

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. Also in attendance were Fire Chief Grant, Fire Official/Deputy Chief Orsini, Chief Dan Shields, and Administrator Booth.

Grant 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, 2016 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, 2016 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 for our departed members.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the September 7th, 2016 meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano, the minutes of the September 7th, 2016 Executive Session were approved by the four commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Discussed repairs and modifications for 3131.

2. Discussed ISO visit. The information was prepared/assembled by the Chief's Administrative Assistant. Fire Official Orsini joined for a portion of the ISO meeting and provided information regarding fire prevention. Grant stated the visit appeared to go well. Brief discussion ensued. Grant stated the results of the ISO visit (i.e., rating) will be issued in approximately two months.
3. Discussed the report submitted by the Chief's Administrative Assistant covering the status of various projects including SOPs, ISO preparation and follow-up, exhaust removal system, budget preparations and the HVAC system at the Bureau office.
4. Reports for October, 2016 were posted on the board and submitted.

Captain's Report:

Chief Grant gave the following report for 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.
3. Report was submitted and filed.

Fire Official Report:

Fire Official Orsini gave the following report:

1. Seventy-two inspections were performed in September.
2. Penalty totals for the month of September were provided.
3. Three zoning notices were filed.
4. The fire investigations on Cox Road and N. Riding Drive were conducted and cause confirmed.
5. Conducted hands-on fire extinguisher training at two local businesses.
6. School visits to help educate children on fire safety and prevention are scheduled throughout October.
7. Orsini reminded the Board the Fire Prevention Open House is on Friday, October 14 from 6:00 - 9:00 pm at Lenola Fire Station.
8. Orsini briefly discussed the ISO visit and the suppression reports utilized by the ISO examiner.
9. Report was submitted and filed.

Hall Rental Manager's Report:

Hall Rental Manager Orsini provided the following report:

1. During the month of September, there were five affairs, approximately 50 inquiries via email and telephone and six bookings during the month for 2017.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.

Hall Manager Orsini left meeting at approximately 7:15 to attend the Mount Laurel Fire Prevention Open House.

Squad Report:

Chief Dan Shields briefly discussed the status of the Squad's 2014 Audit Report. Shields stated the auditor is expected to return this week to complete his field work. Shields also mentioned the Trustees hope to review the draft letter to Township Manager requesting Town Council to amend the Township Ordinance 23-2003 "Emergency Medical Services Agreement" at their next meeting. Monthly financial reports were not provided.

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 further questions on the bills, a motion by Commissioner Maahs seconded by Commissioner Ruggiano to pay the following bills and any regular bills that come in was approved by the four 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 Vehicle and Building Maintenance Employee.

Communications:

Administrator Booth discussed the following communications:

1. Sent requests for 2017 Budget submissions.
2. Received the Town Council Resolution 175-2016 Approving the Volunteer Incentive Program.
3. Received a thank you card from Catherine Giberson for all the support and kindness shown to her and her family during a difficult time.

Old Business:

1. The proposed Fire/EMS Incentive Program was briefly discussed. As mentioned under Communications, the resolution approving the Volunteer incentive program was approved by Town Council on September 12, 2016. Administrator Booth mentioned the reimbursement request form is being revised to include wording from the township voucher in an effort to streamline the process. Some parameters of the program are still being worked out (i.e., zoning and building permit fees) and a formal written program from the township is forthcoming. In the interim we will be using the current form so as not to delay the rollout of the program. The program is effective October 1, 2016.
2. Active Shooter/Emergency Services Rescue protective equipment was discussed. Administrator Booth mentioned the committee is recommending changing the style of the protective vest (i.e., adding side protection) which is similar to the vest the county is considering. Discussion ensued. The county is meeting again on October 11, 2016 to discuss the purchase of protective gear with funds available potentially through a Homeland Security Grant. A motion by Commissioner Maahs, seconded by Commissioner Ruggiano to purchase three sets of protective gear (six in total), utilizing previously committed funds was approved by the four commissioners present on a roll call vote. Commissioner Maahs briefly discussed

the full scale exercise conducted by the Police Department at Lockheed Martin with the Fire Company and Squad, commenting that he believed it went well.

3. The Front and Side Parking Lot Repaving Project was briefly discussed. Status of the punch list items were discussed.
4. The directive from the state requiring all fire districts to execute a written contract with their volunteer fire company or neighboring municipality to provide fire protection services within the fire district was briefly discussed. Administrator Booth stated contract has been executed by both parties and will be filed with the state as part of the 2017 Budget process
5. FEMA Application for reimbursement of costs associated with winter Storm Jonas (January 22-24, 2016) for snow removal was briefly discussed. Administrator Booth mentioned she has followed up with the FEMA coordinator and the final documents were signed and funds are expected to be disbursed soon.

New Business:

1. Required review of the Financial Statements of the Squad was briefly discussed under the Squad Report.
2. The Township Ordinance 23-2003 “Emergency Medical Services Agreement” was also briefly discussed under the Squad Report.
3. The 2015 Audit Report was discussed. Administrator Booth provided electronic copies of the Final 2015 Audit Report to the commissioners and provided a high level summary of the Audit Report. There were no reportable conditions, material weaknesses, or instances of noncompliance related to the financial statements noted. Booth mentioned the resolution accepting the Auditor’s Report, which states the governing body review, at a minimum, the General Comments and Recommendations, is to be adopted no later than forty-five days after receipt of the Annual Audit Report, as per the regulations of the Local Finance Board. Administrator Booth asked the Board if they had any questions as they reviewed the 2015 Audit Report and Summary Report provided. No questions were raised.

Resolution:

Resolution 2016-22 “*Accepting the Auditor’s Report for the Year Ending December 31, 2015*” was introduced by Vice President Grant. 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 present acknowledged 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 Maahs, seconded by Commissioner Ruggiano. On a roll call vote the resolution was adopted 4-0.

Grant	-Aye
Niedermayer	-Aye
Ruggiano	-Aye
Wesolowski	-Absent
Maahs	-Aye

4. The 2017 Budget Process was briefly discussed. Administrator Booth stated requests for 2017 Budget submissions were sent and some of the information has been received. Both also provided an electronic copy of the Budget/Election Timeline.
5. Resolution 2016-23 “*Acknowledging the Efforts of the Truck Committee in the Purchase of the 2016 Pierce Arrow Heavy Duty Rescue Pumper*” was read into the minutes by Vice President Grant.
6. Quotes for two maintenance items were discussed. A motion by Commissioner Neidermayer, seconded by Commissioner Ruggiano to replace three doors to the Fire House utilizing funds previously allocated in the 2016 Budget was approved by the four commissioners present. A motion by Commissioner Neidermayer, seconded by Commissioner Maahs to repair the hall folding doors was approved by the four commissioners present.
7. In preparation for the upcoming Budget process, Administrator Booth briefly discussed the 2016 Budget vs. Actual Report.

Meeting opened to the public.

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

Executive Session:

Vice President Grant announced there was a need to meet in Executive Session to discuss a personnel matter.

Resolution 2016 - 21 “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.

Grant informed the public that after the Executive Session, the meeting will be re-opened to the public.

The regular meeting was recessed at approximately 8:00 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:05 p.m. and was adjourned at 8:55 p.m.

Meeting re-opened to the public.

During Executive Session the Board discussed the Temporary Part-time Clerk 1 position and the Workers Compensation Premium. A motion by Commissioner Neidermayer, second by Commissioner Maahs to convert the Temporary Part-time Clerk 1 position into a permanent

appointment was approved by the four commissioners present. A motion by Commissioner Maahs, second by Commissioner Niedermayer to permit Administrator Booth to research other Worker Compensation Carriers in an effort to provide savings for the district was approved by the four commissioner present.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:57 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration