

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 7:03 p.m. by President Wesolowski.

All Commissioners were present with the exception of Commissioner Maahs. Commissioner Maahs was detained momentarily at work. Also in attendance were Chief Rob Grant, Hall Manager Matthew Orsini, Retired Chief Ruggiano, Chief Joe Shields and Administrator Booth.

President Wesolowski 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 28<sup>th</sup>, 2012 the Board Administrator transmitted the required notice to the Burlington County Times.

Additionally, on February 28<sup>th</sup>, 2012, the Board Administrator posted the required notice 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 on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on March 7, 2012, filed with the Clerk of the Township of Moorestown on July 23, 2012 and mailed to each person who has requested copies of the schedule of meetings.

The Board Administrator has provided me with an affidavit, certifying that the aforesaid delivery and posting of notices were accomplished.

President Wesolowski called for a salute to the flag and a moment of silence after which he identified the emergency exits.

**Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 3, 2012 regular meeting were approved as amended per President Wesolowski by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 17, 2012 Budget meeting were approved as amended per President Wesolowski by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Grant, the minutes of the October 17, 2012 Executive Session were approved by the four commissioners present.

Commissioner Maahs joined the meeting at 7:08 p.m.

On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the October 24, 2012 Budget meeting were approved by the five commissioners present.

**Chief's Report:**

1. Report for October was submitted by Chief Grant and filed.
2. Chief Grant informed the Board that Truck 3132 was involved in an accident while participating in the Open House at Moorestown Fire District No. 1. The minor repairs to Truck 3132 have already been made. The driver, Fire Fighter Hafner will be providing a statement to the insurance company regarding the accident.
3. Chief Grant informed the Board that Truck 3135 was also in a minor accident while a representative from Glick Fire Equipment Company was driving the truck around the building. All repairs to the truck and building will be paid for by Glick Fire Equipment Company.
4. Chief Grant stated there were approximately twenty-two volunteers on standby for twenty-seven hours during Hurricane Sandy. Firefighters went out on approximately 15 calls within the district and also assisted District No. 1 with a couple of calls during the storm.
5. Chief Grant also informed the Board Truck 3133 participated in a county strike team and was directed to Toms River in Ocean County.
6. Chief Grant mentioned fifteen new helmets were purchased. Brief discussion regarding the disposition of the old helmets ensued.

**Captain's Report:**

1. Chief Grant gave report for October.
2. All Trucks were checked and are operational.
3. Truck 3132: Performed Preventive Maintenance. Replaced A/C Compressor, batteries and Headset Cable (seat three). Repaired Air Pack seat release (seat two).
4. Truck 3133: Performed Preventive Maintenance. Replaced batteries.
5. Truck 3135: Performed Preventive Maintenance. Serviced main ladder.
6. Truck 3138: Performed Preventive Maintenance. Replaced tires and batteries. Front-end alignment.
7. Chief Grant informed the Board that Truck 3132 will be at Glick for a few days starting Sunday, November 11<sup>th</sup> for repairs. President Wesolowski asked if an estimate for the work to be performed was received. Chief Grant replied that Administrator Booth has the estimate.
8. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
289.7G	118.0G	3.0G	410.7G
9. Report submitted and filed.

**Hall Rental Chairman's Report:**

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were seven paying affairs during the month of October and one non-paying affair. There were approximately 35 inquiries via email and telephone. There were eight bookings during the month, three for this year and five for 2013.
2. There were two cancellations, one for December (deposit not refunded) and one for 2013 (deposit refunded).
3. There were seven cleanings to be paid for during the month. All security deposits are scheduled to be returned.
4. Updated calendar is posted in lounge.

**Squad Report:**

Chief Joe Shields gave the following Squad Report:

1. During the month of October the Squad responded to 153 EMS calls and 13 Fire calls for a total of 166 calls.
2. Chief Shields also submitted the Squad Report for September. In September, the Squad responded to 117 EMS calls and 17 Fire calls for a total of 134 calls.

**Bills:**

The Statement of Expenditures, listing the bills to be paid in November, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills 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 Niedermayer, seconded by Commissioner Maahs to pay the following bills (excluding the McMullen Roofing Inc. Bill to be discussed under Old Business) 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 Maahs abstained on all Fire Official Maahs' invoices.  
Commissioner Grant abstained on all Chief Grant's invoices.

**Communications:**

Administrator Booth discussed the following communications:

1. The following Public Notices were published in the Burlington County Times:
  - Notice informing residents the Board will further consider resolution to establish the Positions of Chief, Deputy Chief, Battalion Chief, Captain and Lieutenants for final passage after all interested persons have been given an opportunity to be heard.

- Publication of the 2011 Audit Synopsis.
2. Letter sent to the Director of the Division of Local Government Services dated October 17, 2012 with the Audit Synopsis, Proof of Publication and Resolution accepting Auditor's Report.
  3. The 2012 Census of Governments Survey of Local Government Finances - Special Agencies was completed and submitted online on October 8, 2012.
  4. Received letter from NJM Insurance Group (new Workers Compensation Insurance Provider) dated October 6, 2012 requesting a questionnaire be completed. Completed questionnaire was mailed on October 15, 2012.
  5. Received Application for Payment from McMullen Roofing (to be discussed under Old Business).
  6. Received Employer's First Notice of Injury Letter dated October 24, 2012 from American Zurich Insurance Company regarding minor injury to Janitor on October 21, 2012.
  7. Received notice from Travelers regarding advance notice of Insurance Audit scheduled for November 19, 2012.
  8. Received letter from Gordon Ball, Procurement Specialist Division of Local Government Services dated October 11, 2012 stating he is in receipt of the Board's Emergency Procurement Report dated September 27, 2012 and is reviewing the facts as presented and will be in touch shortly.
  9. Received claim checks totaling \$214,931.35 from VFIS for the damage to the Banquet Hall from a storm during the re-roofing project.
  10. Received Incident Report from Fire Fighter Hafner regarding accident involving Truck 3132 and a car during Fire District No.1's Open House on October 12, 2012.
  11. Received a thank you note from Fire Official Maahs for the flowers sent while she was recuperating from surgery.

President Wesolowski read an email from Sgt. Lee Lieber requesting the use of the training room on Thursday, November 15, 2012 at 1:00 p.m. for a Hurricane After Action Meeting. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to allow said use of the meeting room was unanimously approved by the five commissioners present.

Vice President Grant mentioned a letter was sent to Debbie Hess from Browning-Hess Farm thanking her for her generosity in providing fruits and vegetables for the volunteers during standby for Hurricane Sandy.

### **Old Business:**

1. Administrator Booth discussed the Application for Payment from McMullen Roofing for the re-roofing of the Banquet Hall. The amount due is \$100,172.00. Booth mentioned she received the Architect's Certification signed by Harry Bopp, the 20 year limited warranty from CertainTeed Corporation and the Township of Moorestown Inspection Approval Certificate. President Wesolowski asked and Hall Manager Orsini replied yes to the question whether the items from the punch list were addressed. Booth recommended the Board consider holding back \$500.00 from the final payment to offset the deductible the Board is responsible for as part of the insurance claim for the damages to the hall. The Board agreed to reduce final payment by \$500.00.

Commissioner Maahs mentioned he noticed a stained ceiling tile. Discussion ensued. Orsini left the meeting to assess tiles in question. Upon his return it was concluded the stained tiles were due to the air conditioner unit and not due to a problem with the roof. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to pay McMullen Roofing Inc. \$99,672.00 (the contracted price of \$100,172.00 less the \$500.00 insurance claim deductible) for re-roofing the Banquet Hall was approved by the five commissioners present. Orsini informed the Board that CertainTeed will conduct a follow-up inspection of the roof in one year.

Booth also discussed an issue raised by Architect Harry Bopp regarding the discharge point of the Air Conditioner condensate drain. Specifically, if a problem with the roof developed at the discharge point of the condensate drain, CertainTeed may not cover it under their warranty. It would not void the whole warranty just the area potentially affected by the condensate. Booth stated Bopp recommends that both drains be extended to discharge directly into the existing roof drain scupper. Booth mentioned Bopp agreed to prepare a detail to extend the drains. The Board would then provide said detail to an AC service company or plumber to perform the work. Wesolowski added the Board had planned to address the issue with the gutter near the lounge window (i.e., gutter overflows and water seeps through the window) during the Hall Roof Project; however, due to the circumstances the issue was not addressed. Wesolowski recommended the Board deal with both issues at the same time.

2. President Wesolowski mentioned an update of the Website Project Plan will be discussed at the December Board meeting.
3. Administrator Booth discussed the 2011 Health Benefits Reform requirement to establish Section 125 Plans (e.g., Flexible Spending Account - FSA, Premium Option Plan - POP, etc.). Booth stated she met with PayChex, the Board's current payroll provider, to set up the process. An Open Enrollment meeting will be held with the employees in either November or December. The plan will be effective January 1, 2013.
4. Wesolowski discussed the District's ISO rating reported at last month's Board Meeting. Wesolowski informed the Board that after a discussion with a representative from ISO regarding areas within the district with no fire hydrants the ISO decided to revise the classification to 4 from a 4/9. The revised classification will be updated in the Public Protection Manual in April, 2013.
5. Administrator Booth mentioned she followed-up with James Revak, Assistant Chief Department of Labor and Workforce Development to determine if a letter of compliance will be issued since all hazards and/or violations from the OSHA Inspection were abated. Revak stated a letter will be sent confirming the hazards and/or violations identified on the date of inspection were abated. Chief Grant stated said letter was received in mid-October.
6. Administrator Booth informed the Board that neither the invoice from Belfor Restoration for the hall repairs nor the estimate for the additional tile work to be completed was received.
7. Administrator Booth briefly discussed the 2013 Budget Process. Revised budget pages were provided to the commissioners. Booth stated all the information was provided to Auditor Ed Paul for inclusion into the budget worksheets and that the 2013 Budget will be presented at the December Board Meeting for approval by the commissioners. Once approved, the 2013 Budget will be sent to the Division of Local Government Services for their approval. President Wesolowski asked when cost estimates for the repaving of the parking lot and the

fire official vehicle were needed. Booth suggested they be obtained by the January Board Meeting to be included on the ballot in February. Brief discussion ensued. Maintenance Worker Ruggiano agreed to obtain the estimate for repaving the parking lot. Wesolowski mentioned further research is needed to determine how long the state contract for vehicles is running.

Administrator Booth recommended the Board consider changing the format of the monthly budget report to align with the state budget categories. This will facilitate the compilation of the projected budgets as well as the annual audit report prepared by the auditor. If agreed, Booth mentioned that the expense categories in Quick Books (i.e., District's record keeping software) will be revised accordingly. Brief discussion ensued. Board agreed to proceed with new format.

8. Administrator Booth discussed the Squad's recommendation from the October 17, 2012 Budget meeting to combine insurances in an effort to reduce costs. Booth stated she and Captain Dan Shields met with Don Sheldon, the Board's Insurance Broker to discuss. Sheldon mentioned paperwork would need to be submitted for approval by the NJ Workman's Compensation Bureau. Brief discussion ensued. Board agreed to proceed with request.

**Resolution:**

**Resolution 2012-16** "*Resolution Establishing the Positions of Chief, Deputy Chief, Battalion Chief, Captain and Lieutenants*" was presented by title by President Wesolowski for Final Reading. Wesolowski confirmed with Administrator Booth that a public notice of said public hearing was published in the Burlington County Times. President Wesolowski opened the floor to the public for questions or comments. There were no questions or comments from the public. The resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll call vote the resolution was adopted 5-0.

Wesolowski	- Aye
Grant	- Aye
Maahs	- Aye
Niedermayer	- Aye
Lieber	- Aye

9. President Wesolowski provided a brief status on the Employee Contract. The contract will be signed upon Fire Official Maahs' return to work and a final copy of said contract will be provided at the next meeting.
10. President Wesolowski asked and Administrator Booth replied yes to whether a purchase card for Maintenance Worker Ruggiano was received.

**New Business:**

**Resolutions:**

**Resolution 2012-19** “*Establishing the salaries of the members of the Board of Fire Commissioners for the Fiscal Year January 1, 2013 through December 31, 2013.*” 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, 2013. 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 2012-19 was approved by the five commissioners present on a roll call vote.

Niedermayer - Aye  
Maahs - Aye  
Wesolowski - Aye  
Grant - Aye  
Lieber - Aye

**Resolution 2012-20** “*Budget Offsets*” was introduced by title by President Wesolowski. The Resolution authorizes the Board to offset overspent 2012 budget items with under spent/underutilized budget items. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to adopt Resolution 2012-20 was approved by the five commissioners present on a roll call vote.

Wesolowski -Aye  
Grant -Aye  
Niedermayer -Aye  
Maahs -Aye  
Lieber -Aye.

**Resolution 2012-21** “*Authorizing the use of a preferred vendor to service fire apparatus*” was read by President Wesolowski. The Resolution authorizes the Board to use Glick Fire Equipment Company, trained specifically by Pierce Manufacturing, as the Board’s preferred vendor to perform annual preventive maintenance and repairs on all Pierce Fire Apparatus. There being no questions, the Resolution was offered on a motion by Commissioner Niedermayer and seconded by Commissioner Maahs. On a roll call vote the resolution was adopted 5-0.

Niedermayer - Aye  
Maahs - Aye  
Wesolowski - Aye  
Grant - Aye  
Lieber - Aye

President Wesolowski discussed the need for a new digital recorder. Discussion ensued. The Board agreed to replace the current method of recording meetings (i.e., cassettes) with a digital voice recorder and download recordings of meeting on to a CD-R for storage.

**Meeting opened to public:**

Chief Grant requested the purchase of an additional Fire Police radio utilizing 2012 Budget funds previously discussed during the October 17, 2012 Budget Meeting. Brief discussion ensued. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to purchase an additional Fire Police Radio for \$1,500.00 was approved by the five commissioners present.

Hall Manager Orsini expressed his sincere appreciation for everyone involved in ensuring the hall was restored in time for the affairs scheduled in October.

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

**Executive Session**

President Wesolowski announced that there was a need to meet in Executive Session to discuss a personnel matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action will be taken.

Resolution 2012-22 "Resolution Authorizing A Closed Executive Session" was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 "Open Public Meetings Acts" 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.

The Resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. On a roll call vote the resolution was adopted 5-0. The regular meeting was recessed at 8:04 p.m. to enter into an Executive Session.

The Executive Session started at 8:05 p.m. and was adjourned at 8:13 p.m.

**Meeting re-opened to the public at 8:14 p.m.**

November 7, 2012

President Wesolowski stated the Board discussed a personnel matter during the Executive Session regarding the appointment of Greg Askenstedt to the Part Time Fire Prevention Specialist position at the Bureau of Fire Prevention. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to appoint Greg Askenstedt to the Part Time Fire Prevention Specialist position at the Bureau of Fire Prevention was approved by the five commissioners present.

President Wesolowski asked and Administrator Booth replied yes to whether Greg Askenstedt was kept informed with regards to the status of his position. Wesolowski asked Administrator Booth to ensure resolution of this issue as well as the recommended increase in salary effective January 1, 2013 be discussed with Greg Askenstedt.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:18 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator