

Minutes

The first of two 2014 Budget Workshop Meetings 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 PM by President Wesolowski.

All Commissioners were present with Commissioner Maahs, who was detained at work, arriving at 7:15. Also in attendance were Chief Grant, Hall Manager/Fire Inspector Matthew Orsini, LVFC President Brian Wesolowski, Chief Joe Shields 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 21<sup>st</sup>, 2013 the required notice was submitted to the Burlington County Times and the Moorestown Sun.

Additionally, on February 21<sup>st</sup>, 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 21<sup>st</sup>, 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.

**Proposed 2014 Budget:**

President Wesolowski stated that this meeting is the first of two scheduled budget meetings in which the public has been notified through legal notices and therefore formal action can be taken. Wesolowski also mentioned Commissioner Maahs was detained at work and expects to join the meeting shortly.

Wesolowski mentioned in an effort to give the public as much input as possible during this budget process, the Board will open the discussion up briefly to the public for comment at the end of each section.

In addition, Wesolowski reminded the Board that the format of this year's budget has been revised to align with the state budget categories, facilitating the compilation of the budget.

Wesolowski asked Administrator Booth to step through the preliminary Proposed 2014 Budget by category. Booth formally thanked Chief Grant, Fire Official Maahs-Knobbs, Hall Manager Orsini, Chief Shields, Maintenance Personnel Ruggiano and LVFC President Brian Wesolowski for assisting in the compilation of the preliminary Proposed 2014 Budget. A lengthy discussion ensued with intermittent public comment.

Notable discussion items were as follows:

- Administration: The Financial Advisor expense (\$5,200.00) included in the 2013 Budget for the possible Solar Project will not be expended in 2013 and will be shifted to the 2014 Proposed Budget. Said funds will be allowed to go back into the General Reserve at the end of 2013 and be pulled back out for the 2014 Proposed Budget.
- Cost of Operations & Maintenance - Hall Repair & Maintenance: Hall Repair Expense (bar/beverage area for \$10,000.00) included in the 2013 Budget will not be expended in 2013 due to timing issues and will be shifted to the 2014 Proposed Budget. Said funds will be allowed to go back into the General Reserve at the end of 2013 and be pulled back out for the 2014 Proposed Budget. In addition, the amount allocated for the Hall Repair Expense was discussed. President Wesolowski asked if this amount is sufficient to cover the planned repairs. Hall Manager Orsini replied he does not anticipate the cost to exceed the \$10,000.00 estimate.
- Cost of Operations & Maintenance - Fire Equipment: Chief Grant recommended commencing a hose replacement program starting in 2014 due to new NFPA standards which states hoses manufactured prior to 1987 are non compliant even if said hose passes annual test.
- Cost of Operations & Maintenance - Promotion: The Wellness Program budget item (\$1,000.00) was discussed and the Board agreed to continue program for 2014 with one minor change. Remaining funds in the Wellness Program at the end of the year will be rolled over to the Morale/Member Retention Fund for use by the Chief.
- Operating Appropriations Offset with Revenues: A proposal to purchase a new Inspection Software Program (EZ Fire Records) for use by the employees of the Bureau of Fire Prevention was discussed. A letter prepared by Fire Official Maahs-Knobbs recommending said software was distributed to the Board. Fire Inspector Orsini discussed the benefits of purchasing the new software and related costs. The current software program has been in use for more than 25 years. Discussion ensued. A motion by Commissioner Maahs, seconded by Commissioner Niedermayer to purchase the new software program and two iPad minis in 2013, with the goal to be fully operational starting January 1, 2014, was approved by the five commissioners present. The Bureau is projected to have sufficient funds in their 2013 Budget to cover the cost of the new

program and equipment. The annual cost for the Inspection Program Subscription Service is included in the Proposed 2014 Budget.

- Contribution to First Aid Squad: The Financial Assistance to the Squad was discussed. Chief Joe Shields joined the discussion and provided financial summary reports for 2012 and year-to-date 2013 showing the squad running a deficit in both years. Brief discussion ensued. Board agreed to continue the financial assistance to the Squad in the 2014 Budget.
- Reserves: Contribution to the Post Retirement Benefits Reserve was discussed. The recommendation to increase the annual contribution by \$10,000.00 to ensure reserve is solvent through 2024 was agreed upon by the five commissioners present.
- Capital Projects: Projects planned for 2013 were briefly discussed. The Proposed 2014 Budget includes \$70,000.00 to repave the fire house parking lot and \$38,000.00 to replace Fire Official Vehicle. Both questions were approved by voters in February, 2013 to be expended in 2014.
- Revenues: The following revenue items were discussed: Investment Income, Bureau of Fire Prevention Income, Rental Hall Income, Supplemental Service Grant and General Reserve Funds.

The Preliminary Proposed 2014 Budget as discussed reflects total revenue of \$1,115,557.00, with includes amount to be raised by taxation of \$715,524.00, and total appropriations of \$1,115,557.00. The amount to be raised by taxation increased \$12,912.00 over 2013 and is within the 2% levy "CAP" representing a 1.84% increase.

The Preliminary tax rate calculation was also discussed. Using preliminary information, the tax rate is projected to be .085% which represents an increase of .001% from the final published 2013 tax rate for Fire District No.2 of .084%. The owner of a home assessed at the township average of \$445,700.00 will pay \$377.50 in fire taxes, a projected increase of \$3.11 annually.

The following "Items to Consider" list included in the 2014 Budget workbook was discussed:

- The timing of the items included in the Five Year Capital Plan.
- Repair and maintenance work to the Bureau parking lot (seal lot, replace sections of curb, apron and sections of driveway that are cracked and extend right side of driveway).
- Installation of three receivers for bay doors and purchase and program four transmitters (\$442.59).
- Clean and re-coat lower roof over lounge and kitchen (\$1,225.00).
- Replace batteries for emergency lights at fire house (\$500.00).
- Remove/Replace bumper blocks in Fire House parking lot.
- Purchase electronic outdoor sign for Fire House (\$8,000.00 - 10,000.00).
- Electrical work for the installation of power to the outdoor sign (\$950.00).

The Board agreed to further discuss above items at the next Budget meeting.

**Other Business:**

The 2013 Budget vs. Actual Expense Report was discussed.

President Wesolowski discussed the annual allotment to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing the ambulance. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing their ambulance in the amount of \$20,000.00 was approved by the five commissioners present.

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 fund projects on the "Items to Consider" list, provide further aid to the Squad to assist with their insurance costs and/or purchase additional fire equipment.

The Board also reviewed the 2013 Actual and 2014 Projected Fund Balance worksheet.

Administrator Booth asked that the names of the individuals eligible to participate in the Wellness program be provided by December 7, 2013 to ensure processing of the reimbursement by year-end.

President Wesolowski asked the Board members to review the preliminary proposed 2014 budget discussed today in preparation for the second Budget Workshop meeting scheduled for October 23, 2013.

**Meeting opened to public:**

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 approximately 8:40 PM.**

Respectfully Submitted,

Elizabeth Booth  
Board Administrator