

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 and Commissioner Niedermayer who arrived during the Executive Session. Also in attendance were Chief Grant and Administrator Booth.

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 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 Ruggiano, the minutes of the September 3, 2014 regular meeting were approved by the three commissioners present.

On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the September 3, 2014 Executive Session were approved by the three commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Annual hose testing is complete Three lengths of hose were replaced with spare hose. The recently purchased hose are on the truck with other hose taken out of service due to age. The hose taken out of service will be dispensed to members.
2. Annual air pack and fire extinguisher testing is complete.
3. Most of the 2014 Budget items were either received or ordered.
4. There is an imperfection on the hood of the Chief's vehicle. Brief discussion ensued. This item will be further discussed under new business.
5. Report for September, 2014 submitted by Chief Grant and filed.

Commissioner Maahs joined the meeting at 7:08 pm.

Captain's Report:

Chief Grant gave the following report for September:

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: No reported problems
 - Truck 3133: No reported problems
 - Truck 3135: No reported problems
 - Truck 3138: No reported problems
 - Truck 3130: No reported problems.

3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
248.4G	65.3G	0.00G	313.7G

4. Report submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini was not in attendance. President Wesolowski read the following report provided by Orsini:

During the month of September, there were four paying affairs and one non-paying affair. There were approximately 45 inquiries via email and telephone. In addition, there were three bookings during the month all for 2014.

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.

President Wesolowski commented on the amount of bookings we are still receiving for the current year.

Squad Report:

A representative from the Squad was not in attendance. President Wesolowski gave the following Squad Report:

1. During the month of September the Squad responded to 127 EMS calls and 2 Fire calls for a total of 129 calls.
2. The Financial Statement for August, 2014 was provided to the Board. President Wesolowski asked Administrator Booth if she was getting what she needed from the monthly financial statements. Booth replied the audited annual financial statements provide more of a comprehensive view of the financial health of the Squad.

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 Ruggiano to pay the following bills and any regular bills that come in was approved by the four commissioners present.

(List of Bills paid in October 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. In preparation for the 2015 Budget process, requests were sent for budget submissions.
2. Received letter from Burlington County Bridger Commission regarding the pooled bond financing program available to municipalities, school districts and fire districts.

Old Business:

1. The Fire House Parking Lot Project was discussed. Administrator Booth informed the Board the contract with American Asphalt was executed and the pre-construction meeting with Dante Guzzi Engineering and American Asphalt was held on September 19, 2014. Minutes from the pre-construction meeting were provided to the commissioners. The project is scheduled to commence on Monday, October 13, 2014 with a completion date of Wednesday, October 22, 2014. President Wesolowski added that the representative from American Asphalt mentioned the project may be done as early as Thursday, October 16th, weather permitting.
2. The Hall Lighting Project was discussed. Maintenance Personnel Ruggiano provided a status of the project to transition to LED lighting in the hall. Ruggiano informed the board the LED bulbs previously approved by Sylvania and Lutron to work with the lighting system were installed, however, said bulbs proved not to be compatible with the Lutron system. Meeting was held with a representative from Sylvania and Lutron to discuss situation. It was agreed that the current lighting system is considered to be top rated and a compatible bulb would

need to be found. Research is underway to find a compatible bulb. President Wesolowski asked what impact this change would have on the grant funds for the project. Administrator Booth stated the grant funds could be used toward the new bulbs as long as they are on the Energy Star List.

3. Replacing the rail road ties in the back parking lot was discussed. Maintenance Personnel Ruggiano informed the Board the rail road ties are scheduled to be replaced and will be coordinated with the parking lot repaving project. The project was given to J. Franzeo Landscaping, who submitted the lowest quote for the project.
4. Hall maintenance was briefly discussed. Administrator Booth mentioned Hall Manager Orsini plans to utilize the \$10,000.00 set aside in the 2014 Budget to refurbish the service area and attend to general maintenance issues in the banquet hall. Quotes to replace the sinks in the service area range from \$3,384.00 to \$3,571.85. President Wesolowski stated this will be further discussed under New Business.
5. The Bureau of Fire Prevention building maintenance was discussed. Administrator Booth mentioned in anticipation of the Shared Services Agreement with Fire District No. 1, minor reconfiguring of the Bureau office space and general maintenance items are planned. The total cost of the project is estimated at \$3,500.00. President Wesolowski stated this will be further discussed under New Business.
6. President Wesolowski stated he would like to move the Shared Services discussion to the end of the board meeting with the hopes that Commissioner Niedermayer would be able to join the discussion.
7. The Policy Prohibiting Discrimination and Harassment in the Work Place was discussed. President Wesolowski asked if any of the commissioners had any questions or comments after reading the policy distributed at last month's board meeting. No questions or comments were raised.

Resolution:

Resolution 2014-26 "Resolution Adopting Policy Prohibiting Discrimination and Harassment in the Work Place" was read by President Wesolowski. There being no questions, the Resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Maahs. Resolution 2014-26 was unanimously approved by the four Commissioners present via a roll call vote.

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

Administrator Booth discussed training options and costs associated with implementing the above policy. Booth recommended rolling out training during the first quarter, 2015. President Wesolowski recommended including the squad in the training. Booth agreed to obtain a count of participants to be included in said training.

8. The 2015 Budget process was briefly discussed. Administrator Booth informed the board the budget document has changed significantly from the prior year form with additional information being requested by the state. Administrator Booth will prepare the 2015 State Budget Forms and will provide copy to the Auditor for review prior to submission.

New Business:

1. New telephone system for the Fire House and the Bureau of Fire Prevention was discussed. Chief Grant informed the Board he and Maintenance Personnel Ruggiano met with two vendors to discuss requirements. Two proposals were received and shared with the Board (AV Business Communication Systems for \$9,795.00 and All Systems Go for \$9,700.00). Lengthy discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs to replace the telephone system at a cost of \$9,700.00 was approved by the four commissioners present.
2. Snow Removal contract for the winter of 2014-2015 was discussed. Maintenance Personnel Ruggiano stated he requested two quotes from vendors. The Board will review proposals when received.
3. The 2014 Actual vs. Budget Report was discussed. Administrator Booth briefly discussed the unexpended budget totals.
4. The Multi-year Capital Plan was discussed. Administrator Booth mentioned the plan has been improved to cover 25 years of capital planning. Brief discussion ensued. Booth agreed to provide paper copies of the Multi-Year Capital Plan to the commissioners at the upcoming budget meeting. Chief Grant briefly discussed the planned purchase of portable radios in 2017 and the possible grant opportunities for funding said purchase.
5. Building and Vehicle Maintenance issues discussed under “Old Business” and “Chief’s Report” were further discussed.
 - a. Hall: A motion by Commissioner Grant, seconded by Commissioner Maahs to purchase three stainless steel sinks for the service area in the banquet hall at a cost of \$3,384.00 which represents the lowest quote received, was approved by the four commissioners present.
 - b. Bureau of Fire Prevention Maintenance: Individual maintenance projects were further discussed. A motion by Commissioner Grant, seconded by Commissioner Maahs to pay up to \$1,500 for materials to reconfigure and update the office space and to pay for labor and materials up to \$1, 250.00 to renovate the restroom and common areas was approved by the four commissioners present.
 - c. Chief’s Vehicle: Refinishing of the hood on the Chief’s Vehicle was further discussed. A motion by Commissioner Maahs, seconded by Commissioner Grant to refinish the hood of the Chief’s Vehicle at a cost of \$385.00 was approved by the four commissioners present.

Meeting opened for public comment:

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

Executive Session:

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

Resolution 2014 - 27 “Resolution Authorizing a Closed Executive Session” was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Act” 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 Grant, seconded by Commissioner Maahs and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:15 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:17 p.m. and was adjourned at 8:45 p.m.

Note: Commissioner Niedermayer joined the Executives Session at 8:18 p.m.

Meeting re-opened to the public.

During the Executive Session the Board discussed extending the Accounting and Administrative Services Contract though December 31, 2015; the permanent appointment of Thomas DiPaolo to Fire Prevention Specialist and salaries included in the proposed Shared Services Agreement with Moorestown Fire District No. 1 to provide for Fire Prevention and Code Enforcement services was discussed.

Resolutions:

Contract

Resolution 2014-28 “*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 \$82,000.00. There being no questions, a motion by Commissioner Niedermayer, seconded by Commissioner Grant to adopt Resolution 2014-28 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 October 1, 2014 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.

Appointment

Resolution 2014-29 “*Resolution Permanently Appointing A Fire Prevention Specialist*” was read by President Wesolowski. The resolution authorizes the permanent appointment of Thomas DiPaolo to Fire Prevention Specialist effective November 1, 2014. There being no comments or questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. The resolution was adopted 5-0 on a roll call vote.

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

A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to request certification from Civil Service to permanently appoint Thomas DiPaolo to Fire Prevention Specialist was approved by the five commissioners present.

Salary

A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to grant a \$4,000.00 raise to Fire Prevention Specialist Tom DiPaolo effective November 1, 2014 was approved by the five commissioners present.

Shared Services Agreement

Administrator Booth discussed the Shared Services Agreement with Moorestown Fire District No. 1 to provide for Fire Prevention and Code Enforcement services.

Resolution 2014-30 “Resolution Authorizing Execution of A Shared Services Agreement with Moorestown Fire District No. 1” was read by President Wesolowski. The resolution authorizes the Board to enter into a Shared Services Agreement with the Board of Fire Commissioners, Fire District No. 1 for Fire Prevention and Code Enforcement Services effective January 1, 2015 through December 31, 2019. There being no comments or questions the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Grant. The resolution was adopted 5-0 on a roll call vote.

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:55 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration