

## September 5, 2012

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 pm by President Wesolowski.

All Commissioners were present with the exception of Commissioner Niedernayer and Commissioner Lieber. Niedermayer is on vacation and Lieber was detained at work. Also in attendance were Chief Rob Grant, Hall Manager Matthew Orsini, Retired Chief Ruggiano, Chief Joe Shields and Administrator Booth.

President Wesolowski 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 28<sup>th</sup>, 2012 the Board Administrator transmitted the required notice to the Burlington County Times.

Additionally, on February 28<sup>th</sup>, 2012, the Board Administrator posted the required notice 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 on this date.

Lastly, written notice was posted on the official website, MoorestownFireDistrict2.com on March 7, 2012, filed with the Clerk of the Township of Moorestown on July 23, 2012 and mailed to each person who has requested copies of the schedule of meetings.

The Board Administrator has provided me with an affidavit, certifying that the aforesaid delivery and posting of notices were accomplished.

President Wesolowski called for a salute to the flag and a moment of silence after which he identified the emergency exits.

### Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Maahs, the minutes of the August 1, 2012 regular meeting were approved by the three commissioners present. On a motion by Commissioner Grant, seconded by Commissioner Maahs, the minutes of the August 1, 2012 Executive Session were also approved by the three commissioners present.

**Chief's Report:**

1. Report for August was submitted by Chief Grant and filed.
2. Chief Grant informed the Board that the Volunteer Fire Company decided not to participate in the Moorestown Night event scheduled for September 20, 2012 at the Riversharks game at Campbell's Field. Grant mentioned Fire District 1 has drills on September 20 and therefore Fire District 2 will be covering the entire town that evening. Grant will contact Karen Maltbie advising her of the decision.

**Captain's Report:**

1. Chief Grant gave report for August.
2. All Trucks were checked and are operational.
3. Truck 3132: No reported problems.
4. Truck 3133: No reported problems.
5. Truck 3135: No reported problems.
6. Truck 3138: Passenger side rear tire repaired.

7. Fuel used:

<u>Squad</u>	<u>Fire Co.</u>	<u>Other</u>	<u>Total</u>
240.9G	74.4G	0.0G	315.3G

8. Report submitted and filed.

**Hall Rental Chairman's Report:**

Matthew Orsini gave the following Hall Rental Chairman Report:

1. There were three paying affairs and one non paying affair during the month of August. There were approximately 40 inquiries via email and telephone. There were eleven bookings during the month, eight of which were for 2013.
2. There were three cleanings to be paid for during the month. All security deposits are scheduled to be returned.
3. Updated calendar is posted in lounge.
4. Orsini mentioned he had his first "non booking" of the hall due to the rug. Brief discussion ensued. Orsini also mentioned he would like to discuss hall maintenance issues under "New Business".

**Squad Report:**

Chief Joe Shields gave the following Squad Report:

1. During the month of August the Squad responded to 114 EMS calls and 25 Fire calls for a total of 139 calls.
2. Financial Report for the month of July was submitted.
3. Chief Shields informed the Board that due to changes in the Federal Law, the Squad will soon be "balance billing" the residents of Moorestown. Shields briefly discussed the Hardship Policy in response to a question raised by Commissioner Maahs regarding the handling of residents unable to pay for the service.

## **Bills:**

The Statement of Expenditures, listing the bills to be paid in Septembert, 2012 was provided to the Board members for review prior to the meeting. Administrator Booth discussed a few of the bills on the Statement of Expenditures. 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 Maahs to pay the following bills and any regular bills that come in was approved by the three commissioners present.

(List of Bills paid in September is available upon request.)

Commissioner Maahs abstained on all Fire Official Maahs' invoices.  
Commissioner Grant abstained on all Chief Grant's invoices.

## **Communications:**

Administrator Booth discussed the following communications:

1. Two Public Notices were published in the Burlington County Times and posted in the Fire House informing residents the Board will further consider resolutions to establish the Part Time Office Assistant and Part Time Vehicle and Building Maintenance Position for final passage after all interested persons interested have been given an opportunity to be heard.
2. Received letter from NJM Insurance Group stating they were instructed by the New Jersey Compensation Rating and Inspection Bureau to issue a NJ workers' compensation policy to the Moorestown Board of Fire Commissioners, Fire District No. 2. The quote/bill for this coverage is \$25,768.00 and was approved for payment with the aforementioned bills.
3. Received Letter from New Jersey Division of Pensions and Benefits regarding the online application process now required for retirement processing. Copies of said letter were distributed to employees.
4. Received copy of letter from Scott Carew, Township Manager to Kathy Huffman, STEM President approving the use of the lower lake portion of Strawbridge Lake Park and Waterworks Woods from Noon to 4:00 p.m. on Sunday, October 12, 2012 for the STEM STEPS Out program. Copies of letter were distributed to Fire Official Maahs and Chief Grant.
5. Received minutes from the New Jersey Association of Fire Districts June 9, 2012 Quarterly Meeting. Copies of minutes were distributed to all Board Members.
6. Received \$3,250.00 check from our Insurance Company, VFIS for the claim processed for the damage to the exterior cement blocks of the hall.
7. Received a check in the amount of \$232,079.00, the second of three installments from the Township representing the amount raised by taxation.
8. Received a check in the amount of \$174.65 from CitiBank representing the mid-year rebate for participating in the purchase card program.

9. Received letter from New Jersey State Firemen's Association requesting use of the hall on Tuesday, August 27, 2013 from 5:00 to 10:00 p.m. for their annual caucus of the Chief's Delegates, Exempt Delegates and Life Members of Burlington County. The date was discussed with Hall Manager Orsini and is available. A motion by Commissioner Grant and seconded by Commissioner Maahs to allow said use of the hall was unanimously approved by the three commissioners present. Wesolowski asked Administrator Booth to notify the association of the Board's decision.

President Wesolowski discussed the following communications:

1. Volunteer Fireman Raymond Finkbinder previously requested and received approval for the use of the hall on June 16, 2013 from 4:00 p.m. to 8:00 p.m. for his daughter's graduation party. Finkbinder submitted a request to change the date to June 23, 2013. The date was discussed with Hall Manager Orsini and is available. The change in date was approved by the three commissioners present.
2. Received an email from Dennis DeKlerk, Moorestown Township Assessor requesting the use of the hall on Thursday, September 20, 2012 from 7:00 p.m. to 9:00 p.m. to hold a public forum on the upcoming town wide reassessment. DeKlerk also requested a waiver of the rental fee. The date was discussed with Hall Manager Orsini and is available. A motion by Commissioner Grant and seconded by Commissioner Maahs to allow said use of the hall was unanimously approved by the three commissioners present. It was determined that the date requested is the same date as the First Annual Moorestown Night event. Orsini agreed to notify DeKlerk of the Board's decision and to reschedule event if needed.
3. A letter from the Chairman of the Burlington County Fire Chief's Association explaining the handling of the fire on 6 Melissa Court by Central Communications during what was considered a call overload situation due to a storm was provided to the commissioners. Brief discussion ensued. Wesolowski mentioned the District may need to take steps to be more prepared for an emergency management situation that may require expenditure of funds. Wesolowski recommended the Board discuss further during the 2013 Budget process.

### **Old Business:**

1. President Wesolowski asked Fire Official Orsini the status of the roof project. Orsini stated materials are expected to be delivered on Thursday, September 6 with the re-roofing to start next week. Orsini also mentioned the contractor has the required permits. Brief discussion ensued. The project is expected to take approximately 38 days which includes rain delays.
2. Administrator Booth provided a copy of the Website Project Plan Status Report. Booth discussed the completion of the Meeting Agenda task on the project plan. The implementation and posting of the Meeting Agenda for the Board Meetings was implemented for the September Board Meeting. Booth stated we are still waiting for further clarification/guidelines from the state regarding the specific requirements for the website before continuing with the remaining action items.
3. Carpet Update: Wesolowski stated he hopes to have hall carpet samples from Data Carpet by the next meeting.
4. Administrator Booth discussed the 2011 Health Benefits Reform requirement to establish Section 125 Plans (e.g., Flexible Spending Account - FSA, Premium Option Plan - POP,

etc.). Booth stated she contacted the Directors office of the Department of Community Affairs and confirmed the district is required to establish plans even if employees opt out. Brief discussion ensued. Booth also mentioned there appears to be interest from our employees for such a plan. Booth stated she received a quote from PayChex and hopes to obtain additional quotes prior to the next Board Meeting from other vendors.

5. Wesolowski provided a status of the work to repair the outside wall of the hall damaged during a training drill last month. Wesolowski stated the work is complete and the entire outside wall was painted.

### **New Business:**

1. Administrator Booth provided copies of the Final 2011 Audit to the commissioners and provided a high level summary of the Audit. Booth stated no matters involving internal controls over financial reporting and its operation considered to be material weaknesses or reportable conditions were noted. Booth asked the Board to review the 2011 Audit Report and send any questions to her prior to the October Board Meeting. 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, as per the regulations of the Local Finance Board. The Resolution will be presented for adoption at the October 3, 2012 Board Meeting.
2. President Wesolowski discussed an email from Michael Reed, County Fire Marshall which provided information of a bill enacted by the Governor pertaining to Accident Victims Privacy Protections. The new statute (P.L. 2012, c. 28) will protect the privacy of accident victims and other persons while receiving emergency medical services from first responders. President Wesolowski confirmed with Chief Grant that the new statute was communicated to the Department. Chief Grant added that a draft policy is in the works for the Department.

### **Resolutions:**

**Resolution 2012-12** "*Resolution Establishing the Position of Part Time Office Assistant for the Bureau of Fire Prevention*" was presented by President Wesolowski for Final Reading. Wesolowski confirmed with Administrator Booth that a public notice of said public hearing was published in the Burlington County Times. President Wesolowski opened the floor to the public for questions or comments. There were no questions or comments from the public. The resolution was offered on a motion by Commissioner Maahs, seconded by Commissioner Grant. On a roll call vote the resolution was adopted 3-0.

Wesolowski	- Aye
Grant	- Aye
Maahs	- Aye
Niedermayer	- Absent
Lieber	- Absent

**Resolution 2012-13** “*Resolution Establishing the Position of Part Time Vehicle and Building Maintenance Position*” was presented by President Wesolowski for Final Reading. Wesolowski confirmed with Administrator Booth that a public notice of said public hearing was published in the Burlington County Times. President Wesolowski opened the floor to the public for questions or comments. There were no questions or comments from the public. The Resolution was offered on a motion by Commissioner Maahs, seconded by Commissioner Grant. On a roll call vote the resolution was adopted 3-0.

Wesolowski	- Aye
Grant	- Aye
Maahs	- Aye
Niedermayer	- Absent
Lieber	- Absent

3. Administrator Booth briefly discussed the 2013 Budget Process. Booth mentioned letters requesting budget information will be sent this week and reminded Board members the Budget Meetings will be held on Wednesday, October 17, and Wednesday, October 24.
4. President Wesolowski asked and Chief Grant agreed to look into purchasing a new lid for the dumpster. The lid is damaged and the dumpster is taking on more water than necessary. A motion by Commissioner Maahs, seconded by Commissioner Grant to replace the lid was unanimously approved by the three commissioners present.

### **Meeting opened to public:**

Hall Manager Orsini discussed general maintenance items regarding the hall. Lengthy discussion ensued. Orsini agreed to inventory the chairs to determine how many cushions may need to be replaced and obtain an estimated cost per chair for replacement prior to the October Board Meeting.

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

### **Executive Session**

President Wesolowski announced that there was a need to meet in Executive Session to discuss personnel matters.

Resolution 2012-14 “Resolution Authorizing A Closed Executive Session” was read by President Wesolowski.

WHEREAS, N.J.S.A. 10:4-6 “Open Public Meetings Acts” 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 Maahs. On a roll call vote the resolution was adopted 3-0. The regular meeting was recessed at 7:56 p.m. to enter into an Executive Session.

The Executive Session started at 8:00 p.m. and was adjourned at 8:45 p.m.

**Meeting re-opened to the public at 8:47 pm.**

President Wesolowski mentioned that during the Executive Session, the Board discussed the hiring of William Ruggiano as a part time Building Maintenance Worker and Harold Williams as a part time Office Assistant for the Bureau of Fire Prevention.

A motion by Commissioner Maahs, seconded by Commissioner Grant to hire William Ruggiano as a part time Building Maintenance Worker was unanimously approved by the three commissioners present.

A motion by Commissioner Maahs, seconded by Commissioner Grant to hire Harold (Randy) Williams as a part time Office Assistant for the Bureau of Fire Prevention, pending receipt of proper residency documentation, was unanimously approved by the three commissioners present.

President Wesolowski also mentioned the negotiated Salary Agreement between the Board of Fire Commissioners and all Full Time Employees from 2013 through 2015 was discussed among the commissioners during the Executive Session.

A motion by Commissioner Grant, seconded by Commissioner Maahs to approve the negotiated salary agreement was unanimously approved by the three commissioners present.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at approximately 8:55 p.m.**

Respectively Submitted,

Elizabeth A. Booth  
Board Administrator