

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 Commissioner Wesolowski.

All Commissioners were present with the exception of Commissioner Maahs who was detained momentarily. Also in attendance were Chief Grant, Hall Manager/Fire Official Orsini, Fire Prevention Specialist Tom DiPaolo, Squad Member Lee Felice, Solicitor Greg McCloskey and Administrator Booth.

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 February 6<sup>th</sup>, 2014 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, 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 February 14<sup>th</sup>, 2014.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on February 14<sup>th</sup>, 2014 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 6, 2014 regular meeting were approved by the four commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Gas meter was moved from the compartment and placed in the cab on 3135. 3132's gas meter will be placed in the cab once the mounting equipment is installed.

2. Mechanical issues with 3130 were discussed.
3. Drain issue at the station was discussed.
4. 2014 Budget items, including hose, were ordered. Gear will be ordered shortly.
5. EZ Fire Software: The new app for the smart phones is operational; minor issues are being addressed.
6. Hose testing is scheduled for September 24, 2014.
7. Report for August, 2014 submitted by Chief Grant and filed.

Brief discussion pertaining to the drain ensued. Situation is being monitored.

### **Captain's Report:**

Chief Grant gave the following report for August:

1. All apparatus and equipment were checked regularly throughout the month and are operational.
2. The following maintenance and/or repairs were performed throughout the month:
  - Truck 3132: No reported problems
  - Truck 3133: Replaced light bulb for right rear upper step
  - Truck 3135: Mounted multi gas meter
  - Truck 3138: No reported problems
  - Truck 3130: Replaced catalytic converter and gas valve; Cleaned fuel injectors.
3. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
264.7G	88.5G	0.00G	353.2G
4. Report submitted and filed.

Commissioner Maahs joined the meeting at 7:08 pm.

### **Hall Rental Manager's Report:**

Hall Rental Manager Orsini gave the following report:

During the month of August, there were eight paying affairs and one non-paying affair. There were approximately 45 inquiries via email and telephone. In addition, there were six bookings during the month; two for 2014 and four for 2015.

1. Seven cleanings are scheduled to be paid for during the month. All security deposits are scheduled to be returned.
2. Updated calendar will be posted in the lounge.

Orsini briefly discussed the hall bar area renovation and the following maintenance items:

- Soda lines in storage and bar area
- Banquet tables and rings for the round tables
- Replacement or refinishing of the exterior, interior and entry doors to the hall.

### **Squad Report:**

Squad Member Lee Felice gave the following Squad Report:

1. During the month of August the Squad responded to 164 EMS calls and 5 Fire calls for a total of 169 calls.
2. Squad is in the process of moving financial files onto an in-house computer and rebuilding loss files due to a computer crash. Once completed, the Squad's Financial Statements from June through the present will be provided to the Board.

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

There being no questions on the bills, a motion by Commissioner Niedermayer, seconded by Commissioner Ruggiano to pay the following bills and any regular bills that come in was approved by the five commissioners present.

(List of Bills paid in September are 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. Letter dated August 7, 2014 was sent to the Director of the Division of Local Government Services and included the Audit Synopsis, Proof of Publication and Resolution accepting the 2013 Auditor's Report.
2. Received the New Jersey State Association of Fire Districts' June 7, 2014 Quarterly Meeting minutes.
3. Letter was sent on August 27, 2014 to the Lenola Fire Company and the Lenola Fire Company Emergency Unit on behalf of the Board by President Wesolowski. The purpose of the letter was to share remarks made during the July Board meeting regarding the Firemen's Memorial Hall with both the President of the Lenola Fire Company and the Chief of the Emergency Unit since neither was in attendance.
4. As requested, Further and Initial Statements claiming property tax exemption for the Fire House and the Bureau Offices were sent to the Township Assessor on August 26<sup>th</sup>, 2014.
5. Received letter from Dante Guzzi Engineering Associates requesting execution of the contract with American Asphalt for the Fire House Parking Lot Repaving Project. To be further discussed under Old Business.
6. Received the second of three installments from the Township (\$238,508.00) on August 25, 2014.

7. Received letter from Kennedy's Cause requesting use of the hall on December 5, 2014 for their annual "Sparkle, Shine and Dine Event". Brief discussion ensued. After confirming the date is available, a motion by Commissioner Grant, seconded by Commissioner Niedermayer to allow said use of the hall was unanimously approved by the five commissioners present.

**Old Business:**

1. The Fire House Parking Lot Project was discussed. Administrator Booth informed the Board the project is scheduled to commence on Monday, October 13, 2014 with a completion date of Wednesday, October 22, 2014. Booth also mentioned the pre-construction meeting with Dante Guzzi Engineering and American Asphalt will be held in mid-September. Lastly, as discussed under communications, the contract for the project was provided for the Board to execute. Required signatures were obtained after the meeting.
2. The Hall Lighting Project was discussed. Maintenance Personnel Ruggiano provided a status of the project to transition to LED lighting in the hall. Ruggiano informed the board the LED bulbs were delivered and due to be installed on Tuesday, September 9<sup>th</sup>. Brief discussion ensued. Ruggiano also mentioned LED lighting options for the wall sconces in the hall were discussed with Franklin Electric.
3. The Shared Services sub-committee meeting held on August 19<sup>th</sup> with Fire District No. 1 to provide for Fire Prevention and Code Enforcement services was discussed. President Wesolowski provided a summary of the discussion topics from the meeting. Wesolowski mentioned the Memorandum of Understanding (MOU) discussed at the last board meeting was signed by representatives from both boards. Wesolowski stated the sub-committee continues to discuss/resolve items on the "Considerations/Issues Document". Wesolowski also mentioned a draft Shared Service Agreement with an effective date of January 1, 2015 is being prepared and will be reviewed by the solicitors from both boards. Wesolowski noted the sub-committee will begin meeting every two weeks with the next Shared Services meeting scheduled for September 10, 2014.

Booth discussed cell phone reimbursement for part-time inspectors. A motion by Commissioner Niedermayer seconded by Commissioner Grant to provide a monthly prorated cell phone reimbursement for part-time Fire Inspectors based on hours worked was unanimously approved by the five commissioners present.

**New Business:**

1. President Wesolowski informed the board that Chief Grant is gathering information for a new telephone system for the Fire House and the Bureau of Fire Prevention. Chief Grant stated he has requested and received requirements and expansion requests from all impacted parties (Bureau and Squad). Grant discussed the need for additional lines in the meeting room for backup emergency management purposes. Brief discussion ensued. Grant agreed to discuss various options with vendors.
2. Replacing the rail road ties in the back parking lot was discussed. Maintenance Personnel Ruggiano informed the Board the ties are beginning to deteriorate. Brief discussion ensued. A motion by Commissioner Maahs seconded by Commissioner Niedermayer to replace the railroad ties in the back parking lot was unanimously approved by the five commissioners present.

3. Replacing Truck 3138 was discussed. Commissioner Ruggiano recommended 3138 be placed on the vehicle replacement schedule. President Wesolowski asked Chief Grant to provide his recommendation regarding the replacement of 3138. Brief discussion ensued relating to the funding for the original purchase of 3138.
4. The 2015 Budget Process was briefly discussed. Administrator Booth mentioned the 2015 Budget and Election Timeline has been compiled and is in the Board's "Drop Box".

**Meeting opened for public comment:**

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 a personnel and policy 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 2014 - 25** "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 Niedermayer, seconded by Commissioner Grant and adopted by the five commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 7:55 p.m. to enter into an Executive Session.

The Executive Session started at approximately 7:57 p.m. and was adjourned at 8:24 p.m.

**Meeting re-opened to the public.**

President Wesolowski stated a draft policy prohibiting discrimination and harassment in the work place has been distributed to all board members. Wesolowski asked that all members

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review policy and be prepared to further discuss, if necessary, and take action at the October 1, 2014 Board Meeting. Wesolowski also mentioned any questions regarding said policy should be directed to Solicitor McCloskey.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:28 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administration