

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, Training Officer Bickmore and Battalion Chief Thomas. Also in attendance from the Squad were Chief Lee Ann Parry, Treasurer Arthur Collins and the Board of Directors Chairperson Thomas Keyes.

Chairman Shelley 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 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 Schuster, seconded by Commissioner Bixby, the minutes of the March 22, 2011 meeting were approved by the five Board members present with the understanding that the name "Fisher" would be expunged from the 1st paragraph of Page #5.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for March 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$22,566.79 in the PNC Bank Payroll account, \$539,511.16 in the PNC Bank Sweep account, \$29,923.56 in the PNC Unemployment Trust account and \$290,248.17 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$907,249.68.

On a motion by Commissioner Fisher, 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 April 26, 2011 and stated that we had expended 41% of this year's budget to date.

Treasurer Schlindwein also presented Checks #6802-6855 and other payments totaling \$152,330.45. After he and the Administrator commented on several bills, on a motion by Commissioner Schuster, seconded by Commissioner Bixby, the monthly bills were approved for payment by the five Board members present.

CORRESPONDENCE:

Chairman Shelley acknowledged the letter sent by Chief Green to Chief John Miller of the Palmyra Fire Department.

He also mentioned the letter from Dean Wiltshire in which he thanked the Board for the "resolution and wonderful gift" he received at the Annual Awards Dinner on March 26th in recognition of his 50 years of faithful service in the Department.

A letter from J. Lee Daneker, President of the Burlington County Fire Fighters Association was received on April 18th publicizing the annual Memorial Service to honor our fallen comrades. This year's ceremony at the Safety Center monument will be held on Wednesday, May 18, 2011 at 7:00 p.m.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items in his written report dated April 26, 2011.

The CMA Group installed the bollards around each of the fuel tanks at both stations. Nottingham Insurance has been asked to add both of the above ground tanks to our policy.

Tait Roofing has completed the repairs to the roof at Relief and will aluminum coat the flat roofs at Relief as proposed.

Quotes for the replacement of the ceiling tiles in the apparatus bays at Station 312 are significantly higher than expected; we are thinking of alternative ways to have this done.

Elite Landscaping completed the spring cleanup around Station 311.

Administrator Chesner reported that the firm of Bowman and Company, LLP had completed the 2010 Financial Audit along with the LOSAP Audit. He thanked Admin. Clerk Williams and Commissioner Schlindwein for all of their help during the audit and stated that he was pleased to announce that once again we have received no comment on either of the two audits.

CHIEF'S REPORT:

Chief Green also offered a few comments on his written report dated April 26, 2011.

The fire department responded to 61 incidents during the month of March that consisted of 3 fire calls, 5 mutual aid building fire calls, 1 overpressure rupture, 1 rescue & emergency medical service incident, 16 hazardous conditions (no fire), 2 service calls, 9 good intent calls and 24 false alarms/false calls. There were 5 fire department drills and 1 fire police drill.

Chairman Shelley asked for an explanation of the problems that Ladder 3125 encountered at a recent fire in Hainesport. Commissioner Fisher stated that the problems were minor in nature

and included a leaky air connection at the point where the SCBA connects into the tip of 3125's aerial. Also it was suggested that the connection be relocated to the opposite side of the aerial or install a whip that would allow the connection to be on the same side as the connection on the SCBA. The Chief stated that he and Maintenance Engineer Bowman were correcting the problems.

FIRE OFFICIAL'S REPORT:

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

FO Worrell reported that out of the 580 non-life hazard registrations for this year, 84% had been paid. The fees received totaled \$31,353.00, making it the best year yet for fee collections.

FO Worrell stated that he and Administrator Chesner met with Fire Marshal Dan Norman of Cinnaminson to look into and discuss the implementation of hand-held computer inspection equipment that can be utilized in the field during fire inspections and investigations. They found that Cinnaminson is using the Fujitsu and Fire District No. 2 utilizes an iPad during their inspections. Worrell stated that his department may want to purchase the device or a similar one next year.

Chairman Shelley suggested that the fire official make sure that the proper research is done and find out what technical issues may arise before we move forward with such a purchase.

FO Worrell also mentioned an email request from PD Sgt. Randy Pugh regarding the rewriting of the present Fire Lane Ordinance. Chairman Shelley stated that he believes that our solicitor should be involved in such an undertaking.

BIDS & QUOTATIONS: None.

RESOLUTIONS:

Resolution 2011-19 "*Approving a Flexible Benefit Plan for Employees of the Fire District*" was read by Administrator Chesner and offered on a motion by Commissioner Fisher, seconded by Commissioner Schlindwein. There being no comments or questions from the public, on a roll-call vote, the resolution was unanimously adopted 5-0 with the understanding, as suggested by Chairman Shelley, that a copy of the Section 125 Cafeteria Plan be made a part of the resolution.

Resolution 2011-20 "*Establishing an Awards Policy*" was read by Administrator Chesner. A motion was entered by Commissioner Schuster, seconded by Commissioner Schlindwein, that the resolution be approved at 1st reading. On a roll-call vote, the resolution was approved at 1st reading and will be presented for 2nd reading and final adoption at the regular board meeting of May 24, 2011.

APPOINTMENTS & RESIGNATIONS:

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

- Joshua Tosadori joined as a probationary member on March 13, 2011.

- Gavin Lentz resigned on April 6, 2011.
- Naoji Moriuchi's membership status was changed to reserve on April 13, 2011.
- Matthew O'Donnell joined as a junior member on April 12, 2011.
- Newton Piccone resigned on April 15, 2011.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher reported that things are moving along very well and the tasks planned for this year are being completed.

Apparatus: Commissioner Fisher reported that Unit 3119 is at Fire & Safety having a recall repair made to the steering box bracket; it should be returned on tomorrow. He also mentioned that he will be prepared to discuss the possibility of removing an engine from the fleet at the next Board meeting.

Planning: Chairman Shelley stated that the committee met last month and will meet again on May 2nd.

Recruitment and Retention/Public Relations: Commissioner Schlindwein voiced his interest in placing our department's ad in the volunteer section of MoorestownPatch.com that features local news and events. He also stated that the Department's number of junior members is close to reaching the maximum number of 10 as indicated in the Department's Rules and Regulations.

Benefits: The committee is scheduled to meet in May.

Information Technology: Commissioner Bixby reported that the committee is taking inventory of the department's computer equipment. They are also going to discuss the fire inspection field computers and offer their assistance to the Fire Official. An operations laptop is to be purchased this year and we now have access to the Panasonic Tough Books that are in the first out apparatus along with the command vehicles.

Squad: Chief Lee Ann Parry reported that the Moorestown Emergency Squad is in the process of revising their bylaws which are also being reviewed by their attorney. She also discussed the current condition of the squad such as how the volunteers do not want to volunteer anymore; the need to rotate evening calls with Lenola Emergency Squad and the decrease of donations from the public. They cannot continue to change officers every year and are looking for people that are not squad members, but have business backgrounds to serve on their Board. The current Board is comprised of 3 squad members and 2 outsiders having no affiliation to the squad. Captain Parry stated that she still serves on the Board, but they are trying to replace her. She also stated that the squad will make sure that a representative attends each of our meetings in the future.

Squad Treasurer Art Collins reported a net change in revenue for the squad of a negative \$88,150 (this figure includes asset depreciation) in 2010 compared to a negative \$13,000 in 2009. He gave a brief synopsis of the financial condition and concerns of the squad. He stated that they are still on schedule to replace a vehicle in the Year 2013. He also mentioned that their ultimate goal is to have a public Board with membership approving all bylaws.

Chairman Shelley asked the squad if they would consider placing one of the members of the Board of Fire Commissioners on their board. Those members of the squad attending the meeting stated that they would present the idea to the squad's membership for their consideration.

OTHER BUSINESS:

Chairman Shelley reported that the N.J. State Commission of Investigation (SCI) is conducting another inquiry into the way we purchase our fire trucks. We have provided them with lots of documentation and are confident that the findings will be the same as the last time which was in 2008. At that time there were a lot of recommendations from the SCI and the conclusion was that we had done nothing wrong.

Administrator Chesner stated that the SCI investigation last month into the purchasing of air compressors after year 2004 didn't include our Fire District's compressor. Our compressor was purchased in 1986. Administrator Chesner sent a letter indicating the same to the SCI.

Organizational Chart: Chairman Shelley made mention of the District's Organization Chart which in the process of being revised. He stressed the importance of reading the explanation at the bottom of the chart which includes the statement "The Administrator is the Board's official representative in all administrative matters".

Chairman Shelley asked the Board members to please review the 2010 Financial Audit and LOSAP Audit as supplied by the Administrator.

PUBLIC SESSION:

Congratulations were extended to the new Battalion Chief at Station 311 which is Edgar (Rudy) Thomas who was appointed to this position on April 21, 2011.

Fire Official Worrell announced the passing of Walter T. Maahs, former mayor, fire commissioner of Fire District No. 2 and volunteer firefighter of Lenola Fire Company. The funeral service was held today at noon.

ANNOUNCEMENTS:

Fire Official Worrell stated that the "Adult Safety Night" is scheduled for June 2nd and the flyers will be delivered to 9,600 Moorestown homes via the Moorestown Sun.

On a motion by Commissioner Schindwein, seconded by Commissioner Schuster, the regular meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk