

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 with the exception of Commissioner Niedermayer. Also in attendance were Chief Robert Grant, Deputy Chief Mathew Orsini and Administrator Booth.

President Wesolowski 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 3rd, 2013 the required notice was submitted to the Burlington County Times and the Courier Post.

Additionally, on September 4th, 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 4th, 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.

Wesolowski called for a salute to the flag and a moment of silence.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the August 7th, 2013 regular meeting were approved by the four commissioners present.

In addition, on a motion by Commissioner Grant, seconded by Commissioner Ruggiano, the minutes of the August 7th, 2013 Executive Session meeting were approved by the four commissioners present.

Chief's Report:

1. Report for August, 2013 was submitted by Chief Grant and filed.

2. Chief Grant informed the Board two volunteer firefighters were injured recently. One firefighter was injured responding to a call and the other received stitches in his hand from the two alarm fire in Maple Shade.
3. Chief Grant mentioned the damage to 3133 from the accident was repaired, the batteries in the station generator were replaced and an outdoor building light was replaced.
4. Chief also informed the Board 3135 will be at "Touch A Truck" at the mall on September 28th.

A brief discussion ensued regarding one of the injured firefighter's ability to continue Fire Fighter I training.

Captain's Report:

1. Chief Grant gave report for August.
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: Recalibrated command center in front cab; Replaced handle on two and half inch nozzle.
 - Truck 3133: Replaced traffic control device.
 - Truck 3135: No reported problems.
 - Truck 3138: No reported problems.
 - Replica of Antique Chief's Car: Replaced rear license plate, repaired rear lights and replaced tubes in tires.
4. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
274.0G	66.9G	0.0G	340.9G
5. Brief discussion regarding the use and operation of the traffic light controller device ensued.
6. 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, two nonpaying affairs and two cancelations without refunds during the month of August. There were approximately 40 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. Design ideas for re-facing the bar are in process.
4. Updated calendar is posted in lounge.

Squad Report:

Chief Joe Shields was not in attendance; therefore no Squad Report was given. The Board asked Administrator Booth to send a letter/email to the Squad requesting they send monthly reports if they are unable to attend the meeting.

Bills:

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review on September 3rd, 2013. Administrator Booth mentioned, after receiving approval from three commissioners, the bills on the statement of Expenditures were paid on September 5th so as not to delay vendor payments due to the rescheduling of meeting. 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 Grant, 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 September is available upon request)

Commissioner Grant abstained on all Chief Grant's invoices.

Commissioner Maahs abstained on all Fire Official Maahs' 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. Received email from State of New Jersey, Division of Purchase and Property on August 14th announcing the Bank of America was awarded the P-Card contract through August, 2016.
2. Received the New Jersey State Association of Fire Districts June 8, 2013 Quarterly Meeting minutes.
3. Received the Snow Management Proposal from Expert Pest Control, Inc. Proposal will be further discussed under New Business.
4. Sent completed FEMA (MOU) forms to state applicant liaison.
5. Sent letter to MassMutual Financial Group requesting view-only access for Administrator.
6. Published 2012 Audit Synopsis in Burlington County Times on August 23, 2013.

Old Business:

1. The status of the District's participation in a Cooperative Pricing Agreement to purchase electricity was discussed. Administrator Booth informed the Board that an email was sent to Next Era requesting that the Board's electricity supply accounts be returned to PSE&G. Booth also confirmed with the purchase agent from Camden County that since participation in the co-op is voluntary no action is needed from the Board if they do not choose to participate in the Electric Supply Contract Bid process.

2. Administrator Booth discussed the Traffic Light Controller project. Booth stated she met with Harry Klatt from the Burlington County Engineers Office. Specifically Booth confirmed that the funds utilized in the first two phases of the project were from a Federal Grant. Booth also stated that as of August 15th, 2013 the Burlington County Engineers Office is not aware if or when additional funds will be available for future phases of the project and therefore no application has been processed. The Board discussed priority intersections within the district and the feasibility of combining efforts with neighboring fire districts in requesting fiber optic cable and/or the Opticon GPS System be installed at particular intersections. Commissioner Ruggiano agreed to contact representatives from neighboring districts to determine if they are interested in joining efforts in making said request.
3. The renovation of the beverage/bar area in rental hall was discussed under the Hall Rental Chairman's Report.

New Business:

1. Administrator Booth asked the Board if they had any questions as they reviewed the 2012 Audit Report and Summary Report provided. No questions were raised.

Resolution:

Resolution 2013-18 "*Accepting the Auditor's Report For The Year Ending December 31, 2012*" 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 Ruggiano, seconded by Commissioner Grant. On a roll call vote the resolution was adopted 4-0.

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

2. Administrator Booth discussed the new Purchase Card Contract with the Bank of America effective September, 2013. Booth mentioned requested information (i.e., Audited Financial Statements, Signed Agreement, User information and MCC code categories) were provided to Bank of America. Booth stated the purchase cards were received and available for use.
3. Snow Management Proposal from Expert Pest Control, Inc. for the 2013/2014 winter season was discussed. The Board agreed to obtain at least one other proposal to consider before making decision. The Board briefly discussed ensuring the vendor is aware we would be a "priority" customer. Commissioner Ruggiano agreed to obtain another proposal for the Board to consider.

4. Administrator Booth informed the Board that in anticipation of the 2014 Budget Process, the Budget vs. Actual Report for August in the Board's Drop Box includes full year expense projections.

Meeting opened to public:

Chief Grant advised the Board in approximately four years the District's radio system will be using the 700 MHz frequencies. All the truck radios will be operational; however, the portable radios at the station will not operate at that time. Grant mentioned he is looking into grant funding and/or possible state subsidies to obtain portable radios that operate in both the 500 and 700 MHz frequencies. Brief discussion ensued. Grant agreed to keep the Board posted on the progress in obtaining new portable radios.

There being no further 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 a personnel matter. Wesolowski informed the public that after the executive session, the meeting will be re-opened to the public at which time further action may be taken.

Resolution 2013- 19 "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.

The Resolution was offered on a motion by Commissioner Grant, seconded by Commissioner Ruggiano and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 7:50 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:53 p.m. and was adjourned at 8:30 p.m.

Meeting re-opened to the public.

President Wesolowski mentioned that during the Executive Session, the Board discussed filling the Fire Official Position as a result of the pending retirement of Fire Official Cynthia Maahs Knobbs effective March 1, 2014.

A motion by Commissioner Grant, seconded by Commissioner Maahs to request a Promotional Announcement for the Fire Official Position (without provisional) was unanimously approved by the four commissioners present on a roll call vote.

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:35 p.m.

Respectively Submitted,

Elizabeth A. Booth
Board Administration