

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, Hall Manager/Fire Inspector Matthew Orsini, Chief Joe Shields, Battalion Chief Lenny Philips and Administrator Booth.

President 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 21st, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21st, 2013 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 this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 21st, 2013 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 Niedermayer, seconded by Commissioner Ruggiano, the minutes of the October 2nd, 2013 regular meeting were approved by the five commissioners present.

In addition, on a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 16th, 2013 budget workshop meeting were approved by the five commissioners present.

Lastly, on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the October 23rd, 2013 budget workshop meeting were approved by the five

commissioners present.

Chief’s Report:

1. Report for September, 2013 was submitted by Chief Grant and filed.
2. Chief Grant discussed the following maintenance items:
 - Air packs were tested and all batteries in the air packs were replaced
 - Aerial Inspection is scheduled for Friday, November 8, 2013 for 3135
 - Continental Fire Safety will be here on November 19th to measure firefighters for gear.
3. Grant briefly discussed the New Truck Committee Report. Specifically, Grant mentioned the committee is looking into whether it is cost effective to repair the Squirt for resale after removing the boom to the new truck. Grant also briefly discussed the timing of the budget question to purchase the new truck and the delivery of the truck. President Wesolowski recommended the timing of the budget question be further discussed under Communications (i.e., 2014 Budget).
4. Chief informed the Board copies of job descriptions for all the line officers for the Fire Department are in the Drop Box. Grant asked that if there are any questions regarding said documents to please contact him.

Captain’s Report:

1. Battalion Chief Philips gave report for October.
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: Preventive maintenance service performed. Batteries in air packs replaced.
 - Truck 3133: Preventive maintenance service performed. Batteries in air packs replaced.
 - Truck 3135: Preventive maintenance service performed. Batteries in air packs replaced. Flow test performed on air packs. Replaced two bulbs in ground lights.
 - Truck 3138: No reported problems.

Flow test performed and batteries replaced on all spare air packs.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
219.1G	148.6G	0.0G	367.7G

5. Report submitted and filed

Hall Rental Chairman’s Report:

Hall Rental Manager Orsini gave the following Hall Rental Chairman’s Report:

1. There were five paying affairs during the month of October. There were approximately 35 inquiries via email and telephone. In addition, there were five bookings during the month, two of which were for 2013 and three for 2014.

2. Cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. Commissioner Ruggiano asked if new arrangements can be made to receive renters looking to gain access to the hall after hours. After a lengthy discussion with input from Hall Manager Orsini the Board agreed to continue the current process of allowing renters into the hall. Specifically, renters are instructed to ring any of the three door bells, preferably the hall delivery door for entry into the hall to set up for their affair. If no answer is received, they are instructed to call Hall Manager Orsini whom will either personally come to the hall or have another member come to hall to open door. All renters have Hall Manager Orsini's cell phone number for any questions they may have. President Wesolowski recommended if there is a specific concern with this process going forward to bring it to the attention of the Board for further review.

Squad Report:

Chief Joe Shields gave the following Squad Report:

1. During the month of October the Squad responded to 151 EMS calls and 11 Fire calls for a total of 162 calls.
2. Chief Shields submitted the Squad Reports for October and financials for September and October.

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 the Statement of Expenditures. Bills received after the Statement of Expenditures 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 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. Proposed 2014 Budget and supporting documents were sent to Auditor. Including a question on the 2014 Ballot for the purchase of a new truck to replace 3133 (utilizing existing boom) was also discussed. Brief discussion ensued with input from Chief Grant. A motion by Commissioner Grant seconded by Commissioner Niedermayer to include a question to acquire a new fire truck on the 2014 Ballot was approved by the five commissioners present. President Wesolowski asked and Administrator Booth agreed to determine if a statement of explanation regarding said question can be included on the ballot.
2. Received letter from NJM Insurance Group notifying the Board of the upcoming workers' compensation audit scheduled for November 14, 2013.
3. Received request from VFIS to conduct an onsite risk control review with both Chief Grant and Administrator Booth. Review is scheduled for November 15, 2013.
4. Annual enrollment information for State Health Benefits and Section 125 Flexible Spending Account were received and distributed to employees.
5. The final 2013 installment from the Township (amount raised through taxation) in the amount of \$234,204.00 was received on October 29th, 2013.
6. Letter and accompanying check sent to the LVFC representing the Third Quarter, 2013 dedicated penalty monies.
7. Letter and accompanying check sent to the Lenola Fire Company Emergency Unit representing financial assistance to the squad in purchasing or remounting an ambulance.

Old Business:

1. The Traffic Light Controller project was discussed. The board reviewed the draft joint email to be sent to the Burlington County Engineers Office listing the priority intersections for installation of fiber optic cable and/or the Opticon GPS System. The Board agreed to send email once it is reviewed by Administrator Chris Chesner from District No.1 and Fire Chief John Colucci from Mount Laurel. Commissioner Ruggiano mentioned the Traffic Light Controller project was discussed at the County Chief's meeting and that the Chief's Association plans to write a letter recommending expansion of program.
2. The motion approved during the October 2nd, 2013 Board Meeting to enter into a snow management contract was discussed. Administrator Booth mentioned that shortly after the Board agreed to award contract it became known there were discussions between the vendor and a commissioner regarding a potential future working relationship. After discussing situation with the Board Solicitor, the solicitor recommended the Board remove the proposal from consideration. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to set aside said proposal from consideration was agreed upon by the five commissioners present. The remaining two proposals/quotes received were discussed. President Wesolowski asked and all members replied no to the question if any member has or anticipates having any business dealings with Expert Pest Control Inc. A motion by Commissioner Maahs, seconded by Commissioner Grant to enter into a snow plow contract with Expert Pest Control (Snow Management Division) for the 2013-2014 season was approved by the five commissioners present. The Board agreed to provide Expert Pest Control a single point of contact being Maintenance Worker Ruggiano.
3. The fire house parking lot repaving project was discussed. Specifically the quote from American Asphalt Company to repave the parking lot and the proposal from Stout and Caldwell Engineers and Surveyors for professional services for said project was discussed.

Discussion ensued. President Wesolowski asked and Administrator Booth agreed to obtain an additional professional services' quote for said project by the next board meeting. The Board agreed to first obtain the services of an engineering firm then discuss possible milling options. The Board also discussed funding the professional service fees for this project. A motion by Commissioner Niedermayer seconded by Commissioner Maahs to include an appropriation for professional services fees for said project in the amount of \$10,000.00 in the 2014 Budget, to be funded by general reserves, was approved by the five commissioners present.

4. The motion passed at the previous meeting to disburse funds for the 2013 Volunteer Fire Fighter incentive program was discussed. Administrator Booth mentioned that since two of the commissioners currently participate in the incentive program they should abstain on making and/or approving the motion to disburse funds. As a result a new motion to disburse funds is required. A motion by Commissioner Maahs, seconded by Commissioner Grant 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.
5. The 2014 Budget Process was briefly discussed. Administrator Booth mentioned the 2014 Budget information was provided to Auditor Ed Paul to incorporate into the state budget worksheet. Booth also stated the 2014 Budget will be presented at the December Board Meeting for approval by the commissioners. Once approved, said budget will be sent to the Division of Local Government Services for their approval. If approved by the State, the Public hearing and adoption of the 2014 Budget will occur at the January, 2014 Board Meeting.
6. Promotional Announcement for the Fire Official position was discussed. Administrator Booth informed the Board, that as expected the Promotional Announcement for the Fire Official Position was posted effective November 1, 2013 with a closing date of November 21, 2013.

New Business:

Resolution:

Resolution 2013-20 *“Establishing the salaries of the members of the Board of Fire Commissioners for the Fiscal Year January 1, 2014 through December 31, 2014.”* was introduced by Title 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, 2014. 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 Grant to adopt Resolution 2013-20 was approved by the five commissioners present on a roll call vote.

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

1. The 2013 Actual vs. Budget Appropriations Report was discussed. The Board agreed to continually monitor the 2013 Budget vs. Actual Expense Report as the year-end approaches to determine if any unexpended 2013 monies could be used to provide aid to the Squad to assist with their insurance costs, purchase additional fire equipment and/or to fund projects on the "Items to Consider" list.

Meeting opened to public:

Chief Grant informed the Board of the problems encountered by the Delanco Fire Department pertaining to the payment of expenses (e.g., fuel, heavy equipment, etc.) associated with the Dietz and Watson Fire. Chief mentioned if a similar situation were to happen in Moorestown District No. 2, upfront authorization for certain expenses (i.e., fuel) would be required before use. Grant asked if an agreement or process currently exists between the Fire District and the Township for this type of a situation. Discussion ensued. President Wesolowski agreed to invite Lt. Lee Lieber, Emergency Management Coordinator to the next Board Meeting to discuss the Emergency Management Plan including the authorization and payment process for purchases required in this type of situation.

There being no further 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 8:20 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration