

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, Asst. Chief Green, Training Officer Bickmore, Fire Official Worrell, Lieutenant Nutt, Squad President Keyes, Squad Treasurer Collins and Fire Police Lieutenant Boileau.

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 Bixby, seconded by Commissioner Bowman, the minutes of the May 26, 2009 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of May indicating balances of \$24,830.05 in the PNC Bank Checking account, \$23,609.40 in the PNC Bank Payroll account, \$92,425.30 in the PNC Bank Sweep account, \$28,409.98 in the PNC Unemployment Trust account and \$746,096.50 in the NJ Cash Management Fund for a total cash balance in all the bank accounts of \$915,371.23. On a motion by Commissioner Shelley, seconded by Commissioner Pluckhorn, the cash report was approved by the five Board members present.

Treasurer Bowman presented the Statement of Expenditures through the disbursements of June 23, 2009. He also presented Checks #5666-5703 in the amount of \$54,560.85 plus a payroll transfer of \$50,459.94 which both totaled \$105,020.79. After the Treasurer and Administrator reviewed a few bills, on a motion by Commissioner Shelley, seconded by Commissioner Bixby, the monthly bills were unanimously approved by the Board.

CORRESPONDENCE:

Chairman Fisher acknowledged the "Thank You" note from Deer Park Fire Company Rehab 13 in Cherry Hill, NJ. The company thanked us for our continued support and contribution toward the use of their canteen at the 133 Augusta Drive fire.

Chairman Fisher also recognized Relief Engine Co.'s letter that asked the Board to cancel the annual dinner and use the funds allocated in this year's budget for the dinner to purchase air packs. A second letter from the membership of Relief Engine Co. included their request to host a dinner function this year at Station 312 in the engine bays. Commissioner Shelley clarified that, as discussed at their meeting, Relief wished to host the dinner in concert with Hose Company. The Board granted permission for the companies to host a dinner function and asked the Administrator to relay their consent in a letter to Relief Engine Co.

Chairman Fisher reported that the membership status of David Mann changed on June 10<sup>th</sup> from Probationary to Active as per a letter from the training officer.

The Chairman also acknowledged the letter from the Chief to Hose Company which explained the Board's position in reference to the closing of the overhead doors after 10:00 p.m.

ADMINISTRATOR'S REPORT:

Administrator Chesner did not review his monthly report dated June 23, 2009 that he had submitted to the Board prior to the meeting, but did make the following comments.

Aerial testing for the ladder truck (3125) will occur in the rear parking lot of Station 312 at 8:00 a.m. Monday, June 29<sup>th</sup>.

We are still on schedule for Wednesday, July 15<sup>th</sup> for the SAFE\_T media event between Lockheed Martin and our fire department.

Chairman Fisher complimented the administrator on his work on renegotiating contracts with the Fire District's various communications entities. The Administrator stated that he had spent time this month looking for ways to save money with each vendor. He reviewed our phone contracts with Verizon, AT&T and Broadview Networks and found that some of the plans we currently utilize are outdated. He changed them to better reflect the call usage in the stations, administrative offices and both fire alarm lines. He also bundled all numbers under Broadview Networks, eliminating bills from Verizon and AT&T. A radio tie line that we no longer utilize with Verizon was also discontinued. In renegotiating these contracts, he anticipates monthly savings of \$100+ for the Fire District.

CHIEF'S REPORT:

Assistant Chief Anthony Green gave a verbal review of Chief Constantine's written report dated June 23, 2009.

The fire department responded to 47 calls during the month of May that consisted of 3 fire incidents, 8 hazardous conditions (no fire), 8 service calls, 9 good intent calls and 19 false alarms.

Chairman Fisher spoke briefly about the backlog of Standard Operating Procedures and Guidelines that Chief Constantine would like to implement. The Board saw no problem having the Chief of the Department issuing Standard Operating Procedures and Guidelines that are operational and/or technical in nature with no Board involvement. If the Board finds that an SOG or SOP needs their involvement, the Board will advise the Chief at that time and deal with the SOG or SOP in question.

Chairman Fisher asked that Assistant Chief Green relay the Board's decision concerning the Department SOG's and SOP's to Chief Constantine.

Chairman Fisher read to the other Board members and those present at the meeting Chief William David Constantine, Jr.'s letter of resignation as Chief of the Department effective September 30, 2009.

Chairman Fisher asked Administrator Chesner about the out-of-service fire hose in the rear of Station 311 and how its disposal was going. Administrator Chesner stated that Chief Constantine was in the process of taking care of the hose and that he would talk with the Chief on his return from vacation. Administrator Chesner did state that the school district took some hose for watering their playing fields.

Chairman Fisher asked Asst. Chief Green about interTRAX, a program that Chief Constantine had e-mailed to the Board asking if the Board would be interested in testing in conjunction with other fire departments if the County decided to move forward with the system.

Asst. Chief Green explained interTrax as on-scene, computerized incident management. Functions include capturing data from machine-readable ID cards and tags, verifying a person's identity, and tracking all personnel so you know who is at the site, what their qualifications are, where they are assigned, and when they arrived/departed/last had a status check. The Board saw no problem with moving forward with interTrax and asked that Asst. Chief Green advise Chief Constantine of the same.

#### FIRE OFFICIAL'S REPORT:

Fire Official Worrell gave a verbal review of the written report from his office for June 2009.

Adm. Clerk Williams arrived at 7:55 p.m.

#### BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Commissioner Shelley stated that some firefighters had asked if it was appropriate during the Commissioners' meetings to ask questions or make comments about resolutions after they had been read. Chairman Fisher, after receiving consent from all the Board members, stated that hereafter following the reading of a resolution, the floor would be open for comments/questions from the public specific to the resolution as read. Afterwards, a motion can be offered to adopt the resolution.

Resolution 2009-27 "*Amending Personnel Section 7.0 of the Rules and Regulations of the Moorestown Fire Department*" was read by Administrator Chesner, who also read the amended sections in the Rules and Regulations manual that pertained to this resolution. The resolution was then offered on a motion by Commissioner Pluckhorn, seconded by Commissioner Bixby and on a roll-call vote, unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

See the correspondence section above.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Bixby stated that all the quotes for the doors at Relief were in. Administrator Chesner commented that both pedestrian doors and frames on the "D" side of Station 312 would be replaced. Commissioner Bixby also stated that the windows were scheduled to be washed at Station 312 by Quality Cleaning.

Administrator Chesner stated that we are moving ahead with Clearwire, the company that would like to lease Relief's siren tower for placement of their antenna for data transmission. Their lease was reviewed by Tom Barron, our solicitor, who made a few changes. During discussion of the lease, concern was expressed about language in it that indicated that the roadway had to be clear at all times, which will be difficult to attain since Relief's parking lot is often filled to capacity during fire calls. Also, the lease was ambiguous as to the capability of renegotiating terms at the time of renewal. The administrator will convey these concerns to Clearwire.

Administrator Chesner reported that the compressor in the ice machine at Station 312 was replaced. Also, the Coke dispenser at Relief is being replaced due to old insulation in the unit causing condensation to form on the unit. Asst. Chief Green advised Administrator Chesner that condensation was also forming on the dispenser at Station 311. Administrator Chesner stated that he would have Coke look at that unit as well.

Apparatus: Chairman Fisher reported that he and Chief Constantine met with Ed Miller, sales representative from Pierce Manufacturing to discuss the replacement of Engine 3123. Chairman Fisher mentioned that he and the Chief had also looked at Maple Shade Fire Dept.'s new engine which is not yet in service. Chairman Fisher also stated that the apparatus committee plans to meet with other manufacturing representatives, as they did last year, after the Chief returns from vacation.

Chairman Fisher stated that several weeks ago Engine 3121 was backed into the older side of Relief Engine Company. Most were of the opinion that it would not fit because of the approach angles, the wheelbase on the truck and the steepness of the apron. It was found that it does go in and there are some things that can be done to the building that might make the engine fit more comfortably. As a result of getting Engine 3121 in, we get much freer in our strategic thinking and can possibly keep the reserve engine in that bay when it's Relief's turn to keep it.

Chairman Fisher mentioned the possibility of Lockheed Martin's manning one of our engines by their ERT (emergency response team) during the daytime and into the evening hours for fire calls. He added that discussion about this matter will be ongoing.

Planning: Commissioner Shelley stated that during their meeting on June 9<sup>th</sup>, the committee reviewed the list that Chief Constantine had prepared and specific items were assigned to individuals. Top priority is the capital plan which involves the apparatus plan.

Benefits: None.

Public Relations: None.

Information Technology: Commissioner Bixby stated that the SAFE\_T training program began today, leaving one or two more people to be trained as a trainer. The system is stable and we've already experienced initial true benefits which makes the program worthwhile to proceed with.

Commissioner Bixby also reported that Ira Schonfeld, while meeting with our training officer and administrator, made changes in the Firehouse Software program and also created reports for mileage and LOSAP. There's a little more tweaking expected. Administrator Chesner stated that the reports will be very beneficial to the Department.

Recruitment and Retention: Commissioner Pluckhorn presented comprehensive slides of his plan and ongoing activities for "Recruitment and Retention" in 2009. He expounded on his strategic intent which is to "portray the fire department as a visible, mission focused and healthy organization that adds value to the community and also as an organization that needs the support of the community it protects to function and thrive". The various challenges that the department faces and the opportunities available concerning retention and recruitment were also presented.

Chairman Fisher thanked Commissioner Pluckhorn for good progress and gave the go ahead for Pluckhorn to prepare for the Commissioner's review at their next meeting the following: a media plan for the remainder of 2009; approve a "key message" document for drafting a letter to the editor series; new recruitment brochure & newsletter for 2<sup>nd</sup> half of 2009; review and approve tactical programs for recruitment & retention including and not limited to SAFER Grant Plan and "We Want You Back" program and referral incentive.

SQUAD:

Squad President Keyes reported that 3192 was going to VCI for its refurbishment. The box has been mounted and 3192 should be returned by the end of July.

OTHER BUSINESS:

The New Member Application was discussed. Chairman Fisher, Commissioner Bowman and others thanked and complimented New Member Committee Chairman Asst. Chief Green and the committee members for their work on this task. Commissioner Pluckhorn made a motion, seconded by Commissioner Bowman, to accept the application and approve the use of Kroll, Inc. for criminal background checks. Motion carried.

Chairman Fisher suggested that we continue our conservative spending efforts this year. He also stated his proposed method of funding the purchase of air packs; which was to take additional funds needed out of the capital reserve. After a brief discussion concerning his proposal, Chairman Fisher suggested that Commissioner Shelley and the Administrator confer and present pertinent questions concerning this issue to the Local Finance Board.

PUBLIC SESSION:

Chairman Fisher announced that Firefighter Dean Wiltshire was recovering at home from a broken collarbone and injured right hand. He also stated that FF Wiltshire and his wife, Lorraine were very thankful for and overwhelmed by support from the members of the Department.

Fire Police Lieut. Boileau asked on behalf of the overseers of the Moorestown's Safe Ride Program if they could start their operations at the fire department on September 4<sup>th</sup>. The Board gave their permission.

Asst. Chief Green stated that the July 4<sup>th</sup> parade would not take place in Moorestown, but they would attend Riverton's parade.

Fire Official Worrell thanked everyone for their thoughts while he was out on sick leave.

Fire Police Lieut. Boileau announced that Moorestown Fire Dept. would be represented again this year at the Burlington County Farm Fair in Lumberton on July 22<sup>nd</sup> through the 25<sup>th</sup>.

Administrator Chesner acknowledged Probationary Firefighter Thomas C. Fischer's recent awards. FF Fischer had received one of the three scholarships given each year by the Moorestown Breakfast Rotary Club. The Administrator also stated that this scholarship was for vocational services and approximately 150 applications had been submitted. Commissioner Bowman also stated that FF Fischer was the recipient of 3 other scholarships on Award's Night at Moorestown High School.

ANNOUNCEMENTS:

Chairman Fisher stated there was a need to meet in Executive Session for personnel matters. On a motion by Commissioner Pluckhorn, seconded by Commissioner Shelley, the regular meeting would be recessed to enter into an Executive Session to discuss personnel matters and that the regular meeting would be reconvened for the purpose of adjournment only. Motion carried.

RESOLVED, that pursuant to Section 8 of the Open Public Meetings Act (N.J.S.A. 40A:4-13), the public shall be excluded from that portion of the meeting involving personnel matters.

FURTHER RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time as is appropriate without prejudice to the interest of the Commissioners of Fire District No. 1 in the Township of Moorestown.

The regular meeting was recessed at 9:30 pm and the Executive Session convened at 9:43 pm.

On a motion by Commissioner Shelley, seconded by Commissioner Bixby, the Executive Session was adjourned at 11:31 pm and the regular meeting reconvened and adjourned at 11:31 pm without further official action.

Respectfully submitted,

Karl A. Shelley  
Secretary/Clerk