

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 Chief Grant, Fire Official/Hall Manager Orsini, EMS Chief Dan Shields 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 6<sup>th</sup>, 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 6<sup>th</sup>, 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.

**Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the October 7<sup>th</sup>, 2015 regular meeting were approved by the five commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the October 7<sup>th</sup>, 2015 Executive Session were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the October 21<sup>st</sup>, 2015 budget workshop meeting were approved by the five commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 21<sup>st</sup>, 2015 Executive Session were approved by the five commissioners present.

Lastly, on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the October 28<sup>th</sup>, 2015 budget workshop meeting were approved by the five commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Informed the Board the annual testing of the hose was completed and provided information on the current inventory of hose.
2. Provided the Board with a status on the Pro Phoenix project. Grant stated they will be holding weekly meetings with Pro Phoenix until issues are resolved. Grant mentioned improvement has been noticed.
3. Provided status on new truck. In examining the cab of a local fire truck, modifications were made to the cab specifications. In addition, modifications were made to the fuel tank.
4. New box fans for the truck are in and the ropes have been ordered.
5. Report for October, 2015 was submitted by Chief Grant and filed.

**Captain's Report:**

Chief Grant 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. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
294.8G	133.8.G	6.5G	435.1G
4. Report prepared by Captain DiPaolo was submitted and filed.

**Hall Rental Manager's Report:**

Hall Rental Manager Orsini gave the following report:

During the month of October there were six affairs, approximately 55 inquiries via email and telephone and nine bookings; four for 2015 and five for 2016.

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

Orsini provided information regarding the rules of holding bingo at the hall.

**Fire Official Report:**

Fire Official Orsini discussed the Fire Prevention program held on October 26<sup>th</sup> at the William Allen Middle School. Brief discussion ensued. Being the first joint program, Orsini hopes to build on the success of the program and will look for opportunities to improve going forward. Orsini shared the positive feedback received from the event.

Orsini provided a status of the inspections and discussed the truck and station visits. In addition, Orsini discussed the status and challenges with the Pro Phoenix software utilized by the inspectors. Brief discussion ensued.

**Squad Report:**

Chief Dan Shields was in attendance. The August, September and October Financial Statements were 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 further 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 five commissioners present.

(List of Bills paid in November will be provided 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. Sent Letter to Township Council and Manager on October 8<sup>th</sup>, 2015 regarding Commissioner Fee request. Received e-mail reply from Township Clerk on October 21<sup>st</sup> stating there were no objections from council.
2. The Notice to Bidders for the Sale of 3133 by Sealed Bid was published in the Burlington County Times and placed on the Philly Fire News and District websites.
3. Resolution Concerning the Review of the Findings and Recommendations of the Local Finance Board and the signed group affidavit form was sent to the LFB on October 8<sup>th</sup>, 2015.
4. Sent letter to the Squad on October 27<sup>th</sup> requesting a representative be present at the Board Meetings.
5. Executed Salary Agreement for 2016 was distributed to full-time employees.
6. Signed snow removal contract was sent to Franzeo's Landscaping, LLC on October 30<sup>th</sup>.
7. Received e-mail reply from the Township regarding in-street crosswalk signs. The township agreed to remove the in-street crosswalk signs and hang other signage to alert the traveling public as they approach that section of Main Street.

**Old Business:**

1. The replacement of three Fire House exterior doors was discussed. NJ Door works will be returning to address minor items relating to the installation.

2. The Sale of 3133 was discussed. Booth stated the Notice to Bidders was published notifying the public of the Sealed Opening scheduled for November 18, 2015.
3. Potential questions for the 2016 Ballot were discussed. Specifically the replacement of the Lower Roof of the Fire House (\$111,000.00) and radios for the new 700 MHz Public Safety Communications System (up to \$244,000.00). The Board discussed the possible funding options available for the new radios (Federal/County Grant Monies, General Funds or ad valorem taxes). Discussion ensued. The Board asked Administrator Booth to send letter to the Burlington County Chosen Freeholders seeking guidance as to the timing of the project and possible grant monies available to fund project.
4. Participation in the township auction for the supply of electricity was discussed. Booth stated the auction for electricity was held on October 27<sup>th</sup> and the two-year contract was awarded to Constellation Electric at a rate of \$.09350, saving the district approximately 15% in electricity supply costs. The contract with Constellation Electric is effective December 31, 2015.
5. 2016 Salaries of the Members of the Board of Fire Commissioners were discussed.

**Resolution:**

Resolution 2015-34 “*Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2016 through December 31, 2016*” was read by President Wesolowski. A motion by Commissioner Grant seconded by Commissioner Niedermayer 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 2016 Budget process was briefly discussed. Administrator Booth informed the board the state budget documents are in the process of being completed. The Proposed 2016 Budget will be introduced at the December 2<sup>nd</sup>, 2015 Board Meeting and then sent to the state for their approval. Once approved by the state, the public hearing is scheduled for January 6<sup>th</sup>, 2016.

**New Business:**

1. Administrator Booth discussed the capital appropriation of \$200,000.00 allocated in the 2015 Budget for the down payment of the new fire apparatus. The actual amount used for the down payment was \$100,000.00.

**Resolution:**

Resolution 2015-35 “*Authorizing Unexpended Funds Previously Designated as a Capital Appropriation in the 2015 Budget be returned to Capital Projects Fund*” was read by President Wesolowski. A motion by Commissioner Niedermayer seconded by Commissioner Ruggiano to adopt said resolution was approved by the five Commissioners present on a roll call vote.

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

2. The Accounting and Administrative Services contract was briefly discussed. The contract is set to expire on 12/31/15.

**Resolution:**

Resolution 2015-36 “*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 \$87,000.00. There being no questions, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt Resolution 2015-36 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 4, 2015 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. Employee Handbook and Performance Management Process were discussed. Administrative Booth stated the Personnel Sub-Committee consisting of Commissioner Wesolowski, Commissioner Maahs and Administrator Booth met several times to develop the following documents for the full Board to review:
- a. Employee Handbook covering the Board’s personnel policies
  - b. CEPA Letter to Employees (otherwise known as “Whistleblower Act”)
  - c. Performance Assessment Reviews by position

Commissioner Wesolowski asked that the Board review said documents and provide any comments or questions to Administrator Booth prior to the next meeting. This would allow Administrator Booth to obtain guidance from the Board's Solicitor if necessary. Wesolowski mentioned the goal is to finalize the documents by year-end and asked the Board to be prepared to take action at the next meeting.

4. The 2015 Budget vs. Actual Report was briefly discussed.
5. The new copier lease for the Fire Prevention office was discussed. A motion by Commissioner Maahs, seconded by Commissioner Grant to enter into a lease agreement for a new copy/fax/scanning machine in the amount of \$169.00 per month was approved by the five commissioners present. Disposition of the current copier was also discussed.
6. Transition to BB&T Bank was discussed. Administrator Booth mentioned the fee schedule appears to be different than the current fee schedule with Susquehanna Bank. Brief discussion ensued. The Board agreed to allow Administrator Booth to research other banking institutions if agreeable terms with regards to fees and services could not be reached with the new bank.

**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 8:02 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration