

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 Vice President Grant.

All Commissioners were present with the exception of Commissioner Wesolowski and Commissioner Maahs. Also in attendance were Chief Robert Grant, Chief Joe Shields, Deputy Chief Mathew Orsini, Battalion Chief Lenny Phillips, Fire Fighter John Swan Sr. and Administrator Booth.

Vice President Grant 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 September 3<sup>rd</sup>, 2013 the required notice was submitted to the Burlington County Times and the Courier Post.

Additionally, on September 4<sup>th</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 September 4<sup>th</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.

Grant 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 September 11<sup>th</sup>, 2013 regular meeting were approved by the three commissioners present.

In addition, on a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the September 11<sup>th</sup>, 2013 Executive Session meeting were approved by the three commissioners present.

**Chief's Report:**

1. Report for September, 2013 was submitted by Chief Grant and filed.
2. Chief Grant informed the Board the engine room floor was refinished, lounge and office rugs were cleaned and the cleaning of the windows would be completed soon.
3. Grant mentioned that during hose testing, three lengths of 4" hose failed. Grant also informed the Board that due to new NFPA standards, hoses manufactured prior to 1987 are considered non compliant. Grant explained that fifty two lengths of hose at the Fire House were manufactured prior to 1987 and hose from 1966 technically passed the test, however, was flagged for age. Grant mentioned the NFPA standards are guidelines. Grant is looking into starting a hose replacement program.
4. Chief also informed the Board the piston intake valve on 3133 was malfunctioning and is being replaced at a cost of \$1,300.00. Chief noted it was more cost effective to purchase a new one than to have existing one rebuilt.

**Captain's Report:**

1. Battalion Chief Philips gave report for September.
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: Serviced Holmatro pumps and all rescue tools. Installed new blades on cutters.
  - Truck 3133: Replaced bulb in tank gauge.
  - Truck 3135: No reported problems.
  - Truck 3138: No reported problems.Reprogrammed all radios and portables. All hoses were tested.

4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
271.0G	138.5G	0.0G	409.5G

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 six paying affairs during the month of September. There were approximately 35 inquiries via email and telephone. In addition, there were three bookings during the month, all of which were for 2013.
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. The use of a smoke machine during an affair in the hall was briefly discussed. Orsini stated smoke machines are not allowed at the hall.

**Squad Report:**

Chief Joe Shields gave the following Squad Report:

1. During the month of September the Squad responded to 148 EMS calls and 16 Fire calls for a total of 164 calls.
2. Chief Shields submitted the Squad Reports for June through August and financials for May through August.
3. Shields mentioned their external audit commences tomorrow and their auditor may call Administrator Booth to confirm payments made to 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 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 Ruggiano to pay the following bills and any regular bills that come in was approved by the three 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 2014 Budget process, requests were sent for budget submissions.
2. Letter sent to the Director of the Division of Local Government Services dated September 16, 2013 with the 2012 Audit Synopsis, Proof of Publication and Resolution accepting Auditor's Report.
3. Sent Public Notice to Burlington County Times and Courier Post regarding rescheduling the September, 2013 Board Meeting.
4. Received a check in the amount of \$283.84 from Citibank representing the mid-year rebate for participating in the purchase card program.
5. Sent email to Squad requesting reports be sent if representative is unable to attend Board Meeting.
6. Received letter from New Jersey State Firemen's Association requesting use of the hall on Tuesday, August 26, 2014 from 5:00 to 10:00 p.m. for their annual caucus of the Chief's Delegates, Exempt Delegates and Life Members of Burlington County. Request will be discussed under "New Business".

7. Received letter from Burlington County Fire Chief's Association requesting use of the hall on January 8, 2014 for their annual dinner meeting. Request will be discussed under "New Business".
8. Received letter from Life Member Ginny Konecsny requesting use of the hall on Sunday, November 24, 2013 from 2:00 - 6:00 p.m. Request will be discussed under "New Business".
9. Received letter from Fire Official Maahs-Knobbs regarding the Third Quarter Dedicated Penalty monies to be disbursed in the amount of \$2,400.00.
10. Received a thank you note from Commissioner Wesolowski and Family for the flowers sent as an expression of sympathy.

### **Old Business:**

1. The Traffic Light Controller project was discussed. Booth mentioned Commissioner Ruggiano reached out to representatives from Mount Laurel and Moorestown Fire District No. 1 and confirmed their interest in joining efforts in requesting fiber optic cable and/or the Opticon GPS System be installed at particular intersections. Follow-up phone calls were made by Administrator Booth to Administrator Chris Chesner from District No.1 and Fire Chief John Colucci from Mount Laurel along with an email requesting a priority list for additional intersections to be equipped. Booth stated a priority list was received from District No. 1 and we are waiting to hear back from Mount Laurel. When received an email listing priority intersections will be drafted to send to the Burlington County Engineers Office. Commissioner Ruggiano mentioned he and Chief Grant plan to discuss this topic at the next County Chief's meeting.
2. Hall Rental Manager Orsini discussed the renovation of the beverage/bar area in the rental hall. Orsini mentioned this project may not be completed in 2013 due to the hall rental schedule. Preliminary ideas include replace cabinets under the bar, raise soffit, install hanging lights over bar, install granite top, re-do the façade and possibly the back drop area.
3. Three snow management proposals/quotes received were discussed. Young's Landscape Management, Inc.'s proposal appeared to be the lowest quote, however, assurances in writing that contract includes both locations (229 & 225 N. Lenola Road), the clearing of the ramp upon accumulation of one inch and that the billing is based on snow fall range regardless of how many times snow is cleared is needed. A motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to enter into a snow plow contract for the 2013-2014 season, only if the above issues are addressed in writing and included in the contract, was approved by the three commissioners present. Commissioner Ruggiano stated he will contact Young's Landscape Management, Inc. to discuss needed revisions and have new contract sent to Administrator Booth.

### **New Business:**

1. The 2013 Volunteer Fire Fighter incentive program included in the 2013 Budget was discussed. Administrator Booth mentioned she is in communication with President Brian Wesolowski of the Lenola Fire Company regarding the timeline for processing the checks. The checks will be effective December 1, 2013 and provided to President Brian Wesolowski for distribution by December 6, 2013. A motion by Commissioner Niedermayer, seconded by

Commissioner Ruggiano to disburse the funds for the incentive program after proper documentation is received was approved by the three commissioners present.

2. The Fire Fighter Wellness Program was briefly discussed. Administrator Booth mentioned names of the individuals eligible to participate in the program should be sent to her by early to mid- December to ensure processing of the reimbursement by year-end.
3. The 2014 Budget Process was briefly discussed. Administrator Booth reminded Board members the Budget Meetings will be held on Wednesday, October 16 and Wednesday, October 23. Booth also informed the Board that a prototype of the format for the 2014 Budget is in their "Drop Box". Booth mentioned the format of the budget has been revised to align with the state budget categories as well as for viewing on the iPad. Booth asked the Board members to review the new format and to let her know if they would also like to have a paper copy of the proposed budget for the meetings, otherwise the iPad will be used to view information during the budget workshops.
4. The 2014 Repaving of the Fire House parking lot project was discussed. Administrator Booth mentioned Architect Harry Bopp recommended a local civil engineering firm to assist the Board in this project. Booth informed the Board that she and Commissioner Ruggiano will be meeting with representatives from Stout & Caldwell Engineers and Surveyors and American Asphalt Company on Friday, October 4<sup>th</sup> to discuss project and to obtain another estimate for the project.
5. The quote received from Cunningham Bros. for installing three new garage door receivers and four transmitters for \$442.59 was briefly discussed. The Board agreed to consider item for purchase in 2013 or as part of the 2014 Budget process.
6. The request from New Jersey State Firemen's Association to use the hall on Tuesday, August 26, 2014 from 5:00 to 10:00 p.m. for their annual caucus of the Chief's Delegates, Exempt Delegates and Life Members of Burlington County was discussed. After confirming the date is available, a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to allow said use of the hall was unanimously approved by the three commissioners present.
7. The request from the Burlington County Fire Chief's Association to use the hall on January 8, 2014 for their annual dinner meeting was discussed. After confirming the date is available, a motion by Commissioner Ruggiano, seconded by Commissioner Niedermayer to allow said use of the hall was unanimously approved by the three commissioners present.
8. The request from Life Member Ginny Konecsny to use the hall on Sunday, November 24, 2013 from 2:00 - 6:00 p.m was discussed. After confirming the date is available, a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to allow said use of the hall was unanimously approved by the three commissioners present.
9. The annual allotment to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing their ambulance was briefly discussed. This item will be further discussed during the upcoming Budget Workshop meetings.
10. Administrator Booth informed the Board that in anticipation of the 2014 Budget Process, the 2013 Budget vs. Actual Report in the Board's Drop Box includes full year expense projections.

**Meeting opened to public:**

Chief Grant referred the Board to the Truck Committee Report in their “Drop Box”. Chief mentioned the committee has chosen the engine, chassis and body with the specs to follow. Brief discussion regarding upgrading boom from hydraulic to electric ensued. Grant also mentioned they have requested a cost estimate to be used for planning purposes.

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 7:41 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration