

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.

Five Commissioners were in attendance. Also, in attendance were Chief Grant, FO/DC Orsini, BC/FI DiPaolo, retired Commissioner Grant, Chief's Assistant B. Wesolowski, Captain Fox, Lt Carruthers, Lt Payne and FF Ruggiano.

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>, 2025 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 21<sup>st</sup>, 2025 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, especially Clarence "Thomas" Bragg who has recently passed.

**Retiring Commissioner Presentation:** President Wesolowski called retired Commissioner Jacquelin Grant up. Wesolowski thanked her for her 27 years of service as a Commissioner. Wesolowski presented her with a plaque honoring and recognizing her for her service.

**Oaths of Office:** Notary M. Orsini administered the oaths of office to Commissioners Raymond R. Clark and Kenneth J. Sterling.

Wesolowski turned the meeting over to Administrator Knobbs to conduct the nominations for the 2025/2026 year.

**President:** William J. Wesolowski was nominated by Commissioner Gifford and seconded by Commissioner Clark.

**Vice-President:** Howard C. Mann, Sr. was Nominated by Commissioner Wesolowski and seconded by Commissioner Clark.

**Secretary:** James E. Gifford, Jr. was nominated by Commissioner Wesolowski and seconded by Commissioner Mann.

**Treasurer:** Raymond R. Clark was nominated by Commissioner Wesolowski and seconded by Commissioner Mann.

**Assistant Secretary/Treasurer:** Kenneth J. Sterling was nominated by Commissioner Wesolowski and seconded by Commissioner Mann.

Being all positions are unopposed; the Secretary will cast the ballot.

Notary M. Orsini administered the President Oath to William J. Wesolowski.

**Minutes:**

On a motion by Commissioner Gifford, seconded by Commissioner Mann, the minutes of the February 12, 2025 regular meeting were approved 5-0.

**Chief's Report:**

The Chief's report was filed and available for review in the Commissioners Drop Box. Chief Grant reported that the air bottles were received and placed into service. All Holmatro tools received their annual testing and were fine. Glick has been scheduled to start on their quarterly inspection of the apparatus beginning in March. President Wesolowski inquired as to new members to the department, as this will make their appointment official for workers comp and others. Chief Grant stated that he would place the names into his reports on a monthly basis going forward.

**Chief's Assistant**

Chief's Assistant report is in the Dropbox, the highlights of the report were reviewed by Chief's Assistant Brian Wesolowski. In addition, he has signed up for a new ISO service called mitigate.

**Captain's Report:**

The written report is available for review in the drop box. BC DiPaolo reported that there was nothing of note for February.

**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.

In addition, Orsini stated that they are working on the way False Fire Alarms are tracked. He is looking at new inspection software. He has a demo coming up with First Due. He would like to have invoicing, fee collection, etc. all handled in one system. He further reported that he will be attending the IAAI International conference in April.

**Rental Manager's Report:**

The report was in the drop box. Hall manager Orsini reviewed the report and noted that there were 7 affairs the previous month and 6 new booking for 2025, and 1 for 2026.

**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 there are still regular bills outstanding. There being no further questions or comments on the bills, a motion by Commissioner Gifford, seconded by Commissioner Mann to pay the March bills and any regular bills that come in was approved by the five commissioners present. Commissioner Clark abstained on all bills for Donna Clark.

**Communications:**

None

**Old Business:**

**Recruitment/Retention:** President Wesolowski opened the floor to anyone present to participate. BC DiPaolo reported that there are currently 4 members awaiting enrollment in fire school. 3 are under 18 years old. He will attempt to have them all enrolled for the next class, however junior members are assigned to the class by the county only if there is space not being assigned to over 18 years old applicants. He then turned the floor over to Lt. Carruthers who reported on a new training book being assigned to new members. He had a copy of the book that was assigned to eight members. The book contains information/history of the department and fire district. He gave a copy of the book to President Wesolowski. President Wesolowski congratulated the members of the Recruitment and Retention committee for the work that they have put into this.

**2025 Budget/Election Recap-** Administrator Knobbs advised that the budget passed and the election went smoothly. He provided the official election results (copy in the drop box). He also noted that there is a copy of the certified results submission to the state in the drop box.

President Wesolowski stated that he spoke at the Fire Company meeting and restated tonight that there were 31 people that voted in person (all yes votes) and 35 absentee ballots that were no votes. Noting that there were more no votes received via absentee than people who voted in person. He stated that we need to encourage people to come out to vote to support the budget that allows us to continue to provide the necessary equipment and programs to the firefighters.

**2024 Audit-** Administrator Knobbs advised that the audit is underway. He stated that he has had in-person and telephone contact with the auditors. He stated that the audit will proceed over the next month or so, but the final report will not be available until the state releases their reports on the pensions, which holds up the final report every year.

**Training Prop Purchase:** President Wesolowski stated that now that the election has passed, we should be ready to proceed with the purchase. BC DiPaolo stated that the quote we currently have has lapsed. He does not anticipate any increase in price, but he is going to ask if the company will be offering any discounts at the FDIC Conference, and he will get a refreshed quote for us to order from. Motion by Commissioner Gifford, seconded by Commissioner Mann to purchase the training prop from Taylor'd Systems LLC for an amount not to exceed \$78,000.00 was approved by the five commissioners present.

**November Election:** Administrator Knobbs advised that the election board has denied our request to move to a November Election cycle due to the fire district lines matching the voting district lines as per the law. Also, it has come to light that the election machines **cannot** be programmed to split the fire districts within a district as we had been previously been told.

President Wesolowski asked how the duty crew program has been working out. Chief Grant stated that the program has been working well, The slots have been fully filled and that the knowledge being gained via driving the district, in house training and equipment checks has been very valuable.

**Reorganization Resolutions:** President Wesolowski advised that we will be adopting the following resolutions that are customarily done at the Reorganization Meeting. President Wesolowski introduced and read the following resolutions:

**Resolution 2025-05 “Appointing an Auditor, Insurance Broker, Depository of District Funds and the Official Newspaper”** Motion by Commissioner Gifford and seconded by Commissioner Clark to approve the resolution. On a roll call vote, the resolution was approved 5-0.

**Resolution 2025-06 “Appointing a Solicitor”** Motion by Commissioner Gifford and seconded by Commissioner Clark to approve the resolution. On a roll call vote, the resolution was approved 5-0.

**Resolution 2025-07 “Authorizing the use of a Preferred Vendor to Service Fire Apparatus”** Motion by Commissioner Gifford and seconded by Commissioner Mann to approve the resolution. On a roll call vote, the resolution was approved 5-0.

**Resolution 2025-08 “Appointing Official Website of the District”** Motion by Commissioner Mann and seconded by Commissioner Gifford to approve the resolution. On a roll call vote, the resolution was approved 5-0.

**Personnel Committee/Shared Services Subcommittee:** President Wesolowski advised the board of the current members of these committees as being Commissioners Wesolowski and Mann along with Administrator Knobbs. On a motion by Commissioner Gifford and seconded by Commissioner Clark to re-appoint the members of the committee was approved by the five commissioners present.

**Building and Grounds Liaison:** Motion by President Wesolowski and seconded by Commissioner Mann to appoint Commissioner Sterling as the liaison was approved by the five commissioners present.

**Annual Disclosure Forms:** Administrator Knobbs advised the board that the Annual Financial Disclosure forms that are required of Elected Officials will be coming out shortly. The board will receive and email from the Township Clerk advising that the forms are ready for filing. Commissioners can contact the Administrator for assistance in filing same.

**Candidate Sworn Statement**-ELAC filing: Administrator Knobbs advised that the filings have been completed.

**Shredding Event:** Commissioner Clark advised that there will be a shredding event sponsored by the Morriuchi Group on April 12, 2025 from 09:00 until 12 noon (or until the truck is full) that will be open to the public in the rear lot of the fire house. There will be a flyer put out detailing what they will and will not accept.

**Meeting opened to the public:**

No comments from the public.

President Wesolowski advised that the next meeting will be April 9, 2025.

President Wesolowski noted that there was a need to have an Executive Session this evening concerning personnel matters and introduced and read Resolution 2025-09 “Resolution Authorizing an Executive Session” Motion by Commissioner Gifford, seconded by Commissioner Mann to approve the Resolution. On a roll call vote the resolution was approved 5-0.

March 12, 2025

President Wesolowski advised the audience that the meeting would be reopened after the executive session and formal official action may occur. At 7:49 p.m. the board moved into Executive Session.

At 7:59 p.m. the regular meeting was reopened.

President Wesolowski advised that a search committee has been appointed for the replacement of Administrator Knobbs as he is retiring on October 1, 2025. The committee will be Administrator Knobbs and commissioners Mann and Clark.

**There being no further business to come before the Board, by Proper Action, meeting adjourned at 8:02 p.m.**

Respectfully Submitted,

Stephen W. Knobbs  
Board Administration