

May 24, 2011

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, Chief Green, Fire Official Worrell, Training Officer Bickmore, Battalion Chief Thomas, Battalion Chief Nutt and FP Lt. Jeffrey Boileau. Also in attendance from the Squad was Board of Director 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 Fisher, seconded by Commissioner Schuster, the minutes of the April 26, 2011 meeting were approved by the five Board members present with the understanding that a sentence would be added under the Squad's Report indicating that Chairman Shelley asked if the Squad's Board of Directors would consider having one of the Fire Commissioners on their Board.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for April 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$19,553.40 in the PNC Bank Payroll account, \$419,158.25 in the PNC Bank Sweep account, \$30,336.42 in the PNC Unemployment Trust account and \$290,293.46 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$784,341.53.

On a motion by Commissioner Bixby, seconded by Commissioner Schuster, the cash report was accepted and approved by the five Board members present. Treasurer Schlindwein informed the Board that we received our tax payment from the Township on May 18th.

Treasurer Schlindwein presented the Statement of Expenditures through the disbursements of May 24, 2011 and stated that we have expended 46% of this year's budget to date.

Treasurer Schlindwein also presented Checks #6856-6894 and other payments totaling \$91,169.58. After he and the Administrator commented on several bills, on a motion by Commissioner Fisher, 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 Paul Matlack of Burlington County Central Communications concerning dispatch changes to our single station responses.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items in his written report dated May 24, 2011.

Tait Roofing has completed the roof repairs at Station 312, including the aluminum coating of all three flat roofs as well as fixing a leaking skylight at Station 311.

Mr. Bowman, Mr. Schweiker and I have organized the fire prevention closet as well as the gear storage room; Ritchie also installed new shelving in the fire prevention closet. Ritchie's room has been organized and firefighting equipment that was previously stored in his room has been placed in the gear storage room.

Firefighter Gullo will be installing a new roof on the shed at Station 311. The shed at Relief is also in need of repair. The repairs would include installing a new roof, replacing much of the T-111 siding along with repairs to the doors. We have discussed removing Relief's shed since most of the items in the shed are no longer of use to the Fire District. This would save in repair costs and give us a little more parking area.

The basement at Relief was cleaned and organized during last Thursday night's drill. There are talks about removing the workout equipment and designing a small obstacle course in the basement that can be utilized for SCBA training.

Administrator Chesner informed the Board that hose testing would take place on June 1st for all hose on apparatus and June 3rd for all hose in reserve. Commissioner Schlindwein asked if Fire One tested our hose. Administrator Chesner informed the Board that Fire One has performed ladder testing in the past and Waterways has and will be performing our hose testing.

Administrator Chesner also informed the Board that we will receive reimbursement for some expenses incurred during the snow storm in December from FEMA. Under FEMA's DR-1954, the Fire District will be reimbursed \$2,603.32; mainly for contractual cost of snow removal.

CHIEF'S REPORT:

Chief Green also offered a few comments on his written report dated May 24, 2011.

The fire department responded to 46 incidents during the month of April that consisted of 1 fire call, 4 mutual aid building fire calls, 1 overpressure rupture, 2 rescue & emergency medical

service incidents, 12 hazardous conditions (no fire), 3 service calls, 5 good intent calls and 18 false alarms/false calls. There were 4 fire department drills and 2 fire police drills.

Chief Green reviewed his letter to Mr. Matlack that was mentioned under correspondence. He made mention that all dispatches would be dual station responses with the exception of wires calls and duty crew calls.

Chairman Shelley asked Chief Green to review the problems with Engine 3122 that he identified in his report; Chief Green and Administrator Chesner reviewed the issues that they had encountered since taking delivery of the vehicle and made mention that all problems have been resolved and the engine's currently in service.

Chairman Shelley also asked if the problem with Ladder 3125's leaky air connection at the point where the SCBA connects into the tip of 3125's aerial has been addressed. Chief Green stated that the leak has been repaired and the new whip for the connection into the SCBA's has been ordered.

FIRE OFFICIAL'S REPORT:

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

Everything is coming along well for the Adult Safety Night Program scheduled for June 2nd and the Fire Prevention Sprinkler Trailer will be placed in front of PNC Bank on Main Street for Moorestown Day scheduled for Saturday June 4th.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2011-20 "*A Resolution Establishing an Awards Policy*" was read at 2nd and final reading by Administrator Chesner and offered on a motion by Commissioner Schindwein, seconded by Commissioner Schuster. There being no comments or questions from the public, on a roll-call vote, the resolution was unanimously adopted 5-0. Administrator Chesner mentioned that the Awards Policy would be posted on the website under the membership section.

Resolution 2011-21 "*A Resolution Appointing a Pay-Per-Call Firefighter*" was read by Administrator Chesner. A motion was offered by Commissioner Fisher, seconded by Commissioner Bixby. There being no comments or questions from the public, on a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2011-22 "*A Resolution Acknowledging the Review of the 2010 Audit Report by the Individual Members of the Board of Fire Commissioners*" was read by Administrator Chesner. A motion was offered by Commissioner Schuster, seconded by Commissioner Bixby. Chairman Shelley briefly reviewed the audit process and informed the public in attendance that there was no comment or findings in either the operations audit or the LOSAP audit and further stated that there's never been any comments or findings in any of our audits. He thanked Treasurer

Schlundwein along with the district staff for all of their hard work in delivering another successful audit. There being no comments or questions from the public, on a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2011-23 “*A Resolution Appointing an Official of the Fire District and Establishing Their Compensation for the Time Period April 21, 2011 to December 31, 2011*” was read by Administrator Chesner. A motion was offered by Commissioner Fisher, seconded by Commissioner Bixby. There being no comments or questions from the public, on a roll-call vote, the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

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

- Robert J. Worrell’s membership has changed from Reserve to Active.
- FF William D. Constantine, Jr. resigned effective May 1, 2011.
- FF Juan Santiago, Jr. resigned effective May 16, 2011.

Chief Green informed the Board that he received notification from Assistant Chief Poole that he regretfully has tendered his resignation as a member of the Moorestown Fire Department, effective June 1, 2011.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher reported that the Administrator’s Report had listed all of the items that have been tackled and projects placed in the budget are getting completed. He asked if the Board would have a problem with removing the shed at Station 312 instead of spending the money needed to repair the issues as reported by the Administrator. The Board agreed with the removal of the shed. Chairman Shelley asked that no items from the shed be placed in the generator garage. Administrator Chesner informed the Board that most of the items in the shed are of no use to the Fire District and those items owned by Relief would be removed. Battalion Chief Nutt will work on the demolition of the shed during an upcoming Station drill.

Apparatus: Commissioner Fisher reported that there was no meeting this month but would discuss the removal of an engine from the fleet under “Other Business”.

Planning: Chairman Shelley stated that the next meeting is scheduled for early June.

Recruitment & Retention/Public Relations: Commissioner Schlundwein stated that we welcomed one new junior member last month and we received one application for active membership. He further mentioned that he is working with Training Officer Bickmore in finding a date on a Thursday evening for Family Fun Night. A tentative date has been set for August 11th.

Benefits: Commissioner Bixby stated that he and the Administrator have had working meetings reviewing employee benefits and that next month he will begin reviewing progress reports on the Pay-Per-Call program which he will present to the Board at their regular meeting in July.

Information Technology: Commissioner Bixby reported that the next meeting will be in June and both the Training Officer and Fire Official will be involved in that meeting.

Squad: Board of Director Chairperson Thomas Keyes mentioned that the old 3195 sold for \$651 and the fund drive has started; to date they have received approximately \$6,000. He further mentioned that he has informed his Board of the suggestion of having a Fire Commissioner as one of the Board of Directors and once the By-Laws have been revised a copy would be forwarded to the Board of Fire Commissioners.

OTHER BUSINESS:

Chairman Shelley asked the Board and those officers in attendance whether a policy should be established concerning animal rescue calls. After a lengthy conversation concerning the same, Chief Green mentioned that he would create an SOG on calls dispatched for an animal rescue; the same will be forwarded to the general membership.

Chairman Shelley asked Chief Green if he has finished the job descriptions for his officers. Chief Green stated that he has received all of the information that he has requested from his officers and will have the job descriptions completed for the June meeting. Chairman Shelley offered the assistance of the personnel committee.

Commissioner Fisher was asked at the last Board meeting to be prepared for discussion concerning the elimination of one of the four department engines. Commissioner Fisher reviewed the cost of keeping a fourth engine, an estimated amount we could receive if we sold Engine 3111, down time for any of our apparatus when they are out for repair and the percent of total calls run by the third and fourth engine when dispatched for a fire call. A lengthy conversation took place between the Board and Fire Officers in attendance. Commissioner Fisher mentioned that the Apparatus Committee will have a cyber meeting and if need be an Apparatus Committee meeting will be scheduled.

PUBLIC SESSION:

No Comment.

ANNOUNCEMENTS:

On a motion by Commissioner Bixby, seconded by Commissioner Schuster, the regular meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk