

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. Four Commissioners were in attendance with Commissioner Humes absent. Also, in attendance were Chief Grant, F.O. Orsini and Chiefs Assistant B. Wesolowski.

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 21<sup>st</sup>, 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 14<sup>th</sup>, 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.

**Presentations:**

- a) **Holt McNally & Associates:** Michael Holt, President of Holt McNally Associates spoke with the board concerning the 2023 Audit. Mr. Holt described his company and their abilities to perform our audit. He listed the current Townships, School Boards and Fire Districts which they currently represent. He answered any questions of the board and had submitted a proposal previously for the boards review. The board thanked Mr. Holt for his time and advised him that the board would vote later in the meeting to award the contract. They advised him that Administrator Knobbs would be in touch with him to advise him of the award and arrange for the signing of the formal contract.
- b) **Moorestown EMS:** Chief Dan Shields addressed the board concerning their taking over for Lenola EMS. Chief Shields described their operation and their ability to assume the added call volume. He advised the board that they would be purchasing all of the Lenola EMS furniture and equipment. The only ask that he had of the board was to be able to utilize the current two ambulance bays for parking of the ambulances that were not in the rotation of in-service vehicles. He stated that at this time they do not anticipate having to staff the vehicle from our station. They will respond for the entire town from Main Street. He stated that he would need access to the building for himself and his supervisors so that they could rotate the ambulances out as needed. The board thanked him for his time and will advise him of their decision.

**Minutes:**

On a motion by Commissioner Mann, seconded by Commissioner Grant, the minutes of the September 6, 2023 meeting were approved 4-0.

**Chief's Report:**

The Chief's report was filed and available for review in the Commissioners Drop Box. Chief noted we are awaiting delivery of the one white helmet, and the truck PMs were due to be performed this month.

**Chief's Assistant**

Chief's Assistant report is in the Dropbox.

**Captain's Report:**

The written report is available for review in the drop box. Chief Grant reviewed the report for the commissioners.

**Fire Official's Report:**

The written report is in the drop box. FO Orsini reviewed the following highlights.

1. Provided the inspection totals.
2. Penalty totals for the month were provided as well as False Fire Alarm Notices issued.
3. Zoning & Planning review totals.

Orsini noted that the Fire Prevention Open House will be Friday October 13<sup>th</sup>.

**Rental Manager's Report:**

Hall Chairman Orsini noted that the report was in the drop box. He noted that there were 9 affairs in September, 2 new bookings for 2023, and 4 new bookings for 2024. Orsini noted that he is soliciting quotes for replacing the tile in the hall, especially in the catering/bar area.

**Squad Report:**

Administrator Knobbs stated that the Squad is continuing to clean out. President Wesolowski asked about buying furniture for the old squad office since the presentation tonight Chief Shields indicated that they were taking all of the furniture, and we had previously discussed purchasing the file cabinets etc. from the squad. Knobbs will verify what 319 will be doing with the furniture and whether anything is available to purchase. Discussion was held on allowing the storage of the ambulances in the bays.

**Bills:**

The Statement of Expenditures, listing of bills to be paid in October 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 there are still regular bills outstanding.

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

**Communications:**

None.

**Old Business**

**Audit: 2022 Audit-**Administrator Knobbs notified the board that he has been working with Ball Buckley on the audit. They stated that Ed Paul had not documented much of the 2022 Audit progress he had made. As a result, they have had two staff members working 7 days a week. During the process, we discovered a problem with our website and as a result a new website was needed to be created. Knobbs stated that Jamie Boren worked extremely hard along with him to create the new website and to upload all of the required information. In conclusion, Ball Buckley is working diligently to complete our audit and hope to have everything to us for our November meeting.

**2023 Audit-** Administrator Knobbs stated that we will hold the 2023 Audit discussion for New Business.

**Recruitment/Retention:** President Wesolowski opened the floor to anyone present to participate. Chief Grant advised that there will be members attending the Autumn Day as well as a Lockheed Martin Day.

**2023 Projects:** Administrator Knobbs stated that the last remaining project is the Fire Official vehicle purchase. We are in line for a 2023 vehicle.

**2024 Meeting Schedule-** Administrator Knobbs stated that he is awaiting an answer from the state if we need to readvertise the beginning of the year dates or do we simply need to make the change announcement on our website.

#### **New Business:**

**2023 Audit-** President Wesolowski stated that the board heard the presentation earlier from Holt McNally and Associates. The proposal was included in the Dropbox. President Wesolowski asked Administrator Knobbs if he had any other contacts with businesses interested in performing our audit. Knobbs informed the board that he had reached out to several firms and no one was interested in taking on a new fire district client. He has spoken extensively with both Mr. Holt and Mr. McNally about our audit. He is quite comfortable with the firm and the proposal that they submitted. He is recommending we sign with Holt McNally and Associates. President Wesolowski asked if any commissioner had any questions about what they heard from Mr. Holt and the recommendation by Administrator Knobbs. There being no questions, motion was made by Commissioner Grant, Seconded by Commissioner Mann to appoint Holt McNally and Associates as our new Auditor. Motion was approved by roll call vote 4-0. Administrator Knobbs will contact Mr. Holt and arrange for the contract to be signed.

Chief Grant advised the board that there is a member of Moorestown Hose Company, Mike Miller, who contacted Fire Company President Gifford with a request. Miller owns a gear cleaning franchise and wanted to know if he could store his truck at our station in return for a certain number of gar cleanings. The board discussed the request and decided that with the squad requesting to utilize the bays, it would not be something we would want to pursue.

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

None.

President Wesolowski announced the next meeting will be a Budget Workshop on October 11, 2023.

President Wesolowski stated that there was a need to have an Executive Session this evening, and introduced and read *Resolution 2023-10 "Resolution Authorizing a Closed Executive Session"*. Motion by Commissioner Mann, seconded by Commissioner Grant to approve the resolution. On a roll call vote, the resolution was adopted 4-0.

October 4, 2023

President Wesolowski announced that the regular meeting was closed at this point to enter into an Executive session and that formal action may be taken after the Executive Session. He asked Chief Grant to remain for the Executive Session to provide input. This portion of the meeting was closed at 8:01 p.m.

The board reconvened the regular meeting at 8:42 p.m.

A motion by Commissioner Mann, Seconded by Commissioner Grant to approve all raises that were discussed in the Executive Session was approved by the four commissioners present.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:45 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration