

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 Grant. Also in attendance were Fire Chief Grant, Fire Official/Deputy Chief Orsini, Captain DiPaolo, Chief Dan Sheilds, and Administrator Booth.

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 8<sup>th</sup>, 2016 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 8<sup>th</sup>, 2016 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 including Harry Giberson who was laid to rest yesterday.

Wesolowski made the following statement. "I would like to take this opportunity to congratulate the Lenola Volunteer Fire Company for the manner in which they handled the funeral services for Harry Giberson. It was compassionate and professional. Harry was a friend to all of us and that made it more emotional for the members to deal with but it could not have been handled any better. I know the family appreciated everything you did. Thank you".

**Minutes:**

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the August 3<sup>rd</sup>, 2016 meeting were approved by the four commissioners present.

On a motion by Commissioner Niedermayer, seconded by Commissioner Maahs, the minutes of the August 3<sup>rd</sup>, 2016 Executive Session were approved by the four commissioners present.

**Chief's Report:**

Chief Grant gave the following report:

1. Conducted additional foam training with 3131.
2. 3131 is now in service.
3. Thanked the Board for the purchase of the RIC Pack.
4. Discussed the report submitted by the Chief's Administrative Assistant covering the status of various projects including MSDS Sheets, Inventory, ISO preparation, exhaust removal system and funeral preparation.
5. Thanked Administrative Assistant Wesolowski, Commissioner Ruggiano and Lieutenant Philips for their efforts with the funeral services for Harry Giberson.
6. Reports for August, 2016 were posted on the board and submitted.

**Captain's Report:**

Captain DiPaolo gave the following report for 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. Report was submitted and filed.

**Fire Official Report:**

Fire Official Orsini gave the following report:

1. Seventy-eight inspections were performed in August.
2. Penalty totals for the month of August were provided.
3. Three construction notices and two zoning notices were filed.
4. The Fire Investigation on Windrow Cluster Drive was conducted and cause confirmed.
5. The date of Fire Prevention Open House is now on Friday, October 14 from 6:00 - 9:00 pm at Lenola Fire Station.
6. Informed the Board that Fire Official Orsini and Fire Prevention Specialist DiPaolo attended NFPA training in Rhode Island. Training was hands-on and valuable.
7. Report was submitted and filed.

President Wesolowski asked Orsini if there was a logistical reason for moving the date from Monday to Friday. Orsini replied a decision was made to hold only one Open House at the Lenola Fire Station. Commissioner Maahs asked if the location will be rotated each year. Orsini replied that is not the plan going forward, however, due to the current workload this year it was decided to have only one Open House.

**Hall Rental Manager's Report:**

Hall Rental Manager Orsini provided the following report:

1. During the month of August, there were seven affairs, approximately 50 inquiries via email and telephone and five bookings during the month, four for 2017 and one for 2016.
2. All security deposits are scheduled to be returned.
3. New cabinet doors were installed.

4. Updated dates will be posted in the lounge.

**Squad Report:**

Chief Dan Sheilds provided an update on the refurbishing of one of their ambulances. He stated the refurbishment will take approximately three months. Monthly financial reports were not provided.

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

There being no further questions on the bills, a motion by Commissioner Niedermayer seconded by Commissioner Maahs 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 will be provided upon request.)

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 the NJ State Association of Fire Districts June 4<sup>th</sup>, 2016 Quarterly Meeting Minutes. Administrative Booth mentioned notable legislative items discussed at the meeting.
2. Received an email inviting the Lenola Volunteer Fire Department to attend the September 12, 2016 Town Council Meeting where they would like to award a representative from each department, a Proclamation, thanking them for their service. Booth mentioned Chief Grant will be in attendance to accept the Proclamation.

**Old Business:**

1. The proposed Fire/EMS Incentive Program was discussed. Administrator Booth mentioned she attended a meeting on August 8, 2016 with Commissioner Kenney from District 1 and Township Finance Director Tom Merchel to discuss a reimbursement based incentive program. Booth stated a draft reimbursement form was reviewed by both districts and squads and provided to Merchel for his review. A request to provide a final list of incentives offered under this program was sent to the township. Booth replied to a question from President Wesolowski regarding the processing of the reimbursement form. The form will be revised to include the address of the volunteer submitting form.
2. Active Shooter/Emergency Services Rescue protective equipment was discussed. Administrator Booth provided an overview of a meeting held with Atlantic Tactical and representatives from the Police, Fire and EMS regarding equipment options. A quote from Atlantic Tactical was also discussed. Chief Dan Sheilds provided information from other meetings held within the county regarding the purchase of protective gear. Type of gear, quantity and funding were also discussed. The Board named Commissioner Maahs, Chief

Grant, Fire Official Orsini and Chief Sheilds to a committee to oversee the purchase of said equipment. A motion by Commissioner Maahs, seconded by Commissioner Ruggiano to purchase three sets of protective gear (six in total) and tactical medical equipment, utilizing previously committed funds of \$5,000.00 and \$1,000.00 of new funding, was approved by the four commissioners present on a roll call vote.

3. The Front and Side Parking Lot Repaving Project was briefly discussed. Status of the drainage issues and other punch list items were discussed.
4. The 2015 Audit was briefly discussed. Administrator Booth stated she received the draft audit earlier that day and will be meeting with the Auditor the following week to discuss. Booth also mentioned the Board should be receiving a copy of the Final 2015 Audit for review prior to the October Board meeting.
5. The directive from the state requiring all fire districts to execute a written contract with their volunteer fire company or neighboring municipality to provide fire protection services within the fire district was discussed. Administrator Booth mentioned the Board passed a resolution at the prior meeting to enter into a contract with the Lenola Volunteer Fire Company. The contract was provided to the Lenola Volunteer Fire Company for their review and signature at their September meeting.
6. FEMA Application for reimbursement of costs associated with winter Storm Jonas (January 22-24, 2016) for snow removal was briefly discussed. Administrator Booth mentioned the final documents were signed and funds are expected to be disbursed soon.
7. The condition of the lower roof and the emergency appropriation process were discussed. Booth informed the Board that we were unable to obtain approval from the state for the emergency appropriation to repair the roof. The roof will be repaired in 2017 as originally scheduled.

**New Business:**

1. Required review of the Financial Statements of the Squad was briefly discussed. Administrator Booth mentioned the review will be conducted once the 2014 Audit is received. Chief Sheilds mentioned they are still awaiting the final report from their Auditor.
2. The Township Ordinance 23-2003 “Emergency Medical Services Agreement” was discussed. Administrator Booth mentioned said ordinance was discussed during a previous Executive Session. In way of background the agreement was created to assist the Lenola Fire Company Emergency Unit with their transition from a no-fee to a fee-for-service system. Booth stated a meeting was held with Chief Joe Sheilds and Chief Dan Sheilds to discuss agreement and all parties agreed that the ordinance as written does not reflect the current relationship between the District and the Emergency Unit. A draft letter to Township Manager requesting Town Council to amend said ordinance was prepared, reviewed by the Board Solicitor and provided to the Board and Chief Joe Sheilds and Chief Dan Sheilds to review. President Wesolowski asked if the draft letter could be reviewed as soon as feasible by the Squad with the goal of amending the ordinance by the end of the year. The members present approved the draft letter as written. Administrator Booth stated once she receives approval from the Squad, the letter will be distributed.
3. The 2017 Budget Process was briefly discussed. Administrator Booth stated the budget meetings will be held on October 19<sup>th</sup> and October 26<sup>th</sup>.
4. Request for a “hot spot” was made by Administrator Booth. A motion by Commissioner Neidermayer, seconded by Commissioner Maahs approving the purchase of a hotspot for Administrator Booth to work remotely was approved by the four commissioners present.

**Meeting opened to the public.**

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 matter. Wesolowski informed the public that after the Executive Session, the meeting will be re-opened to the public, however no further official action will be taken.

**Resolution 2016 - 20** “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 Ruggiano and adopted by the four commissioners present on a roll call vote.

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

The regular meeting was recessed at approximately 8:00 p.m. to enter into an Executive Session.

The Executive Session started at approximately 8:05 p.m. and was adjourned at 8:23 p.m.

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

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

Respectively Submitted,

Elizabeth A. Booth  
Board Administration