

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 Moriuchi and Bowman present. Also in attendance were Administrator Chesner, Chief Constantine, Fire Official Worrell, Asst. Chief Green, Training Officer Bickmore, Battalion Chief Poole, Fire Police Captain Tom Keyes, Fire Police Lieutenant Boileau and Administrative Clerk Williams.

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.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Moriuchi, the minutes of the January 22, 2008 meeting were approved as distributed.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of January indicating a cash balance of \$1,254,290.47. On a motion by Commissioner Moriuchi, seconded by Commissioner Bowman, the report was approved as presented.

Treasurer Bowman presented the Statement of Expenditures through the disbursements of February 26, 2008. Treasurer Bowman also presented checks #4777-4843 and a payroll transfer which totaled \$198,818.33 for approval for payment. On a motion by Commissioner Moriuchi, seconded by Commissioner Bowman, the bills were approved unanimously by the three Board members present.

CORRESPONDENCE:

Chairman Giorgi acknowledged the following correspondence:

Harold and Cynthia Phillips thanked the fire department for its quick response to a carbon monoxide alarm at their home. An invitation to participate in the 20th Annual Burlington County College Fun Fest to be held May 4, 2008 was received. The N.J. State Association of Fire Districts raised their

annual dues from \$25.00 to \$300.00 to cover the cost of hiring a lobbying firm to represent our interest at the State level. A letter was received from the Burlington County Dept. of Information Technology notifying our fire district of the expiration of the GIS Data Sharing Agreement (DSA) that they have with us.

Commissioner Bixby arrived at 8:06 p.m.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his written report dated February 26, 2008 that he submitted to the Board.

Administrator Chesner also reported that The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) announced the 29th round of Fiscal Year (FY) 2007 Assistance to Firefighters Grants. We did not receive this year's grant.

The 2007 LOSAP deposit amounts for each volunteer have been calculated; the annual LOSAP resolution that approves the members qualifying for credit was prepared in addition to the resolution approving the consumer price index adjustment for the 2007 LOSAP contributions.

The final copy of the Master Plan has been received and will be posted on the website. Due to its size, Idea Lab will be asked to assist with this project.

The Administrator commented on the recurrences of email problems, stating that most of the recent issues were caused by the fire at Town Hall, their various moves, the Township's installation of a new server as well as the upgrading of Microsoft Exchange 2007. He thinks that the interruptions will discontinue now that the Township is in their new building and all set-up.

Bowman and Company will begin our annual audit tomorrow.

CHIEF'S REPORT:

Chief Constantine gave a verbal review his written report dated February 26, 2008 that was submitted to the members of the Board.

Chief Constantine reported that the fire department responded to 44 calls during the month of January that consisted of 8 fires, 5 hazardous conditions (no fire), 2 service calls, 9 good intent calls and 20 false alarms/false calls. There were 5 station drills and 2 fire police drills.

Chief Constantine stated that Lockheed Martin would be donating 7 to 8 new masks to the department since they changed from Scott about a year ago.

Fire Police Captain Keyes reported that Howard Schuster had returned to duty from disability and that all was going well with the fire police.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell did not offer any comments on his written report of February 2008 that he had submitted to the members of the Board.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2008-10 *“Acknowledging Participation in a Data Sharing Agreement between the County of Burlington, Department of Information Technology and the Township of Moorestown”* was offered on a motion by Commissioner Bixby 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 2008-11 *“Establishing a Candidate Physical Aptitude Test (CPAT) for the Fire District”* was tabled and will be considered for future adoption after further discussion.

Resolution 2008-12 *“Amending the Employee Manual for the Employees of Moorestown Fire District No. 1”* was offered on a motion by Commissioner Bowman, seconded by Commissioner Moriuchi. There being no question on the motion, the resolution was unanimously adopted 4-0 on a roll-call vote.

Resolution 2008-13 *“Approving the Consumer Price Index Adjustment for the 2007 LOSAP Contribution”* was offered on a motion by Commissioner Moriuchi and seconded by Commissioner Bixby. There being no question on the motion, the resolution was unanimously adopted 4-0 on a roll-call vote.

Resolution 2008-14 *“Approving Volunteer Members Who Have Qualified for Credit under the LOSAP Program for Year 2007”* was offered on a motion by Commissioner Bixby and seconded by Commissioner Bowman. 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 having met department requirements in all respects, the membership status of Michael S. Johnson was changed from probationary to active effective February 1, 2008.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner stated that progress is being made; things are looking good around the buildings. The Administrator, Commissioner Fisher, and Apparatus Mechanic Bowman plan to walk around Relief in the near future to assess needs and discuss how to handle the big-ticket items that will have to be addressed in the next few years.

Apparatus: No report.

Master/Station Planning: Commissioner Moriuchi commented that we have the strategic plan in our possession now. He and Chief Constantine plan to meet to discuss the plan and schedule meeting dates for different groups in the next few months to see what direction to take.

Recruitment & Retention: Administrator Chesner asked the Board to consider placing a recruitment advertisement in the handouts that the Rotary Club distributes annually for their Pancake Breakfast. This could be a good recruitment tool. The Board agreed that this would be a good idea.

The Administrator opened discussion about the department's invitation to participate in the Project Graduation Celebration for Moorestown High School graduates. It was decided that the District would respond by offering our assistance by way of personnel support.

Benefits: No report.

ELECTION RESULTS:

Vice Chairman Moriuchi, Clerk of the Election, reported the results of the Fire District Election for Moorestown Fire District No. 1, held on Feb. 16, 2008 as follows:

	Polls	Absentee	Total
<u>Candidates: (Full Term)</u>			
Stephen H. Bixby	102	4	106
R. Max Fisher	104	5	109
<u>Write-Ins:</u>			
Karl A. Shelley	74	2	76
C. Howard Schuster	1	0	1
Jeffrey A. Boileau	1	0	1
Kjell Tornberg	1	0	1
Douglas Oyama	1	0	1
<u>Year 2008 Annual Budget:</u>			
Yes	125	3	128
No	45	3	48
<u>Year 2008 Capital Project (Fire Engine):</u>			
Yes	106	2	108
No	56	4	60

In Election Clerk Moriuchi's summation, he reported that 72.73% of the polled vote was affirmative for the annual budget; only 50% was needed for it to pass. Also, 64.29% voted affirmatively for the capital project (fire engine) question; a 60% majority vote was required for it to pass according to the Division of Local Gov't Services and the District Solicitor. Moriuchi thanked everyone for their participation.

Chairman Giorgi thanked all in the office that assisted the Administrator with the election process and stated that the tellers did a nice job.

OTHER BUSINESS:

None.

PUBLIC SESSION:

Karl Shelley, member of the audience, had questions about the strategic plan. Chairman Giorgi stated that the Fire Service Evaluation and Master Plan would be placed on our website. The Administrator stated that the public could access the master plan under the Fire News section. He added that this year's audit and the annual scheduled meeting dates for the B.O.F.C. would also be

posted on the department's website. Chairman Giorgi stated that the Fire District has to now review the full master plan and make recommendations.

Beth Shelley, also a member of the audience, asked questions about our future plans for renovations to Relief Engine Company and our new firehouse on the east end of Town, specifically asking which one had priority. Commissioner Bowman stated that this year we're looking to develop a capital budgeting process before we proceed with either project. This process will address capital project issues and establish project guidelines and/or timelines.

ANNOUNCEMENTS:

The Reorganization Meeting is scheduled to be held next Tuesday, March 4, 2008.

On a motion by Commissioner Moriuchi, seconded by Commissioner Bowman, the regular meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Stephen H. Bixby
Assistant Secretary/Treasurer