

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 Fisher with Commissioners Bowman, Bixby, Shelley & Pluckhorn present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Fire Chief Green, Fire Official Worrell, Squad President Keyes and Squad Treasurer Collins.

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 6, 2009, 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 6, 2009; filing written notice with the Clerk of the Township of Moorestown on March 6, 2009; 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 Fisher led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

MINUTES:

On a motion by Commissioner Bixby, seconded by Commissioner Bowman, the minutes of the January 26, 2010 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of January indicating balances of \$24,775.00 in the PNC Bank Checking account, \$19,920.04 in the PNC Bank Payroll account, \$424,226.30 in the PNC Bank Sweep account, \$28,896.64 in the PNC Unemployment Trust account and \$748,127.85 in the NJ Cash Management Fund for a total cash balance in all the bank accounts of \$1,245,945.83. On a motion by Commissioner Shelley, seconded by Commissioner Bixby, the cash report was approved by the five Board members present.

A Statement of Expenditures for period ending December 31, 2009 was presented by the treasurer at Commissioner Shelley's request. The report reflected the year-end unexpended balances in all budget accounts. Treasurer Bowman stated that 89% of the allocated Fire District Budget for 2009 was spent.

Treasurer Bowman also presented the Statement of Expenditures for the period ending February 23, 2010 noting that 13% of the budget had been spent up to that date. He also presented Checks

#6117-6169, a payroll transfer and other disbursements totaling \$285,800.49. On a motion by Commissioner Pluckhorn, seconded by Commissioner Shelley, the monthly bills were unanimously approved by the five Board members present.

CORRESPONDENCE:

Chairman Fisher announced that the correspondence would be acknowledged later in the meeting.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items in his monthly report dated February 23, 2010 that he had provided to the Board members prior to this meeting.

The administrator stated that he's scheduled to meet with Sgt. Lieutenant Lieber, Emergency Management Coordinator, on February 25<sup>th</sup> at the Emergency Services Building concerning possible reimbursement of expenses incurred for the storm that we encountered on December 19<sup>th</sup> & 20<sup>th</sup> of last year. On February 5, 2010, President Obama declared some counties, including Burlington as major disaster areas. Federal funding has been made available through the Public Assistance Grant program to state and eligible local governments for emergency protective measures, including snow assistance. Federal funding will be provided for 75% of eligible damage and there will be 25% non-federal share matching funds from the state. We did this a few years ago and received some reimbursement for snow removal and volunteer time.

Because of the heavy snow load on both buildings, snow was removed from a portion of Relief's roof and the upper roof on the Emergency Services Building. Both of the roofs began leaking and causing damage in the buildings. The administrator thanked Ken Schweiker and Ritchie Bowman for helping with the snow removal. Temporary repairs were made by Mr. Bowman and will be looked at by a professional roofer in the spring.

Administrator Chesner stated that the 2010 Adopted Budget had been certified via a phone call by the Division of Local Government Services. He has not received the hard copy yet.

He also stated that the bid specifications for the new engine were completed. Solicitor Barron would be sending an official representative from his office to swear in the commissioners at the reorganization meeting on March 2, 2010. The auditors will be in the District Office tomorrow morning to begin conducting the annual audit of our financial records.

He plans to meet with the Chief and Training Officer to discuss new procedure for reporting workers comp. claims under N.J. Casualty Insurance, Co. He also asked the commissioners to review and/or comment on the Draft of the Annual Scheduled Meetings that were placed in their packets.

CHIEF'S REPORT:

Acting Chief Green gave a verbal review of the following written report dated February 23, 2010.

The fire department responded to 47 incidents during the month of January that consisted of 2 fire calls, 2 over pressure rupture of air or gas, 14 hazardous conditions (no fire), 4 service calls, 10 good intent calls and 15 false alarms. There were 4 department drills and 2 fire police drills.

The entire department lost a great firefighter with the passing of Albertus Maurer. Chief Maurer was given a full fire department funeral per the wishes of his family. The members of the Moorestown Fire Department came together and did an outstanding job with the viewing and the funeral. We received an abundance of help from other fire companies and fire police units as well as the Moorestown Police Department. We were assisted by Lenola Station 313, Vincentown Station 171, Burlington City Station 903 and numerous Fire Police units. Chief Maurer started his firefighting career with Burlington City Mitchell Fire Company who supplied an engine and tower ladder for the funeral. This was also the last official assignment for Engine 9031. It was being placed permanently out of service when it returned to the city after the funeral.

The Department has no official funeral document in place to spell out all the different things that have to be done for a fire department viewing and funeral. There are a few documents in various stages of completion, but nothing has been adopted at this time. There will be a document presented to the BOFC in the near future.

I would like to get the Department Uniform Committee together to investigate how we can keep control over the department issued dress uniforms. Many of our firefighters are missing various parts of their uniform. There are several ways that the department can keep control over the uniforms and the committee should investigate them.

I attended a Firehouse Software Users Workgroup training class at the Emergency Services Training Center in January. I learned how to manipulate some of the information in Firehouse to help get more useful information out of it.

There were no significant incidents to report for January.

The classroom part of the mandatories, along with fit testing were held on three Thursday nights in January. One Thursday night needed to be rescheduled due to Bert Maurer's passing. The practical part of the mandatory training will be held later in the year after we receive the new SCBA. As of this writing, we have 7 Firefighters who have not completed their mandatory training.

The Line Officers will be looking at the hose configuration of the crosslays on some of our engines. Recent deaths in other towns has prompted an investigation to see if there is a better way to mount the nozzles on the crosslays to keep them from coming out. Engine 3112's passenger side crosslay was found to have slipped out of its bracket on one occasion.

There are several surveys from the county that we received in reference to our radio equipment and the number of personnel we have. It all has to do with the FCC mandate that everything goes digital and narrow banded by January 1, 2013. The county will go to text paging sometime around the end of 2011 or the beginning of 2012. We will need to look at placing a line item in the budget for next year for new pagers. Burlington County Public Safety Director Dreby and the Emergency

Services Advisory Board are working on getting the county to fund the pager purchases for the entire county. Pagers range in price from \$100.00 to approximately \$350.00.

On or about March 1, 2010, the county hot line system will cease to exist. If we so desire, we may keep the line intact for our stations, but we would have to bear the cost of those leased lines. With the proliferation of communications equipment in recent years, I see no need to continue this service. The Board members agreed to discontinue this service.

I will be making up an SOG to cover Storm Standby Assignments so that everyone will be on the same page and know what will be expected of them. We have had three so far this winter.

The red light on the rear of Engine 3121 has been replaced. The Q2B siren on Rescue 3119 was sent to Vineland Electric for repair and has been returned.

#### FIRE OFFICIAL'S REPORT:

Fire Official Worrell commented on a few items from his written report dated February 2010.

He asked the commissioners to please review the copy of the "Uniform Fire Code Local Enforcing Agency Annual Report" that he had submitted to the New Jersey Division of Fire Safety. This report verifies the Life Hazard Use (LHU) inspections performed by this office in 2009 along with other pertinent information.

#### BIDS & QUOTATIONS:

None.

#### RESOLUTIONS:

Resolution 2010-09 "*Approving Volunteer Members Who Have Qualified for Credit Under the LOSAP Program for Year 2009*" was read by Administrator and offered on a motion by Commissioner Bixby, seconded by Commissioner Shelley. There being no comments or questions from the public on the resolution, on a roll-call vote, the resolution was unanimously adopted 5-0.

#### APPOINTMENTS & RESIGNATIONS:

Commissioner Pluckhorn announced that Andrew V. DiPaola from Station 312 had submitted his resignation from the Department on February 2, 2010.

Chief Green acknowledged the letter from Jeffrey Boileau, Relief Engine Co.'s Secretary that outlined Relief's Line Officers for 2010 as follows: Battalion Chief Jeff Nutt, Captain Chris Chesner and Lieutenant Chris Konzelmann.

#### COMMITTEE REPORTS:

Buildings & Grounds: The administrator reported that he had received one quote and is waiting for two others for the cost of repairing the front porch at Station 311 in the spring. He also stated

that the recoating of the flat roof at Station 312 was an item on the Capital Analysis for next year that may have to be completed this year.

Apparatus: Discussed under “Other Business”.

Station/Master Planning: Committee Chairman Shelley reported that the committee did not meet in February, but he did prepare a report that the committee members reviewed via email. The report covered a lot of issues such as the Hartford Rd building site, apparatus, community risk assessment, preplanning, building intelligence data analysis, data protection, uniforms and capital needs. The capital analysis was a separate document. The reports will be distributed to the Board members in time for the March meeting. The committee will not meet again until April.

Recruitment and Retention/Public Relations: Commissioner Pluckhorn reported that the committee met last Monday; he and Commissioner Bixby were the only to attend. He stated that they discussed the pay-per-call program in length; the information will be forwarded via email to the incoming commissioners. In short, by modifying the payout schedule a little bit, we can easily spend appropriately the \$80,000 we have set aside for pay-per-call this year and spread it out amongst the members based on their actual performance and use it to incentivize daytime response. The methodology is actually fairly simple, but what we’re looking to do is basically incentivize people to respond to more calls and to respond to more calls specifically during the day.

Commissioner Pluckhorn reported that we have 3 potential new members; John Roccato, Nick Brandimarto and Carmen Costa. He also stated that 2 other new member applications are expected to be in his mailbox today.

Fire Official Worrell thanked Commissioner Pluckhorn for his dedicated persistence to get our “Great Escape” article and photograph printed in the Moorestown Sun.

Benefits: No report.

Information Technology: Commissioner Bixby stated that the committee met and contact was made with Lockheed Martin about the information on the computers in the trucks. The information should be updated within the next 60 days with added features.

SQUAD:

Squad President Keyes reported that everything was running well. Fire District No. 1’s Squad and Lenola are still covering all of Moorestown jointly with no problems. The squad will have their monthly meeting next Wednesday. They were experiencing a few computer problems, but they updated their computers about 2 weeks ago. Treasurer Collins mentioned that their audit would commence after Fire District No. 1’s is completed.

OTHER BUSINESS:

Chairman Fisher stated that a 2<sup>nd</sup> Department head meeting was held with Chief Green, Administrator Chesner, Fire Official Worrell, Squad Chief Parry and himself in attendance. It was a nice, long, free ranging meeting; no problems in particular. The purpose of these quarterly meetings are to keep the lines of communication open.

It was decided that the Administrator would forward a letter to President Josh Hall granting permission to the company to return the "TOOZ" logo back on each of the apparatus housed at Relief Engine Company in a similar fashion as was done in the past.

The Administrator was also asked to send a letter to Andrew Stowell advising him that the Board supports and commends him and other Moorestown firefighters for supporting the American Lung Association by participating in the "Fight for Air Stair Climb" fundraiser.

Chairman Fisher stated that the approval of the budget last Saturday allows us to proceed with replacement of the Department's breathing apparatus. Administrator Chesner stated that the state contract price had changed since last September; doesn't know what the new price is yet. Although, Administrator Chesner stated that he would be requesting competitive quotes even though the air-paks are found on the NJ State Contract list.

The administrator also explained that if the price difference from the quotes received is not at least 10% less than the state contract price, we will be unable to accept those quotes. From the recommendations of the SCBA Committee, Administrator Chesner is putting together quotes that he will deliver to major vendors that we utilize.

Commissioner Shelley moved that we approve the air-pak specifications and give the Administrator the authority to seek quotations against the state contract and if the amount is in 10% or excess in savings that we then initiate a purchase of those units. If not, then we return to the Board for formal bidding. Motion seconded by Commissioner Pluckhorn. On a roll-call vote, the motion carried and was approved by the 5 Board members present.

Following a discussion about different options for the new engine specifications, it was decided that the administrator and Commissioner Shelley would review the bids once more. Afterwards, the administrator would go out for bids by publishing the "Notice to Bidders" by Friday, February 26<sup>th</sup>. On Thursday, March 18, 2010, the sealed bids would be publicly received and opened. On Tuesday, March 23, 2010, the Board would review the bids and possibly award that same evening.

Commissioner Bowman wanted his opinion on record that he felt that the Board should not go ahead with the purchase of the new engine considering the current financial state of the economy.

Chairman Fisher asked for a motion to approve the specifications with options as written and that the administrator be authorized to receive, open and read bids. Commissioner Shelley made the motion as stated by Chairman Fisher, seconded by Commissioner Bixby. On a roll-call vote, the motion was approved by 4 Board members and opposed by 1.

ANNOUNCEMENTS:

Board Secretary Karl A. Shelley, Clerk of the Election, reported the results of the Fire District Election for Moorestown Fire District No. 1, held on February 20, 2010 as follows:

	<b>Polls</b>	<b>Absentee</b>	<b>Total</b>
<u>Candidates: (Full Term)</u>			
Peter R. Bowman	237	21	258
Eric John Pluckhorn	224	21	245
Samuel J. Schlindwein	310	144	454
Howard Schuster	300	146	446
<u>Year 2010 Annual Budget:</u>			
Yes	344	83	427
No	149	74	223

Chairman Fisher thanked Commissioners Bowman and Pluckhorn for their service to the Board and to the community. He also commented that he appreciated their efforts. We got some good things done amongst the turmoil this past year. He thanked them for all that they've done.

Commissioner Pluckhorn offered to the incoming commissioners his continued liaison services either with churches or Elauwit Media or whomever regarding recruitment and retention.

Commissioner Bixby thanked Commissioner Bowman for his contribution to the District especially in the personnel department. He also commented that Commissioner Pluckhorn set the stage for moving forward with recruitment and retention and had accomplished more in 1 year than had been done in the past 5 years.

On a motion by Commissioner Pluckhorn, seconded by Commissioner Shelley, the regular meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Karl A. Shelley  
Secretary/Clerk