

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

October 5, 2015

Fire Department Headquarters Station

Meeting Minutes #14

IN ATTENDANCE:

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

The meeting was called to order by Commissioner Shestack at 8:03 PM.

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

The Public Announcements were read by Commissioner Hamilton.

ADOPTION OF RESOLUTIONS:

Administrator Jones distributed an analysis of the Facility Maintenance Bond Issue funds that have been spent to date and briefed the Board on the impact of the latest bids that had been received. He added that the site work bid and the emergency generator replacement bid both came in higher than expected, partly due to changes in the original scope-of-work and some additional work that we have included as well as an improved economy. He proposed using funds left over from the professional services portion of the bond issue along with some of our contingency funds to award contracts for this work. He also recommended restoring several items that had been eliminated in the initial contract with Puente Construction now that we know the cost of the remaining major parts of the project. He recommended issuing change orders to add the HQ Shop roof replacement and Station 363 HVAC unit replacement components back into that contract. Commissioner Shestack asked him what the site work contract includes and he replied that it primarily included asphalt milling/paving work, some apron/curb/sidewalk replacement, drainage inlet reconstruction, concrete apron sealing and rehabilitation of the Station 362 stormwater basin.

Administrator Jones added that the Station 362 emergency generator and switchgear replacement project bid was opened last week and is included in the analysis. Commissioner Shestack asked him if those bids came in over-budget as well and he replied that they did. Commissioner Ridenour added that although this project came in at \$252,000, once we got into the design of the project we ran into some issues involving the available space inside the electrical room that was addressed by moving much of the new switchgear outside of the building in weatherproof enclosures. Commissioner Shestack asked him why our architects/engineers did not know that this was needed when they gave us the budget estimate and Administrator Jones replied that the project estimates did not get into the design details that have to be worked out once the actual design is being done. He stated that each portion of the 3 projects that we have designed and put out to bid so far eventually involved more work than was anticipated when we obtained the ballpark estimates over 2 years ago. Commissioner Shestack asked him where he expected us to be budget wise at the end of the day and Administrator Jones replied that his analysis shows that we have approximately \$100,000 of the original \$2.95 million budget remaining, which he wanted to leave for contingencies until we get most of the work that we have already contracted for done. Commissioner Shestack felt that this was a sound approach and Administrator Jones added that we still have a new Station 362 engine room floor coating, rebuilt Headquarters Station lavatory showers and the addition of lightning protection equipment at Stations 361 and 362 to complete and that they should be small enough projects to complete in the spring/summer of 2016 if we don't have to tap much of the remaining contingency funds. Commissioner Ridenour agreed with that assessment and was still comfortable in saying that we should be able to complete all of the essential envelope protection. Chief of Department Colucci felt that with the upcoming staffing changes and apparatus relocation, the mezzanine storage proposed for Station 362 could probably be eliminated. Commissioner Hamilton asked Administrator Jones for some specifics on the new emergency generator and Administrator Jones replied that it was a 200kW unit and fueled by natural gas. Commissioner Hamilton asked if it will be big enough to power everything in the building and Administrator Jones stated that it would be more than adequate.

Resolution #2015-48 "Award of Contract for 2015 Site Work Renovations, Contract MLFD 2015-1 to Command Co., Inc. for \$495,115". Commissioner Ridenour made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

Resolution #2015-49 "Award of a Contract for Emergency Generator & Related Electrical Equipment Replacement to DEC Electrical Contractors, Inc. for \$252,600". Commissioner Ridenour made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

OTHER MATTERS:

Commissioner Roura noted that the Fire Prevention Open House is this Wednesday, 10/7/15 in the Wegman's parking lot.

Chief of Department Colucci reported that Civil Service has released the Fire Prevention Specialist list and that it contains a disabled Veteran at the top of the list with our 3 current employees just below him. Once Civil Service certifies the list, those on the list have 5 days to respond back with their interest and then we can begin the vetting process.

He reported that we have received the new ISO rating report that will be published in January 2016 and he was proud to report that our rating improved from a Class 4 to a Class 3 with a score of 76.49 out of 100. If we can increase that to a score of 80 or better, we would improve to a Class 2. We met today with the MUA and an ISO water system representative to discuss the water system portion of the evaluation and found that we should be able to improve our score by a point or more just from information provided by the MUA at that meeting. Commissioner Shestack asked for a copy of the ISO report so that he can have one of his company's risk management specialists take a look at it and maybe identify some areas that we can question and improve upon. He could also find out how much savings that the new rating would have on commercial insurance rates so that we can send out a press release about it and get some good exposure. Chief of Department Colucci added that there are only about 1,000 Class 3 rated fire departments in the country out of the 50,000 or so that are evaluated and that the ISO representative felt that we have a good chance of getting our rating up to a Class 2 based on our upcoming staffing improvements and apparatus redeployment plan.

He reported that the Township has notified him that the County Election Board has approved the use of Station 362 as a polling place on 11/4.

His final comment is that the 1st of the 2 new pickup trucks has arrived and is acceptable.

COMMENTS FROM FIRE COMMISSIONERS:

Commissioner Ridenour reported that he was able to secure 12 new car seats from the AAA Public Relations department for distribution at this week's Open House. They are also willing to perform car seat installation checks that night. Chief of Department Colucci recommended that we get some photos of AAA staff shaking hands with someone from the Board at the Open House. Commissioner Shestack suggested that we show them our gratitude by presenting them with a Certificate of Appreciation at an upcoming meeting.

PUBLIC PARTICIPATION:

None.

Resolution #2015-50 "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 AT 8:32 PM.
A CLOSED SESSION BEGAN AT 8:33 PM.
THE CLOSED SESSION ENDED AT 9:04 PM.**

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

THE MEETING ADJOURNED AT 9:05 PM.