benefits for enrollment into Police and Fire Retirement System (PFRS) was approved on a roll call vote with Commissioner Ruggiano recusing himself.

Wesolowski	-Aye
Grant	-Aye
Niedermayer	-Aye
Maahs	-Nay
Ruggiano	-Recused

There being no further business to come before the Board, by Proper Action, meeting adjourned at 9:03 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration