

October 3, 2012

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 pm by President Wesolowski.

All Commissioners were present. Also in attendance were Chief Rob Grant, Hall Manager Matthew Orsini, Retired Chief Ruggiano, Chief Joe Shields, Fire Fighter John Swan 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 28th, 2012 the Board Administrator transmitted the required notice to the Burlington County Times.

Additionally, on February 28th, 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 September 5, 2012 regular meeting were approved by the five commissioners present. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, the minutes of the September 5, 2012 Executive Session were also approved by the five commissioners present.

Chief's Report:

1. Report for September was submitted by Chief Grant and filed.
2. Chief Grant informed the Board that the hose testing was performed and there were issues with four lengths of hose. One section was discarded and the remaining three were reset/repared.
3. Chief also informed the Board the engine room floor will be stripped and finished and all windows will be cleaned next week.

Captain's Report:

1. Chief Grant gave report for September.
2. All Trucks were checked and are operational.
3. Truck 3132: Replaced the halogen bulb on the tripod light.
4. Truck 3133: No reported problems.
5. Truck 3135: No reported problems.
6. Truck 3138: No reported problems.
7. Chief Grant informed the Board a second battery was put in the Tahoe to support the computer equipment. President Wesolowski asked Chief Grant to keep the Board informed if this solves the problem.
8. Chief Grant mentioned it has been recommended an internal inspection of the fire sprinkler piping and valves be performed. President Wesolowski stated this will be further discussed under New Business.
9. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
226.5G	128.9G	0.0G	355.4G
10. Report submitted and filed.

Hall Rental Chairman's Report:

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were two paying affairs during the month of September. There were approximately 35 inquiries via email and telephone. There were two bookings during the month for 2013.
2. There was one cleaning to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.

Bills:

The Statement of Expenditures, listing the bills to be paid in October, 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 Maahs, seconded by Commissioner Niedermayer to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in October will be available at the next meeting)

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. Public Notice was published in the Burlington County Times informing residents the Board passed resolutions to establish the Part Time Office Assistant and Part Time Vehicle and Building Maintenance positions after all interested persons interested have been given an opportunity to be heard.
2. Various letters requesting budget information for the 2013 Budget were sent.
3. Notification of Corrective Action Letter was sent to James G. Revak, U.S. Department of Labor – OSHA on Monday, October 1, 2012 in response to the Notice of Order to Comply for a training citation. The letter addressed the last violation from the Inspection Reports to be abated and therefore we consider all identified issues to be corrected. President Wesolowski asked if we received letter from the Department of Labor that all issues have been addressed. Brief discussion ensued. Administrator Booth agreed to follow-up with James Revak to determine if a letter of compliance will be issued.

President Wesolowski read the letter from Michael T. Maahs requesting the use of the hall on 12/24/12 from approximately 3:00 p.m. to 10:00 p.m. for their annual family Christmas Eve dinner. A motion by Commissioner Grant and seconded by Commissioner Niedermayer to allow said use of the hall was unanimously approved by the five commissioners present.

Old Business:

President Wesolowski stated the Commissioners are all aware of the incident that occurred with the Roof. **Note:** The re-roofing of the Banquet Hall by an outside contractor began on September 12, 2012. On September 18, 2012 a rain storm passed through South Jersey and water penetrated the roof causing extensive damage to the banquet hall. The roof, ceiling tiles, electrical units, rug, walls, tile, etc., were damaged during the incident.

1. President Wesolowski asked Fire Official Orsini to provide the status of the roof project. Orsini stated he met with Architect Harry Bopp on Thursday, September 27 to inspect the roof. A preliminary "Punch List" was compiled and provided to Sean McMullen from McMullen Roofing. There are a few items on the list still to be completed. Brief discussion ensued. Access to the hall while renovations are going on will need to be coordinated with McMullen Roofing to complete the roof project.

2. Administrator Booth provided a copy of the Website Project Plan Status Report. Booth discussed the completion of the Financial Report task on the project plan. Booth mentioned in speaking with a representative from the Division of Local Government Services, it was concluded that since our financial reports are a part of the Annual Audit, including the Annual Audit on the website fulfils this requirement. The requirement to include Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to be of interest to the residents within the district was discussed. Booth informed the Board further clarification/guidelines from the state regarding the remaining specific requirements for the website will not be forthcoming. Brief discussion ensued. Booth agreed to obtain guidance from the Division of Local Government as needed to complete project.
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 received quotes from our current payroll provider, PayChex as well as three other providers to establish said plans. Two of the providers agreed to waive the set-up fee (ranging from \$500.00 to \$1,150.00) and since one of them was our current payroll provider, Administrator Booth recommended using PayChex to establish said plans. A motion by Commissioner Niedermayer and seconded by Commissioner Maahs to use PayChex as our Section 125 Plan provider was unanimously approved by the five commissioners present.
4. Wesolowski stated the ISO Evaluation for Fire District No. 2 was completed and a report was issued. The district received an insurance classification of 4/9. At Wesolowski request, Fire Fighter John Swan briefly discussed the classification. Discussion ensued. Wesolowski offered copies to the Board members for their review. Wesolowski also stated he will follow-up with the ISO for an explanation of the rating format (i.e., 4/9).
5. President Wesolowski asked and Building Maintenance employee Ruggiano replied yes to the question if the dumpster lids were purchased.
6. President Wesolowski asked Hall Manager Orsini to provide an update on the chair cushion replacement issue discussed at a prior meeting. Orsini stated replacement cushions are not available, new chairs would need to be purchased to replace damaged ones. Orsini mentioned the current fabric/print is no longer available and provided information on available fabric/prints. Wesolowski stated the Board will take this information into consideration.
7. President Wesolowski stated that all parties have agreed to the salary agreement and he will have the agreement signed by the employees prior to the first Budget meeting.
8. Carpet Update: In light of the Hall restoration project, President Wesolowski stated the carpet project is no longer required.

New Business:

1. President Wesolowski asked the Board members if they had an opportunity to review the Audit Report and the summary provided by Administrator Booth. The commissioners responded they had.

Resolution:

Resolution 2012-15 “*Accepting the Auditor’s Report For The Year Ending December 31, 2011*” was introduced by President Wesolowski. The Resolution requires as per regulation that the governing body of each fire district shall by resolution certify to the Local Finance Board that all members of the governing body has reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations* as evidenced by the group affidavit form. The Board members acknowledge they reviewed, at a minimum, the sections of the Annual Audit entitled *General Comments* and *Recommendations*. There being no questions, 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.

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

2. President Wesolowski read the Notification of Emergency letter signed on September 21, 2012 regarding the damage to the hall requiring the immediate performance of construction related services to mitigate further damage and bring the hall to its pre incident condition.
3. President Wesolowski asked Building Maintenance employee Ruggiano to provide a status of the Hall Restoration Project. Ruggiano stated Belfor Property Restoration Company is the General Contractor for the project. Ruggiano informed the Board that the project is progressing as scheduled and the hall is expected to be fully functional for the affair on October 12th with a few remaining items (e.g., tile work) to be completed between other affairs scheduled. Discussion ensued.
4. Administrator Booth discussed the Emergency Procurement Report (regarding the Hall damages) submitted to the State and provided copies of said report and the Notification of Emergency Letter to the commissioners.

Resolutions:

Resolution 2012-17 “*Resolution Authorizing an Emergency Contract with Belfor Restoration for Repairs to the Lenola Fireman’s Memorial Hall*” was read by President Wesolowski. There being no questions, the resolution was offered on a motion by Commissioner Niedermayer, seconded by Commissioner Maahs. On a roll call vote the resolution was adopted 5-0.

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

Resolution 2012-16 “*Resolution Establishing the Positions of Chief, Deputy Chief, Battalion Chief, Captain and Lieutenants*” was introduced by title by President Wesolowski at First Reading. This resolution establishes said positions which were not formally done by resolution in the past. The resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Niedermayer and passed at first reading by the five Commissioners present. At the Board of Fire Commissioners’ meeting scheduled for November 7, 2012, the Board will further consider the resolution for final passage after all persons interested have been given an opportunity to be heard concerning the resolution. Administrator Booth stated a public notice of said public hearing will be published in the Burlington County Times.

5. Administrator Booth briefly discussed the 2013 Budget Process. Booth provided copies of the Board’s Five-Year Capital Plan to all commissioners to review and note additions/revisions in preparation for the first Budget Meeting. Booth reminded Board members the Budget Meetings will be held on Wednesday, October 17 and Wednesday, October 24.
6. President Wesolowski discussed the annual allotment to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing the ambulance. Brief discussion ensued. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to approve funding (\$20,000.00) to assist the Lenola Fire Company Emergency Unit with replacing/refurbishing the ambulance was approved by the five commissioners present. Booth confirmed the payment will go out by the end of October.
7. Administrator Booth discussed the 2012 Volunteer Fire Fighter incentive program included in the 2012 Budget. Discussion regarding the details of the payment process ensued. The list of volunteers participating in the incentive program along with the amounts to be paid will be provided to Administrator Booth by the third week in November by an officer of the Lenola Volunteer Fire Company. The checks will be effective December 1, 2012 and provided to President Brian Wesolowski for distribution. Form W-9s will be completed for all participants receiving \$600.00 or more in incentive payments and provided to Administrator Booth. The cut-off date used to calculate the incentive payment will be October 31, 2012. A motion by Commissioner Niedermayer, seconded by Commissioner Grant to disburse the funds for the incentive program after proper documentation is received was approved by the five commissioners present.
8. Administrator Booth discussed providing the Building Maintenance Employee Bill Ruggiano a purchase card for use when buying supplies for the Fire House. Current controls (i.e., signing out card, monthly and transaction limits, MCC restrictions) similar to the current holders of purchase cards will be in effect. A motion by Commissioner Niedermayer, seconded by Commissioner Maahs to provide Building Maintenance employee Bill Ruggiano with a purchase card was approved by the five commissioners present.

9. Administrator Booth discussed the September Budget vs. Actual Report provided to the commissioners. Brief Discussion ensued. The Board agreed to allow Chief Grant to purchase the remaining Fire Equipment items in the 2012 Budget.

Meeting opened to public:

Chief Grant informed the Board of the need to purchase an additional five pagers to accommodate the influx of new volunteers. The pagers would need to be purchased by December 31, 2012 due to the narrow band requirements going into effect on January 1, 2013. Administrator Booth noted there is approximately \$1,800.00 available under the Fire Equipment Budget line and we are expected to receive approximately \$1,100.00 of Fire Service Grant monies. Grant stated the cost of five additional pagers would be approximately \$2,500.00. A motion by Commissioner Grant, seconded by Commissioner Maahs to purchase an additional five Minitor V pagers for \$2,500.00 was approved by the five commissioners present.

Chief Grant discussed the recommendation to have an internal inspection of the fire sprinkler piping and valves (i.e., sediment testing) every five years. The last inspection was performed in 2007. The cost of the inspection is \$760.00. Booth noted funds are available under the Buildings and Grounds budget line. A motion by Commissioner Grant, seconded by Commissioner Niedermayer to have the fire sprinkler piping and valve inspection performed at a cost of \$760.00 was approved by the five commissioners present.

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 8:18 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administrator