

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 Maahs who was detained momentarily at work. Also in attendance were Chief Grant, Hall Manager/Fire Official Orsini, Fire Prevention Specialist Tom DiPaolo, Squad Member Lee Felice 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, 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 Grant, seconded by Commissioner Niedermayer, the minutes of the October 1, 2014 regular meeting were approved by the four commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the October 1, 2014 Executive Session were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 15th, 2014 budget workshop meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 15th, 2014 Executive Session were approved by the four commissioners present.

Lastly, on a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the October 22rd, 2014 budget workshop meeting were approved by the four commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Annual preventive maintenance was performed on all trucks.
2. As reported last month, the Air Pack testing is complete. The battery boards on a couple of Air packs were replaced due to leaking batteries. A brief discussion ensued. A different type of battery will now be used and changed twice a year instead of annually which should alleviate issue.
3. The hood of the Chief's vehicle was refinished.
4. Report for October, 2014 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. The following maintenance and/or repairs were performed throughout the month:
 - Truck 3132: Tested hose; Flow tested air packs and replaced batteries; Replaced main batteries; Mounted multi gas meter in the cab.
 - Truck 3133: Tested hose; Flow tested air packs and replaced batteries.
 - Truck 3135: Tested hose; Flow tested air packs and replaced batteries. Annual Ladder testing was conducted; Cleaned the carburetor on the Honda Generator.
 - Truck 3138: No reported problems
 - Truck 3130: Refinished hood.

3. President Wesolowski asked about the Preventive Maintenance performed on the truck. Chief Grant replied the annual preventive maintenance went well. The 8D batteries were replaced but no major repairs were required.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
240.6G	135.6G	0.00G	376.2G

5. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini gave the following report:

During the month of September, there were four paying affairs and one non-paying affair. There were approximately 75 inquiries via email and telephone. In addition, there were eight bookings during the month, one for 2014 and seven for 2015.

1. Four cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
2. Updated calendar will be posted in the lounge.
3. The sinks for the hall were delivered and installation is scheduled for Monday.

Commissioner Maahs joined the meeting at 7:14 pm.

Squad Report:

Squad Member Lee Felice gave the following Squad Report:

1. During the month of October the Squad responded to 157 EMS calls and 10 Fire calls for a total of 167 calls.
2. President Wesolowski inquired about the monthly Financial Statements. Felice stated Chief Shields is working on them and will provide when completed. Booth added that she spoke to Shields and the financial statements will be completed this weekend and provided at the next Board meeting.

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 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 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. Received letter from NJM Insurance Group notifying the Board of the upcoming workers' compensation audit scheduled for November 10, 2014.
2. Annual enrollment information for State Health Benefits and Section 125 Flexible Spending Account were received and distributed to employees.

3. Handouts from LEPC Meeting held on 10/28/14 were provided to commissioners. A brief overview of the presentation on Joint Operations between the Police Department, Fire Department and EMS in an active shooter incident was provided. President Wesolowski asked and Administrator Booth replied no to the question if a member of the squad attended the meeting.
4. Received the Fire Inspection Report from Mount Laurel Bureau of Fire Prevention for 229 N. Lenola Road on 10/17/14. This report will be further discussed under "New Business".
5. Received the Audit Engagement letter from Ball, Buckley and Seher to provide audit and budget preparation services for 2015.
6. Public Notice was published in the Burlington County Times on 10/20/14 regarding the contract for accounting and administrative services.
7. Received a thank you note from Retired Fire Official Cynthia Maahs Knobbs for all the support she received from the board when she served as Fire Official.

Old Business:

1. The Fire House Parking Lot Project was discussed. Administrator Booth informed the Board the project began as scheduled, however, upon completion, a drainage issue was reported by members of the department. A meeting was held with Guzzi Engineering and American Asphalt to discuss plans to address issue. American Asphalt agreed to address issue without saw cutting the area. Discussion ensued. Booth also informed the Board the project cost came in \$2,165.00 under budget. A motion by Commissioner Grant, second by Commissioner Niedermayer to either pay invoice in full if drainage issue is addressed satisfactorily or to retain 10% from the invoiced amount allowable under the contract if not addressed satisfactorily was approved by the five commissioners present.
2. The Hall Lighting Project was discussed. Administrator Booth provided a status of the project to transition to LED lighting in the hall. A new bulb was tested in the hall and deemed suitable. Administrator Booth stated said bulb is also eligible for the rebate from the NJ Clean Energy Program. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to purchase 104 LED bulbs at a net cost of \$1,240.72 was approved by the five commissioners present.
3. Replacing the rail road ties in the back parking lot was discussed. Administrator Booth informed the Board the rail road ties have been replaced and the invoice totaling \$2,440.00 was included in the Bills to Be Approved Report.
4. The Bureau of Fire Prevention building maintenance was discussed. Administrator Booth mentioned the project is currently underway.
5. The Low Roof Project was discussed. Administrator Booth informed the Board both vendors who provided quotes were contacted to obtain quotes to overlay the new roof on the existing roof instead of tearing off existing roof. Both contractors independently recommended not to overlay new roof. Discussion ensued. The Board agreed to discuss quotes from vendors at the December 3, 2014 Board Meeting.
6. The Shared Services Agreement with District No. 1 to provide for Fire Prevention and Code Enforcement services was discussed. Administrator Booth informed the members that District No. 1 also passed their resolution to enter into the Shared Services Agreement and approval from the Civil Service Commission for the Employment Reconciliation Plan was received. Booth also stated the Division of Fire Safety is currently reviewing the agreement and may recommend revisions to the Shared Services Agreement. If so, these revisions will

be presented at the December 3, 2014 Board meeting for the board to review and if appropriate, approve.

7. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. Administrator Booth stated based on the employee rosters provided by the Lenola Volunteer Fire Company and the Squad over the summer, there are approximately 80 people who will be participating in the training during the first quarter of 2015. President Wesolowski recommended a letter be sent to the LVFC and the Squad indicating that their members are required to participate in the training since they work in the building. In addition we would also request a current listing from the LVFC and Squad to ensure all members receive and sign off that they have read the policy and to be used to verify that the individuals participated in the online training program.
8. The 2015 Budget process was briefly discussed. Administrator Booth informed the board the state budget documents are in the process of being completed and will be provided to Auditor Ed Paul for review by November 14, 2014. The Proposed 2015 Budget will be introduced at the December 3, 2014 Board Meeting and then sent to the state for their approval. Once approved by the state, the public hearing is scheduled for January 7, 2015. Booth also mentioned additional information is being requested by the state and provided commissioners with a questionnaire to complete to assist in the compilation of the narrative section of the Proposed Budget. Booth also mentioned she has a call into the state to obtain clarification on the questions being asked. Brief discussion ensued. Booth asked that the questionnaires be completed and returned by Wednesday, November 12.
9. New telephone system for the Fire House and the Bureau of Fire Prevention was discussed. Chief Grant informed the board the new telephone system will be installed November 19th and 20th. Brief discussion ensued regarding the lines needed at the Bureau. Chief Grant agreed to finalize the requirements with Fire Official Orsini prior to installation.

New Business:

1. Snow Removal contract for the winter of 2014-2015 was discussed. Administrator Booth discussed the two quotes received. Booth stated using last year's actual snow fall activity, the quote from J. Franzeo's Lawn Care appeared to be the lowest quote received. Brief Discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to enter into a snow plow contract with J. Franzeo Lawn Care for the 2014-2015 season was approved by the five commissioners present.
2. The 2014 Actual vs. Budget Report was discussed. Administrator Booth briefly discussed the unexpended budget totals. The following minor maintenance projects were discussed:
 - a. Seal Bureau Parking Lot (\$850.00)
 - b. Receivers for the Bay Doors (\$443.00)
 - c. Tires for the Blazer (\$448.00)
 - d. Minor excavation project along parking lot (\$2,600.00)A motion by Commissioner Maahs, second by Commissioner Ruggiano to approve the above maintenance projects utilizing 2014 funds was approved by the five commissioners present.
3. The Projected Fund Balance through 2016 was briefly discussed.
4. Fire Inspection Report for the Fire House was discussed. Lengthy discussion ensued. President Wesolowski asked Maintenance Worker Ruggiano to review and address the

building maintenance related issues in the report. In addition, the smoking policy was also discussed. Hall Manager Orsini agreed to determine how far the smoking area should be from the fuel tank before the board makes a final decision on the location of the designated smoking area. In the interim the board agreed to move the smoking area to the back of the Bureau of Fire Prevention Building in the grass area along the fence. An announcement will be made at the Fire Company business meeting and a letter will be sent to the Squad notifying them of the new policy. In addition a notice will be posted in the wash bay area.

5. Establishing salaries of the members of the Board of Fire Commissioners for fiscal year January 1, 2015 through December 31, 2015 was discussed.

Resolution:

Resolution 2014-32 *“Establishing the salaries of the members of the Board of Fire Commissioners for the Fiscal Year January 1, 2015 through December 31, 2015.”* was read by President Wesolowski. The Resolution authorizes the Board to establish salaries of the members of the Board of Fire Commissioners in the sum of \$2,200.00 annually for the Fiscal year ending December 31, 2015. Furthermore, the terms of this Resolution are subject to the review of the Township Council of the Township of Moorestown. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to adopt Resolution 2014-32 was approved by the five commissioners present on a roll call vote.

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

6. The 2014 Volunteer Fire Fighter incentive program was discussed. A motion by Commissioner Grant, seconded by Commissioner Maahs to disburse the funds for the incentive program after proper documentation is received was approved by Commissioners Wesolowski, Maahs and Grant with Commissioners Niedermayer and Ruggiano abstaining.
7. The Wellness Program was briefly discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to disburse the funds for the wellness program after proper documentation is received was approved by the five commissioners present.
8. The Audit Engagement letter mentioned under communications was briefly discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to execute the Audit Engagement Letter from Ball, Buckley and Seher was approved by the five commissioners present.
9. The annual lieutenant stipends of \$500.00 each were discussed. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to disburse the funds for the lieutenant stipends was approved by the five commissioners present.

Meeting opened to the public.

Hall Manager Orsini discussed obtaining assistance from members of the Squad should customers of the hall request entry or have a simple request. Lengthy discussion ensued.

President Wesolowski recommended meeting with representatives from both the Squad and the Lenola Volunteer Fire Company to discuss matter.

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

President Wesolowski informed the other members of the board that there is a possibility he may not be at the December Board meeting due to the expected birth of a grandchild. Knowing the Proposed 2015 Budget is being introduced; Wesolowski stated he will make every effort to attend the December meeting and asked that the remaining members do the same to ensure we have a quorum to pass the budget.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:45 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration