

July 28, 2009

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 7:38 p.m. by Chairman Fisher with Commissioners Shelley & Pluckhorn present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., Asst. Chief Green, Fire Official Worrell, Captain Booth, Lieutenant Nutt, Squad President Keyes, Squad Treasurer Collins, Fire Police Lieutenant Boileau and Administrative Clerk Williams.

Chairman Fisher announced that Commissioner Bowman was on vacation and Commissioner Bixby would arrive a little late.

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 June 23, 2009 meeting were approved by the three Board members present.

Chairman Fisher welcomed Commissioner Bixby to the meeting at 7:39 p.m.

TREASURER'S REPORT:

Asst. Treasurer Pluckhorn presented the cash report for the month of June indicating balances of \$25,099.05 in the PNC Bank Checking account, \$21,590.39 in the PNC Bank Payroll account, \$392,512.47 in the PNC Bank Sweep account, \$28,416.99 in the PNC Unemployment Trust account and \$746,408.42 in the NJ Cash Management Fund for a total cash balance in all the bank accounts of \$1,214,027.32. A motion was offered by Commissioner Bixby and seconded by Commissioner Shelley, who stated that the report be accepted as an amended report from an internal corrected reconciliation cash report from the Treasurer. The cash report was so approved by the four Board members present.

Asst. Treasurer Pluckhorn presented the Statement of Expenditures through the disbursements of July 28, 2009. He also presented Checks #5704-5750 in the amount of \$47,050.92 plus a payroll transfer of \$45,779.31 which both totaled \$92,830.23. Administrator Chesner asked the Board to take note that 48% of the budget had been expended to date. There being no question, on a motion by Commissioner Bixby, seconded by Commissioner Shelley, the monthly bills were unanimously approved by the Board.

CORRESPONDENCE:

Chairman Fisher acknowledged the letter to Relief Engine Company in which the Board granted permission for Relief to host a dinner function this year in the engine room bays.

The Chairman also acknowledged the three (3) letters from Stephanie Hill, Vice President of Lockheed Martin's Integrated Defense Technologies Program. Ms. Hill, on behalf of Lockheed Martin, expressed appreciation and thanks to our fire department for partnering with them on the recent demonstration of the Blue Force Tracking System. Separate letters were sent to recognize specific individual contributions made by the Chief, Administrator and Apparatus Engineer.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his monthly report dated July 28, 2009.

All-Set replaced the compressor coil in the Squad's AC roof top unit; the unit has been working well since the repair and Atmostemp, Inc. replaced the blower motor on the rooftop unit that cools/heats the staff break room and Station 311's bunkroom.

Philadelphia Door and Lock finished installing the pedestrian door and frame on the "D" side of Station 312. They also installed weather stripping on both rear doors and the newly installed door which Maint. Engineer Bowman has painted. Philadelphia Door and Lock installed a re-conditioned closer on the rear door at Station 311.

The soda dispenser at Relief Engine Co. was replaced because of condensation forming under the machine; Coke looked at the unit at Hose Co. and stated that the machine didn't need to be replaced at this time. The compressor on the ice machine at Relief was replaced under warranty; the machine is working well. Ritchie installed a fan to help circulate the air and keep the heat down in the closet.

The boiler inspector was out on Thursday, June 23rd to inspect both boilers. This inspection takes place every year; a certificate was issued and placed next to each boiler. Because of a new State requirement, the boiler at Station 311 needs an additional check and ball valve installed; All-Set Plumbing & Heating has been called for an estimate. The boiler at Station 312 passed with no work required.

Schmidt Mechanical and All-Set Plumbing & Heating are preparing quotes for replacement of Relief's electric hot water heater which is approx. 12 – 15 yrs old.

Administrator Chesner stated that Comcast showed up today without prior notice. They do a national study on connections and downtime of modems. Internally, our fire district offices use

an internet connection via the Township; for both stations we have Comcast which is wireless. When Comcast performed the study, they discovered a lot of downtime and connection loss. They replaced an internal coaxial cable and splitter, afterwards reporting that the strength was much better.

The media event with Lockheed Martin took place on Wednesday, July 15th. The event was very successful. I would like to thank everyone for their efforts, especially the members that cleaned and organized the building for the media event. There was media representation from the Burlington County Times who published an article in their newspaper. I placed a link on the Dept. website. A representative from Fire Engineering, one of the trade magazines was also here. Chief Constantine and Jason Miller from Lockheed Martin both gave very nice presentations.

CHIEF'S REPORT:

Chief Constantine gave a verbal review of his written report dated July 28, 2009.

The fire department responded to 60 calls during the month of June that consisted of 3 fire incidents, 1 overpressure rupture/explosion, 1 rescue/emergency medical, 8 hazardous conditions, 9 service calls, 14 good intent calls and 24 false alarms.

Chief Constantine reported that he had designed a firefighter serious casualty report to assist in the reporting, investigation and notification procedures based on the NJ Division of Fire Safety Booklet #8, NFPA 906 Guide for Fire Incident Field Notes and the IAFC Firefighter Funeral document. The report is being reviewing by BC Fire Coordinator Joe Lehmann who has unfortunately taken part in several funerals for the officers of the Moorestown Fire Dept.

The following documents have been forwarded to various groups in the Department for review:

- College Excusal

- Long Range Planning for the Operations Division

- Job Description

- Priority List to be built based on the projects and Strategic Plan

The Chief stated that he was in the process of developing, updating and reviewing the Building Intelligence information. Chief Green is working with FF Jim West to complete the revised floor plans, building intelligence and drawings of Lockheed Martin.

Consideration is being given to discontinue training on each 5th Thursday starting in 2010. This would reduce training sessions by four for the year, thus freeing member's time at home.

Training Officer Bickmore is working on the 2010 training schedule and its content. The Holmatro System on Unit 3119 was serviced and the portable unit on 3121 was also serviced. The front end was repaired and the tires rotated and balanced on Vehicle 3101.

Chief Constantine asked for the go ahead to purchase items that were approved in the Operations Budget for 2009. The Chief was given permission to dispose of any remaining hose as he sees fit as long as any revenue received falls below the bid threshold.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell gave a brief summary of the Fire Code Inspection section of his monthly report which was dated July 2009.

Fire Official Worrell stated that the Fire Prevention office performed 36 Periodic Fire Code inspections, 34 re-inspections and 8 smoke detector compliance inspections in a timely manner. Smoke Detector Compliance inspection fees, permit fees and penalties totaled \$417.00. Through the new Fire Safety Use Registration billing system, all but 9 registrations are paid for the Year 2009. All outstanding registrations have been sent certified letters and include penalties. Registrations fees collected for July total \$2,018.00. This office also received the State Life Hazard Use quarterly check in the amount of \$3,887.00. Fire Safety Use fees paid to date total \$34,886.00.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Administrator Chesner presented an indepth explanation of the development of the Board's decision to advertise bids for leasing the communications tower at Relief Engine Co. District Solicitor Thomas Barron, who was present at this meeting, also commented on the lease and bid process. He stated that he had found a provision in the N.J. Statute 40A:12-14 that indicated the lease of property to a private company needs to be made to the highest bidder by open public bidding by submission of sealed bids. Also, an advertisement of the method of bidding had to be published in a newspaper circulating in the municipality at least once a week during two consecutive weeks and that the lease publication be not earlier than 7 days prior to the letting of the lease.

Solicitor Barron responded "yes" to the Chairman's question pertaining to the Board's ability to accept more than one bid. The solicitor stated that we could have multiple tenants depending on engineering, structural and operational circumstances. He also commented that this was open bidding/open competition and since it's a public property, he didn't think we could solely lease to one tenant.

Chairman Fisher stated that at the last meeting it was decided that the floor would be open to members of the public that would like to ask questions or make comments about a resolution after it had been read. He also stated that the Board welcomed brief comments.

Administrator Chesner read Resolution 2009-28 "*Approving Advertising of Bids for Lease of Communications Tower*".

Chairman Fisher opened the floor to the public for comment on Resolution 2009-28 as so read. There was no public comment.

Resolution 2009-28 “*Approving Advertising of Bids for Lease of Communications Tower*” was offered on a motion by Commissioner Shelley, seconded by Commissioner Bixby. There being no question, on a roll-call vote, the resolution was unanimously adopted 4-0.

Chairman Fisher stated that he would be present on Friday, August 21, 2009, during the opening of the sealed bid(s).

APPOINTMENTS & RESIGNATIONS:

Asst. Chief Green reported the following: Johnathan Schweiker’s status changed from Junior to Probationary, FF James Lawler’s membership status changed to Reserve; James West’s status changed from Probationary to Active.

COMMITTEE REPORTS:

Buildings & Grounds: See the Administrator’s Report above.

Apparatus: Committee Chairman Fisher stated that the committee did not meet this month. They are still working on getting specs on the engine proposed for 2010.

Station/Master Planning: Commissioner Shelley reported that the committee met on July 14th. They concluded that the capital budget is the key point where other planning is contingent upon and the final decision on the new station has to be taken care of by the Board and not the committee. The committee is scheduled to meet again on the 3rd Tuesday in September.

Recruitment and Retention: Commissioner Pluckhorn stated that the committee did not meet in July. He also stated that he had key messages on recruitment & retention that he will pass out at the conclusion of the meeting and will forward the same to the membership. He announced that he was able to get a 20% discount on newspaper ads in the Moorestown Sun. Lastly, discussion ensued about his seeking of funds through the SAFER Grant program that assists fire departments with staffing shortages. Commissioner Pluckhorn commented that many fire departments in the past have been awarded grants from this program. The grant program will accept applications in September.

Benefits: Committee Chairman Bixby stated that the committee plans to meet on August 17th at which time they will deal with benefits and compensation, making sure that they comply with current statutes. They will also review personnel benefits.

Public Relations: None.

Information Technology: None.

Training Officer Bickmore has put out training guides that have been placed on the “members section” of the Department’s website under training.

SQUAD:

Squad President Keyes reported that he and other squad members met with Commissioners Fisher & Shelley and Administrator Chesner last Thursday. The main objective of the meeting was to get everyone on the same page, making sure both sides are informed as to views and future needs. We plan to have ongoing meetings to establish and maintain a good relationship.

President Keyes also stated that 3192, which is in the process of being refurbished, should be returned by the 2nd week in August.

OTHER BUSINESS:

Chairman Fisher asked the Board to review the document from Chief Constantine about a partnership proposal between the Moorestown Fire Dept. & Lockheed Martin. After the Board agreed that he move forward, the Chief stated that his next step was to make contact with Jason Miller at Lockheed Martin to see if they were still interested since the proposal's dated August of 2008.

A lengthy discussion ensued about whether the Board would pursue a career fire chief or volunteer fire chief to replace the vacancy that would be created Sept. 30, 2009 as a result of Chief Constantine's resignation.

Chairman Fisher asked the Administrator to forward letters to both companies asking that each one hold a special meeting to get input from its members. The Chairman also stated that he would like each company to respond in writing by August 20th with their thoughts on this important matter. The Board plans to consider the companies recommendations before making a decision.

PUBLIC SESSION:

Fire Police Lieutenant Boileau stated that the fire police represented the Dept. well at the Burlington County Farm Fair on last Thursday.

Chief Constantine stated that he would email everyone the Rules & Regulations that relate to the selection of a Chief.

Fire Official Worrell relayed a message from the Vice Pres. of the Burlington County Fire Marshal's Assn. The Fire Marshal commented that the Moorestown Fire Police had been the most dependable group over the last 5 to 6 yrs during the Burlington County Farm Fair and he really appreciated it.

Firefighter Gus Tornberg commended the Board on seeking opinions from the members on the subject of whether a career or volunteer fire chief would replace Chief Constantine.

On a motion by Commissioner Shelley, seconded by Commissioner Pluckhorn, the regular meeting was adjourned at 9:32 p.m.

Respectfully submitted,

Karl A. Shelley
Secretary/Clerk