

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.

Commissioners Wesolowski, Niedermayer, Swan and Ruggiano were present. Also in attendance were Chief Grant, Fire Official/Hall Manager Orsini and Administrator Knobbs.

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 9th, 2018 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 9th, 2018 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.

President Wesolowski noted that Commissioner Grant was absent due to a work scheduling conflict.

Minutes:

On a motion by Commissioner Swan, seconded by Commissioner Ruggiano, the minutes of the August 1st, 2018 meeting were approved by the four commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Tires for 3135 are scheduled for 9/6/18 at 9:00 a.m.
2. Glick is scheduled to be here on 9/18/18 to PM the apparatus.
3. The Chief advised the Board that the hydrants were painted by volunteers for the Township. The hydrant markers on many hydrants have yellow paint on them. F.O. Orsini

stated that many of the markers are old and in bad shape. Chief Grant stated that he has looked into a new system for marking the hydrants, whereby the color of the marker will designate the fire flow of the hydrant. After discussion, it was decided to approach the Township about the cost of the damaged markers prior to changing anything. Commissioner Ruggiano offered his assistance in contacting Doug Nims, Director of Public Works about same. Commissioner Swan asked how the markers would be assigned. If there was any information of what the flows for the hydrants was. F.O. Orsini stated that he has a map that was provided by Dist. 1 Administrator Chesner that showed flow data. Chief Grant and Commissioner Ruggiano to follow up and report back.

4. Advised the Board of upcoming event at Buffalo Wild Wings on Friday 9/7/18 at 7:30 p.m. Stated that he was contacted by the Yellow Ribbon Club that there was a Welcome Home for a returning soldier and they requested the ladder truck for a raised flag. We will be sending 3135 and if District one is available and 3125 responds we will do crossed ladders.
5. Reports for August 2018 were posted on the board and submitted.

Chief's Assistant Report:

Chief's assistant report was given by Chief Grant. He reported for August 2018: Filed paperwork and provided building access. Prepared monthly reports and filed NFIRS report. Entered calls and maintained RMS information for the month. Changed batteries and updated computers. Completed chemical inventory and hazardous chemical by work area inventory. Updated IAQ logs to reflect maintenance visit by Atmostemp. Ordered tires for 3135. Labeled new equipment and distributed to member.

Captain's Report:

Chief Grant gave the following report for the month of July prepared by Captain Walter Fox:

1. All apparatus were checked regularly throughout the month and are operational.
2. Reported on the maintenance and/or repairs performed throughout August.
3. Reports were submitted and filed.

Fire Official Report:

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.

F.O. Orsini gave an update on the Draft Transfer point at the mall. Advised of the latest steps taken. Met with Craven Plumbing and discovered that the valve was in the closed position all along and was full of water which may have led to the deterioration of the pipe. Stated that at this time the Mall is opting to have a survey conducted to determine the needed fire flow for the mall and other possible solutions rather than replace the piping. Stated that the early estimates for flow needed is 4,000 GPM. He stated that even if the transfer pipe was abandoned in lieu of other solutions, the actual draft point would remain. Orsini stated that they will be conducting

flow test after 9 p.m. so as not to disturb residents' water at the request of the Water Departments of Moorestown and Mt. Laurel. Commissioner Swan stated that the flow data may be in the ISO reports as they used to actually flow hydrants. Orsini stated that he was trying to be as up front as possible. If the flow needed is met the Mall will be requesting to abandon the transfer point. Also stated that they could possibly be asking to put an automatic transfer point between Mt. Laurel Water and Moorestown Water.

Orsini also advised the Board that F.I. Collier is leaving the Bureau for a position with the State of NJ. He has advised District 1 Administrator Chesner and they are looking to replace him soon so as to keep up with inspections, Collier was a District 1 employee.

Orsini also reminded the Board of upcoming Fire Prevention Activities.

Commissioner Swan asked if anyone was aware if the draft point on Rte. 38 WB was usable. Commissioner Ruggiano stated that he believes this is for water department use only when there is a problem with the pumping station. Orsini will check into same and report back.

Rental Manager's Report:

Hall Manager Orsini gave the following report for July:

1. There were nine affairs held during the month.
2. There were approximately forty-five inquiries via email and telephone.
3. There were six bookings during the month for 2018 and none for 2019.
4. Security deposits are scheduled to be returned.
5. One affair cancellation had the deposit withheld.
6. Updated dates will be posted in the lounge.

President Wesolowski asked if Orsini had done a comparison of 2019 bookings vs 2018 bookings as of this time last year. Orsini stated that he had not, but would be doing so as it was part of his preparation for the upcoming budget.

President Wesolowski called for a halt to the scheduled agenda as Chief Grant came back with ISO Report data. Same was discussed and given to F.O. Orsini.

Regular scheduled agenda was resumed.

Squad Report:

Administrator Knobbs reported that there are no financial the Squad. Chief Shields stated the treasurer has been working on the reports and should have them ready for the October meeting.

Bills:

The Statement of Expenditures, listing of bills to be paid in September were provided to the Board members for review prior to the meeting. Administrator Knobbs discussed the bills highlighted

on said Statement and reported on bills received after the report was published. He further noted that there were routine bills that were due to be paid but not yet received.

There being no further questions or comments on the bills, a motion by Commissioner Swan, seconded by Commissioner Niedermayer to pay the September bills and any regular bills that come in was approved by the four commissioners present.

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

Communications:

Knobbs reported that all 2019 Budget request letters were sent out and copies are in the Commissioners Dropbox.

Venue Requests:

President Wesolowski discussed the Venue Request that was received. Request is from Lawrence Niedermayer requesting use of the hall on June 1st, 2019 for his grandsons wedding. Motion was made by Commissioner Swan, seconded by Commissioner Ruggiano to grant the use of the hall at the lowest possible price. Motion was approved by the four commissioners present.

Second venue request was from James Carruthers requesting the use of the hall on 4/26/19 for a birthday party with approximately 120 guests. Motion by Commissioner Niedermayer, seconded by Commissioner Swan to allow use of the hall for the lowest rate. Motion was approved by the four commissioners present.

Old Business:

1. Source Capture Exhaust System – Administrator Knobbs advised the pre-construction meeting was held on 8/29/18. The start date will be 10/1/18 with an expected installation of 4 days. Advised that Mr. Bergan, Commissioner Ruggiano and himself had walked the roof to examine the fan installation area, as well as examined the ceiling area above the tiles for the running of duct work. Originally Mr. Bergan reported that he did not think the ductwork would fit above the tiles due to the amount of piping, conduit and wires that are currently up there. After returning to his office and consulting with the President of the company, Greg Slavin, Mr. Bergan reports that Mr. Slavin believes it can still be done above the ceiling tiles. It will be a final decision by the installation crew, but they will do everything possible to have the ductwork concealed. Also reported that the final parts list for the tail pipe modifications to be done by Glick/Pierce has been determined and that a new quote for the parts will be provided. Commissioner Ruggiano added that he has reached out to the electrician and advised of the start date and he will be available. Commissioner Swan asked for clarification of the placement of the exhaust and fan. Same was provided.
2. Tires for 3135- Administrator Knobbs reported that the expenditure had already been approved. The final total will be within the approved amount, but the final exact total has not been received. The quote contained taxes and other charges that needed to be removed.

3. Bay Door Sensors-Administrator Knobbs reported Cunningham was due in his week to begin installation.
4. Fire Official, UFD Appeal- Administrator Knobbs reports that there has finally been progress. There is paperwork in the Dropbox which was received and it announced the qualification has been granted as of 1/1/15. Discussed the remaining paperwork which must be filed. Also discussed the need for a physical exam. Stated that there is no concrete definition of what is needed. Different departments physical as well as the State Exempt physical forms, and developed our own form and requirements which was reviewed and approved by President Wesolowski. The form and requirements were given to F.O. Orsini to have completed by his doctor. Once received back we can proceed with the submission of the Police and Fire Pension Application and the Interfund Transfer.

New Business:

1. 2019 Budget - Administrator Knobbs reported that as he alluded to during the Communications portion, all budget request letters had been sent. At this time the Township Hydrant Rental and all of the Professional services have replied that they are remaining the same for their prices. There is a question on the Auditors portion as to how much assistance we may need with the budget. We are waiting for the Division of Local Government Finance to release their requirements for the budget. There are rumored additional questions added to the budget. Also, they announced last week that the budget will not be submitted electronically through the FAST System. It has now been pushed back to the 2020 budget submission. Also, Ed Paul stated that the actual audit price will remain the same, but there is no definite figure for out of pocket expenses as it is determined by the actual printing costs. There is a tentative timeline prepared, but until the Local Government Finance notice is received (normally in late September) the definitive schedule cannot be set. The first Budget Workshop meeting is scheduled for October 17th, 2018. The Shared Services Committee will be meeting on September 10, 2018.
2. Flag Protocol – President Wesolowski added this to the agenda. Asked for Chief Grant to explain a situation that occurred during the State Caucus Meeting at our hall. Chief Grant advised that the night of the caucus, a woman complained that the flag on the firehouse was not at half-staff. She engaged several members in the discussion and became engaged in an argument with one of the guests attending the caucus. She was then escorted from the building. Her complaint was that the flag was not at half-staff for the death of John McCain. She apparently had visited District 1 and the Township earlier that day. Chief Grant asked that the Commission decide as to Flag Protocol in the future. Discussion ensued about various flag protocols (State vs Federal), and President Wesolowski will research further and report back at the next meeting. He would like a protocol put in place that we would follow so if any further questions arose in the future, we could refer to our policy.

Meeting opened to the public:

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

September 5, 2018

Wesolowski added that there was no need for an Executive Session, and reminded all that the Budget season is approaching and all interested parties should submit their requests.

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:25 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration