

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 Giorgi with Commissioners Fisher, Bowman, Moriuchi and Bixby present. Also in attendance were Administrator Chesner, Asst. Chief Green, Fire Police Captain Keyes and Fire Police Lieutenant Boileau.

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 9, 2008, 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 9, 2008; filing written notice with the Clerk of the Township of Moorestown on March 9, 2008; 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 Moriuchi, seconded by Commissioner Bixby, the minutes of the March 25, 2008 meeting were approved by all Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of March indicating a cash balance of \$1,232,203.30. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the report was approved as presented.

Treasurer Bowman presented the Statement of Expenditures through the disbursements of April 22, 2008. Commissioner Bowman made mention of the payment to the Moorestown Emergency Squad for \$20,000.00 for stretcher reimbursement. On a motion by Commissioner Bixby, seconded by Commissioner Moriuchi, the Statement was approved as presented.

Treasurer Bowman also presented checks #4904-4943 and a payroll transfer which totaled \$149,245.25 for approval for payment. A motion was made by Commissioner Moriuchi, seconded by Commissioner Bixby. Commissioner Fisher questioned voucher #4925 for \$34.95 to McBee Systems, Inc. Commissioner Fisher was surprised and felt that the District shouldn't be paying for deposit slips for our account at PNC Bank. Commissioner Fisher asked that

Administrator Chesner please check with the branch manager at PNC Bank concerning this charge and other charges that come about from time to time. With no further questions, the bills were approved unanimously by the Board members present.

CORRESPONDENCE:

Chairman Giorgi acknowledged the correspondence from Kandace Schweighofer concerning the "Safe Ride" program. He asked that Administrator Chesner brief the Commissioners concerning the letters during his report.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his written report dated April 22, 2008.

The administrator talked briefly about the "Safe Ride" program and informed the Board that he and Chairman Giorgi met with two individuals from "Safe Ride" and discussed the use of the Commissioner's Meeting Room as their dispatch center. They also discussed parking, access into the building during the nights in which the program is operational, storage of supplies and other miscellaneous items. The "Safe Ride" program will begin after they finish their policy and procedures manual and establish eighteen-year-old drivers. Administrator Chesner stated that we did receive a copy of their Certification of Liability Insurance and he will keep the Board informed as to the start date.

Administrator Chesner mentioned that he submitted the 2008 Assistance to Firefighter's Grant and because of the change in regionalization requirements, we were unable to join forces with neighboring departments.

Commissioner Bixby asked if the Master Plan was on the Department's website. Administrator Chesner informed the Board that the Master Plan could be found on the "news page" under public information.

CHIEF'S REPORT:

Asst. Chief Green gave a verbal review of Chief Constantine's written report dated April 22, 2008.

Asst. Chief Green reported that the fire department responded to 63 calls during the month of February that consisted of 7 fires, 18 hazardous conditions (no fire), 7 service calls, 10 good intent calls, 17 false alarms/false calls and 4 severe weather calls. There were 4 station drills and 2 fire police drills.

Asst. Chief Green informed the Board about two motor vehicle accidents that took place during the month and how the crews did an excellent job at both scenes. He mentioned an incident at American Shower and Bath in which a machine had burned some plastic inside their warehouse creating a significant smoke condition and he commented on a room and content fire on East Second Street.

Asst. Chief Green informed the Board that training manuals are located in both stations for the evening duty crews to reference for training topics.

FP Captain Keyes informed the Board about a combined drill they had with Station 313 and the FP County Meeting that was held on Wednesday, April 23rd. FP Captain Keyes will be meeting with Administrator Chesner and Chief Constantine to begin purchasing equipment, in particular turn out gear, which needs to be upgraded by November 9th to meet State law.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell wasn't in attendance to review his written report dated April 2008 that he had submitted to the Board.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None

APPOINTMENTS & RESIGNATIONS:

Asst. Chief Green mentioned that they had received one application and it's being handled by the membership committee. No further applications are pending at this time.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher had nothing to add to the Administrator's report that covered many of the items being addressed around the buildings. Administrator Chesner gave a report as to the status of the second floor AC unit for the Administrative offices. He indicated that both the condenser as well as the indoor evaporator and blower unit needed to be replaced. All-Set is in the process of moving forward with the work.

Administrator Chesner mentioned the two doors that were repaired on the Squad side of the building and he reported that the Squad's lounge renovation project was complete. He also stated that some of the zone valves on the Squad side will be replaced now that the boiler has been shutdown for the season and the boiler system at Relief will be examined for efficiency as well as possible replacement in the future.

Administrator Chesner mentioned that he, Ritchie Bowman and Commissioner Fisher will be meeting to review the quotes received for the apron work at the Emergency Services Building.

Commissioner Bixby asked about the list supplied by the members of Relief concerning items that need addressing around the building. Administrator Chesner did mention that he talked with the members during a past monthly meeting and advised the group that some of the items would be addressed this year such as the replacement of two rear pedestrian doors and the wall mounted

oven; the other items would be addressed if available monies are remaining in the 2008 budget near the end of the year or they will be budgeted for future expenditures.

Apparatus: Commissioner Fisher stated that the committee will meet soon to begin the design of the new engine that we plan to purchase in 2009.

Chairman Giorgi asked about the progress of the roll-up door on Engine 3121. Administrator Chesner indicated that parts have been ordered and Ritchie Bowman is in the process of making the repair. Administrator Chesner mentioned that this will be a difficult repair due to the complexity of the door design.

Master/Station Planning: Administrator Chesner mentioned that he spoke at length with Jack Grdinich, Director of Operations at Lockheed Martin and asked him if Lockheed Martin wouldn't mind scheduling a meeting to discuss our ideas for the property that they had donated many years back. Mr. Grdinich stated that they would be happy to meet and thanked Administrator Chesner for the call. The administrator also talked at length with Brooks Garrison from the firm of Garrison Architects, the Fire District's architect for the project, concerning time line, project cost and other miscellaneous items. Mr. Garrison advised the Board to have a civil engineer study the property to see if the land that the Board currently owns on Hartford Road will be sufficient for the last submitted building draft.

Chairman Giorgi asked Commissioner Moriuchi to arrange a meeting with the Station Planning Committee before moving forward with any items related to the new building.

Recruitment & Retention: Commissioner Bixby reported that he and Chief Constantine will be meeting to do a final analysis of the pay-per-call idea and to put together a list of functions that the Department will appear at in town this year. Administrator Chesner mentioned that it may be a good idea to have members of the department recruit door-to-door during scheduled drill nights in the Laurel Creek and Moorestown Hunt neighborhoods. Commissioner Bixby stated that they would look into this.

Benefits: No report.

OTHER BUSINESS:

Administrator Chesner mentioned that he and Chairman Giorgi have been working on the plaque that will be given out to former Township Manager Jack Terry during the meeting on May 27th.

Commissioner Bowman was asked to relay to the Board Chief Constantine's appreciation for the investigation performed by Ken Schweiker at the East Second Street fire.

Administrator Chesner mentioned the audit report that he distributed to the Board and explained the general audit as well as the LOSAP audit that were completed. He mentioned that we should be proud, once again, for receiving no comments on the audit. Administrator Chesner thanked Administrative Clerk Williams for all of her hard work and stated that it was certainly reflected in the "no comment" audit that we received this year.

Chairman Giorgi talked briefly about the water that is supplied by the Squad at fire scenes and asked the Board to consider reimbursing the Squad for water or purchase water for the Squad. Administrator Chesner informed the Board that we are moving forward with a new water vendor and that he thought it was a good idea in supplying water for the Squad. The Board members agreed to purchase the water for the Squad.

Chairman Giorgi asked Administrator Chesner to contact Comcast and inquire about bringing wireless internet into the stations for the membership to utilize.

PUBLIC SESSION:

FP Lieutenant Boileau reminded the Board of the Memorial Service on May 21, 2008 at the monument located at the Burlington County Fire Training Academy. The service will begin at 7:30 p.m.

STRATEGIC PLAN:

Chairman Giorgi mentioned that one of the reasons for starting the meeting at 7:30 p.m. was to have the opportunity to discuss the strategic plan, in particularly the East-End Station. The Board went on to discuss, at length, some of the suggestions found in the strategic plan and decided to begin developing a framework in which we can move forward on the items mentioned.

Administrator Chesner mentioned that he would like the committees to be prepared for this coming budget season with their proposed purchases for next year as well as years thereafter if possible. Administrator Chesner noted the challenges we are going to be faced with during future budgets and the need to have ideas and figures in place when preparing the same.

ANNOUNCEMENTS:

On a motion by Commissioner Bowman and seconded by Commissioner Fisher, the regular meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Fred T. Moriuchi
Secretary/Clerk