

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 Giorgi, Shelley and Bixby present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., Asst. Chief Green, Fire Official Worrell, Training Officer Bickmore, Battalion Chief Poole, Captain Edgar Thomas, Lieut. Jeffrey Nutt, FP Captain Keyes, FP Lieut. Boileau and Administrative Clerk Williams.

Chairman Fisher 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 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.

Chairman Fisher announced that Commissioner Bowman was still ill and could not attend tonight's meeting, but hopes to be present at the meeting in April.

MINUTES:

On a motion by Commissioner Giorgi, seconded by Commissioner Bixby, the minutes of the February 24, 2009 meeting were approved by the three Board members that attended that meeting.

On a motion by Commissioner Shelley, seconded by Commissioner Giorgi, the minutes of the March 3, 2009 reorganization meeting were approved by the four Board members present.

TREASURER'S REPORT:

Asst. Treasurer Shelley presented the cash report for the month of January indicating balances of \$23,263.05 in the PNC Bank Checking account, \$20,599.13 in the PNC Bank Payroll account, \$126,019.25 in the PNC Bank Sweep account, \$27,994.89 in the PNC Unemployment Trust account and \$943,814.46 in the NJ Cash Management Fund for a total cash balance of \$1,141,690.78. Administrator Chesner commented that this was a corrected cash report for January. On a motion by Commissioner Giorgi, seconded by Commissioner Bixby, the cash report was approved by the four Board members present.

Asst. Treasurer Shelley presented the cash report for the month of February indicating balances of \$24,530.05 in the PNC Bank Checking account, \$20,817.00 in the PNC Bank Payroll account, \$123,006.22 in the PNC Bank Sweep account, \$28,004.55 in the PNC Unemployment Trust account and \$744,548.20 in the NJ Cash Management Fund for a total cash balance of \$940,906.02. On a motion by Commissioner Giorgi, seconded by Commissioner Bixby, the cash report was approved by the four Board members present.

Asst. Treasurer Shelley presented the Statement of Expenditures through the disbursements of March 24, 2009 noting that there were no over expended line items and the budget was in balance. He also presented Vouchers and Checks #5530-5580 totaling \$69,981.61 plus a payroll transfer of \$50,461.59 which both totaled \$120,443.20. On a motion by Commissioner Giorgi, seconded by Commissioner Bixby, the bills were approved by the four Board members present.

#### CORRESPONDENCE:

Chairman Fisher acknowledged the letter from Training Officer Bickmore to Dr. Arthur Greene of Moorestown in which Bickmore thanked the Doctor for allowing the fire dept. to train at the property located at 8 Cortland Shire Dr. The firefighters had the unique opportunity to practice procedures for operating above a fire, searching for victims, learning proper roof ventilation techniques and fighting garage fires.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his written report dated March 24, 2009.

The Administrator made the following comments about this year's audit. He received draft copies of the LOSAP audit as well as the financial audit and all corresponding exhibits; both were emailed to Commissioners Bowman and Shelley for their review. Again the Fire District gets a gold star for receiving "no comments" or "discussion". The final draft will be submitted after a few minor items are completed. I hope to present a completed copy to the Board at our next meeting. I will also publish it on our website. I have also completed the Management Discussion and Analysis for the year ending December 31, 2008 which is a requirement for completion of the audit.

Administrator Chesner stated that he had received the certification of the amended budget on March 4<sup>th</sup> from the Division of Local Government Services. Per last month's resolution, the amount to be raised by taxation changed to \$1,643,436 due to the levy cap referendum being defeated. Our first tax payment of \$410,859 has been received.

Commissioner Shelley, accompanied by another Commissioner, needs to go to PNC Bank to sign signature cards for our bank accounts.

Both circulator pumps for the boiler at Station 311 have been replaced; the work was performed by All-Set Heating & Plumbing.

During our last snowfall, water was leaking into the women's restroom at Station 311; Tait Roofing found that the walk gutters on the Emergency Services Building need patch work as well as the upper roof. Ritchie will schedule Tait Roofing to have the work completed.

The Moorestown Rotary Club wishes to thank the Board for the ad placed in their advertising book for this year's Rotary Pancake Breakfast.

The Administrator asked the Board members to please complete and return their 2009 Financial Disclosure Statements as soon as possible.

#### CHIEF'S REPORT:

Chief Constantine commented on his written report dated March 24, 2009.

The Chief reported that the fire department responded to 45 calls during the month of February that consisted of 5 fire incidents, 12 hazardous conditions, 5 service calls, 11 good intent calls and 12 false alarms. There were 4 station drills and 2 fire police drills.

The Chief stated that he and Commissioner Fisher had participated in several meetings with Lockheed Martin regarding the Blue Force Tracking system. They have been working to have the original components of the agreement met and system challenges fixed. The installation of the computers, radio to transmit the system program and the computer software upgrades have been completed in 5 of the 6 laptops. They will finish the computer in Vehicle 3100 this week. The Administrator will be working with Lockheed Martin's public information officer to establish a press and trade journal release in the next couple of weeks.

The officers met and discussed some of the following topics:

- The Field Exercise in the Spring of 2010
- Decon Training for the Dept. available through County OEM
- Evening Duty Crew Systems – need to enhance the program and advertise
- Over Night Duty Crew – working well, but need to advertise
- SCBA and the possibility of giving up the requested items in the budget
- RIT Response and who can lead the crews

The Technical Rescue Team has had a couple of meetings and are preparing for breaking weather to hold outside joint training with Westampton Fire Rescue and Cherry Hill FD Rescue Company.

The Health and Safety Committee has forwarded a recommendation to me regarding interior and exterior firefighter essential job tasks and Chief Officer interior status. I will forward the committee's recommendation along with mine for the Board's review next month.

Three members of the Dept. are scheduled to attend the N.J. Task Force 1 Structural Collapse Rescue 1 training being offered in Lakehurst, NJ from March 23-27, 2009.

The Chief thanked everyone involved in the recent training at an acquired structure at 8 Cortland Shire Drive. He also stated that within the next couple of weeks we will be getting a refresher hands-on with Chief Steve Pratt on Wildland firefighting.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell offered a few comments on his written report dated March, 2009.

He stated that while he was on vacation, the assistant fire marshal encountered an incident involving improper electric service in a private dwelling. Working with the construction official and zoning official, Asst. FM Schweiker handled the situation very well.

Also, during his absence, Asst. FM Schweiker completed the installation of the new fire code software. Our computers are now up-to-date and operating with the proper forms, codes, violation notices, filing and tracking systems, registration files, registration billing, accounting and correspondence files.

Fire Official Worrell asked the Board to consider presenting an award to Ed Kensler, Fire Chief and past Fire Marshal of Florence Fire Dept. who's retiring at the end of this month. This will illustrate our appreciation for the 10 plus yrs. that Chief Kensler participated in our annual Fire Prevention Open Houses supplying fire safety educational props and performing his "Sparkles the Clown" fire safety magic shows. Chairman Fisher assured the fire official that this request would be relayed to the Awards Committee.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2009-23 "*Appointing a Member to the Awards Committee of the Board of Fire Commissioners*" was voided. Chairman Fisher expressed to Battalion Chief Poole his appreciation for his past service. The Administrator stated that BC Poole's name would be removed from the Awards Committee as he requested; although traditionally Battalion Chiefs have been on that committee.

APPOINTMENTS & RESIGNATIONS:

None.

The Chairman asked the members of the Board if they would assume their assignments on the proposed 2009 Committee List. They conceded. The Administrator stated that he would update the list to reflect the changes.

Chairman Fisher reported that Commissioner Giorgi, due to some work requirements, had notified the Board that he would be resigning. The Chairman stated that the process has already begun to appoint an individual to fill that position.

Commissioner Giorgi stated that this has been an ongoing issue for him for about 2 years. It is job related and he does a lot of traveling which includes a lot of night appointments. He's handling the State of New Jersey and Delaware with his duties expanding recently to take him

beyond the State of Pennsylvania and Virginia. He always thought that a Commissioner should attend every Board meeting which he cannot continue to do. He thanked everyone for 14 years and 1 month of working for a wonderful organization which is in a class of its own. It has been an absolute joy being associated with this organization. He apologized for having to do this, but stated that it would not be fair to the Board members or the District to remain.

Chairman Fisher thanked Commissioner Giorgi on behalf of the Board for his many years of service to the District and the community.

#### COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner stated that he plans to meet soon with Ritchie Bowman along with Commissioners Bixby and Fisher to discuss the cleaning of the buildings.

Commissioner Shelley reported that there were a lot of complaints from Relief Engine Company members about the general cleanliness of the station. He stated that we needed to address this issue and make an effort to ensure that people see a difference.

Apparatus/Master Planning: Chairman Fisher complimented Apparatus Mechanic Bowman on his efforts in successfully tracking down Engine 3121's electrical problem; thus saving the Dept. dollars by not having to take it to Vineland Auto Electric as is our usual solution.

Station Planning: None.

Recruitment and Retention: As newly appointed chairman, Commissioner Shelley expressed the need for the committee to come up with better ideas for recruiting. He also stated that he realizes it's difficult, but we will have to be imaginative and make ourselves as visible as possible.

Benefits: None.

Public Relations: None.

#### OTHER BUSINESS:

Chairman Fisher asked the Administrative Clerk to add Information Technology (I.T.) to the agenda under "Committee Reports" for future Board meetings since that is a very active area for us now.

Discussion ensued about the new Fire House software and training on it and concerns were raised about its limited capabilities. Commissioner Bixby stated that we are taking a step back and reevaluating the software. We're able to get most of the reports, but as with any new system, we're working to customize and create new reports that don't come standard. What comes next is having the fire marshal look at the inspection side. We're also looking at data conversion, what comes with the software and what will have to be customized to fit here at Moorestown before moving forward.

PUBLIC SESSION:

Barry Middleton, member of the audience, asked if the PAAI (Pennsylvania Assoc. Arson Investigators) seminar is beneficial for our Dept. to continue attending each year. Commissioner Shelley stated that although some of the training is strictly for the State of Pennsylvania, they do provide several good training programs that we benefit from. He also commented that their program is much better than the one held in Atlantic City, N.J.

Chairman Fisher stated that Middleton's question was a good one and he would follow-up on it.

SQUAD:

Chairman Fisher asked that the "Squad" be added to the list of topics on the monthly meeting agenda.

Squad President Tom Keyes stated that the squad held an executive meeting at which time they discussed having VCI (Emergency Vehicle Specialists) refurbish 3192. A final dollar amount has not been set yet.

President Keyes reported that they plan to replace the A/C in the back room. He also stated that he would prepare and submit a repair request list. Chairman Fisher stated that we would take care of the "must do" repairs; the items cosmetic in nature would be tabled.

After a brief discussion about the lease that the squad has with the fire district, it was decided that President Keyes would set up a meeting with squad members along with Commissioner Bixby and Administrator Chesner to review the same.

Arthur Collins asked about the pole on the front porch of the Emergency Services Building which looks to be deteriorating. Chairman Fisher stated that it has been looked at and will be taken care of, although it looks worse than it really is. Mr. Collins also asked if the annual employer's pension payment that was just made was 50%. The Administrator stated that it was.

OTHER BUSINESS:

Chairman Fisher thanked everyone in the audience for attending the meeting and acknowledged that Rick Baldt was present and had been invited due to Commissioner Giorgi's pending resignation.

Chairman Fisher stated that he had spoken with our solicitor about the process of appointing a new Commissioner. He indicated that the law states that the remaining Commissioners could proceed by nominating an individual to the vacant seat with a majority vote. Rick Baldt, former member at Station 312, Eric Pluckhorn, active firefighter at Station 311 and Fred Moriuchi, former Commissioner were the individuals that had been asked about filling this position. After a lengthy discussion on ways to proceed and comments from 2 of the parties interested, it was decided that the new Commissioner would be selected at the meeting on April 28, 2009.

Chairman Fisher opened discussion on ways to acquire the much needed air packs since the referendum had failed. Purchase 12 at a time, lease, repair some, freeze other expenses and transfer available monies into one budget line item to make a purchase in November, or hire a professional grant writer to assist in getting money, were some of the many suggestions made.

Chairman Fisher stated there was a need to meet in Executive Session for personnel matters. On a motion by Commissioner Giorgi, seconded by Commissioner Bixby, the regular meeting would be recessed to enter into an Executive Session to discuss personnel matters and that the regular meeting would be reconvened for the purpose of adjournment only. 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.

The regular meeting was recessed at 10:05 pm and the Executive Session convened at 10:10 pm.

On a motion by Commissioner Giorgi, seconded by Commissioner Bixby, the Executive Session was adjourned at 11:04 pm and the regular meeting reconvened and adjourned at 11:05 pm without further official action.

Respectfully submitted,

Karl A. Shelley  
Assistant Secretary