

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, Bixby, Shelley & Pluckhorn present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., Asst. Chief Green, Training Officer Bickmore, Squad Treasurer Collins, Fire Police Lieutenant Boileau 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.

MINUTES:

On a motion by Commissioner Shelley, seconded by Commissioner Pluckhorn, the minutes of the April 28, 2009 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of April indicating balances of \$24,997.05 in the PNC Bank Checking account, \$31,009.18 in the PNC Bank Payroll account, \$204,144.46 in the PNC Bank Sweep account, \$28,402.74 in the PNC Unemployment Trust account and \$745,715.89 in the NJ Cash Management Fund for a total cash balance in all the bank accounts of \$1,034,269.32. On a motion by Commissioner Pluckhorn, 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 May 26, 2009. He also presented Checks #5630-5665 in the amount of \$40,236.73 plus a payroll transfer of \$68,220.13 which both totaled \$108,456.86. After the Treasurer and Administrator explained a few payments, on a motion by Commissioner Pluckhorn, seconded by Commissioner Bixby, the monthly bills were unanimously approved by the Board.

CORRESPONDENCE:

Chairman Fisher acknowledged the letter from Florence Fire Dept.'s retired Chief Ed Kensler in which he thanked Fire Marshal Worrell and the members of the Moorestown Fire Dept. for supporting him and his family at his retirement dinner.

Chairman Fisher also recognized the letter from Hose Company President Richard B. Bickmore, Jr. in which he asked the Board about a recent request that the stations' overhead bay doors be closed after 10:00 p.m. In the letter, Bickmore stated that the Company and its members were not aware that such a policy existed and if it did, to ensure compliance, it needed to be clarified.

Commissioner Shelley made it clear that such a written policy did not exist, but prior to building Station 311, we had promised our neighbors as a courtesy, that we would do what we could to maintain peace and quiet and try to close the doors after 10:00 p.m. Commissioner Shelley also stated that this principle falls in the same category as station rules such as locking the doors and turning lights off upon exiting the buildings.

After a lengthy discussion, the Board concluded that our intent is to be good neighbors; therefore, we should continue to conduct ourselves as quietly, peacefully and respectfully as possible at all times at both stations. This should include closing the bay doors after 10:00 p.m. except in the event of incidents, training, duty crews, meetings, etc.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his monthly report dated May 26, 2009.

Last week he submitted the 2009 Assistance to Firefighters Grant in which we are seeking funds to purchase 35 air packs. Throughout the grant, he emphasized the fact that 33 out of our 34 air packs do not meet the 1997 standard.

PDF copies of the 2008 Audit and LOSAP Audit have been placed in the Fire News section of the Department's website for the public to view.

Administrator Chesner announced that the SAFE_T media event between Lockheed Martin and our fire department is scheduled for June 17th at 10:00 a.m. at Station 311. He then proceeded to explain the media event in detail.

Administrator Chesner also reminded the Board of the need to sign a new bank signature card since a new Commissioner has been appointed.

Chairman Fisher asked the Administrator if he had found a policy regarding Commissioners riding on apparatus. Administrator Chesner stated that he had interpreted the policy in the fire department's rules and regulations section to read that a Commissioner could ride on apparatus for non-emergency situations in an enclosed cab. Also, as an officer of the Fire District, it was in their scope of duties to oversee the prevention of fire which could cause them to board apparatus from time to time in a non-emergency manner. This was satisfactory with the Board.

CHIEF'S REPORT:

Chief Constantine gave a verbal review of his written report dated May 26, 2009.

The fire department responded to 48 calls during the month of April that consisted of 4 fire incidents, 2 overpressure ruptures/explosions, 2 rescue/emergency medical, 5 hazardous conditions, 4 service calls, 15 good intent calls and 16 false alarms.

Chief Constantine mentioned the copy of the major incident report that he provided for the Commissioner's review. The incident occurred on April 27, 2009 at 133 Augusta Drive in the Laurel Creek Development. The report served as an executive summary of the situation found and actions taken relative to the incident.

The Chief had also provided a copy of the Community Based Public Safety Partnership agreement that the fire department has with the Moorestown Township Public Schools.

He also commented that according to the email exchange with Solicitor Barron, the solicitor did not see any legal issues that would prevent the department from going ahead with our guidelines to issue smoke detectors to residents in the event theirs are malfunctioning, not in place or not working.

Chief Constantine reported that he attended a meeting with Township Officials regarding special zoning areas & their application process and updated the Fire/Rescue & Haz-Mat sections of the Moorestown Emergency Operations Plans.

Chief Constantine announced that the ACME site had been secured for training use. Annual Training for all members has been completed for 2009. He thanked T.O. Bickmore and Clerk Wolfe for their hard work coordinating the Annual Training and Dept. Physicals. The Chief also stated that T.O. Bickmore is working on using an outside vendor for training for industrial accidents.

After Chief Constantine explained the smoke detector distribution program, Commissioner Bowman made a motion to approve it as recommended and presented by the Chief. The motion was seconded by Commissioner Pluckhorn and approved unanimously by the five Board members.

Chief Constantine stated that in light of the recent threat of a swine flu outbreak, he had drafted a Tier System that he would like to use in the event of a pandemic situation affecting Moorestown. He stated that we did not have a trigger mechanism in place that outlined the precautions and actions that would go into effect if certain percentages of the population were infected. He had checked with other agencies, such as Emergency Management, the Board of Health and CDC and it did not appear that they had such a plan in place either. The program that he proposed would outline how we can protect our own people and provide assistance to the public at the same time.

Commissioners Bowman and Pluckhorn commented that the Chief's Pandemic Tier Response program was very proactive and aggressive and also a good piece of work. The Chief stated that he would distribute copies to the officers and place a copy in the Emergency Operations Plan as

part of our Fire Rescue Annex if approved. On a motion by Commissioner Shelley, seconded by Commissioner Bowman, the Chief received unanimous approval from the Board to proceed with the Pandemic Tier Response Program.

After discussion ensued concerning methods to dispose of the department's old hose, it was decided that Chief Constantine would first offer the hose to the schools and municipality, then to surrounding departments.

Chief Constantine stated that the Health and Safety Committee had investigated the questions of whether Chief Officers should be required to possess and maintain an interior structural firefighter medical clearance in order to be considered for or retained in their respective titles. Chief Constantine presented two recommendations for "Chief Officer Interior Status" to the Board in a memo from the Health and Safety Committee.

Commissioner Pluckhorn entered a motion, seconded by Commissioner Bowman, to approve both recommendations for the "Chief Officer Interior Status" as presented in the memo dated February 10, 2009. Motion carried. The Administrator was asked to enter the change in the Department's Rules and Regulations and prepare a resolution for the Board meeting in June to memorialize the same.

Training Officer Bickmore explained the memo dated January 29, 2009 from the Health and Safety Committee that identified "Essential Job Tasks for Interior and Exterior Firefighters". On a motion by Commissioner Pluckhorn, seconded by Commissioner Bowman, the Board members unanimously agreed to accept the recommendations made in this memorandum. The Administrator was asked to prepare a resolution for June's Board meeting to reflect the change in the Department's Rules and Regulations.

Chief Constantine expounded on his proposed "Incident Information" form. He stated that according to the Board's request in the Strategic Master Plan, we needed to find a way to determine our standard of response; such as, number of people that responded, number of apparatus, whether we were staffed, under/over staffed or understaffed requiring Mutual Aid Assistance, etc. We also need to establish minimum criteria for Moorestown Fire Dept. incident responses. Chairman Fisher stated that this form would serve as a baseline for statistical work. On a motion by Commissioner Shelley, seconded by Commissioner Pluckhorn, the Board members unanimously approved the "Incident Information" form to be used as a response pattern to proceed with analysis of Moorestown incidents.

FIRE OFFICIAL'S REPORT:

It was announced that Fire Official Worrell could not attend tonight's meeting for medical reasons; he's at home recuperating. It was also noted that Asst. Fire Marshal Schweiker could not attend because of a prior commitment.

A motion was presented by Commissioner Shelley and seconded by Commissioner Bixby that the Fire Official's written report dated May, 2009 be received and filed as presented. Motion accepted.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2009-25 "*Appointment of a New Commissioner on the Board of Fire Commissioners Beginning April 28, 2009 to February 28, 2010*" was offered on a motion by Commissioner Bixby, seconded by Commissioner Bowman. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2009-26 "*Appointment of the Officers of the Board of Fire Commissioners Beginning April 28, 2009 to February 28, 2010*" was offered on a motion by Commissioner Bowman, seconded by Commissioner Pluckhorn. On a roll-call vote, the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

Training Officer Bickmore reported that Cass Ontiveros of Station 311 had resigned from the Department upon his entry into the U.S. Coast Guard on May 26, 2009.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner stated that he had received a sketch from the architect at Clearwire who would like to lease Relief's siren tower for placement of their antenna for data transmission. The lease would be for a 5-year term at a rate of \$1,500 per month, renewing every 5 years thereafter with a 15% increase at each renewal period. The Board asked the Administrator to relay to Clearwire their interest in moving forward with this arrangement and to inform them that the lease will be reviewed by the District's solicitor.

Administrator Chesner stated that we have plans for Quality Cleaning to wash the windows at both stations. He also mentioned his discussion with members about cleaning the walls at Relief.

Apparatus: Chairman Fisher reported that last Thursday's committee meeting was a very good one and well attended. They reviewed the current replacement schedule for apparatus which indicates that 3123 needs to be replaced next year. The condition of the brush truck was also discussed.

Station/Master Planning: Commissioner Shelley stated that the committee met a week ago to bring everyone up-to-date and to identify the projects that are urgent. They plan to meet again on June 13th.

Benefits: Commissioner Bixby stated that benefits will be handled by Commissioner Bowman and himself. They will review salary ranges, benefits and their costs and our retirement program. They hope to present their findings in a few months.

Public Relations: None.

Information Technology: Commissioner Bixby stated that we are in the process of getting ready for the SAFE_T media event scheduled for June 17th. It was also reported that Ira Schonfeld was hired as a consultant for Firehouse Software and the reports that we needed such as personnel response, LOSAP and mileage can now be generated by the Firehouse Software program at a cost of \$600.00.

Recruitment and Retention: Commissioner Pluckhorn mentioned a few of his ideas for staffing which is our biggest issue. He stated that his company will redesign current recruitment materials for free. He also talked about advertising in the Courier Post, BCT and other local papers, designing a program of rewarding members for referring new members and finding venues willing to host the Holiday party possibly at no cost to the fire department.

SQUAD:

Squad Treasurer Collins reported that the refurbishing of 3192 is progressing. No delivery date yet, but will probably be completed in the next couple of months.

OTHER BUSINESS:

Chairman Fisher addressed the Membership Committee's request for permission to revise the current membership application. Questions arose about some of the questions and specific wording on the application. It was decided that each Board member mark up the application with changes, corrections and/or suggestions and return it within 3 days to Asst. Chief Green.

A brief discussion was held about ways to purchase the much needed fire department air packs.

PUBLIC SESSION:

Fire Police Lieut. Boileau thanked the Chief and crew that attended the Annual Firefighters Memorial Service at ESTC in Westampton on May 20th. He also commented that the Moorestown Fire Department was represented well; a substantial increase from previous years.

On a motion by Commissioner Shelley, seconded by Commissioner Bixby, the regular meeting was adjourned at 10:12 p.m.

Respectfully submitted,

Karl A. Shelley
Secretary/Clerk