

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, Fire Official Worrell, Fire Police Captain Keyes, Fire Police Lieutenant Boileau and Administrative Clerk Williams.

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.

MINUTES:

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the minutes of the May 27, 2008 meeting were approved by all Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of May indicating a cash balance of \$1,335,433.79. On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the cash report was approved as presented.

Treasurer Bowman presented the Statement of Expenditures and Vouchers through the disbursements of June 24, 2008. He also presented for approval checks #4990-5035 and a payroll transfer which totaled \$102,002.64. Treasurer Bowman made mention of the payment to Mount Laurel Township for fuel, Philadelphia Door & Lock Co. for the installation of two new doors at Station 312 and Public Alliance Insurance Coverage for Workers' Compensation coverage.

Commissioner Fisher asked about this year's increase in the block of time used for computer service from Decisive Business Services. The Administrator stated that additional time was needed because of the purchase of a new server, the upgrading of computers, the addition of virus protection and the addition of computers on the apparatus. On a motion by Commissioner

Moriuchi, seconded by Commissioner Bixby, the bills were approved unanimously by all the Board members present.

CORRESPONDENCE:

Chairman Giorgi asked that the new appointments be announced later in the meeting.

ADMINISTRATOR'S REPORT:

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

The Administrator stated that he emailed a copy of our 2007 Audit Report to the Office of the Comptroller, State of New Jersey per their request. They also asked how much we paid our current auditors and the number of years we utilized their services.

Administrator Chesner mentioned tonight's Resolution 2008-25 concerning the Defined Contribution Retirement Program (DCRP). He stated that fire commissioners that are presently serving are exempt from the provisions of the resolution while any newly elected fire commissioner will not be able to enroll in the Public Employees' Retirement System (PERS), but will be enrolled in the DCRP.

The Administrator reported that effective July 1st, IRS was increasing the mileage rate from .505 per mile to .585 per mile for this year. He added that this will impact the amount in this year's budget line item for mileage checks.

The Administrator also reminded everyone that NFL films will be at Station 311 on June 25th to film for an advertisement. Both bays closest to the watchtower will be out of service for the time that they are on-site. They are filming at five other locations around the area, so the filming shouldn't take long.

CHIEF'S REPORT:

Chief Constantine commented on several topics from his written report dated June 24, 2008. The Chief reported that the fire department responded to 40 calls during the month of May that consisted of 6 fire calls, 2 rescue and emergency medical, 11 hazardous conditions (no fire), 4 service calls, 6 good intent calls and 11 false alarms/false calls. There were 5 station drills and 2 fire police drills.

Chief Constantine stated that he had been working on a pilot program with Jason Miller of Lockheed Martin. This program entails Lockheed Martin employees becoming volunteer members of our Department and the placement of one of our apparatus at Lockheed during pre-determined times for the members there to respond to incidents.

The Chief met with the Emergency Response Team at their reorganization meeting and attended a Burlington County Fire Chiefs Pipeline training session for Pipeline leaders in June. He also spoke with Bill Butler, Township Utility Supervisor, regarding the water main extension on Bridgeboro Rd. at Westfield Rd. He wanted to extend a 12-inch main to the southeastern side of the intersection while the County was reconstructing the intersection and circumventing the five-

year moratorium. This would enhance the delivery of water on Bridgeboro Rd. in the event of a fire at the High School, Evergreen Home, Middle School or some of the significant houses in that area. Ken Ewers stated that the request was declined because there was not enough notice and it was not budgeted for.

Chief Constantine also reported that he had been working on several Pre-Incident plans. He also attended the Homeland Security Seminar held by the Division of Fire Safety at Kean University on last Friday. It was well attended and it was very interesting to learn where the State stands on some areas of preparedness.

The Moorestown Fire Dept., Westampton Fire Dept. and Lockheed Martin held a training and recertification course on Tuesday, June 17th at Lockheed Martin. The morning session consisted of a refresher on ropes, knots, techniques and tower rescue operations. A confined space recertification for those trained to that level took place during the afternoon. Elizabeth Fire Department members of the NJ Task Force 1/Urban Area Security Initiative (UASI) were there to observe and assist in training.

The Chief and Asst. Chief are investigating the type of traffic safety vest we are required to purchase and place into service by November 24, 2008. There were some conflicts between the federal law and NFPA specifications. The Chief is reaching out to the other Township agencies to see if they would like to bulk purchase these items since everyone will be required to comply with the regulation.

The Dept. conducted a Rapid Intervention Crew (RIC) class that was well attended by our members and Riverton Fire Company. Westampton Fire-Rescue trained numerous Moorestown Fire Dept. members in rope rescue over the last weekend at Westampton. This will significantly increase the size of our team and allow us to train more effectively. Training Officer Bickmore is developing training bulletins for delivery at the station level. The bulletins currently exist in the stations, but are being updated and formatted differently.

Chief Constantine gave an update on service to the following apparatus:

3103 car serviced at Chevy
3121 light tower evaluated at Vineland Auto Electric
3101 car had the brake system flushed
3121 driver side rear door was fixed
3126 pump and motor were looked at

FIRE OFFICIAL'S REPORT:

Fire Official Worrell asked the Commissioners if they had questions about his monthly report that he had submitted prior to the meeting. The Commissioners had no questions. Fire Official Worrell reported that his office was being audited by the Division of Fire Safety. The audit began this morning and would continue throughout tomorrow. The examiners asked that we start an account for dedicated penalties and begin to collect those penalties accordingly. They also recommended that a resolution be adopted designating Ken Schweiker as the acting fire official in Fire Official Worrell's absence.

Fire Official Worrell expressed his appreciation of how Senior Clerk Typist Pam Longo had gone out of her way to make sure that he had everything that he needed for the review. He and

Chairman Giorgi commented on the great job that she had done in making sure that the audit process went well. Fire Official Worrell commented that Pam was an asset to the Dept.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2008-25 "*Resolution for Determining Positions Eligible for the Defined Contribution Retirement Program*" was read by title only and offered on a motion by Commissioner Bowman and seconded by Commissioner Fisher. Administrator Chesner briefly explained the contents of the resolution. There being no question on the motion, the resolution was unanimously adopted 5-0 on a roll-call vote.

Training Officer Bickmore arrived at 8:13 p.m.

APPOINTMENTS & RESIGNATIONS:

Training Officer Bickmore stated that new probationary member David J. Mann was assigned to Station 312 on June 10th and the membership status of Andrew DiPaola had changed from probationary to active.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner stated that he had recently reviewed the list from Station 312 and believes that most of the items on that list will be taken care of before the end of the year.

Apparatus: Commissioner Fisher stated that the committee met on last week with Ed Miller to discuss Pierce's different models. Mr. Miller is making arrangements for future visits to look at a few models and plan to bring one to Station 312 on this Friday in the late afternoon. Financing options were also discussed. Commissioner Fisher mentioned that similar meetings and discussions will transpire with Seagrave, American LaFrance and other dealers.

Master/Station Planning: Commissioner Moriuchi reported that he along with the Chairman, Chief and Administrator met recently with Lockheed Martin representatives to discuss the Hartford Road site. We also expressed our interest in expanding the site. A lengthy discussion ensued about preparation for the next meeting with Lockheed and the need for us to have more detailed/specific information prepared about the new construction such as the size of the building, floor plan and a time line for completion of the project.

Recruitment and Retention: Commissioner Bixby stated that this year's summer outing is scheduled for July 20th at Great Adventure. Tickets can be used anytime in the event of inclement weather.

Commissioner Bixby also stated that he and Chief Constantine had several meetings formalizing events to take place this year such as Moorestown Day in June, Family Fun Day in September,

Autumn in Moorestown in October and Candlelight Night in November. They plan to offer incentives for members to participate.

Commissioner Bixby hopes to implement the pay-per-call system during the 4th quarter of this year.

Benefits: Chairman Giorgi expressed the immediate need for an intensive review of benefits for the Fire District. He plans to meet with Commissioner Moriuchi, Commissioner Bowman and Administrator Chesner in the near future for an in-depth discussion and review of these benefits.

Squad: Chairman Giorgi stated that President Maltbie could not attend the meeting on tonight, but had asked that the Board be made aware of a letter from the officers of the Moorestown Emergency Squad. Their letter below acknowledges their intentions to possibly merge with the fire department in the future.

June 16, 2008

Mr. Joseph Giorgi
Chairman, Board of Fire Commissioners
Fire District No. 1
261 West Main Street
Moorestown, NJ 08057

Dear Joe,

Pursuant to our earlier conversations, the Moorestown Fire Aid and Emergency Squad would like to formally initiate discussions with the Moorestown Fire Department; the purpose being to explore the feasibility of consolidating the services we provide the community.

The members present and voting at our October, 2007 monthly meeting approved a resolution authorizing the officers and trustees to enter into non-binding discussions with the Fire Department. The purpose and goal of these discussions would be to determine the ways and means by which the Moorestown Emergency Squad could function as a division of the Moorestown Fire Department.

As you know, the State of New Jersey is encouraging agencies; including emergency services to consider consolidation as a means to control operating costs. With this in mind, we would like to commence these discussions at your convenience.

We look forward to hearing from you.

Sincerely,

Charles M. Maltbie, Jr., President
Commissioners
Thomas Keyes, Vice President
Arthur Collins, Treasurer
Kaylyn Marcavage, Secretary
John Carney, Trustee
Glenn Carney, Trustee
Karen Maltbie, Trustee
LeeAnn Parry, Chief

Chairman Giorgi stated that Township Manager Christopher J. Schultz asked that we write a letter to Town Council informing them that our district and the squad were interested in and were scheduling meetings accordingly to discuss the consolidation of their services.

OTHER BUSINESS:

Commissioner Fisher suggested that we develop a capital budget since we're expecting a lot of high priced ticket items in the future such as the new firehouse, air pacs, repairs to existing buildings, purchase of new apparatus, etc. Fisher stated that it behooves us to get a consolidated capital schedule together. Commissioner Bowman commented that he and Administrator Chesner have had conversations concerning the capital budgeting process and have begun to devise a capital budget. The Administrator has devised a spreadsheet that reaches into the future as far as 2013.

Fire Police Lieutenant Boileau conveyed thanks and appreciation from the participants in the "Safe Ride" program for the fire district's assistance in offering the use of their facilities. Lieutenant Boileau, who is a member of the advisory board, stated that they were very busy while in operation and did receive a lot of calls. The program is finished for the year and will resume when school starts.

Chairman Giorgi reported that Battalion Chief Pete Witkowski is recovering well from back surgery and Firefighter Chris and Aileen Konzelmann had a baby girl.

Chairman Giorgi also announced that the Chief's position had been posted.

ANNOUNCEMENTS:

On a motion by Commissioner Bowman, seconded by Commissioner Bixby, the regular meeting was adjourned at 9:09 p.m.

Respectfully submitted,

Fred T. Moriuchi
Secretary/Clerk