

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 Chairman Shelley with Commissioners Fisher, Schlindwein, Schuster & Bixby present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Fire Chief Green, Asst. Fire Chief Poole, Fire Official Worrell, Training Officer Bickmore and Fire Police Lieutenant Boileau.

Chairman Shelley 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 3, 2010, 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 3, 2010; filing written notice with the Clerk of the Township of Moorestown on March 3, 2010; 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, Chairman Shelley led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

MINUTES:

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the minutes of the December 14, 2010 meeting were approved by the five Board members present.

On a motion by Commissioner Schuster, seconded by Commissioner Schlindwein, the minutes of the January 11, 2011 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for December 2010 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$19,366.24 in the PNC Bank Payroll account, \$670,188.01 in the PNC Bank Sweep account, \$29,685.15 in the PNC Unemployment Trust account and \$290,095.94 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$1,034,335.34. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the cash report was accepted and approved by the five Board members present.

Treasurer Schlindwein presented the Statement of Expenditures through the disbursements of January 25, 2011 and stated that we had expended 4% of this year's temporary budget. On a

motion by Commissioner Schuster, seconded by Commissioner Bixby, the Statement of Expenditures was approved by the five Board members present.

Treasurer Schlindwein presented Checks #6626-6677 totaling \$116,711.19. After the Treasurer and Administrator identified and commented on some of the larger payments, on a motion by Commissioner Bixby, seconded by Commissioner Schuster, the monthly bills were approved for payment by the five Board members present.

CORRESPONDENCE:

Chairman Shelley stated that as usual, correspondence concerning appointments and resignations would be reviewed later in the meeting. He acknowledged the letter from Karen Lubert, a Moorestown resident who complimented the department for being so kind and thorough in responding to a call at her home on Deerfield Terrace. She stated that she really appreciated their expertise and all the work that they do to keep the community safe.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items in his monthly report that he provided to the Board members prior to this meeting.

The administrator stated that today he received the signed copy of the 2011 Approved Budget from the State; still waiting for the adopted budget copy.

He also stated that he had completed this year's Fire District Election Ballot. The election will be held on February 19, 2011 and uncontested with two commissioners running and two questions on the ballot. Five tellers and a judge were asked to serve this year. A copy of the sample ballot has been posted on the Department's website.

Per his request, Nottingham Insurance sent the administrator an insurance coverage proposal from Emergency Services Insurance Program (ESIP), a carrier we previously had before switching to VFIS. If the District decides to return to ESIP there would be a savings of \$1,573 per year; although our past experience with them has been negative. The Administrator stated that it was his recommendation and Nottingham's also to remain with VFIS.

Administrator Chesner mentioned that we have to purchase our workers' compensation insurance policy through the State of New Jersey. He also reported that there were no worker's compensation claims in 2010; as he recollects, it the first time in 12 or 13 years that the department has had no claims filed for accidents/injuries.

Administrator Chesner plans to complete LOSAP in February identifying the volunteer members who have qualified for credit under the LOSAP program for the Year 2010. He stated that the Consumer Price Index increased by 2.8% in 2010. Since our original LOSAP resolution did not include a provision for automatic increases, we have to adopt a similar resolution each year approving the increase.

He also mentioned that the auditors may come in around the latter part of February; although an exact date has not been established.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell commented on a few items from his monthly report dated January 2011.

FO Worrell reported that after performing an annual inspection of a local day care center and finding fire code and health code violations, the County Health Dept. and Zoning were notified. He noted that the center corrected the fire code violations, but may be closed due to health issues.

Fire Official Worrell also stated that the "Uniform Fire Code Local Enforcing Agency Annual Report" for 2010 had been completed and submitted online to the Division of Fire Safety.

CHIEF'S REPORT:

Chief Green's written report dated January 25, 2011 included the following incident report.

The fire department responded to 60 incidents during the month of December that consisted of 9 fire calls, 2 rescue & emergency medical service incidents, 14 hazardous conditions (no fire), 12 service calls, 3 good intent calls and 20 false alarms/false calls. There were 3 fire department drills and 1 fire police drill.

Chief Green identified the 6 members that are scheduled to attend the FDIC Conference in Indianapolis, Indiana in March as: Christopher Konzelmann, Jeffrey Nutt, David Mann, Edgar Thomas, Douglas Lynch and Michael Warren.

He also reported that there were 732 fire calls in 2010.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2011-07 "*Establishing a Pay-Per-Call Policy for the Active Members of the Fire Department*" was read by Administrator Chesner and offered on a motion by Commissioner Fisher, seconded by Commissioner Schuster. Chairman Shelley stated that this resolution was pro-forma; something we have to do each year. On a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2011-08 "*Appointing Pay-Per-Call Firefighters and Pay-Per-Call Fire Police*" was read by Administrator Chesner and offered on a motion by Commissioner Schlindwein, seconded by Commissioner Schuster. Chairman Shelley stated that this resolution was also formality each year to appoint eligible Pay-Per-Call members. There being no questions or further comments, on a roll-call vote the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

The Chairman noted that the Training Officer's Report is now being included in the Chief's Report.

Chairman Shelley announced the following membership change that was submitted by Training Officer Bickmore:

- Kevin Middleton's membership status changed from Reserve to Active as of 1/6/11.

COMMITTEE REPORTS:

Buildings & Grounds: Discussion ensued about the installation of additional bollards around the above ground storage tanks at each station per the recommendation of our insurance company. The Board asked the administrator to move forward with the installation as the weather permits.

Apparatus: None.

Planning: Committee Chairman Shelley stated that the committee's last meeting was in December. At their next meeting in February they will look into a lot of items on the current buildings & grounds list; possibly having the Buildings & Grounds Committee investigate the idea of a complete renovation of the building. At their last meeting they worked on current and future capital needs. A written report will be forthcoming.

Recruitment and Retention/Public Relations: Commissioner Schindwein reported that it has been a busy month with applications; 2 applicants and 1 on hold. He also stated that on Moorestown Day, June 4th, Fire Official Worrell will have a "Self Contained Residential Fire Sprinkler System Demo Trailer" at Station 311 which will present a perfect opportunity for recruiting. FO Worrell also stated that he will need a pumper on location at that time.

Public Relations: Administrator Chesner stated that there were two new Township Council members in Moorestown.

Benefits: Commissioner Bixby stated that the committee is scheduled to meet in March.

Information Technology: Commissioner Bixby reported that the committee met on January 14th. They discussed doing run sheets online and the cost of bringing Firehouse Software onto the district's server. Discussion continued concerning GIS info – utilizing it on the laptops and using it on the first out pieces of apparatus. The committee plans to get Administrator Chesner and Training Officer Bickmore involved in their next IT meeting.

Commissioner Fisher asked about the use of I-Pads for fire inspections, similar to what Cinnaminson Fire District utilizes. After a brief discussion on the cost of the equipment, report completions and other procedures, FO Worrell was asked to contact Ira Shonfeld at Emergency Software Products about these issues and if it would be advantageous for our utilization.

Squad: No report.

OTHER BUSINESS:

A motion was made by Commissioner Fisher, seconded by Commissioner Bixby, to nominate Commissioner Schuster as Clerk of the Fire District Election. Motion carried.

After a brief discussion, it was decided that this year's dinner event would be entitled "Annual Awards Dinner & Chief's Installation". It was stated that some of the District's previous commissioners and former chief would be honored at the dinner.

A motion was entered by Commissioner Schindwein, seconded by Commissioner Schuster that the capital question "Shall an amount not to exceed \$60,000 be approved to finance the purchase of a new command vehicle and fire inspection vehicle for Fire District No. 1?" be placed on the 2011 Ballot. Motion carried.

In light of their superior service and upon the recommendation of the fire district administrator and Nottingham Insurance, a motion was made by Commissioner Fisher, seconded by Commissioner Bixby, to contract with VFIS as our insurance carrier for the Year 2011. Motion carried.

A motion was made by Commissioner Schuster and seconded by Commissioner Bixby to draft a resolution for the February meeting approving the consumer price index adjustment of 2.8% for the 2010 LOSAP contributions. Motion carried.

The Administrator stated that he would contact the Ladies Auxiliary about keys to the kitchen cabinets at both stations.

Chairman Shelley asked the Admin. Clerk to place the organizational chart on the agenda so that changes and arrangement of the chart would be discussed at the next board meeting.

PUBLIC SESSION:

Fire Police Lieutenant Boileau invited all to attend the County Fire Police meeting tomorrow night at Lenola. It starts at 8:00 p.m.

Fire Official Worrell commended the Evergreen's for the "Hometown Hero's Breakfast" that they hosted on Saturday, January 29th. They honor all the Fire, Police and EMS personnel in Moorestown each year at this event. FO Worrell stated that it was a very nice gesture.

ANNOUNCEMENTS:

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the meeting was recessed at 8:49 p.m. to enter into an executive session to discuss personnel matters. Motion carried.

RESOLVED, that pursuant to Section 8 of the Open Public Meetings Act (N.J.S.A. 40A:4-13), the public shall be excluded from that portion of the meeting involving personnel matters.

FURTHER RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time as is appropriate without prejudice to the interest of the Commissioners of Fire District No. 1 in the Township of Moorestown.

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the Executive Session was adjourned at 9:11 pm and the regular meeting reconvened and adjourned without further official action.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk