

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.

All Commissioners were present. Also in attendance were Fire Official Orsini, Chief Robert Grant, and Administrator Booth.

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 8th, 2017 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 8th, 2017 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.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Maahs-Knobbs, the minutes of the September 6th, 2017 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board that the annual preventive maintenance was performed on all fire apparatus. A couple gages were replaced on 3135. Non Destructive Testing on 3135 will be performed by National Testing on Tuesday.

2. Mentioned the quote for state contract pricing for a new spreader/cutter was received from Halmatro and came in under budget. Grant explained that the new technology is lighter and more effective.
3. Informed the Board that an Active Shooter drill with EMS and the Police Department is scheduled for November and will take place in our local.
4. Discussed report submitted by the Chief's Assistant covering various projects including filing NIFRS reports, maintaining RMS information, inventoried gear accessories and researched 2018 budget items.
5. Reports for September, 2017 were posted on the board and submitted.

Captain's Report:

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

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout the month. Annual preventive maintenance was performed on all apparatus.
3. A discrepancy in the diesel fuel usage was noted due to a recording error. Chief Grant discussed issue with Chief Joe Shields.
4. Report was submitted and filed.

Fire Official Report:

Fire Official Orsini gave the following report for September:

1. Due to technical difficulties with the inspection software, inspection totals were not available when report was submitted.
2. Penalty totals for the month were provided. Discussion ensued regarding the total penalties collected for the month.
3. Truck and station visits are scheduled for the month of October to discuss fire safety.
4. Spent much of the time in September preparing for Fire Prevention Open House scheduled for Friday, October 13, 2017. Electronic sign-up sheets for open house are available.
5. Report was submitted and filed.

Commissioner Ruggiano asked Fire Official Orsini the status of the back flushing of the Moorestown Mall drafting system. Fire Official replied that the drafting system will be addressed as part of the annual inspection of the Mall this fall.

Hall Rental Manager's Report:

Hall Manager Orsini gave the following report for September:

1. There were seven affairs during the month of September and approximately forty-five inquiries via email and telephone. There were eleven affairs booked during the month, two for 2017 and nine for 2018.
2. Security deposits are scheduled to be returned with the exception of one affair.
3. Updated dates will be posted in the lounge.

President Wesolowski inquired if there are plans to do any hall improvements in 2017. Hall Manager Orsini replied that only normal maintenance items are planned.

Fire Official Orsini stated he will be leaving meeting to attend the Mount Laurel Open House.

Squad Report:

A representative from the Squad was not in attendance. No financial reports were provided due to computer issues experienced today due to an outage.

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 Statement was prepared were read by Administrator Booth at the meeting.

There being no comments or questions on the bills, a motion by Commissioner Grant seconded by Commissioner Maahs-Knobbs 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 provided upon request)

Commissioner Grant abstained on all Chief Grant invoices.

Commissioner Ruggiano abstained on all invoices relating to his position as a Building Maintenance Employee.

Communications:

The following communications were discussed:

1. Vehicle Backing Policy adopted by the Board was distributed to appropriate personnel.
2. Procurement Card, Purchasing and Electronic Disbursement Procedures adopted by the Board were distributed to affected personnel.
3. Received the third quarter Shared Services payment from Fire District No. 1.

Old Business:

1. The planned purchase of medical pouches for the tactical gear was briefly discussed. We are awaiting delivery of said pouches.
2. Lower Roof Project was discussed. Administrator Booth stated the project is “substantially complete” and an application for payment in the amount of \$103,050 was included in the Bills to be Approved report. Booth noted \$14,950 is being retained by the district until all items on the *Items to be Completed List* have been addressed. Booth noted said list includes the manufacturer warranty inspection and the township permit release.
3. The Fire Official UFD appeal request was briefly discussed. Determination has yet to be made; appeal still pending with the CSC Board.
4. The promotion of Jamie Boren to the position of Clerk 2 was discussed. Booth stated the closing date for the announcement was September 21st. Civil Service will determine eligibility and provide said list to the Board.
5. The incident involving 3135 and a member’s vehicle was briefly discussed. The Board is awaiting the invoice for the minor paint touch-up of the member’s vehicle.
6. The Direct Install Program was discussed. The Statement of Work (SOW) from Hutchinson showing the cost of the work to be performed was reviewed by the Board. The total cost of the project is \$84,498.44 with \$25,349.53 paid by Fire District No. 2 and the remaining cost funded through the NJ Clean Energy Fund. Discussion ensued. A motion by Commissioner Ruggiano, seconded by Commissioner Maahs-Knobbs to sign the SOW and submit to the state for approval was approved 5-0 on a roll call vote. The SOW will then be reviewed by the state and

if approved, funds will be included in the 2018 Budget and the work will be performed in the Spring, 2018.

7. The auction of surplus property no longer needed for public use was briefly discussed. The remaining items (air pack brackets) were re-auctioned and sold in September.
8. The 2018 Budget/Election Process was briefly discussed. An electronic copy of the Budget/Election Calendar was provided to the Board. Administrator Booth stated that the Division of Local Government Services will be rolling out a new web-based Financial Automation Submission Tracking system ("FAST") that will replace the Word Document and Excel Workbook currently utilized in the Fire Budget Package. All fire districts will be required to utilize FAST beginning with the 2019 budget cycle. Booth informed the Board that she will be participating in a pilot test of the FAST system during the 2018 budget cycle.

President Wesolowski mentioned he was unable to view the 2018 Budget/Election Calendar in the drop box folder. Administrator Booth agreed to repost said calendar.

New Business:

1. Legislation (A1690/S660) allowing fire districts to be moved to November was signed into law on August 7, 2017. The new law takes effect on January 1, 2019. The Board discussed the potential advantages and disadvantages of moving the election to November. Discussion ensued. Administrator Booth mentioned the lawyer advising the NJ Association of Fire Districts will be preparing a pro/con memo on said topic for board members to review as part of their decision making process. The Board agreed to further consider the new legislation in the coming months.
2. In preparation for the upcoming Budget process, Administrator Booth briefly discussed the 2017 Budget vs. Actual Report.
3. Quotes for a new air conditioner unit, Fire House bay door sensors and landscaping of the back parking lot of the Bureau of Fire Prevention are currently be gathered. Above projects will be further discussed during the budget process and throughout year-end as additional quotes are received.
4. Commissioner Ruggiano discussed not renting the hall the week prior to the Testimonial Dinner to facilitate the scheduling of the annual maintenance of the hall and fire house. A motion from Commissioner Ruggiano, seconded by Commissioner Grant to block out hall rentals from the Monday prior to the Testimonial Dinner through the Sunday after the dinner was approved by the five commissioners present. Administrator Booth agreed to confirm the future established dates of the Testimonial Dinner with the hall manager (i.e., last Saturday of September).
5. Commissioner Wesolowski discussed an article from the Burlington County Times regarding the county looking to installing a next-generation 911 system. The project is expected to be completed in early 2019. Brief discussion ensued. The Board will continue to monitor the status of the project.

Meeting opened to the public.

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 personnel and contract matters.

Resolution 2017 - 20 “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 Niedermayer and seconded by Commissioner Maahs-Knobbs to adopt Resolution 2017-20 was unanimously approved by a roll call vote.

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

Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public and further official action may be taken.

The regular meeting was recessed at approximately 8:09 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:10 p.m. and was adjourned at 8:25 p.m.

Meeting re-opened to the public.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:27 p.m.

Respectively Submitted,

Elizabeth A. Booth