

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

May 2, 2011

Fire Department Headquarters Station

Meeting Minutes #9

IN ATTENDANCE:

1. Commissioner Cornue
2. Commissioner Shestack
3. Commissioner Shapiro
4. Commissioner Roura (arrived @ 8:20 PM)
5. Administrator Jones
6. Deputy Chief Colucci

NOT PRESENT:

1. Commissioner Nash

The meeting was called to order by Commissioner Cornue.

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

The Public Announcements were read by Commissioner Shapiro.

APPROVAL OF MEETING MINUTES:

- Commissioner Shestack made a motion to approve the minutes of the 3/21/11 Regular Meeting, which was seconded by Commissioner Cornue. The motion was unanimously approved by the Board with Commissioner Shapiro abstaining.
- Commissioner Shapiro made a motion to approve the minutes of the 4/4/11 Special Meeting, which was seconded by Commissioner Cornue. The motion was unanimously approved by the Board with Commissioner Shestack abstaining.

MONTHLY REPORT OF THE FIRE OFFICIAL: Fire Official Kownatsky had submitted his monthly report to the Board for their review prior to the meeting. He reported that we are almost finished integrating the online smoke detector scheduling software into our website and with the credit card processor and it should be ready for testing in about 2 weeks. Commissioner Shestack asked him if we had e-mail addresses for Township businesses and Fire Official Kownatsky replied that we are beginning to collect them as the annual registration forms are returned. Commissioner Shestack suggested that when the online software is ready, we send a mass e-mail to those businesses indicating that we now accept credit cards and online payment of various fees that we bill them for annually. Fire Official Kownatsky agreed that this would be a good idea once we are ready for it, but for now he would like to get a few cycles of credit card payments under our belt to make sure that Administrator Jones has what he needs to properly account for the revenue and charges.. Commissioner Shestack suggested that perhaps Commissioner Shapiro can get us a list of local real estate agents that we can notify as well.

MONTHLY REPORT OF THE DEPUTY CHIEF: Deputy Chief Colucci had submitted his monthly report to the Board for their review prior to the meeting. He reported that Lieutenant Schwoeri was being recognized by the Mount Laurel Knights of Columbus at their meeting tonight for his community service, following the recognition of Captain McCorkle last year.

Commissioner Cornue asked about the progress of the repairs on 3614 and Deputy Chief Colucci replied that it's coming along with the radiator removed for repair and the discovery of severely damaged rubber motor mounts. Some of the frame welding cracks will be covered under the 10 year warranty that expires in August and the fuel tank was repaired in-house. He added that Mechanic Skeenes is already looking at the other E-One apparatus to determine if similar problems exist and need attention.

Commissioner Cornue stated that he was glad to see that the Station 362 shower reconstruction project has been completed. Commissioner Shestack asked how the roof was holding up at Station 362 and Deputy Chief Colucci replied that he believed that there might be some new leaks but not nearly as many as we had before or have here at the Headquarters Station. Commissioner Shestack reminded him that we added additional funds to the building maintenance line items in this years' budget and Deputy Chief Colucci stated that he is working with Battalion Chief Kirvan and Administrator Jones on a prioritized list of maintenance items. Commissioner Shestack suggested that we appoint a task force to make sure that these issues start getting addressed. Commissioner Cornue asked Deputy Chief Colucci about the timing for this initial assessment and he replied that he has a partial list so far from the station Captains, but he hoped to get started on the final assessment in the next few weeks. Commissioner Shestack suggested sending the assessment to a maintenance contractor for a proposal to get everything fixed. Administrator Jones clarified that this list would almost certainly have to be put out to bid because anything over \$2,000 has to be done using prevailing wage rates, which tends to eliminate many of the contractors that we normally use because they are too small to bid big projects and many don't like to get involved in work requiring prevailing wage rates. He added that from what he already knew needed to be addressed, he was certain that some of the major issues we need to address are going to consume most of the additional maintenance funds this year. He suggested that we complete our initial assessment and prioritize what has to be done first and what can be done cost effectively so that we can begin chipping away at the issues. He believed that we will need to bundle the more costly issues together into a bond issue proposal to pay for them. Commissioner Shestack understood and agreed that a bond issue would be a good option to explore for resolving the broad range of maintenance issues that we have and that the message for voters would be similar to the one that we used this year for the Capital Lease. Commissioner Shestack suggested that a 15 year term on the bond issue would make the annual payment less and easier to afford. Commissioner Shapiro asked if we could ask the voters to approve a 2nd bond issue in the future while the 1st one is still being paid for. Administrator Jones replied that we can propose a bond issue question every year if we think that we can get the public to approve it and Commissioner Shestack stated that we should make this our strategy for the 2012 budget and election. Administrator Jones noted that if we can cover the most expensive items (HVAC units, roofs, floors, doors, parking lots, etc.) we would probably have a 5 to 10 year window to pay for it before more major work needs to be done. He added that we haven't put any significant maintenance money into Station 362 since it was built in 1993, which puts it at the 20 year age mark in 2013. Commissioner Shestack asked if we could get the assessment completed and priced by 8/1 for discussion in September and Administrator Jones felt that this was probably possible. He added that we've got some shower leaks in the Headquarters locker rooms that we are investigating that could become a significant unexpected cost.

Commissioner Cornue noted that the Junior/Explorer Firefighter Competition was coming up and asked if we needed Board authorization for \$450 in funding for registration and food. Deputy Chief Colucci clarified that \$300 is needed for the Department sponsorship (to be added to \$100 from the Fire Company Joint Fund) and \$150 in petty cash was needed for bottled water and lunch for the senior advisors. Commissioner Shapiro made a motion to approve \$450 for the Junior/Firefighter competition to be held on 5/21, which was seconded by Commissioner Roura. The motion was unanimously approved by the Board.

STANDING COMMITTEE REPORTS:

- **Training:** No report.

- **Building and Grounds:** No report.

- **Fire Prevention:** No report.

- **Insurance:** No report.

- **Information Technology:** Commissioner Shestack reported that the new mail server is up and running after several issues were addressed. He commended IT Technician Lupan and Administrator Jones for a good job and noted that the system is much faster. He felt that the investment that we are making in technology improvements this year should keep us in good shape for the next 3 to 5 years. Administrator Jones added that the migration problems from the old server to the new server required more time with the Microsoft Exchange experts at Decisive Business than we expected but that this was the reason that we brought them in for the upgrade because of the complexity. We found problems with our existing e-mail domain name format that ended up being very easy to work around, but it took a long time to figure out that this was the problem. Commissioner Shestack was comfortable that our computer network was now in pretty good shape for another 3 to 5 years. He added that our next IT project was to find a way to provide the Board with their meeting packets electronically and he anticipated having more information on this at the 5/16 Regular Meeting.

- **Community Relations:** Commissioner Shapiro reported that the Community Relations Committee is basically defunct and desperately needs new members that want to volunteer their time to promote the Department. She recommended that if the Board moves to create and fill a recruitment & retention position, it might revive this Committee. Deputy Chief Colucci agreed that the Chiefs discussed the lack of willing volunteers for this Committee at their last meeting but did not have any suggestions on how to get people involved with it. Commissioner Cornue suggested that everyone think about this for a discussion at the next Work Session.
- **Equipment:** No report.
- **Personnel:** No report for Open Session
- **Long Range Planning:** No report.
- **Labor/Management:** No report for Open Session
- **Finance:** No report.

OTHER MATTERS: Commissioner Cornue reported that he attended the Mount Laurel EMS banquet last Saturday and commended EMS Chief Pagurek for the wonderful job that they did. They recognized the EMS, MLFD, MLPD, Medics and other personnel involved in the resuscitation of a 21 year old cardiac arrest victim. The man's family was there to thank the rescuers and the patient handed out awards to the staff, personally thanking everybody. He liked the way that they "re-enacted" the incident timeline, which gave those present a glimpse of what it takes to have a successful rescue.

PUBLIC PARTICIPATION: None.

Resolution #2011-21 "Closing of Meeting Pursuant to Open Public Meetings Act". Commissioner Shestack made a motion to approve the resolution, which was seconded by Commissioner Roura. The motion was unanimously approved by the Board.

**THE OPEN SESSION ADJOURNED AT 8:40 PM.
A CLOSED SESSION BEGAN AT 8:50 PM.
THE CLOSED SESSION ADJOURNED AT 10:13 PM.**

Resolution #2011-22 "Appointment of Jessica Hoffman to the Position of Clerk Typist for the Year 2011". Commissioner Shestack made a motion to approve the resolution, which was seconded by Commissioner Roura. The motion was unanimously approved by the Board.

Commissioner Cornue summarized the plans for Chief of Department Gallos retirement dinner on 6/18 and the "pass and review" ceremony that was scheduled for 7/1. He asked the Board if we should do something special for him at the "pass and review" ceremony to recognize his service since several Commissioners would not be attending the retirement dinner. Commissioner Shestack suggested that we adopt a resolution at an upcoming Board meeting to recognize his service to the Department and present him with a memento. The Board agreed that it would be nice to present Chief of Department Gallos with his helmet at the "pass and review" ceremony on 7/1 and with a framed resolution and "retired" badge at the retirement dinner on 6/18.

Commissioner Shestack made a motion to adjourn the meeting, which was seconded by Commissioner Roura. The motion was unanimously approved by the Board.

THE MEETING ADJOURNED AT 10:22 PM.