

## 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.

Commissioners Wesolowski, Grant, Swan and Ruggiano were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini, Battalion Chief DiPaolo and Administrator Knobbs. 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 9th, 2018 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 9th, 2018 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.

President Wesolowski noted that Commissioner Niedermayer was absent due to a scheduling conflict.

## **Minutes:**

President Wesolowski noted that there were five meeting minutes to approve and he will call for each one individually.

On a motion by Commissioner Swan, seconded by Commissioner Ruggiano, the minutes of the October 3<sup>rd</sup>, 2018 regular meeting were approved by the four commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Swan, the minutes of the October 3<sup>rd</sup>, 2018 Executive Session were approved by the four commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Swan, the minutes of the October 17<sup>th</sup>, 2018 Executive Session were approved by the four commissioners present.

On a motion by Commissioner Swan, seconded by Commissioner Ruggiano, the minutes of the October 17<sup>th</sup>, 2018 Budget Workshop were approved by the four commissioners present.

On a motion by Commissioner Swan, seconded by Commissioner Grant, the minutes of the October 24<sup>th</sup>, 2018 Budget Workshop were approved by the four commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. The rescue tool received from Fire House Subs is installed and in service on 3131.
2. Chief discussed having Belfour clean the cabs of all of the trucks to remove any possible carcinogens. He is also going to bring the discussion to the County Chief's meeting. He is awaiting quotes.
3. Chief advised the board that Lowes is donating a decon bucket to each department in the county. They held a press event but the actual buckets will not be received for several weeks. This will add to our decon arsenal.
4. Chief advised that he spoke with Howard Black from the county about the portable radios for the new radio system. At this time Mr. Black reports that we should be receiving 24 portable radios. If this number stays true, with the reassignment of the Captain and Lieutenant portables, there will be six portables on each truck and we will not have to purchase any.

**Chief's Assistant Report:**

Chief's assistant report was given by Chief Grant. He reported for September 2018: Filed paperwork and provided building access. Prepared monthly reports and filed NFIRS report. Entered calls and maintained RMS information for the month. Changed batteries and updated computers. Obtained quotes for the new shed and spent several hours reprogramming the gear washer.

**Captain's Report:**

Battalion Chief DiPaolo gave the following report for the month of October prepared by Captain Walter Fox:

1. All apparatus was checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout October.
3. Reports were submitted and filed.

**Fire Official Report:**

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.

F.O. Orsini gave an update on the Open House and truck visits. Everything went well. Noted that there were numerous thank you letters from the children in the schools. President Wesolowski asked if some could be posted on the website.

Orsini also gave an update on the Mall. Stated that at this time the mall is investigating their options and obtaining bids for the repair.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for October:

1. There were nine affairs held during the month.
2. There were approximately forty-five inquiries via email and telephone.
3. There were six bookings during the month for 2018 and eight for 2019.
4. Security deposits are scheduled to be returned.

Orsini also reported that the rental rates were being increased across the board and the first bookings at the new rate started this week.

Commissioner Ruggiano reported that the walk-in box is down. The repairman is on location working on the system now.

**Squad Report:**

Administrator Knobbs reported that there are no new financial reports.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in November were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted on said Statement and reported on bills received after the report was published. He further noted that there were routine bills that were due to be paid but not yet received.

There being no further questions or comments on the bills, a motion by Commissioner Swan, seconded by Commissioner Grant to pay the November bills and any regular bills that come in was approved by the four commissioners present.

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee. Commissioner Grant abstained on all bills relating to Robert Grant.

**Communications:**

Knobbs reported that Thank you letter was sent to Mosier for their work done on our chair cart at no charge.

**Old Business:**

1. Source Capture Exhaust System – Administrator Knobbs advised the system is in and running. Minor adjustments needed for sensitivity and they are coming to adjust same. The final bill will be paid this month and the job will be complete.
2. Fire Official, UFD Appeal- Administrator Knobbs reports that there is nothing new, still waiting for Pension Board approval.
3. 2019 Budget - Administrator Knobbs reported that the budget numbers are finalized. The new numbers were passed out to the board. The township provided the final CNC-3 for this year. The tax rate will increase by one-tenth from .093 to .094. Knobbs also advised the board that the encumbrances for 2018 have all been purchased with the exception of the iPad for the administrator. The net savings for the items that were encumbered from last year was approximately \$12,000 which will be returned to the reserves. Savings were due to renegotiation of some items and smart shopping for others.
4. Township Fiber Optic Network – Administrator Knobbs reported that he has spoken with the township manager and the estimate for the inclusion of the fire district into the fiber optic network is \$30,000 plus. At this time the recommendation is to not participate in this project. The savings to the district will be negligible and the time to recoup our investment would be immense. Motion made by Commissioner Grant, seconded by Commissioner Swan to NOT participate in the project. Motion was approved by the four commissioners present.
5. Plumbing Issue- Administrator Knobbs reported the current state of the plumbing issue. It was discovered during the process that the gear washer was dispensing entirely too much soap for each cycle. The system was camera inspected by Craven Plumbing. The drain line would have to be replaced from the boiler room, through the ladies' room and into both showers. They have submitted a quote for \$6875 for the plumbing work. Knobbs discussed the attempt to get a quote from two other companies. Roto-Rooter met with Knobbs and Commissioner Ruggiano and gave an initial estimate of \$10,000-\$12,000 with what he thought could be up to \$20,000. Knobbs has still not received a formal written estimate. The third company was Trenchless Solutions from Erdenheim Pa. They have not returned any telephone calls or emails inquiries through the internet search for companies. Knobbs also discussed the "Trenchless" solution that was described to himself and Commissioner Ruggiano by the Roto-Rooter representative. In the trenchless scenario, a trench is not made the entire length of the pipe. There are however holes made at each point where a lateral need to be attached. Due to the nature of our system and the number of laterals that would need to be attached, there would be almost a complete trench with that system anyhow. Roto-Rooter stated that their system was more fitting for a street to the building type connection. Motion made by Commissioner Ruggiano, seconded by Commissioner Swan to have the work performed by Craven Plumbing. President Wesolowski asked Knobbs to coordinate the project with Hall Manager Orsini so as not to disrupt the hall rentals.

**New Business:**

1. Snow Removal Contract – President Wesolowski stated that he had asked the administrator to get quotes for a snow removal contract for the 2018-2019 season. Knobbs stated that

Commissioner Ruggiano had already spoken with John Franzeo and he had agreed to perform the services for the same price he charged for the 2017-2018 season. Knobbs stated that he has also reached out for additional quotes but has not received anything back yet. Motion made by Commissioner Grant, seconded by Commissioner Swan to award the Snow contract to Franzeo pending receipt of the written contract. Knobbs is authorized to sign contract upon receipt.

2. Commissioner Salaries- President Wesolowski introduced and read Resolution 2018-20, "Establishing Salaries of Commissioners". Motion by Commissioner Swan, seconded by Commissioner Ruggiano to adopt Resolution 2018-20. A roll call vote was held;

Commissioner Wesolowski	(Aye
Commissioner Grant	(Aye
Commissioner Ruggiano	(Aye
Commissioner Swan	(Aye
Commissioner Niedermayer	(Absent

Administrator Knobbs will forward same to the Township for their approval.

3. Exhaust System Policy- Commissioner Swan requested that there be a written policy for the Exhaust System. Discussion ensued and it was decided that the Fire Company Line Officers will look at and devise a written policy. President Wesolowski asked that the squad be advised of the general standards for operating the system prior to the written policy.
4. CEPA Letter- Administrator Knobbs advised the board that a copy of the annual CEPA letter is in their drop box. President Wesolowski asked that the letter be passed out with the Incentive checks so that we can hit the greatest number of people at once.
5. BFP Parking lot- Administrator Knobbs advised that the President asked him to look into having the BFP Parking lot sealed prior to the winter. Two bids were received. The lowest bid was for \$1,115.00. Knobbs advised that there may be a small increase in the price due to the original request was for the striping of three new parking spaces. Knobbs and Commissioner Ruggiano will be marking out the actual size tomorrow and it will result in approximately five spaces. Motion by Commissioner Swan, seconded by Commissioner Ruggiano to proceed with the Sealing and striping was approved by the four commissioners present.

**Meeting opened to the public:**

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

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:25 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration