

May 27, 2008

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, Chief Constantine, Jr., Asst. Chief Green, Battalion Chief Poole, Battalion Chief Witkowski and Fire Police Captain Keyes.

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.

A special presentation was given for former Township Manager Jack Terry. Chairman Giorgi presented Mr. Terry with a plaque and thanked him for his support of the Fire District during his many years as township manager. Mr. Terry spoke briefly to the group in attendance and thanked the Board for the plaque and kind words.

MINUTES:

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the minutes of the April 22, 2008 meeting were approved by all Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of April indicating a cash balance of \$1,100,781.26. On a motion by Commissioner Moriuchi, seconded by Commissioner Bixby, the report was approved as presented.

Treasurer Bowman presented the Statement of Expenditures and Vouchers through the disbursements of May 27, 2008. He also presented checks #4944-4989 and a payroll transfer which totaled \$140,882.43 for approval for payment. Commissioner Bowman made mention of the payment to All-Set for the installation of a new AC unit, payment to EMR Power for generator service and repair, payment to Mid-State for ten new pagers, payment to the Township

of Moorestown for hydrant rentals and the payment to Waterways for the 2008 hose testing. Administrator Chesner also commented on some of the payments. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the bills were approved unanimously by all Board members present.

CORRESPONDENCE:

Chairman Giorgi acknowledged the correspondence from Business Manager David Papuga of Our Lady of Good Counsel Church thanking the fire department for all of their service. He also acknowledged the correspondence from Township Manager Christopher Schultz concerning shared and consolidated services, a letter from Katey Casella of the National Multiple Sclerosis Society thanking the department for the use of Station 311 as a rest stop during their MS Walk and correspondence from Major John Hunt, Commanding Officer of the NJ State Police informing us that the police department received a \$5,000 grant in support of the LEPC that would be shared with other township agencies including the Fire District. Chairman Giorgi also asked that Administrator Chesner send a note and/or letter to Patty Poole thanking her for bringing to the Districts attention recycling concerns in the administrative offices.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his written report dated May 27, 2008.

The administrator informed the Board of the new established Family Leave Insurance benefit. Beginning January of 2009, the District will be required to withhold 0.09% from all employees' taxable wages and beginning July of 2009 employees may apply for up to six weeks leave for the care of a sick relative, maternity leave, etc. Administrator Chesner further explained some of the provisions found in the law noting that there will be no expense for the District.

Administrator Chesner mentioned that he spoke with the branch manger of PNC Bank concerning the deposit slips that we recently purchased through McBee Systems, Inc. He stated that in the future, if we purchase the deposit slips through PNC Bank, who utilizes Harlem Clarke for the printing of deposit slips, that the acting branch manager may reimburse the Board for the expense of the deposit slips.

Administrator Chesner stated that Comcast will install internet connection at Station 311 on May 29th for the members to access when they are in the station. Administrator Chesner also mentioned that he had talked with the Treasurer of Relief Engine Co. and indicated that the Board would reimburse Relief Engine Co. for their internet access at their station as well.

The administrator stated that he and Commissioner Moriuchi would discuss later in tonight's meeting, the details of the Station Planning Meeting that was held prior to the beginning of this board meeting. He also mentioned the reimbursement check from our insurance carrier for the replacement of a cutting tip that was damaged during a vehicle extrication on Borton Landing Road.

CHIEF'S REPORT:

Chief Constantine gave a verbal review of his written report dated May 27, 2008.

Chief Constantine reported that the fire department responded to 54 calls during the month of April that consisted of 14 fires, 3 rescues and emergency medical, 4 hazardous conditions (no fire), 2 service calls, 9 good intent calls, and 22 false alarms/false calls. There were 4 station drills and 2 fire police drills.

Chief Constantine asked the Board to consider purchasing two fire helmets that would be utilized during the Burlington County Memorial Service for the two members that Moorestown Fire Department lost during the line of duty.

The chief mentioned that we are still waiting for parts from Dover Doors for the repair of Engine 3121's rear compartment door.

Chief Constantine commented on the correspondence received from Chief Anthony J. Burnett of the Willingboro Fire Department in which he thanked the chief for his assistance during their loss of Past Chief Norm Cheeseman.

FP Captain Keyes informed the Board that he 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 requirements.

Battalion Chief Poole mentioned that the C.E.R.T. training that he and Training Officer Bickmore taught at the Moorestown High School went well.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell gave a verbal review of his written report dated May 2008.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2008-22 "*A Resolution Acknowledging the Review of the 2007 Audit Report by the Individual Members of the Board of Fire Commissioners*" was offered on a motion by Commissioner Bowman and seconded by Commissioner Moriuchi. There being no question on the motion, the resolution was unanimously adopted 5-0 on a roll-call vote.

Resolution 2008-23 "*Canceling Balances in the Capital Projects Fund*" was offered on a motion by Commissioner Bixby and seconded by Commissioner Fisher. There being no question on the motion, the resolution was unanimously adopted 5-0 on a roll-call vote.

Resolution 2008-24 “*Closing the Commerce Bank Account and Transferring the Balance into the State of New Jersey Cash Management Fund*” was offered on a motion by Commissioner Fisher and seconded by Commissioner Moriuchi. There being no question on the motion, the resolution was unanimously adopted 5-0 on a roll-call vote.

APPOINTMENTS & RESIGNATIONS:

Chief Constantine mentioned that new member Leif I. Tornberg was assigned to Station 312 on April 28th and the membership status of Michael Furey has changed from probationary to active.

Prior to the committee reports, Administrator Chesner made mention of the report from Main Line Health that he provided to each of the Board members. The report showed the usage of the employee assistance program provided to the members better known as FirstCall for the period April 1, 2007 - March 31, 2008. He also asked if the Board was OK with the idea of having Main Line Health send out flyers to the households of the members informing them of the services that they can utilize if they so wish. The Board didn't see a problem with the idea. Commissioner Bowman thought it would be a good idea to remind the members of the program on the member section of the Department Website. Administrator Chesner stated that he would place that on the website.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher mentioned that we are moving along with the paver project in front of Station 311. Commissioner Fisher stated that we have signed a contract with D'Imperio Brothers Landscaping, Inc. for \$19,945.20. This includes removing the existing pavers, correcting the base, installing flowable fill and reinstalling existing pavers. The project start date is scheduled for mid-June. A brief discussion continued concerning the project and the minimal impact on operations. Commissioner Fisher stated that in the near future, we will be looking at and will consider replacing the heating system at Relief before the beginning of the winter.

Administrator Chesner mentioned that the two pedestrian doors in the rear of Relief will be replaced by the Philadelphia Door and Lock Co. The oven at Relief may also be replaced this year. He also mentioned that we are doing our best in keeping up with maintenance at both buildings but some items may need to wait till future years due to the availability of funds in the building and grounds account.

Apparatus: Commissioner Fisher stated that the committee met on May 19th and discussed the possible replacement of equipment. Commissioner Fisher mentioned that they talked about the replacement of Brush Unit 3126's chassis, replacement of Engine 3123 and the possible purchase of a Special Services Vehicle for RIT assignments and other specialty calls. Recommendations will be presented to the Board for their consideration later in the year.

Chairman Fisher asked about the progress of the repair to the roll-up door on Engine 3121 and when the part may arrive. Both the administrator and chief stated that we are unsure of the delivery date of the part from England, but that when it arrives Ritchie Bowman will install it.

Master/Station Planning: Commissioner Moriuchi advised the Board that a meeting of the Station Planning Committee took place before the Commissioner's meeting started. He told the Board that the committee has scheduled future meetings to take place at 6:00 p.m. on the 4th Tuesday of the month. He mentioned the members that are on the committee and stated that Chairman Giorgi would be added as an ex-officio. Dave Constantine, Sr. would be added as a resource for he has extensive knowledge in construction and has overseen many projects that the school built over his many years of employment with the school district. Commissioner Moriuchi briefly talked about the first meeting as well as future meetings. He also informed the Board that Administrator Chesner will act as secretary on the committee.

Commissioner Moriuchi stated that our next meeting will be with the firm of Garrison Architects to discuss a time line of the project as well as their fees associated with the project.

Recruitment & Retention: Commissioner Bixby reported that he and Chief Constantine had a meeting and discussed some of the upcoming events that the fire department plans to attend. Commissioner Bixby stated that Firefighter Tornberg was spearheading collecting recruitment ideas for the department. Commissioner Bixby also mentioned that he and Chief Constantine are reviewing the possible pay-per-call system and asked for feedback from the Commissioners on their thoughts of paying members by the hour to attend events on behalf of the department since recently we have had trouble with member turnout at these events. Further information concerning this will be presented to the Commissioners for their thoughts and consideration.

Benefits: Chairman Giorgi asked that Commissioner Moriuchi arrange a meeting with Administrator Chesner to discuss the district's benefits and see if changes need to be made for 2009.

OTHER BUSINESS:

Chairman Giorgi mentioned that a meeting has been scheduled with Township Manager Schultz, Administrator Chesner, President of the Squad and himself to discuss the Fire District and the Squad and their future.

Administrator Chesner was asked by Chairman Giorgi if a summer intern was needed for this year. Administrator Chesner stated that they didn't see the need for an intern this year and that no monies were allocated in the 2008 budget for such a position.

Chief Constantine informed the Board that he received a call from Dave Sutton at Lockheed Martin asking if the dept. would consider the idea of having an engine at Lockheed Martin during the day so that employees of Lockheed could utilize it to run calls in Station 312's locality and to respond to all structure calls that get dispatched in the township. The engine would also be utilized for all incidents that occur at Lockheed Martin. A discussion concerning the same took place. Chief Constantine asked for permission to continue talks with Lockheed concerning this pilot program. The Board informed Chief Constantine to move forward for informational purposes only.

Commissioner Bixby gave an IT Committee update and informed the Board that the mounts for the vehicles have been ordered, air-cards have been installed and Streets and Trips software has been purchased. Once the mounts arrive, Ritchie Bowman will begin installing them in the apparatus.

Chief Constantine also made mention of the Department's Exposure Control Plan that he handed out to the Board which Health and Safety Officer Bickmore put together.

PUBLIC SESSION:

A member of the audience, Karl Shelley, asked about the amount left in the Commerce Bank account. Administrator Chesner mentioned that there was a little over \$39,000.00 remaining in the account. Mr. Shelley also advised the Board that if the heater needs to be replaced at Relief, an emergency appropriation could be filed with the Division of Local Government Services for the purchase and installation of the same if there is no money allocated in the budget for the work.

ANNOUNCEMENTS:

On a motion by Commissioner Moriuchi and seconded by Commissioner Bixby, the regular meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Fred T. Moriuchi
Secretary/Clerk