

## 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, Niedermayer, Swan and Ruggiano were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini 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 Grant was absent due to a work scheduling conflict.

## **Minutes:**

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

## **Chief's Report:**

Chief Grant gave the following report:

1. Tires for 3135 completed. The Chief advised the board of the incident with 3135 being dented on the passenger door while parking at the tire installation facility The damage has been repaired.
2. Glick completed all of the PM's on the apparatus.

3. The combi-tool was received from Fire House subs. The grant is in the process of being closed out.
4. Advised the Board of upcoming Ladder and Hose testing on Friday 10/5/18.

**Captain's Report:**

Chief Grant gave the following report for the month of September prepared by Captain Walter Fox:

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

**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. Assisted in having tires installed on 3135, worked on the upcoming budget, quotes for the new shed and closing the grant for Fire House Subs.

**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 Draft Transfer point at the mall. Advised of the latest steps taken. Awaiting the final report from FM Global. Present calculations show fire flow needed as approximately 4,000 GPM and the current available is 3,600 GPM. The mall is still trying to obtain a better assessment of the repair costs.

Orsini also advised the Board he had obtained an answer for Commissioner Swan's question on the draft point on Rt. 38 and provided the information to him previously. The draft point is for the townships use only, and it is only used in the case of a power outage.

Orsini also reminded the Board of upcoming Fire Prevention Activities.

**Rental Manager's Report:**

Hall Manager Orsini gave the following report for September:

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

5. Updated dates will be posted in the lounge.

Orsini stated he had done a comparison of 2019 bookings vs 2018 bookings as of this time last year. Orsini stated that he looked at it preliminarily and it appears we are on track to be about the same as last year.

**Squad Report:**

Administrator Knobbs reported that there are new financial reports in the dropbox for the Squad. Knobbs stated that he received revised reports as well as new ones, so he placed the reports in the dropbox for 01/18 to 8/18. All reports were reviewed and they appear to be financially sound.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in October 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 was a discussion of the Workers Compensation bill and where it came in versus the amount budgeted. Knobbs stated that the bill is in line with what was budgeted. Also discussed the amount billed versus the budget for the truck PM's. The amount billed was under the amount budgeted.

There being no further questions or comments on the bills, a motion by Commissioner Swan, seconded by Commissioner Niedermayer to pay the September 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 all 2019 Budget request letters were sent out and copies are in the Commissioners Dropbox.

**Venue Requests:**

President Wesolowski discussed the Venue Request that was received. Request is from Lawrence Niedermayer requesting use of the hall on June 1<sup>st</sup>, 2019 for his grandsons wedding. Motion was made by Commissioner Swan, seconded by Commissioner Ruggiano to grant the use of the hall at the lowest possible price. Motion was approved by the four commissioners present.

Second venue request was from James Carruthers requesting the use of the hall on 4/26/19 for a birthday party with approximately 120 guests. Motion by Commissioner Niedermayer, seconded by Commissioner Swan to allow use of the hall for the lowest rate. Motion was approved by the four commissioners present.

**Old Business:**

1. Source Capture Exhaust System – Administrator Knobbs advised the board of the change in installation date to accommodate Clean Air installing a system for a North Jersey FD who was going to lose grant funding. The new date is 10/15/18 which is after the Open House.
2. Tires for 3135- Administrator Knobbs reported that the project is complete.
3. Bay Door Sensors-Administrator Knobbs reported that the project is complete.
4. Fire Official, UFD Appeal- Administrator Knobbs reports that the paperwork has all been submitted to the Pension Board and we are now awaiting their approval.
5. 2019 Budget - Administrator Knobbs reported that the budget workbooks and forms were put out by the state. We are well on our way in preparation for our first budget workshop on 10/17/18. He also discussed a telephone conversation with Charles McCullough, the township Tax Assessor regarding our ratable numbers for this year. Mr. McCullough has nothing available at this time as to our exact numbers. He did state that overall the town wide ratable numbers were up 37 million, but he is unable at this time to say exactly what our numbers will be.
6. Flag Protocol –President Wesolowski advised the board of his research since the last meeting and a discussion was held. The Board has adopted a policy of we will follow the direction of the State and Federal Governments announcements. If it is ordered by either one, we will lower the flag according to their announcement.
7. Hydrant Markers- Commissioner Ruggiano stated that he spoke with the head of the Water Department about our markers being painted. He stated that the Water Department will not reimburse us for the damaged items and that he asked them to put in writing that in the future our markers would not be damaged, and the Water Department declined to do so.

**New Business:**

1. Township Fiber Optic Network – President Wesolowski described the project that the town was undertaking to extend the fiber network to cover all of the sewer treatment and pumping stations. Administrator Knobbs reported that he has spoken with the township manager about this as in phase one, Fire District 1 was included in the installation. The manager was to communicate with Tom Merchel and John Polkowicz to find out if we could be included and get back to us. Knobs also stated that he saw Polkowicz today and had a discussion with him that we were in the original design and that there was a cost of approximately \$28k plus incidentals associated with our installation. He stated that the numbers were turned over to Merchel and he was not sure why we were removed from the project. Knobbs will follow up prior to our next meeting.
2. Safety & Survival Roof Training- Administrator Knobbs reports that there is an invoice for \$1,200.00 for a roof training event that the Chief would like to host, He asked the Chief to advise the board of the particulars. Chief Grant advised the board that this invoice was for the training on 10/29/18. It is scheduled to be a joint drill with District 1. The company brings in a trailer with a roof prop that can be configured in different ways (sloped with varying pitch, flat, etc.) and conduct the instruction of hands on roof operations. He stated that he would be paying for this out of dedicated penalty monies. President Wesolowski called for a

motion, which was offered by Commissioner Grant and seconded by Commissioner Swan. The motion was unanimously approved.

Chief Grant then advised the board that a motion was not needed to spend money from Dedicated Penalty account. He and Administrator Knobbs explained the accounting of Dedicated Penalty funds and that the funds according to state statute must be approved by the Fire Official.

**Meeting opened to the public:**

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

Wesolowski added that there was a need for an Executive Session to discuss personnel matters.

**Resolution 2018 - 18** "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.

A motion by Commissioner Swan and seconded by Commissioner Niedermayer to adopt Resolution 2018-18 was unanimously approved by a roll call vote.

Wesolowski - Aye

Grant - Aye

Niedermayer - Aye

Ruggiano - Aye

Swan - Aye

He stated that the meeting will be reopened after the Executive Session and that there may be formal official action taken at that time.

President Wesolowski asked Chief Grant to stay for a portion of the executive session to provide insight on certain areas of the discussion.

The Board entered into Executive Session at 7:52 p.m.

The regular meeting resumed at 8:24 p.m.

**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