

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, Bixby, Schlindwein & Schuster present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Fire Chief Green, Asst. Chief Poole, Fire Official Worrell, Squad Treasurer Collins and Fire Police Lt. Boileau.

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, 2010, 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 3, 2010; filing written notice with the Clerk of the Township of Moorestown on March 3, 2010; 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 March 23, 2010 regular meeting were approved by the five Board members present.

On a motion by Commissioner Schuster, seconded by Commissioner Schlindwein, the minutes of the March 30, 2010 Workshop Session were approved by the five Board members present.

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the Special Meeting minutes dated April 6, 2010 were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for March, 2010 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$29,337.79 in the PNC Bank Payroll account, \$372,019.23 in the PNC Bank Sweep account, \$28,905.98 in the PNC Unemployment Trust account and \$289,574.07 in the NJ Cash Management Fund for a total cash balance in all the bank accounts of \$744,837.07. On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the cash report was approved by the five Board members present.

Treasurer Schlindwein stated that the Statement of Expenditures as of April 27, 2010 indicates that we have expended 51% of this year's budget. It was noted that the expenditures included the air-paks that were recently ordered and encumbered.

Treasurer Schlindwein presented Checks #6221-6278 totaling \$600,458.06 for payment. He stated that this amount included the payment for the new fire engine. 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 following outgoing/incoming correspondence:

- Operational suspension notice to Firefighter Michael Furey due to his failure to complete mandatory training.
- Operational suspension notification to Firefighter Patrick Collier due to his failure to complete all Fire Dept. physical requirements.
- Carmen Costa was recommended for Probationary Membership and assigned to Station 311 on March 16, 2010.
- Newton Piccone was recommended for Junior Membership and assigned to Station 312 on March 31, 2010.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items in his April 27, 2010 monthly report that he provided to the Board members prior to this meeting.

The head of the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) announced that federal disaster aid had been made available for New Jersey to supplement state and local recovery efforts in the areas struck by a severe winter storm and snowstorm during the period of February 5-6, 2010. All the appropriate worksheets for reimbursement have been completed and filed with FEMA. We should receive 75% of the costs that we incurred. This will be just shy of \$2,700. The second storm in February will not be declared as a federal disaster.

The Fire District was awarded the FY 2009 Assistance to Firefighters Grant in the amount of \$178,500. The federal share is 95% or \$169,575 of the approved amount and the Fire District's share is \$8,925. On April 1st, an order was placed with Nat Alexander for 34 new air packs at the State Contract price of \$178,268 and we just recently learned that Scott will be giving us an additional 34 air cylinders at no additional charge. We expect to receive the new air packs in four to six weeks.

Clearwire, the company that's to place data transmitters at Relief decided to leave the siren as it is; thereby designing the new tower to accommodate the existing siren. They will revise the drawings accordingly and submit them to Moorestown Township's Planning & Zoning Board.

Commissioner Fisher asked that the Board return the question to the Planning Committee as to their undertaking a Community Risk Assessment per the recommendation in Bill Jenaway's Master Plan for our Fire District. Since our last meeting, it was discovered that the cost as

proposed in the Master Plan would be between \$8,000-\$10,000 which far exceeds the amount of \$2,000 that was placed in this year's budget.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell mentioned a few items from his monthly report dated April 2010.

He stated that 87% of the 800 annual fire code registration fees had been collected as of today. He also stated that he and Asst. FM Schweiker had been very busy attending classes this month. He made one court appearance for someone failing to register their fire alarm system and he performed one fire investigation that turned into a juvenile intervention case.

Fire Official Worrell offered thanks to Doug Lynch for taking charge and successfully performing a pre-scheduled station visit that the Asst. Fire Marshal could not attend because he was in the hospital.

Motion was entered by Commissioner Fisher and seconded by Commissioner Bixby that the Fire Official's written report dated March 2010 be received and filed. Motion carried.

CHIEF'S REPORT:

Chief Green gave a verbal review of his written report dated April 27, 2010.

The fire department responded to 76 incidents during the month of March that consisted of 4 fire calls, 1 rescue & emergency medical service, 29 hazardous conditions (no fire), 7 service calls, 15 good intent calls and 20 false alarms/false calls. There were 4 fire department drills and 2 fire police drills.

Chief Green stated that we were hammered once again by storms in March, but this time it was rain and wind instead of snow. This storm resulted in 21 calls during a little over 8 hours. All the calls did not come at a fast pace, so we were able to respond to each one in a normal time frame.

He also reported that a couple copies of First Look Pro Pre-fire Plan software had been received. A copy is installed on a laptop computer in the office and another copy is installed in his Command Vehicle. Information is being entered by Asst. Fire Marshal Schweiker and himself. Eventually once the computer situation in the trucks is straightened out, we should be purchasing licenses for the first out apparatus.

The Chief stated that he met the programmer of the First Look Pro Pre-fire Plan software while attending the FDIC Conference in Indianapolis last week. The programmer was very receptive to questions and comments and he told Chief Green that the improvements that he was asking about had already been incorporated in the impending software update.

Chief Green announced that Asst. Chief Poole was back in service and running calls adding that it was good to have him back. All the vehicles have gone back to their normal assignments. Ritchie received a quote for the netting for 3112's and 3111's crosslays for a total of \$290.92. They will be installed onsite by Maintenance Engineer Bowman. Engine 3121 does not have crosslays and

3123 will be leaving this year. We are still waiting for quotes and suggestions for a better nozzle mount on 3112's driver's side; we are limited by the design of the truck.

Apparatus:

Engine 3112 has had all of the rollup doors replaced except the one on the rear. They were re-stripped the next morning and everything looks good.

Fire and Safety has been performing pump maintenance on all the engines. The primer pump had to be rebuilt on 3112. There are various other problems with the pumps on the rest of the engines but all appear to be minor in nature.

The 2004 Expedition has been serviced. It also has had two flat tires in the past few weeks. One tire was repaired and one was replaced. The 2002 Impala was inspected and some front-end work was performed.

Fire Police Unit 3128 will be taken to Ward's Automotive on Monday, April 26th to have the intake gasket replaced; it probably will be there a couple of days.

Commissioner Schuster asked the Chief for an update on the discontinuance of service on some of our portables and mobiles by Motorola. Chief Green stated he has a sense that no one in the county will be protesting; everyone just seems to be accepting it. Only two (2) companies, Johnson and Motorola, have radios/portables that will work with our system and the ones from Johnson are not reliable.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2010-16 "*Acknowledging the Review of the 2009 Audit Report by the Individual Members of the Board of Fire Commissioners*" was read by the Administrator and offered on a motion by Commissioner Fisher, seconded by Commissioner Schuster. There being no comments or questions from the public on the resolution, on a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2010-17 "*Amending Resolution 2010-14*" was read by the Administrator. This resolution which reflects changes in the reproducing fees that are charged for public records was offered on a motion by Commissioner Bixby, seconded by Commissioner Schuster. Chairman Shelley stated that our solicitor recently informed us that we could no longer use the statutory amounts unless we can prove that they are comparable to actual cost. Therefore the original resolution is being amended to reflect "actual cost" of items used such as the cost of paper, toner and ink; but excluding time used by staff to find and duplicate the records.

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Fire Official Worrell asked if this resolution superseded the fees under the Moorestown Township Code that were charged for fire investigation reports. Chairman Shelley stated that the fees specifically stated in the Township ordinance would stay in force.

There being no further questions, on a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2010-18 "*Appointment of Members to the Awards Committee of the Board of Fire Commissioners*" was read by the Administrator and offered on a motion by Commissioner Schuster, seconded by Commissioner Schlindwein. There being no comments or questions from the public on the resolution, on a roll-call vote the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

See "Correspondence" section above.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher reported that he, the Administrator and Maintenance Engineer met last Tuesday to review projects scheduled for this year and to re-set priorities. He distributed a "Capital Analysis" spreadsheet with some items highlighted in red to identify those projects that may not be completed unless absolutely necessary; one example being the A/C Unit on the 1st floor of the District Office. He pointed out that the repairing of ESB's front porch posts and exterior painting at both stations would be our greatest costs.

Commissioner Fisher also stated that items to be addressed soonest included the roof leaks discovered this past winter and the painting at both stations. Modifications to the "old side" engine bay at Station 312 will be done to safely accommodate Engine 3121. This is to be finished before the arrival of the new engine this October.

Apparatus: Administrator Chesner stated that the design drawings from Pierce Mfg. for the new engine were dropped off by Ed Miller on today. The Apparatus Committee will meet soon to review the drawings, make changes if necessary and respond to questions. The Board asked the administrator to look into selling Engine 3123 this summer instead of after the new engine arrives in October. Commissioner Fisher stated that if the Lockheed ERT initiative does not bear fruit by late summer or early fall, consideration will be given as to whether or not to keep the surplus engine.

Station/Master Planning: Committee Chairman Shelley reported that the committee's next scheduled meeting is this Thursday at 10:00 a.m. in the Commissioner's meeting room.

Recruitment and Retention/Public Relations: Committee Chairman Schlindwein reported that the New Member Committee had been busy the last 2 months with approximately 7 new applicants, mostly juniors, which is great news. He also reported that upcoming recruitment efforts in Moorestown would occur on Arbor Day in April and Moorestown Day in June.

Commissioner Schlindwein stated that our ads are still appearing in the Moorestown Sun. Chairman Shelley urged the committee to stay proactive and keep things rolling.

Benefits: After a brief discussion about the firefighter pay-per-call program, it was decided that another workshop session would be held so that the Benefits Committee could present a program to the Board at their regular meeting on May 25th. The Administrator was assigned the responsibility of selecting a date and time for the workshop, publishing it, and disseminating the information to the Board members and Chief who in turn will notify all Dept. Line Officers.

Information Technology: No report.

SQUAD:

Squad Treasurer Collins reported that their audit indicated that they had lost money last year. He also stated that their pay-per-call program was operating only fairly right now.

OTHER BUSINESS:

Chairman Shelley stated that the individuals to serve on the Interview Committee for the Fire Chief's Election in November of this year are as follows: Commissioner Fisher (Chairman), Commissioner Schlindwein, Administrator Chesner, Dave Chezem of Station 311 and Dean Wiltshire of Station 312.

Chief Green reported that he, Lt. Chezem and FF Michael Toscani attended the FDIC Conference in Indianapolis last week. Chief Green stated that the conference was excellent this year; the accommodations were great and the training was fantastic. He added that it's always worth sending firefighters out there and that all that attended were happy that they did.

PUBLIC SESSION:

Barry Middleton, of the audience, asked what the problem was with the G.P.S. system that Lockheed Martin had installed. Chief Green stated that it was up and running in the command car and the only benefit in its current condition is the hydrant location data that's in it.

ANNOUNCEMENTS:

Fire Police Lt. Boileau stated that a Moorestown resident had given him a 5x8 United States Flag which had flown over the Capital in 1995. The resident asked if it could be flown at one of the firehouses and stay there until it is worn. After a brief discussion, it was noted that the flag was too large to fly at either one of our fire stations. It was suggested that Lt. Boileau give it to the Township so that it could be flown at Memorial Field.

Fire Police Lt. Boileau announced that the Saint Floridian Service would be held this Sunday at St. Andrews Church in Mount Holly starting at 5:00 p.m. He also announced that at 7:00 p.m. on Wednesday, May 19th, the Burlington County Fire & Emergency Services memorial ceremony would be held at the Public Safety Center in Westampton.

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Fire Official Worrell announced the retirement of Burlington County Fire Marshal Bob Rose. His successor is Fire Marshal Michael J. Reed and the new County Asst. Fire Marshal is Robert Carr from Mount Laurel.

Fire Official Worrell stated that he is scheduled to present a Power Point demonstration in the Commissioner's meeting room on April 28th at 10:00 a.m. The purpose of the presentation was to implement "Phase II" of the Lockdown-Lockout Program which was mandated by the Attorney General for each town to have. This program will address fire alarm activations, silencing of fire alarms and guidelines for evacuations during any lockdown and/or lockout situation. Principals and superintendents from the Moorestown Schools were asked to attend along with Chief Green and Asst. Chief Poole.

FO Worrell explained that "Phase I" which took place in March was a proposal of the program to the Moorestown Police, Emergency Squad and Fire Department in order to get it approved prior to its introduction to the schools. He also stated that "Phase III" is designed to bring the Moorestown School teachers on board.

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the regular meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk