

**MOUNT LAUREL FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING / WORK SESSION MINUTES**

August 1, 2016
Fire Department Headquarters Station
Meeting Minutes #9

IN ATTENDANCE:

1. Commissioner Ridenour
2. Commissioner Roura
3. Commissioner Hamilton
4. Chief of Department Colucci
5. Deputy Chief Burnett
6. Administrator Jones

NOT PRESENT:

1. Commissioner Dipietrantonio
2. Commissioner Shestack

The meeting was called to order by Commissioner Ridenour @ 8:04 PM.

The Pledge of Allegiance was recited and a moment of silence observed.

The Public Announcements were read by Commissioner Hamilton.

The scheduled 2016 Volunteer Recognition Award presentation by the Knights of Columbus was postponed until the next meeting because the presenter had an emergency and was unable to attend the meeting.

APPROVAL OF MEETING MINUTES:

Commissioner Roura made a motion to approve the 5/16/16 Regular Meeting minutes that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Commissioner Roura made a motion to approve the 6/8/16 Special Meeting minutes that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Commissioner Hamilton made a motion to approve the 6/20/16 Regular Meeting minutes that was seconded by Commissioner Ridenour. The motion was unanimously approved by the Board with Commissioner Roura abstaining.

ADOPTION OF RESOLUTIONS:

Resolution #2016-21 "Appointment of Jacob Schonwald as a 'Junior' Member of the Mount Laurel Fire Department". Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Resolution #2016-22 "Appointment of Caleb D. Demree to Active Membership in the Fellowship Fire Company #2 and the Mount Laurel Fire Department". Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board. Commissioner Hamilton administered the oath of office to the new member.

The Board took a brief recess @ 8:11 PM so that the family of the new member could take pictures. The meeting reconvened @ 8:22 PM.

Resolution #2016-23 "Acceptance of Audit Report for 2015". Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Resolution #2016-24 "Acceptance of Cash Management Plan". Commissioners Hamilton and Roura questioned Administrator Jones about this and what it was for. Administrator Jones explained that this is something that the Board needs to periodically review and reauthorize and for some reason this year, the auditors discovered that we haven't done it for quite a while. He added that the Cash Management Plan hasn't changed since it was first adopted and

that we still use the Bank of America and TD Bank as depositories. Commissioner Hamilton asked him if this had to be approved tonight or could it be tabled since he hadn't really had a chance to read and digest it. Administrator Jones stated it was not an audit finding, only a discussion item in the audit exit conference and that we can table it for approval at the next meeting. The Board unanimously agreed to table this resolution until the next meeting.

FINANCIAL MATTERS:

Commissioner Roura reported that he had reviewed the July bills prior to the cancellation of the 7/18/16 Regular Meeting and had found everything to be in order. He made a motion to approve monthly bills totaling \$507,195.23 that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

MONTHLY REPORT BY ADMINISTRATOR:

Administrator Jones had submitted his monthly report to the Board for their review prior to the meeting. He added that he would like to have the Board formally authorize the sale of the 1997 Ford F450 Shop Truck for \$3,525 to a local contractor with a motion and a second. Commissioner Roura made a motion to authorize the sale of this vehicle asset for \$3,525 that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Administrator Jones reported that as everyone may have noticed, the paving and line striping of the Headquarters/Station 363 parking lots was completed last week and that the Station 361 parking lot was scheduled to be done during the week of 8/8. Commissioner Ridenour asked him how much of the Bond Issue funds were left and Administrator Jones replied that when the paving work is done we will have some adjustments to deal with based on the actual tonnage of asphalt used, but we anticipate that this will result in a credit. Without this adjustment, there is approximately \$125,000 leftover to tackle some of the other small projects that are part of the overall Bond Issue scope-of-work but were not included in any contracts that have been awarded to date. He added that since the start of the work last year, we have discovered some significant mortar and brick issues on the Station 363 hose tower. This has been shown to the Architect and he was going to look into what needed to be done to address it. Hopefully this will not become a major project but there is a lot of brick face around the perimeter of this Station and a lot of square footage that may need to be addressed.

MONTHLY REPORT OF THE CHIEF OF DEPARTMENT:

Chief of Department Colucci had submitted his monthly report to the Board for their review prior to the meeting. He had nothing further to add.

STANDING COMMITTEES:

Building & Grounds Committee: Administrator Jones provided additional information on the status of the construction projects. Commissioner Ridenour reported that we are dealing with a minor problem involving the striping contractor's placement of concrete parking bumpers too close to the back of the building and that they needed to be moved out further to keep vehicles from hitting the building.

OTHER MATTERS:

Commissioner Roura reported that he, Commissioner Ridenour, Chief of Department Colucci and Deputy Chief Burnett met earlier tonight with the Masonville Fire Company Executive Board and some of their Trustees to go over the state of their organization and to have them address some concerns that we have about it. He stated that the meeting was cordial and that we committed to assisting them in reviewing their status as a "non-profit" and "charitable" organization, both of which have apparently lapsed. They have agreed to accept our help and to have Solicitor Braslow review their documentation over the next few months to see where they are deficient and how we can help them correct these problems. As a result, the Fire District will need to absorb some additional costs for Solicitor Braslow's services.

Commissioner Roura made a motion to pay Solicitor Braslow's fees for these services. Commissioner Ridenour felt that it is in our best interest to do this in order to try and prevent future legal issues. Commissioner Hamilton asked why Masonville Fire Company was not taking care of these costs themselves and Commissioner Roura replied that he agreed with Commissioner Ridenour that it was in our best interest to deal with it now to possibly prevent future problems from falling into our lap. Commissioner Hamilton asked him if we would be billing them later for reimbursement of these costs and Commissioner Roura replied that we would not. Commissioner Hamilton seconded the motion and it was unanimously approved by the Board.

COMMENTS OF FIRE DISTRICT PROFESSIONALS:

None.

COMMENTS OF FIRE COMMISSIONERS:

None.

PUBLIC PARTICIPATION:

None.

Resolution #2016-25 "Closing of Meeting Pursuant to Open Public Meetings Act". Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

THE OPEN SESSION ENDED @ 8:38 PM.

A CLOSED SESSION BEGAN @ 8:41 PM.

THE CLOSED SESSION ENDED AT 9:02 PM.

Commissioner Roura made a motion to move forward with an offer of conditional employment to Steven Munoz and to allow Chief of Department Colucci to move forward with the next phase of the hiring process that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Commissioner Roura made a motion to approve an extension of the 3 current CBA's for 3 years with 2% salary increases each year and the Firefighter starting salary remaining frozen at \$45,000. In exchange, the Union will agree to have employees take contractual leave in larger blocks of time. The motion was seconded by Commissioner Hamilton and unanimously approved by the Board.

Commissioner Ridenour thanked Commissioners Roura and Shestack and the Chiefs for all of their efforts in negotiating these agreements - it was a definite step in a positive direction for the Board and allows us to continue moving forward.

Chief of Department Colucci informed the Board that he and Captain Fox have signed up for a September 2016 Fire Department Accreditation seminar in Fairfax VA. The combined costs will be approximately \$2,700 for the 3 day seminar.

He reported that he has been in contact with the New Jersey State Firemen's Association regarding the formation of a 3rd fire company for new volunteer and career firefighters to join in order to be part of the Relief Association and qualify for the benefits that they offer. He would be drafting a resolution for the Board to adopt in order to make this happen and hoped that the Board would support this initiative, which would also give us additional Convention Delegates.

He reported that the annual Township Fall Festival will be held on 9/17/16 and that we would be participating as we have in past years.

Commissioner Hamilton asked him what was resolved with that big repair bill for the Masonville antique ladder truck and was it still in the shop until it was paid for. Commissioner Roura replied that this issue prompted our discussion tonight with the Masonville officials and Chief of Department Colucci added that the truck was back in the firehouse but the bill had not yet been paid because the Fire Company did not have enough money to do so. This was the reason that Masonville President Rich Tremper had created the "Go Fund Me" website page to raise money to cover this debt. After doing some research on this and checking with the State on their status as a "charitable organization", he discovered that they were out of accord. Further discussions indicated that they has also lost their "non-profit" status a number of years ago. Solicitor Braslow has experience with these kinds of issues that other Fire Companies have faced and felt that he could help them get back into compliance.

Commissioner Hamilton made a motion to adjourn that was seconded by Commissioner Roura. The motion was unanimously approved by the Board.

THE MEETING ADJOURNED AT 9:17 PM.