

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, Chief Green, Fire Official Worrell, and Training Officer Bickmore.

Chairman Shelley opened the meeting by reading the following statement in accordance with the "Open Public Meetings Act";

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, 2011, 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, 2011; filing written notice with the Clerk of the Township of Moorestown on March 3, 2011; 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 Schuster, the minutes of the February 22, 2011 meeting were approved by the five Board members present.

On a motion by Commissioner Schlindwein, seconded by Commissioner Schuster, the minutes of the March 1, 2011 reorganization meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for February 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$19,083.11 in the PNC Bank Payroll account, \$309,618.50 in the PNC Bank Sweep account, \$29,919.75 in the PNC Unemployment Trust account and \$290,197.38 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$673,818.74.

Treasurer Schlindwein stated that this year's first tax payment was received from Moorestown Township on March 1<sup>st</sup>. On a motion by Commissioner Schuster, 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 March 22, 2011 and stated that we had expended 33% of this year's budget.

Treasurer Schlindwein also presented Checks #6743-6801 and other payments totaling \$212,678.15. After he and the Administrator commented on several bills, on a motion by Commissioner Fisher, seconded by Commissioner Bixby, the monthly bills were approved for payment by the five Board members present.

#### CORRESPONDENCE:

Chairman Shelley acknowledged the letter from 1<sup>st</sup> Lieutenant Bradley Brown from the Maple Shade Fire Dept. who apologized for his actions toward Mrs. Clifford while at the scene of a house fire in Moorestown on Jan. 28, 2011.

Chairman Shelley also recognized a letter to Township Mayor Button and Police Chief Harry Johnson from Peter R. Thorndike of the Moorestown Lions Club. The Lions Club which is responsible for the annual holiday parade does not have sufficient funding for the cost of traffic control for this event. Therefore Mr. Thorndike asked the Township to increase their contribution and the Police Dept. to lower their financial requirement to make it possible to continue conducting the annual parade.

The chairman urged the Board to also talk with council members about funding the holiday parade whenever feasible.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items in his written report dated March 22, 2011.

The fence in the rear of Station 311 was repaired by Audubon Fence; strong winds from a recent storm damaged portions of the fence. Four (4) posts were replaced along with pickets and supports.

The administrator stated that he had met with two contractors to obtain quotes on the replacement of the ceiling tiles in the apparatus bays at Station 312 which will be installed once the roof work is complete. He also reported that on today, the CMA Group installed the bollards around the fuel tanks at both stations.

Administrator Chesner reported that all preparations had been made for the fire district's dinner which is scheduled for March 26<sup>th</sup> at the Moorestown Community House. The awards from Town Line Trophies had been received, flowers from Wegmans will be picked-up on Saturday, the 3-piece band and caterer had been confirmed and the arrangements for the room at the Community House were finalized. Andrew Stowell will take pictures that night during the presentation of awards and Chief's Installation. Chesner also mentioned that we were able to remain within the \$12,000 dinner budget and are expecting 138 attendees.

He said that he'd like to personally thank Angie Williams, Brenda Wolfe, Commissioner Schlindwein and his wife Mary for all of their efforts in planning the event.

Administrator Chesner reported that Bowman & Company had completed their time in our office for the 2010 Financial/LOSAP Audit. He now has to work on the management discussion and analysis. Chesner thanked Admin. Clerk Williams for her assistance and stated that she's the

reason why the audit runs smoothly. He expects there to be no comments or recommendations again this year.

#### CHIEF'S REPORT:

Chief Green's March 22, 2011 report which included the following incident report was received and filed.

The fire department responded to 64 incidents during the month of February that consisted of 1 fire call, 8 mutual aid fire calls, 1 overpressure rupture, 1 rescue & emergency medical service incident, 18 hazardous conditions (no fire), 9 service calls, 6 good intent calls and 20 false alarms/false calls. There were 4 fire department drills and 3 fire police drills.

Chief Green reported that the department responded to a total of 5 working fires in February in addition to 3 multiple alarm fires; all being mutual aid calls. He noted that the county has had an increase in the number of working fires this year with the Moorestown Fire Dept. responding to 12 of the 29 working fires in the county since January 1<sup>st</sup>.

#### FIRE OFFICIAL'S REPORT:

Fire Official Worrell made the following comments in addition to submitting his monthly report dated March 2011.

FO Worrell reported receipts totaling \$15,654.00 to date for annual fire code registration fees. He noted that the bills were mailed on March 1<sup>st</sup>.

FO Worrell also explained the program called "Adult Home Safety Night" that Fire Prevention Specialist Schweiker is currently working on. The department officers and members will present a comprehensive fire safety program to the adult community of Moorestown on June 9<sup>th</sup>. They plan to make this an annual event, not to replace Open House, but to add this program to the existing fire prevention activities.

#### BIDS & QUOTATIONS:

None.

#### RESOLUTIONS:

Resolution 2011-18 "*Appointing a Pay-Per-Call Firefighter*" was read by Administrator Chesner and offered on a motion by Commissioner Fisher, seconded by Commissioner Bixby. There being no comments or questions from the public, on a roll-call vote the resolution was unanimously adopted 5-0.

#### APPOINTMENTS & RESIGNATIONS:

Chairman Shelley announced the following membership changes as provided by Training Officer Bickmore.

- Andrew C. Huston resigned on March 14, 2011.
- John D. Engleman resigned on March 11, 2011.

- Michael J. Furey & Jason M. Miller were terminated on March 4, 2011.
- Peter Bowman was reinstated to active status in March 2011.
- Leif I. Tornberg's status was changed from probationary to active on Feb. 26, 2011.

#### COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher spoke with Larry Tait about his schedule to repair the roof at Station 312. Mr. Tait stated that he was very busy and hopes to get to it shortly.

Carl Githens will repaint the lines in the apparatus room at Station 311 with a color that's more easily seen by drivers backing apparatus into the building.

Apparatus: Commissioner Fisher stated that the evaluation of Engine 3121 and the rescue tool package on Unit 3119 is still underway; pending Battalion Chiefs Witkowski and Nutt getting together. Fisher noted that the rescue tool package is in good shape for another 5 years.

Planning: Chairman Shelley asked if there were any questions or remarks concerning the "Report of the Planning Committee" dated February 14, 2011. The report included current findings and recommendations on the Hartford Road Building Site, Apparatus, Pre-Planning/Building Intelligence, Community Risk Assessment, Capital Needs, Consolidation and Buildings & Grounds. The chairman added that the report was there for their edification to assist in making sure that there are adequate funds for future endeavors. There were no questions or comments from other Board members.

Recruitment and Retention: Commissioner Schlindwein reported that the committee had just received 2 applications; the candidates will be interviewed next week. He also stated that the date for "Family Fun Night" had not been set; although it will be on a Thursday or Saturday night. The committee plans to participate on June 9<sup>th</sup> in the "Adult Home Safety Night" program which is being sponsored by the Div. of Fire Prevention.

Public Relations: Administrator Chesner stated that he plans to publish the names of our newest members and recent fire school graduates in the Township's Newsletter that will be circulating in May. The chairman asked if we had a procedure to acknowledge fire school graduates; such as in the past when we mailed letters thanking them. When it was determined that we did not, the administrator was directed to acknowledge them at the annual awards dinner on March 26<sup>th</sup>.

Benefits: Administrator Chesner opened discussion on the proposed Section 125 Cafeteria Plan for the District employees. He stated that the plan had to be filed with the Internal Revenue Service before an employee could opt-out of the N.J. State Health Benefits Program. He also mentioned the one time filing fee of \$500.00. After a lengthy discussion, it was decided that the Administrator would proceed with the filing of the plan with the IRS.

A motion was made by Commissioner Fisher, seconded by Commissioner Schlindwein, to approve the Section 125 Cafeteria Plan and for the Administrator to prepare a resolution for adoption at the next meeting with a retroactive effective date of April 1, 2011.

Information Technology: Commissioner Bixby announced that their next meeting is scheduled for April 1<sup>st</sup> at 0900 hours.

Squad: Chairman Shelley announced that the squad had no representative present to give a report. He asked if anyone was aware of a recent restructuring of their organization. Administrator Chesner Fisher was asked to extend an invitation to the squad to attend the Board's next meeting to discuss the same.

#### OTHER BUSINESS:

Discussion concerning restructuring of the Fire District's Organizational Chart was tabled pending Chairman Shelley speaking with the Chief and Asst. Chief about the "operation's section" of the chart.

Awards Committee: Commissioner Schuster stated that the Awards Committee had been functioning for 10 years or more and had some policies that they wanted approved by the Board.

Commissioner Fisher stated that he would like for a resolution that included these policies to be adopted at the next meeting.

Commissioner Schuster asked the Board for a motion to accept the following recommendations from the Awards Committee for Saturday night's awards dinner and that the recommendations upon acceptance be placed in the policy section of the Rules and Regulations of the Department for further consideration of all future awards:

- Service pins be given to all active members of the Dept. every five years.
- For this year only, service plaques (in addition to service pins) be given to all members that have 20, 25, 30, 35, 40, 45 and 50 years of service.
- All future years, service plaques be given to members with 20, 30, 40, 50 years of service in addition to service pins.
- A resolution be drafted recognizing the past service of fire commissioners.
- A resolution be drafted recognizing the service of any member that reaches 50 years of service along with a cash award not to exceed \$2,000 and that the Treasurer certify that funds are available for such an amount.
- A resolution be drafted recognizing the past service of Department Chief and if the Chief completes a three year term as Chief, be presented a watch which on its face will include his name and years of service along with the Department's badge.
- Any other special award that the Board may find fitting for the year.

A motion was entered by Commissioner Fisher, seconded by Commissioner Bixby to accept the recommendations of the Awards Committee. Motion carried. Treasurer Schlindwein, being the chief financial officer of the District, certified that there were adequate funds available for the cash award to be presented at the awards dinner to the member that had reached 50 years of service.

#### ANNOUNCEMENTS:

Chairman Shelley announced that there was a need to meet in Executive Session for personnel matters without official action and to reconvene for the purpose of adjournment only. On a motion by Commissioner Bixby, seconded by Commissioner Schlindwein, the regular meeting was recessed at 8:39 p.m. to enter into an Executive Session to discuss personnel issues.

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.

The Executive Session started at 8:44 p.m.

On a motion by Commissioner Bixby, seconded by Commissioner Schuster, the Executive Session was adjourned at 8:57 p.m.

On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the regular meeting reconvened and adjourned without further official action at 8:58 p.m.

Respectfully submitted,

Charles H. Schuster  
Secretary/Clerk