

April 28, 2009

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 Bowman, Shelley and Bixby present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., Asst. Chief Green, Fire Official Worrell, Battalion Chief Poole, Lieut. Jeffrey Nutt, Squad President Keyes and Administrative Clerk Williams.

Chairman Fisher 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 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 welcomed Commissioner Bowman back after a period of illness. Administrator Chesner administered the oath of office to Commissioner Bowman who was nominated as Treasurer on March 3, 2009 at the Board's Reorganization Meeting.

Chairman Fisher announced that Commissioner Giorgi who had resigned would not attend tonight's meeting; the time had come to proceed with the nomination of another commissioner.

A motion to accept with regret the resignation of Commissioner Giorgi was offered by Commissioner Bowman and seconded by Commissioner Bixby. There being no question on the motion, the motion to accept with regret Commissioner Giorgi's resignation was unanimously approved by the four Board members present.

Chairman Fisher opened the floor for motions to appoint a new fire commissioner to fill the vacant seat. A motion to appoint Eric Pluckhorn of Station 311 as the new fire commissioner was offered by Commissioner Bowman and seconded by Commissioner Bixby. There were no questions on the motion. Eric Pluckhorn was appointed as a fire commissioner on the Board of Fire Commissioners, Moorestown Fire District No. 1 on a roll-call vote of 3 ayes and 1 abstention. The oath of office was administered to Commissioner Pluckhorn by the District Administrator who stated that a resolution confirming Pluckhorn's appointment as Assistant Secretary/Assistant Treasurer would be introduced at May's Board meeting. Also, a resolution confirming the new officers of the Board.

MINUTES:

On a motion by Commissioner Bixby, seconded by Commissioner Bowman, the minutes of the March 24, 2009 meeting were approved by the four Board members that attended that meeting on the stipulation that corrections be made as follows: The word "forced" would be removed from page 4 and Tom Keyes' title would be changed to "President" on page 6 under the Squad's report.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of March indicating balances of \$29,190.05 in the PNC Bank Checking account, \$21,276.06 in the PNC Bank Payroll account, \$330,721.31 in the PNC Bank Sweep account, \$28,012.61 in the PNC Unemployment Trust account and \$745,163.76 in the NJ Cash Management Fund for a total cash balance in all the bank accounts of \$1,154,363.79. On a motion by Commissioner Shelley, seconded by Commissioner Bixby, the cash report was approved by the five Board members present.

Treasurer Bowman presented the Statement of Expenditures through the disbursements of April 28, 2009. He also presented Vouchers and Checks #5581-5629 totaling \$110,763.93 plus a payroll transfer of \$46,003.34 which both totaled \$156,767.27. Treas. Bowman explained the following payments: \$9,600.00 was paid to Bowman & Co. for the annual audit, \$1,421.83 to EMR Power Systems for generator service, Hewlett-Packard received \$1,974.00 for a laptop purchase which replaces the stolen one, and the property/auto/umbrella policy pmt. to Nottingham Ins. Agency was \$7,547.00. On a motion by Commissioner Bixby, seconded by Commissioner Pluckhorn, the monthly bills were unanimously approved by the Board.

CORRESPONDENCE:

Chairman Fisher acknowledged the letter from Membership Committee Chairman Anthony Green who asked the Board to consider adopting a new membership application and utilizing the services of Kroll, a company that specializes in background checks.

Administrator Chesner stated that per the Board's request, he had sent a letter to Attorney Richard Braslow requesting that he discontinue his legal services for the Fire District.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his monthly report that he had submitted to the Board prior to the meeting.

Carl Githens will no longer clean the bathrooms, hallways & kitchens, but will continue cleaning the apparatus bay floors at both stations on the weekends. Quality Cleaning will clean both stations' buildings, excluding the bay floors, once per week beginning tomorrow and Patty Poole will continue to clean the fire district offices. Elite Landscaping will be out next week for a spring cleanup at Station 311; a project that has been long overdue.

Township Manager Chris Schultz called concerning the Town Hall/Library renovation. He wanted to know if there was a possibility of the Police Dept. relocating into our building as they

did after their fire. Renovations, which should take 18 months, are expected to begin sometimes in July/August. The Police Dept. would be displaced for a fraction of that 18-month period. I informed him that Lockheed Martin has been utilizing our Emergency Operations Center and that I would get the Board's feeling; Twp. Mgr. Schultz will supply more information as they get a better handle on the start date of construction.

The 2008 Audit was completed and we had "no comment" once again. He thanked Angie for all her hard work throughout the year which made it a successful audit. The Synopsis of the 2008 Audit has been published in the Burlington County Times and a copy mailed to the Bureau of Authority Regulations. After the adoption of Resolution 2009-24 tonight, a copy will be sent to the Local Finance Board and a PDF copy of the 2008 Audit and LOSAP Audit will be placed on the Department's website.

Administrator Chesner commented on the project going on here with Lockheed Martin. He and a public information officer from Lockheed Martin had discussed having a news media event concerning this project. The local media would be invited. We are waiting on Lockheed to let us know when this is ready to be viewed by the media and other departments. It will most likely be scheduled for the 3rd or 4th week in May. The Administrator stated that he and/or the Chief would speak on behalf of the Board and would notify everyone when we're ready for this media event.

CHIEF'S REPORT:

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

The fire department responded to 57 calls during the month of March that consisted of 6 fire incidents, 3 rescue & emergency medical, 4 hazardous conditions, 5 service calls, 6 good intent calls and 7 false alarms.

Chief Constantine mentioned the following meetings and activities that he was involved in recently. He attended a meeting with the Burlington Co. Technical Rescue Work Group in Bordentown and another in Westampton with Chief Wiley Johnson and his group to discuss Moorestown and Westampton technical rescue training and preparedness. He provided a tour for the Boy Scouts of OLG at Station 311 where he discussed apparatus, the station, volunteers and turnout gear. The Chief and Clerk Wolfe received some helpful hints for reporting from the Division of Fire & Safety NFIRS training program at the Emergency Services Training Center. He and five other members attended FDIC last week. The Chief thanked the Board for allowing them to attend such worthwhile training; they received a lot of information and networking that week.

The Chief spoke of his plan to meet with the Administrator in the upcoming week to discuss the 2009 Assistant to Firefighters Grant (AFG) application. While at FDIC he had occasion to discuss our SCBA situation with a member of the Congressional Fire Services Institute who will provide assistance to us in developing our 2009 application. The Dept. of Homeland Security also plans to investigate why we have been passed over for four years in a row for the needed SCBA. Administrator Chesner stated that our chances to get the grant may be increased due to the fact that most of our air packs do not meet the 1997 standard, something the AFG are looking for.

A draft of the Incident Action Plan forms for the full-scale exercise in April 2010 was forwarded to Chief Steve King. We are waiting for his approval and/or additional information so that the forms can be given to the officers so that they can prepare for testing.

Several members of the Department attended the Easter vigil at OLG. The church had obtained a bonfire permit from the Fire Prevention office for their celebration.

Annual training has been completed. A few members have been notified to finish the training and their PPE has been pulled until they complete the training. Training Officer Bickmore and Clerk Wolfe attended Firehouse Software training this past weekend. The Chief received reports that an outstanding training session took place at last week's drill on Elbow Lane.

Through the efforts of Training Officer Bickmore and Twp. Zoning Officer Pete Clifford, the Acme building on Chester Ave. should be approved soon for use as a training site by the fire dept. for 6 to 8 months.

Chief Constantine introduced and explained in detail the features of a report from our new Firehouse software that displays incidents in our fire district.

FIRE OFFICIAL'S REPORT:

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

The office performed 52 periodic fire code inspections, 19 re-inspections and 9 smoke/carbon monoxide detection compliance inspections in a timely manner. Registration fees totaling \$6,042.50 were collected during the month of April. The total collected year-to-date is \$24,671.50 which represents about 70% of total registration fees to be paid in 2009. Smoke detector inspections and permits brought in \$547.00.

The fire official met with the Safety Committee Chairperson regarding the upcoming Lacrosse festival that's scheduled for May 16th. They expect approximately 1,000 people to attend which will again present parking problems at the Sr. High and Middle Schools. The fire official, Chairperson Cantwell and Moorestown Police Traffic Sgt. Randy Pugh will discuss improving traffic flow and maintaining proper emergency access routes.

Asst. Fire Marshal Schweiker conducted two station visits at Station 312. He also hosted an evening prevention activity for 20 girl scouts at Station 311 where the home fire extinguisher demonstration went over very well.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2009-23 "Appointing a Member to the Awards Committee of the Board of Fire Commissioners" was offered on a motion by Commissioner Shelley, seconded by Commissioner Bixby. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2009-24 “*Acknowledging the Review of the 2008 Audit Report by the Individual Members of the Board of Fire Commissioners*” was offered on a motion by Commissioner Bowman, seconded by Commissioner Bixby. Chairman Fisher thanked the staff for achieving such a level of performance and stated that “no comment” means a lot. Administrator Chesner commented that this was not only a financial audit, but many other components were involved; such as the minutes, resolutions, contracts, inventory, purchase orders, payroll and LOSAP. There being no question, on a roll-call vote, the resolution was adopted by 4 Board members with 1 abstention.

APPOINTMENTS & RESIGNATIONS:

Chief Constantine reported that Bradley R. Holden was recommended for Junior membership and assigned to Station 311 on April 1, 2009. Also, Richard Maul’s membership status had changed from Junior to Probationary as of April 15, 2009.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Bixby and the Administrator reported that a company called Clearwire had some of their site engineers looking at our tower at Relief. They would like to install an antenna there for data transmission. They completed an inspection and will return with detailed drawings. If we move forward with this, we would receive a monthly revenue.

The Administrator stated that our sign on Hartford Rd. was repaired after it was brought to our attention that part of it had separated from one of the posts. There were also miscellaneous repairs done throughout both buildings.

Apparatus: None.

Station/Master Planning: Commissioner Shelley stated that they will have a meeting prior to the next Board meeting to bring everyone up-to-date.

Recruitment and Retention: None.

Benefits: None.

Public Relations: Administrator Chesner reported that David Chezem opened the building at Station 311 for everyone on Sunday for the annual MS Walk which went smoothly. Station 311 is used as a rest stop for the walk.

Information Technology: Commissioner Bixby reported that there was an engineering meeting for the Lockheed Martin system yesterday. Engineering modules for this SAFE_T First Responder Program should be done within the next 2 weeks and we hope to start the Train the Trainer program for the laptop computers on the vehicles. After getting the trainers trained, we will probably use a drill night to train all others.

Commissioner Bixby also stated that Training Officer Bickmore and Clerk Wolfe were in training for the Firehouse Software over the weekend. Ira, formerly with Emergency Software

Products, has joined Firehouse Software. He should be able to assist with reporting requirement issues that need to be addressed.

SQUAD:

Squad President Keyes stated that in late May, they should be getting 3192 ready for the remount. He also stated that due to sickness in his family, the squad did not have an opportunity to meet with the fire district. He will get some dates together and arrange a meeting before the next Commissioner's meeting.

Chairman Fisher thanked Squad President Keyes and Squad Treasurer Collins for attending tonight's meeting. He encouraged them to continue to come to maintain this communication.

OTHER BUSINESS:

Chairman Fisher asked the commissioners to review the application from Membership Committee Chairman Green about the proposed New Member application so that it can be addressed at the next meeting.

Discussion ensued about the Department's liability for commissioners riding on apparatus. The Administrator will look at the policy section addressing the duties of a commissioner and report back to the Board.

It was decided that discussion on how to proceed with the annual picnic and dinner will commence at the next Board meeting.

Chief Constantine commented on the replacement smoke detectors from Operation Save-a-Life that will be made available to the public if approved by the Board.

PUBLIC SESSION:

Fire Police Lieut. Boileau announced that the Annual Firefighters Memorial Service will be held at the Emergency Services Training Center in Westampton on May 20th at 7:00 p.m.

Barry Middleton, from the audience, questioned the process used to nominate the new commissioner. He voiced his concerns that maybe a vote was done prior to the meeting. The Chairman assured him that there was no meeting held by the commissioners before tonight's meeting on this issue, but their opinions had been polled individually which was proper procedure.

Mrs. Beth Shelley stated that we should perhaps tighten our belts a little in areas of some budget items, such as the annual picnic and dinner by putting them off until next year. She also mentioned that we could save substantially by having the companies have parties at the firehouse or have people contribute their own money.

Commissioner Shelley expressed a concern about firefighters gathering at night in front of Station 311 after 10:00. The Chief stated that this would be looked into.

Commissioner Bowman thanked everyone for their thoughts, prayers, cards and visits during his recent sabbatical and stated that it was good to be back. He also thanked the Administrator and Administrative Clerk for their efforts. He commented that the audit occurs only once a year, but the hard work during the 12 months that gets us the rating that we get every year was to be commended. It's a testament to the fine work that we do the rest of the year.

On a motion by Commissioner Pluckhorn, seconded by Commissioner Bixby, the regular meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Karl A. Shelley
Secretary/Clerk