

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. Also in attendance were Fire Official Orsini, Chief Robert Grant, and Chief Dan Sheilds. Administrator Booth was not in attendance.

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 8th, 2017 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, 2017 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.

Minutes:

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs-Knobbs, the minutes of the August 2nd, 2017 meeting were approved by the five commissioners present.

Chief's Report:

Chief Grant gave the following report:

1. Informed the Board that the new responder tracking system *IamResponding* was purchased after trialing the new software. Customization of said software is being coordinated by Chief Assistant Brian Wesolowski.

2. Mentioned a representative from Halmatro attended drill and demonstrated the latest rescue tools. A quote for state contract pricing for a new spreader/cutter was requested from Halmatro. Grant explained that the new technology is lighter and more effective and that he 2017 Budget includes the purchase of a new rescue tool. Grant also mentioned he plans to discuss upgrading some of the other department's tools with the line officers, using dedicated penalty funds.
3. Informed the Board that the hoses included in the 2017 Budget were delivered.
4. Discussed report submitted by the Chief's Assistant covering various projects including maintaining RMS information, customization of *IamResponding* software and completion of Building Inventory forms for new purchases and auction disposals.
5. Reports for August, 2017 were posted on the board and submitted.

Chief Grant responded to a question from Commissioner Maahs - Knobbs clarifying an item in the Chief's Assistant Report.

Captain's Report:

Chief Grant gave the following report prepared by Captain DiPaolo for the month of August:

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. Discrepancies in the recording of diesel fuel usage were noted. Chief Grant and Chief Joe Sheilds will reinforce the need to accurately record fuel usage with members.
4. Report was submitted and filed.

Fire Official Report:

Fire Official Orsini gave the following report for August:

1. Eighty-eight inspections were performed in August.
2. Penalty totals for the month were provided.
3. Referred two construction, three zoning and one variance notice to the Township.
4. Reminded the Board that the Fire Prevention Open House is scheduled for Friday, October 13, 2017 at the Lenola Fire House. A grease fire demonstration along with other activities are being planned. Fire Prevention Specialist DiPaolo created a short video advertising the Open House that will be disseminated to the public.
5. Report was submitted and filed.

Hall Rental Manager's Report:

Hall Manager Orsini gave the following report for August:

1. There were eight affairs during the month of August and approximately fifty-five inquiries via email and telephone. There was one affair booked during the month for 2018.
2. All security deposits are scheduled to be returned.
3. Updated dates will be posted in the lounge.

President Wesolowski inquired about the pace of the Hall Revenue compared to prior year, Hall Manager Orsini replied that he believed it is on track with last year's revenue.

Hall Manager Orsini stated he will be leaving the meeting early.

Squad Report:

Chief Dan Sheilds mentioned he believed reports were provided to Administrator Booth. Chief Dan Sheilds responded to a question from Commissioner Maahs-Knobbs regarding medical pouches and active shooter training. Sheilds stated the medical pouches have been ordered and they are coordinating with the Police Department to hold active shooter training in town in October. No financial reports were received.

Bills:

The Statement of Expenditures, listing the bills to be paid was provided to the Board members for review prior to the meeting. President Wesolowski discussed the bills highlighted on said Statement. Bills received after Statement was prepared were read by President Wesolowski at the meeting.

There being no comments or questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Grant 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 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 Building Maintenance Employee.

Communications:

The following communications were discussed:

1. Letter sent to Bank of America, the District's issuer of Purchase Cards updating the administrators on the account.
2. Letters sent to District's charge account vendors designating list of authorized users and monthly limits.
3. Received the NJ State Association of Fire Districts June 3, 2017 Meeting Minutes.
4. Sent requests for 2018 Budget submissions.

Old Business:

1. The planned purchase of medical pouches for the tactical gear was briefly discussed. The order was placed and we are awaiting delivery.
2. Lower Roof Project was discussed. Wesolowski stated there was a delay in the commencement of the project due to obtaining the materials submittal approval. Project is scheduled to start either the week of September 11th or 18th. Maintenance Personnel Ruggiano added that in speaking with the project manager they hope to start September 11th, weather permitting.
3. The Fire Official UFD appeal request was briefly discussed. Determination has yet to be made; appeal still pending with the CSC Board.
4. The promotion of Jamie Boren to the position of Clerk 2 was discussed. Wesolowski stated the Announcement from Civil Service for the Clerk 2 position was received and posted. The closing date for the announcement is September 21st. Civil Service will determine eligibility and provide said list to the Board.

5. Policies and procedures governing Procurement Cards, Electronic Disbursements, Charge Accounts and Vendor Awards Program were reviewed by the commissioners.

Resolution:

Resolution 2017-19 “Establishing Procurement Card, Purchasing and Electronic Disbursements Policies and Procedures” was read by President Wesolowski. On a motion by Commissioner Grant, seconded by Commissioner Niedermayer, said resolution was approved by the five Commissioners present on a roll call vote.

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

6. Vehicle backing policy for the Fire House was discussed. Copies of the draft policy establishing uniform procedures for backing vehicles into the Fire House was provided to the board members, LVFC and the LFC Emergency Unit prior to meeting.

Resolution:

Resolution 2017-18 “Establishing Uniform Procedures for Backing Vehicles at the Fire House” was read by President Wesolowski. On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, said resolution was approved by the five Commissioners present on a roll call vote.

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

7. The incident involving 3135 and a member’s vehicle was briefly discussed. The Board is awaiting the invoice for the minor paint touch-up of the member’s vehicle.
8. The Direct Install Program was discussed. Hutchinson will send a revised SOW (Statement of Work) showing the cost of the work to be performed by early October. The Board will have the opportunity to review and, as appropriate, sign the SOW in October. The request will then be reviewed by the state. If approved, funds will be included in the 2018 Budget and the work will be performed by the Spring of 2018.
9. The auction of surplus property no longer needed for public use was briefly discussed. Three of the four items were sold; the one remaining item (air pack brackets) will be re-auctioned in September.

New Business:

1. The 2018 Budget/Election Process was briefly discussed. An electronic copy of the Budget/Election Calendar was provided to the Board. President Wesolowski stated the Budget Workshops will be held on October 18th and October 25th.

2. Quotes for a new air conditioner unit, Fire House bay door sensors and landscaping of the back parking lot of the Bureau of Fire Prevention are currently be gathered. Above projects will be further discussed as additional quotes are received.

Meeting opened to the public.

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

There being no further business to come before the Board, by Proper Action, meeting adjourned at 7:35 p.m.

Respectively Submitted,

Elizabeth A. Booth