

July 26, 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 and Bixby present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Chief Green, Battalion Chief Thomas, Fire Official Worrell, Training Officer Bickmore and Squad Treasurer Arthur Collins.

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, the Chairman led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

MINUTES:

On a motion by Commissioner Schuster, seconded by Commissioner Bixby, the minutes of the June 28, 2011 meeting were approved by four Board members. Chairman Shelley abstained because he did not attend the June 28th meeting.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for June 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$19,743.84 in the PNC Bank Payroll account, \$653,303.60 in the PNC Bank Sweep account, \$30,344.02 in the PNC Unemployment Trust account and \$290,346.80 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$1,018,738.26. On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the cash report was accepted and approved by the five Board members present.

Treasurer Schlindwein presented the Statement of Expenditures through the disbursements of July 26, 2011 and stated that 56% of this year's budget had been expended.

Treasurer Schlindwein also presented Checks #6936-6970 and payment to the N.J. State Health Benefits Program both totaling \$93,772.15. After he and the Administrator commented on several bills, a motion was entered by Commissioner Fisher and seconded by Commissioner Bixby to pay the bills. Motion carried.

Administrator Chesner mentioned that the revenue from investments to date totaled only \$712.94 which falls far short of the annual anticipated amount of \$4,000.00.

CORRESPONDENCE: None.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items from his written report dated July 26, 2011.

He thanked Firefighter Jeffrey Gullo for finishing the shed roof at Station 311. New shingles, felt paper and aluminum drip edge were installed and much of the ½ inch sheathing was replaced.

The administrator also stated that he sent a letter to the Director of Public Works expressing our appreciation for the efforts of the Sanitation Dept. in removing the debris that was piled next to the dumpster at Relief after our members removed the shed.

He reported that Nickolaus Construction completed the seal coating and lining of the parking lots at Stations 311 & 312 on July 19th; the company recommended that we reseal every 5 years.

Administrator Chesner stated that he was working on getting quotes for the installation of replacement windows at Station 312 as well as capping around 9 existing windows. He's having problems getting quotes because of the new lead paint law. If there is a possibility of lead paint, you have to be certified at lead paint removal. Any building built prior to 1978 falls under this law. I have one quote in; waiting for 2 others. The requirement of having a lead removal license has been the real issue.

Administrator Chesner stated that he's continuously updating the membership section of the website with the Pay-Per-Call amounts. For the month of June daytime calls which we consider premium calls were worth \$11.05 and all-calls were worth \$5.87.

CHIEF'S REPORT:

Chief Green also offered a few comments on his written report dated July 26, 2011 which included the following incident report:

The fire department responded to 47 incidents during the month of June that consisted of 9 fire calls, 1 mutual aid building fire call, 7 hazardous conditions (no fire), 8 service calls, 1 good intent call and 21 false alarms/false calls. There were 5 fire department drills and 1 fire police drill.

Chairman Shelley noted from the report that a lot of mutual aid came in our direction last month. Chief Green acknowledged that we did have a lot of neighboring departments coming in to assist us.

Chief Green stated that he had found a glitch in the "Mutual Aid Response by Dept" summary. He further explained that not all responding mutual aid companies were showing up on the reports; therefore all the numbers reported for the 1st 6 months of this year were incorrect.

Chief Green reported that ESI Equipment Co. serviced the Holmatro rescue tools. One hose at a cost of \$800 was replaced because of a nick in the hose.

FIRE OFFICIAL'S REPORT:

In addition to submitting his monthly report dated July 2011, Fire Official Worrell stated that other than being a financially progressive month, July was routine.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

APPOINTMENTS & RESIGNATIONS:

Chief Green announced the following membership changes:

- Joseph Toscani – from Probationary to Active effective May 26, 2011.
- Michael Stallé – Junior member effective June 22, 2011.
- Evan Kolodziejczak – resigned as a Junior member effective June 29, 2011.
- Andrew Stowell – resigned as an Active member effective July 1, 2011.
- James Lawler – resigned as a Reserve member effective July 11, 2011.
- Marcus B. Robinson – Probationary member effective July 20, 2011.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher stated that he was pleased with the way the seal coating was done. He also commented that things are being worked on as budgeted for.

Chairman Shelley asked what type of lighting was being requested in the bay area at Station 311. He first refreshed everyone's memory as to why the lighting isn't that bright at Station 311. He stated that there were 5 elements in the Planning Board's approval for the building and one of the things the architect did was energy conservation which includes lighting. The lighting therefore is not overly powerful in the engine room and some other rooms.

Commissioner Fisher commented that the concern was that we do a lot of training in that space with lighting that is inadequate. Chief Green stated that no specific type of lighting was identified; the area is just too dark. Chairman Shelley agreed that the lighting could be improved.

Administrator Chesner stated that he's scheduled to meet with an energy consultant tomorrow and has already met with several over the last few months. They have presented different fixtures and light bulbs, counting them in the buildings and showing the savings. Chesner stated that \$6,000 was placed in this year's budget for an energy consultant that looks at everything from insulation to hvac. He also assured the Chief that he would speak with the consultant

tomorrow specifically about the lights at 311 and perhaps we could use the same fixtures and use LED light bulbs.

Chairman Shelley stated that Relief Engine Co. would look at the broken track lighting in Relief's lounge in response to FO Worrell's question as to who was responsible for the repair.

Apparatus: Commissioner Fisher apologized to the chairman for not notifying him of the cancellation of the July 18th meeting. The chairman stated that he will provide the Chief a list of committee members so that in the future no one will be omitted when notices are sent out. Commissioner Fisher stated that all the committee members had received copies of ESI Equipment Co.'s report on the Holmatro tools and Chief Nutt's report on Engine 3112. The committee will report the findings from these reports at the Board meeting in August.

Planning: Chairman Shelley reported that the committee met in July and still has a lot of work to do. A tentative meeting date of August 8th will be reconfirmed. He also stated that they are making progress.

Recruitment & Retention/Public Relations: Commissioner Schlindwein reminded everyone that Family Fun Night would be held on Thursday, August 11th and that the event would include face painting, a moon bounce, fire truck rides and T-Shirts.

Commissioner Schlindwein reported that the Dept. has reached the limit of junior auxiliary members allowed which is 10 and we have 3 applications pending. He asked if the Board would consider increasing that number. The Chairman and other Board members stated that they are very valuable to us and we do not want to turn any away.

Following a lengthy discussion about supervision, training, drill content etc., a motion was entered by Commissioner Schlindwein, seconded by Commissioner Schuster, to suspend the existing rule which limits the junior auxiliary members to 10 in anticipation of a resolution that will increase the count to 12. Motion carried. The resolution will be presented for 1st reading at the August 30th Board meeting.

Benefits: Administrator Chesner stated that he and Angie Williams, Admin. Clerk, are to attend a Pension and Health Benefits Reform Seminar on August 11, 2011. He reminded everyone about the pension contribution being raised from 5.5% to 6.5% for local government employees effective Oct. 1, 2011. He also mentioned the new health contributions that will be phased in over a 4-year period with a minimum contribution requirement of at least 1.5% of salary. No healthcare changes will be implemented nor will information be disseminated to staff until a few questions are answered; hopefully at the meeting on August 11th.

Information Technology: Commissioner Bixby reported that the committee had met and mapped out the remaining items that needed to be purchased and charged against this year's budget. He stated that the Chief and Administrator had begun to make those purchases which included 2 desktops, 2 laptops, a software program for Asst. Chief Nutt, and 2 large monitors – one for each station to handle training. He also stated that the committee is starting to plan and prepare for next year's budget.

SQUAD:

Squad Treasurer Collins stated that their bylaws had not been finalized; the process had slowed down due to summer vacations. Their Board had been made aware of the suggestion of having a Fire Commissioner as one of their Board of Directors. He also stated that the Board of Trustees chooses the Board members. Chairman Shelley stated that he'd like to encourage them to have that Board completely independent.

OTHER BUSINESS:

Administrator Chesner announced that Maintenance Engineer Bowman would be out of the office for 2 to 4 weeks due to knee surgery.

PUBLIC SESSION:

FF Ritch Booth stated "I'd like to know what the Board's policy is on alcohol in the Dept. and if anything is written about it". Chairman Shelley was not sure if there was a written policy, but stated that one could be developed and if necessary they would have the solicitor prepare a workable policy.

ANNOUNCEMENTS:

Chairman Shelley announced that there was a need to meet in Executive Session to discuss personnel matters with no formal action and to reconvene for the purpose of adjournment only. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the regular meeting was recessed at 8:30 p.m. to enter into an Executive Session to discuss personnel issues.

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 Executive Session started at 8:31 p.m.

On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the Executive Session was adjourned at 9:02 p.m.

On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the regular meeting reconvened and adjourned without further official action at 9:03 p.m.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk