

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 7:05 p.m. by President Wesolowski.

Five Commissioners were in attendance. Also, in attendance were Chief Grant, FI Clancy, and Notary Jamie Boren

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 21st, 2023 the required notice was transmitted to the *Burlington County Times*.

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 14th, 2023 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.

Oaths of Office:

Notary, Jamie Boren, administered the oath of office to re-elected Commissioner Howard C. Mann, Sr.

Nominations:

President Wesolowski turned the meeting over to Administrator Knobbs for the purposes of nominations.

President- William Wesolowski was nominated by Commissioner Grant, seconded by Commissioner Mann. There were no further nominations for President.

Vice-President- Jacqueline Grant was nominated by Commissioner Wesolowski, seconded by Commissioner Humes. There were no further nominations for Vice-President.

Treasurer- Alex Humes was nominated by Commissioner Wesolowski, seconded by Commissioner Grant. There were no further nominations for Treasurer.

Secretary- Lawrence Niedermayer was nominated by Commissioner Wesolowski, seconded by Commissioner Humes. There were no further nominations for Secretary.

1st Assistant Secretary: Howard Mann was nominated by Commissioner Wesolowski, seconded by Commissioner Humes. There were no further nominations for 1st Assistant Secretary.

Administrator Knobbs announced that seeing all positions were uncontested, the Secretary will cast the ballot.

Notary, Jamie Boren administered the Chairman's Oath to William J Wesolowski.

President Wesolowski resumed control over the meeting.

Minutes:

On a motion by Commissioner Grant, seconded by Commissioner Humes, the minutes of the February 1, 2023 meeting were approved 5-0.

Rental Manager's Report:

Hall Manager Boren noted that the report was in the drop box. There were 5 affairs in the month of February, and 7 new bookings for 2023 and 2 for 2024. She then discussed a proposal for a weekly rental on Thursday evenings for a Cornhole League. The Fire Co/Auxiliary would be on location and would sell concessions as a fund raiser. The league charges \$20 per person entrance fee. 10% would go to the Fire Co, 10 % to the promoter and *0% is returned in prizes to the participants. 100% of the concession sales would go to the Fire Company. Thursday nights are typically not nights that are rented, but we would have the right to refuse the cornhole league if we did have a rental. Boren stated that they would like to try it out for a few weeks to see if it would be worthwhile. She did note, that there would not be any alcohol involved, and there was also no music. They would be looking to start the end of March/beginning of April. Motion made by Commissioner Humes, seconded by Commissioner Grant to allow the use on a "Trial" basis, with the managers to come back with a report at the May Meeting for final approval. Motion was approved 5-0.

Chief's Report:

The Chief's report was filed and available for review in the Commissioners Drop Box. He stated that Glick repaired the discharges on 3132 that were found to be leaking during the p.m.'s last year. While they were here, they found an additional discharge valve that was leaking. The Administrator approved the repair of same while they were here. Additionally, it was discovered that 3131 had a problem with the right side rear suspension when it returned from a call. Glick was on location and discovered that the 4 bolts holding the rear springs had sheared off. The truck was placed out of service, and Glick returned the next day with parts to repair same. Chief also noted that the helmet shields that were ordered last year have been delivered.

Chief's Assistant

Chief's Assistant report given by the Chief. He noted that the written report is in the drop box. In addition to his normal duties, he is still working with the county in regard to the new First Due software that was implemented on 1/1/2023. He also refreshed the door system access quote.

Captain's Report:

The written report is available for review in the drop box. Chief Grant listed the repairs done to apparatus for the month and the total fuel used.

Fire Official's Report:

The written report is in the drop box. Administrator Knobbs reviewed the following highlights.

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

A short discussion was had on the Penalties that were collected for the month.

Squad Report:

Administrator Knobbs stated there are reports for January and February 2023 in the drop box.

Bills:

The Statement of Expenditures, listing of bills to be paid in March 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. Knobbs noted that since the meeting was on 3/1/23 there are still regular bills outstanding.

There being no further questions or comments on the bills, a motion by Commissioner Grant seconded by Commissioner Mann to pay the March bills and any regular bills that come in was approved by the five commissioners present.

Communications:

Administrator noted that there is a copy of the Annual Schedule of Meetings in the drop box. He noted that the meetings are all on the first Wednesday of the month with the exception of May and July. Those meetings were moved to the second Wednesday of the month. He reviewed the posting of same in various locations as well as publishing same in the newspaper and on the website.

There is also a copy of the election certification for the results of the Fire District Elections on 2/18/2023.

There is a copy of an email received on 2/16/2023 from the State stating that we were good to proceed with the election on 2/18/2023.

Lastly, there is a copy of a letter sent to the State by F.O. Orsini correcting the expiration date for F.I. DiPaolo's certification as reported on the 2022 RIMS Certification report.

Old Business:

2023 Budget/Election Recap: Administrator Knobbs reported the official election result totals and noted that there are copies of same in the drop box.

Audit: Administrator Knobbs stated that the 2021 Audit report is in the process of being finalized and typed up. Knobbs stated that the final report will hopefully be available for the April meeting.

Hall Windows: Administrator Knobbs stated that the two openings have been completed. He also noted that while they were here, they replaced the capping on the windows that were previously installed by Anderson as they were not happy with the way that they were done in the past. Knobbs noted that this was a decision made by Anderson and the cost is being absorbed by them. He further noted that he is working with the salesman to get numbers for the final two openings to complete this projects.

Recruitment/Retention: President Wesolowski opened the floor to anyone present to participate. Chief Grant noted that there were 3 new Junior's and 1 new 18-year-old that have joined. He also noted that the committee has been in contact with the company that will be working on the new website.

New Business:

Reorganization Resolutions:

- 1- *Resolution 2023-04 “Appointing an Auditor, Insurance Broker, Depository of District Funds and the Official Newspaper”*. President Wesolowski introduced and read the resolution. On a motion by Commissioner Grant, seconded by Commissioner Mann, the resolution was approved by a roll call vote 5-0.
- 2- *Resolution 2023-05 “Appointing a Solicitor”*. President Wesolowski introduced and read the resolution. On a motion by Commissioner Humes, seconded by Commissioner Grant, the resolution was approved by a roll call vote 5-0.
- 3- *Resolution 2023-06 “Authorizing the use of a Preferred Vendor to Service Fire Apparatus”*. President Wesolowski introduced and read the resolution. On a motion by Commissioner Mann, seconded by Commissioner Humes, the resolution was approved by a roll call vote 5-0.
- 4- *Resolution 2023-07 “Appointing Official Website of the District”*. President Wesolowski introduced and read the resolution. On a motion by Commissioner Grant, seconded by Commissioner Mann, the resolution was approved by a roll call vote 5-0.

Personnel and Shared Services Committees: President Wesolowski reviewed the current members of the two committees. On a motion by Commissioner Humes, seconded by Commissioner Grant to reappoint President Wesolowski, Commissioner Mann and Administrator Knobbs to the committee, and was approved by the five commissioners present.

Buildings & Grounds Liaison: President Wesolowski stated that the position was held by Commissioner Mann previously. Motion by Commissioner Grant, seconded by Commissioner Humes to Reappoint Commissioner Mann was approved by the five commissioners present.

Annual Disclosure Forms: Administrator Knobbs noted that the annual disclosure was due by April 30, 2023. He stated that he is waiting for notification that the forms are available to be completed on-line and he will advise when he is notified of the opening.

Candidate Sworn Statement: Administrator Knobbs advised that he will obtain a signature on same from Commissioner Mann and be mailing same to the state.

Access Control System: President Wesolowski reviewed the need to upgrade the access system for the firehouse. This item was discussed last year and was placed into the budget for the current year. During the budget process, quotes were obtained and proposed systems were reviewed. The system that best met the needs was from CM3 Building Solutions. The system is the “Open Path” access system. Chief’s Assistant Brian Wesolowski contacted the company and their original quote is still good at \$13,403.98. A copy of the proposal is in the drop box. Motion by Commissioner Grant, seconded by Commissioner Humes to approve the purchase was approved by the five commissioners present.

Administrator Knobbs directed the commissioner’s attention to the Budget vs. Actual reports in the drop box. The 2022-year end report is in there. He further advised that the final reconciliation of the Shared Services expenses has been performed and has been forwarded to District #1 for payment. He is expecting the check this week. Also, he will be meeting with the Township Finance personnel on Friday to sign the vouchers for the tax disbursements and schedule the first draw.

Meeting opened to the public:

President Wesolowski announced the next meeting will be April 5, 2023.

March 1, 2023

There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Stephen W. Knobbs
Board Administration