

January 22, 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 8:00 p.m. by Chairman Giorgi with Commissioners Fisher and Bixby present. Also present were Administrator Chesner, Chief Constantine, Fire Official Worrell, Asst. Chief Green, Training Officer Bickmore, Lieutenant Bickmore, Jr., Squad President Maltbie, Fire Police Captain Tom Keyes and Fire Police Lt. Boileau.

Chairman Giorgi 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 7, 2007, 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 7, 2007; filing written notice with the Clerk of the Township of Moorestown on March 7, 2007; 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 Giorgi led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

Chairman Giorgi advised the group that Commissioner Moriuchi would not be present for the meeting and Commissioner Bowman would arrive late.

## MINUTES:

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the minutes of the December 11, 2007 meeting were approved as distributed.

On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the minutes of the January 15, 2008 meeting were approved as distributed.

Chairman Giorgi asked that the Treasurer's Report be deferred until later in the meeting when Commissioner Bowman arrived.

## CORRESPONDENCE:

Chairman Giorgi made mention of the thank you note and donation from the Holden Family, the letter from Relief Engine Company advising the Board of the re-election of Thomas Poole for Battalion Chief, the letter from Hose Company advising the Board of the election of Peter Witkowski for Battalion Chief, the letter from the Fire Police requesting equipment for meeting to be held on January 23, 2008, thank you letter from Chief Giorgio of the Cherry Hill Fire Department for our assistance at an incident on January 4, 2008 and he also mentioned the letter from Battalion Chief Witkowski notifying the Board of the appointment of Edgar R. Thomas II to Captain and Rick Bickmore Jr. to Lieutenant.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of the following written report dated January 22, 2008:

Buildings and Grounds: Two second floor zone valves were replaced for the heater located in the Emergency Services Building. All four zone valves for the office area have been replaced over the last year.

The signs warning of a drop off in the rear of the parking lot at Station 311 have been installed.

As always, miscellaneous items in and around both buildings were addressed.

Other: I received a signed copy of the approved budget back from the Division of Local Government Services. I sent a copy of the adopted budget as well as the corresponding resolution to the DLGS on Wednesday the 16<sup>th</sup> of January.

The Chevy Tahoe has been sold for the price of \$3,500.00.

As I mentioned during the public hearing on the budget, I'm working on the 2008 Newsletter. As in the past, I'm going to utilize Perfect Printing for publication and dispersal. For the newsletter to be out at least two weeks prior to the election, I need to deliver all proofed articles to the press by January 25<sup>th</sup>. If you have an article that you would like me to publish, please e-mail as soon as possible. I will be placing a copy of the budget as well as a description of the 4% tax levy cap in the newsletter as I did last year.

The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) announced the 24<sup>th</sup> round of Fiscal Year (FY) 2007 Assistance to Firefighters Grants. I have not received any correspondence indicating whether or not we have been awarded a grant for the air packs. I will keep everyone posted of the same.

On January 13<sup>th</sup>, a special meeting notice was published in the Burlington County Times for the workshop meeting scheduled for Saturday, January 19<sup>th</sup>. I also placed the notice on the website. During the regular meeting, I would like to discuss further with the Board the requirements concerning the Open Public Meetings Act.

The 2007 Mileage checks are ready for your approval and signature. The total cost we will be expending is \$20,719.20. The budgeted amount is \$22,000.00. Once approved, I will deliver to both Battalion Chiefs and the Fire Police Captain.

All election workers that were contacted stated they will work this year's Fire District election. Judge Hankins also indicated that he would work the election. I asked that all workers be at the building @ 1:45 p.m.; the polls are open from 2:00 p.m. till 9:00 p.m. I will inspect the voting machines on February 15<sup>th</sup> at the voting machine warehouse in Lumberton to make sure the numbers and language are correct on the ballot. I will discuss more about the election during the meeting.

Friday, January 18<sup>th</sup> was the last legal day to submit petitions for the position of Fire Commissioner. I received only two petitions from incumbents Commissioner Bixby and Commissioner Fisher.

Reminder - The Fire Police Association Meeting will be held at Station 311 during the evening of January 23<sup>rd</sup>.

Administrator Chesner acknowledged the letters that he sent to the Division of Local Government Services along with the approved and adopted budgets, the letter to the Superintendent of Elections requesting voting machines for the Fire District Election and the letter sent to the tellers and judge of the election requesting each to serve at this year's Fire District Election.

Commissioner Bowman arrived at 8:15 p.m.

#### CHIEF'S REPORT:

Chief Constantine gave a verbal review of the following written report dated January 22, 2008:

Report of Incidents and Drills: The fire department responded to 47 calls during the month of December that consisted of 5 fires, 1 rescue/emergency medical, 17 hazardous conditions (no fire), 8 good intent calls and 16 false alarms/false calls. There were 3 station drills and 1 fire police drill.

Operations: We have had two water meetings since December 2007. The Council members present requested that Mr. Terry, retiring Township Manager (Feb. 1, 2008) and Mr. Schultz, newly appointed Township Manager, develop the budget calculation for 2008 showing the Water Project. Please refer to the e-mail posted about the most recent developments to the water system. If you have questions, I will be glad to answer them to the best of my ability. Our next meeting will be Thursday, Jan. 24, 2008 to set budget numbers, review modeling by ERI and finish our discussion on priorities.

On December 19, 2007 Greg McCarty, Supervisor of Buildings and Grounds for Moorestown Township Public Schools, and I took pre-incident photographs of the Baker School. Once the number markings on the exterior doors is complete, the remainder of the photos will be taken. Baker School will be the template for the remainder of the schools in the district. School Resource Officer Brian Wright will finish the pictures.

I have completed the draft document for the Evening Duty Crew system. The document is out for review and has received a couple of responses. I am hoping to get the program running in short order.

I attended a meeting with Township officials and Fire Official Worrell about the Friends School variance request.

I met with Lockheed Martin representatives for three hours on Tuesday, January 15, 2008. We discussed many topics that will be addressed in 2008.

Fire Official Worrell, Fire Prevention Specialist Schweiker and I have been working on numerous projects together and information sharing has increased. It is nice working with them. The increased cooperation has helped me understand some of the issues they face so that we may be able to better assist them at incidents.

There will be a Department meeting on January 31, 2008 at 1930 hrs at Station 312. The meeting's being held to discuss the incidents for 2007, a breakdown of their locations by grids, time of day and

day of the week. An introduction and overview of the Evening Duty Crew system will be provided to the members. I will briefly discuss some of the discussions I have been having regarding responses to Mount Laurel.

Training: The 2008 Annual Training has started for the Department. I want to thank Brenda and Rick for their work to ensure that all members attend as required, further reducing the District's exposure.

They have also been working on completing the 2007 NFIRS entries and setting up the County provided Firehouse Software. To date, member's names and line numbers have been entered in Firehouse Software and the County has begun providing incident reports for Brenda to complete NFIRS. Rick has spent a great amount of time ensuring we have the proper access to the system through the Township server and our username and passwords have been provided. Rick has set up a training and familiarity meeting with a representative from the County's project team. He is also meeting with Firehouse Software representative Mike Hall to get an accurate cost on transfer of data to enhance the system.

Tony has been testing the Rip and Run Incident System for the County. They are working out the difficulties to move the information to the street for everyone.

Apparatus/Equipment: Repairs were completed to the 3103 vehicle. The heater damper motor was replaced and the oil changed.

The block heater cord was installed on the 2008 Expedition.

The 2008 Expedition was experiencing a dead battery after sitting for a day or longer. Ritchie was able to determine that the new digital radio was drawing too much power, even while the vehicle was turned off. John Sacket from Burlington County Radio Shop assisted the department by changing the programming on the radio to the correct power output.

All mobile and portable radios have been upgraded to the new County radio format.

The mechanics from Pierce were here to replace the recalled pitman arms on 3112 and 3125. They also mounted a plate under the passenger side cab lift cylinder in case of a mounting pin failure to prevent the cab from twisting and possibly coming down unexpectedly. The paperwork is in the appropriate apparatus files.

After many communications with Chris at All Hands Fire Equipment, Ritchie was able to determine the correct size bushing for the Echo saw; he ordered the part. FYI – Echo uses metric measurements, Partner uses inches.

The parts for 3121's fan were ordered from Fire and Safety. The parts that broke are no longer available, so the upgrade fan/kit was installed by Helmrich in Pennsauken.

SCBA: One was sent out for repair of the high-pressure hose connection to the pressure reducer – this is back in service. Another was sent out for repair of the snap-ring on the by-pass valve – still out for service.

The FFRED harness strap broke on one SCBA. The older style waist harness was placed on the SCBA while the FFRED is out for repair.

Ritchie conducted the SCBA monthly inspection with minor issues. He also replaced all of the batteries in the PASS devices as part of the annual replacement cycle. The batteries are replaced as needed or twice a year. Then replacement will be in June.

#### TREASURER'S REPORT:

Treasurer Bowman presented the cash report for November, 2007 indicating a cash balance of \$1,477,490.28. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the cash report was approved unanimously by the four Board members present. Treasurer Bowman presented the cash report for December, 2007 indicating a cash balance of \$1,391,650.92. On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the cash report was approved unanimously by the four Board members present.

Treasurer Bowman presented the statement of expenditures reflecting disbursements through January 22, 2008 and also presented Vouchers #4663-4776 and a transfer to the payroll account totaling \$142,934.42 for approval for payment. There being no questions, on a motion by Commissioner Fisher, seconded by Commissioner Bixby, the vouchers were approved for payment by the four Board members present.

#### FIRE OFFICIAL'S REPORT:

Fire Inspections: 43 Fire code inspections, 24 re-inspections and 4 smoke detector compliance inspections were performed and completed in a timely manner.

Fire Alarm & Fire Code Enforcement: Income from smoke detector inspections, annual fire code registration fees, permits, fire alarm penalties and fire code violations last month totaled \$218.00.

Fire Official Worrell met with Commissioner Bixby and Senior Clerk Typist Longo to review the Firehouse inspection system.

Fire Official Worrell attended a Division of Fire Safety meeting about school lockdowns in Trenton and met with FO 313 Cindy to work on new and updated ordinances.

Fire Official Worrell met with FM-20 Dan Norman to review some paperwork. Both serve on the school lockdown committee for the Division of Fire Safety.

Site Plans: Fire Official Worrell completed and submitted 3 new site plans and attended a pre-zoning board meeting with Chief Constantine.

Fire Prevention: Inspector Schweiker attended Philadelphia Fire Dept. & Channel 6 "Operation Stay Alive" smoke detector & life saving program as well as Lockheed Martin Safety Day.

#### BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2008-07 "*Amending Section 16.0 of the Rules and Regulations of the Moorestown Fire Department*" was offered on a motion by Commissioner Bowman and seconded by Commissioner Bixby. On a roll-call vote, the resolution was adopted by the four Board members present.

Resolution 2008-08 "*Appointing a Fire Prevention Specialist/Assistant Fire Marshal of the Fire District and Establishing Compensation for the Fiscal Year January 1, 2008 to December 31, 2008*" was offered on a motion by Commissioner Bixby, seconded by Commissioner Fisher. On a roll-call vote, the resolution was adopted by the four Board members present.

Resolution 2008-09 "*Establishing a Mission Statement for the Fire District*" was offered on a motion by Commissioner Bixby, seconded by Commissioner Fisher. On a roll-call vote, the resolution was adopted by the four Board members present.

APPOINTMENTS & RESIGNATIONS:

Training Officer Bickmore reviewed the following correspondence: Membership status of Jonathan Clifford changed from probationary to active on December 23, 2007, membership status of Charles Maltbie III changed from probationary to active on January 18, 2008, probationary member Vincent Budzak resigned via e-mail on December 31, 2007 and Kyle T. Mohen was recommended for Junior membership and assigned to Station 312.

COMMITTEE REPORTS:

Buildings & Grounds: No report.

Apparatus: Administrator Chesner asked if the Board would move forward with the purchase of a new fire engine in year 2009 and if so what dollar amount, not to exceed, be placed on the 2008 ballot. After some conversation on the topic, Commissioner Fisher recommended that we move forward and place on the ballot an amount not to exceed \$475,000.00. The Board agreed and Admin. Chesner stated that he will place the question on the 2008 ballot for the purchase in 2009.

Master Planning: No report.

Station Planning: Chairman Giorgi mentioned briefly the decisions made during the workshop meeting; Station 312 will remain at Chester Avenue and the Board agreed to move forward with the building of the new station on the east end of town. The Board would like to complete the building by year 2013. The Station Planning Committee will meet to discuss a timeline on the building and report back to the Board.

Recruitment & Retention: No report.

Benefits: No report.

Public Relations: No report.

OTHER BUSINESS:

Squad President Chuck Maltbie thanked the Board for their help in the placing of monies in the 2008 budget for the purchase of stretchers for the Squad. He also explained briefly about the Emergency Medical Service with Lockheed Martin and the use of both Mount Laurel and Moorestown EMS in

doing so. He also advised the Board of the Squad's plan to hire a fifth employee and informed the Board that they approached the Board of Education and were advised that they would bill them \$50 an hour for all standby assignments. President Maltbie also mentioned that the Squad met with Bill Jenaway before Christmas and their strategic plan should be finalized shortly.

Chief Constantine asked the Board if they would again this year place an ad in the Burlington County Fire Chief's handbook. The Board agreed to go ahead with a full page add. Chief Constantine advised that he would get together with Administrator Chesner and place the ad.

PUBLIC SESSION AND ANNOUNCEMENTS:

Member of the audience, Karl Shelley, asked what the significant changes are, if any, to the newly adopted organizational chart. Chairman Giorgi gave a brief explanation of the new chart and stated that the main change was having the Fire Official reporting to the Chief of the Department not the Administrator. This was recommended to the District in the recent master plan.

Chairman Giorgi asked the Board if they would like to prepare a plaque for retired Township Manager Jack Terry for all of his assistance over the years with the Fire District. The Board unanimously agreed to move forward with a plaque.

Fire Police Lt. Boileau informed the Board of the Memorial Service on May 31, 2007 at 7:30 p.m.

Chairman Giorgi thanked the Board, Administrator Chesner and his staff for all of their efforts with this year's budget.

On a motion by Commissioner Bowman, seconded by Commissioner Bixby, the regular meeting was adjourned at 8:51 p.m.

Respectfully submitted,

Stephen H. Bixby  
Assistant Secretary/Treasurer