

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, and Schuster present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Chief Green, Fire Official Worrell, Training Officer Bickmore and Fire Police Lieutenant Boileau.

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 Schlindwein, the minutes of the July 26, 2011 meeting were approved by the four Board members present with the understanding that the title of Squad Treasurer Collins on page 5 would be corrected to read "Treasurer" instead of "President". Chairman Shelley stated that Commissioner Bixby was absent and probably would not attend due to travel interruptions resulting from Hurricane Irene.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for July 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$19,088.41 in the PNC Bank Payroll account, \$567,040.99 in the PNC Bank Sweep account, \$30,719.44 in the PNC Unemployment Trust account and \$290,364.32 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$932,213.16. On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the cash report was accepted and approved by the four Board members present.

Treasurer Schlindwein presented the Statement of Expenditures through the disbursements of August 30, 2011 and stated that 64% of this year's budget had been expended to date. He also stated that all the budget accounts were in good order.

The treasurer presented Checks #6971-7025 and payment to the N.J. State Health Benefits Program totaling \$141,932.90. After he and the Administrator commented on several bills, a motion was entered by Commissioner Schuster and seconded by Commissioner Fisher to approve the bills for payment. Motion carried.

#### CORRESPONDENCE:

Chairman Shelley acknowledged the letter from the Chief Officers of Delran Fire Company #1. Their president and chiefs offered sincere gratitude to the Moorestown Fire Dept. for supporting and assisting them during the viewing and funeral of Chief Ken Anderson.

He also mentioned the letters sent by Chief Green to Chief William Kramer, Jr. of the Cinnaminson Fire Dept. and Chief Jeffrey Lutz of the Delran Fire Dept. Chief Green thanked the chiefs for their spontaneous response on the night of July 29<sup>th</sup> when everything was going in different directions. Engine 3122 found themselves alone at a working fire on Melissa Court due to a breakdown in communications. Fortunately Chiefs Kramer and Lutz were listening, recognized the situation and came to assist without being summoned.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items from his written report dated August 30, 2011. He stated that the replacement windows for Relief's meeting room and the bell tower were ordered and Kendall Mansfield Window and Doors was contracted to do the work. The windows should arrive and be installed within a couple of weeks.

The administrator mentioned his plan to meet with Commissioner Fisher to discuss the painting of the ceiling tiles at Relief. Robert Williams, the electrical contractor, submitted a quote for upgrading light fixtures in the buildings. Some leaks resulting from Hurricane Irene and a couple of other storms were repaired at both stations.

Two new large monitors and new computers were installed in each station. They will be utilized for training, "Rip & Run" and "I Am Responding". The administrator thanked Ken Schweiker and Ritchie Bowman for their help in mounting the TV's and getting both computers running.

#### CHIEF'S REPORT:

Chief Green also offered a few comments on his written report dated August 30, 2011 which included the following incident report:

The fire department responded to 55 incidents during the month of July that consisted of 4 fire calls, 2 mutual aid building fires, 3 rescue & emergency medical service incidents, 18 hazardous conditions (no fire), 6 service calls, 5 good intent calls, 16 false alarms/false calls and 1 severe weather call. There were 4 fire department drills and 3 fire police drills.

Chief Green reported on the fire at 6 Melissa Court noting that the actual firefighting went very well with a good job being done by all; but there were numerous problems with the communications center in the handling of the call. He stated that these problems are being addressed through the Burlington County Fire Chiefs Association Radio Committee. He also mentioned his letter to Chief Jeffrey Lutz of the Delran Fire Dept. in regards to Squirt 2324

responding to Engine 3122's calls for help and the letter to Chief William Kramer of the Cinnaminson Fire Dept. for his response to Engine 3122's calls for assistance and his help in running the incident.

Chief Green reported a second working fire at 200 Winding Way at which Asst. Chief Nutt acted as Incident Commander and Lieutenant Chesner handled operations. The companies were confronted with a basement fire that had extended into the walls on the first floor. Extensive overhaul was needed to ensure that there were no undetected hot spots. An excellent job was done by all.

After a brief discussion about purchasing portables from other sources, Chief Green decided to continue with the Motorola brand which has worked better than others.

The Chief reported that 43 of our firefighters were standing by at both stations during Hurricane Irene. The stations were opened up to the families of our members and everything worked out pretty well. Administrator Chesner stated that the Dept. was able to purchase emergency food items by utilizing our tax-exempt account at Wegmans Food Markets. Wegmans will bill the District for the items bought on Friday prior to the storm.

Commissioner Fisher asked what could be done to make the Emergency Operations Center better and he suggested that the Chief speak with the Local Emergency Planning Committee (LEPC) at their next meeting about this issue. Chief Green stated that building modifications may be necessary to improve the sound; but would have to be budgeted for. Commissioner Fisher stated that if we're to share costs with the Township, we need to be informed by budget preparation time.

#### FIRE OFFICIAL'S REPORT:

Fire Official Worrell stated that he had no comments to add to his written report dated August 2011, but would be happy to answer questions, if any.

#### BIDS & QUOTATIONS:

None.

#### RESOLUTIONS:

On a motion by Commissioner Schlindwein, seconded by Commissioner Fisher, the resolution to be numbered 2011-26 that would establish a "Computer, E-mail and Internet Policy" was offered at 1<sup>st</sup> reading. On a roll-call vote, the resolution was unanimously approved 4-0 at 1<sup>st</sup> reading. Chairman Shelley stated that during the next Board meeting, there would be a public hearing prior to adoption after 2<sup>nd</sup> reading.

On a motion by Commissioner Schuster, seconded by Commissioner Fisher, the resolution to be numbered 2011-27 that would amend "Fire Department Section 2.0 of the Rules and Regulations of the Moorestown Fire Dept." was offered at 1<sup>st</sup> reading. On a roll-call vote, the resolution was unanimously approved 4-0 at 1<sup>st</sup> reading.

APPOINTMENTS & RESIGNATIONS:

Chief Green announced the following membership changes:

- John T. Cairney – Junior member assigned to Station 312 on August 1, 2011.
- Jensen E. Vizzard – Probationary member assigned to Station 312 on August 8, 2011.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher stated that we are moving along very well with budgeted items and he was pleased with the performance of our buildings and grounds after the earthquake and storms. He stated that he's looking forward to meeting with the administrator and maintenance engineer about the buildings in anticipation of next year's needs.

Apparatus: Commissioner Fisher stated that the committee's next meeting is scheduled for September 19<sup>th</sup>. He also stated that the issue with the fuel pump on 3126 was taken care of.

Commissioner Fisher wanted to know the reason that Moorestown Auto Body installed a new side view mirror on the inspection car. FO Worrell stated that he had gotten too close to a township truck; an accident report was filed and a police report taken.

Commissioner Fisher reported that a discussion as to what trucks are to stay or go would be held at the next apparatus meeting.

Planning: Chairman Shelley reported that the committee met again this month and is working on a comprehensive report regarding the District. Once the 1<sup>st</sup> grid for our building intelligence pre-planning is completed and all data is collected, we will infuse it into our risk analysis. Then a standard of response can be completed. The focus will be on getting one grid done at the time. Once it's right, it can be made a model for the others. The Chief and others can assess that grid to see what the next one will be. At the committee's Sept. meeting they will begin a comprehensive report and with the help of staff and the administrator will build a Power Point program to convey high points of that report. The committee is scheduled to meet again on Sept. 26<sup>th</sup> at 9:00 am.

Recruitment & Retention/Public Relations: Commissioner Schlindwein reported that 2 juniors and one probationary member are scheduled for interviews. He thanked Angie Williams, Ken Schweiker and Brenda Wolfe for their assistance in planning Family Fun Night which was a success. He is open for suggestions for next year and plans to start earlier in the evening and possibly take a group photo of the kids.

Benefits: Administrator Chesner stated that he and Admin. Clerk Williams attended a Pension and Health Benefits Reform Seminar on August 11, 2011 at which we received answers to a lot of our questions. He stated that the District employee's 1<sup>st</sup> pay in October would reflect an increase in their pension contribution from 5.5% to 6.5% with an additional 1% phased in over a 7-year period. 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. Employees with at least 20 years in the system as of June 28, 2011 will have to pay a premium-share while working, but will receive free healthcare when and if they retire with 25 years of service.

Administrator Chesner stated that all public employers, including local government employers have to establish and offer a flexible spending account (FSA) to their employees. This will satisfy the requirements under Section 125 of the Internal Revenue Code for reimbursement of medical and dental plan participant costs. The administrator also expounded on how the FSA's work.

Information Technology: None.

SQUAD:

None.

OTHER BUSINESS:

Chairman Shelley asked the Administrative Clerk to review resolutions a few years back when we were involved in creating paid positions. He stated that she should find that the wording for resolutions at 1st reading is different from the wording at 2<sup>nd</sup> reading and the difference is normally reflected in the certification section of the resolution.

Chairman Shelley also mentioned that the treasurer had asked him to stand in for him on tomorrow to transact the debt service payment.

Commissioner Schlindwein opened discussion about the status and future of the Auxiliary of the Moorestown Fire Dept. Comments were made as to their effectiveness in serving the fire department and its members. It was decided that the administrator via a letter would invite them to the next Board meeting at which time they can voice reason(s) as to why the auxiliary should not be dissolved.

PUBLIC SESSION:

Chief Green stated that the Board should review the Pay-Per-Call System as to its effectiveness in accomplishing what it was designed to do. He also stated that Commissioner Bixby was working on a report addressing this issue that's to be presented at the September meeting.

Fire Police Lieutenant Boileau, on behalf of the fire police, thanked the Board members for the new coats, jackets, bunker pants and hats that were recently purchased for them.

ANNOUNCEMENTS:

On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the regular meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Charles H. Schuster  
Secretary/Clerk