

August 26, 2008

MINUTES

The regular meeting of the Board of Fire Commissioners, Fire District No. 1, was held on the above date at Hose Company No. 1. The meeting was called to order at 7:30 p.m. by Vice Chairman Fisher with Commissioners Moriuchi, Bowman and Bixby present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., Training Officer Bickmore, Battalion Chief Poole and Administrative Clerk Williams. Chairman Giorgi was reported as being on vacation.

Vice Chairman Fisher opened the meeting by reading the following "Open Public Meetings Act" by title only;

Public Notice of this meeting, pursuant to the "*Open Public Meetings Act*," has been given by the Board of Fire Commissioners, Fire District No. 1, of the Township of Moorestown in the following manner; by posting written notice on the Public Meetings Act bulletin Board in Town Hall on March 9, 2008, and entering the same in the official book of the Fire District in the Municipal Library; mailing written notice to the official newspaper, the Burlington County Times on March 9, 2008; filing written notice with the Clerk of the Township of Moorestown on March 9, 2008; filing written notice with the Clerk of the Board of Fire Commissioners, Fire District No. 1; and mailing written notice to each person who has requested copies of the schedule of meetings and who has prepaid the fixed charge for such service.

Following that, Vice Chairman Fisher led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Bixby, the minutes of the July 22, 2008 meeting were approved by the four Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of July indicating a cash balance of \$1,168,110.93. He stated that the Commerce Bank account which we attempted to close had a balance of \$.09. The Administrator stated that he would make a phone call to make sure that the bank closed the account properly. On a motion by Commissioner Moriuchi, seconded by Commissioner Bixby, the cash report was approved as presented.

Treasurer Bowman presented the Statement of Expenditures and Vouchers through the disbursements of August 26, 2008. He also presented for approval checks #5071-5119 and a payroll transfer which totaled \$148,151.05. On a motion by Commissioner Bixby, seconded by Commissioner Moriuchi, the bills were approved unanimously by the four Board members present.

CORRESPONDENCE:

Vice Chairman Fisher acknowledged the letter from Township Manager Christopher Schultz about the possible consolidation of the services of Fire District No. 1 and the Moorestown First Aid and Emergency Squad. Mr. Schultz stated that he had alerted the Township Council of the discussions between both organizations and he also stated that the Township stood ready to assist in any way that they could.

The Vice Chairman also recognized the "thank you" note from D'Imperio Brothers Landscaping and the letter that the District Administrator had sent to Kenneth Connolly of the NJ Dept. of Personnel requesting assistance with consolidation of personnel should the fire district and squad merge.

ADMINISTRATOR'S REPORT:

Administrator Chesner offered a few comments on his written report dated August 26, 2008. He stated that our workers compensation carrier, Public Alliance Insurance Coverage (PAIC) fund may no longer supply coverage to those fire districts in which they only insure for workers compensation. If PAIC decides to move forward and drop fire districts, they will notify us prior to our renewal date of January 1st. The Administrator stated that he would keep the commissioners informed as to PAIC's actions.

CHIEF'S REPORT:

Chief Constantine commented on his written report dated August 26, 2008.

The Chief reported that the fire department responded to 55 calls during the month of July that consisted of 8 fire calls, 2 overpressure ruptures/explosions, 2 rescue and emergency medical, 7 hazardous conditions (no fire), 4 service calls, 6 good intent calls and 26 false alarms/false calls. There were 4 station drills and 2 fire police drills.

Chief Constantine briefly reviewed the following items that he had included in his report.

1. An Executive Summary for the proposal of Moorestown Fire Dept. and Lockheed collaborating to place an apparatus at Lockheed during the day and staffing with their employees.
2. Clarification of the College Excusal Program
3. Revision to the Evening Duty Crew Program
4. Recommendation from the Health and Safety Committee for the Board's appointment of a physician to the position of Department Physician
5. A draft letter from the Fire District in support of a amphibious vehicle
6. A description of the HazMat Awareness and Operations class that's being held as part of the grant received from the Moorestown Emergency Management
7. The memo of understanding with Lockheed Martin for the command and control project we are working with them to develop
8. Copy of a thank-you letter from Ms. Lee Ann Lillagore of Brandywine Assisted Living

The Chief also reported that as of the middle of August, all members and employees had received Anti-Discrimination and Harassment Training; with refresher training being provided every two years. District office employees received Haz-Com update training on August 6th.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell was absent because of his mandatory attendance at the Annual Burlington County Caucus meeting.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2008-26 "*Appointment of the Assistant Fire Marshal to the Position of Fire Official in the Absence of the Acting Fire Official*" was offered on a motion by Commissioner Moriuchi and seconded by Commissioner Bowman. There being no question on the motion, the resolution was unanimously adopted 4-0 on a roll-call vote.

Resolution 2008-27 "*Appointing Additional Counsel to Assist the Board of Fire Commissioners in Department of Personnel Matters from August 26, 2008 to February 28, 2009*" was offered on a motion by Commissioner Bowman and seconded by Commissioner Bixby. Administrator Chesner stated that this announcement would be published in the Burlington County Times, the District's official newspaper. There being no question on the motion, the resolution was unanimously adopted 4-0 on a roll-call vote.

APPOINTMENTS & RESIGNATIONS:

Training Officer Bickmore reported that Anthony Arot, a member at Station 311, verbally resigned on August 21, 2008. He also stated that Andrew DiPaola had been reinstated into the Department.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher stated that the survey of the buildings and grounds by the Administrator, Maintenance Engineer and himself was very productive. This assessment will assist them in determining costs for the 2009 and beyond Budget. He also stated that the condition of the bell tower at Relief Engine Company prompted them to seek a professional to look at it since it appears to be a structural issue.

Apparatus: Chief Constantine stated that the committee met last Thursday with representatives from Seagrave in which we searched out their product line and asked numerous questions involving production methods, warranty, pricing, etc. A third manufacturer meeting has been lined up.

Master/Station Planning: Commissioner Moriuchi and Chief Constantine had a meeting in which they discussed space needs. They are preparing for their next meeting on Sept. 10th.

Recruitment and Retention: Commissioner Bixby stated that a bulletin would be emailed and posted at the stations on Sept. 5th announcing the Annual Awards Dinner date of November 8, 2008. He also stated that the dinner would be held at the Doubletree Guest Suites Ballroom in Mount Laurel, NJ and the attire would be Class A's again.

Benefits: None.

OTHER BUSINESS:

Health and Safety Officer Rick Bickmore explained in detail the need for the appointment of a department physician. He stated that we needed criteria to judge whether an individual is fit for duty or not. The Board gave their approval for Officer Bickmore to move forward with this appointment.

Vice Chairman Fisher thanked Administrator Chesner and Admin. Clerk Williams for their comprehensive executive report on the reasons the District should continue with the finance software of Edmunds and Associates that's currently being used.

Comments were offered from the audience by Karl A. Shelley. He asked if the Board could announce the balance in the cash accounts in their future meetings and also read the total amount of the expenses, bill by bill, so that the public would know what's being spent. He also had questions about the District's hiring of a special counsel and wanted to know the general purpose for the hiring.

ANNOUNCEMENTS:

On a motion by Commissioner Bixby, seconded by Commissioner Moriuchi, the regular meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Fred T. Moriuchi
Secretary/Clerk