

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, Bixby, Schlindwein & Schuster present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Fire Police Lieutenant Boileau and Squad President Keyes.

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, 2010, 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 3, 2010; filing written notice with the Clerk of the Township of Moorestown on March 3, 2010; 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 Shelley 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 Schlindwein, the minutes of the August 31, 2010 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for August 2010 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$20,762.82 in the PNC Bank Payroll account, \$772,629.23 in the PNC Bank Sweep account, \$29,578.39 in the PNC Unemployment Trust account and \$289,884.84 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$1,137,855.28. On a motion by Commissioner Schuster, seconded by Commissioner Bixby, the cash report was approved by the five Board members present.

Treasurer Schlindwein stated that the Statement of Expenditures through the disbursements of September 28, 2010 indicates that we have expended 64% of this year's budget; an unexpended balance of \$890,354.52.

Treasurer Schlindwein presented Checks #6446-6494 totaling \$107,635.05 for payment. On a motion by Commissioner Schuster, seconded by Commissioner Bixby, the monthly bills were approved for payment by the five Board members present.

CORRESPONDENCE:

Chairman Shelley stated that correspondence concerning appointments and resignations would be reviewed later in the meeting.

Administrator Chesner commented on the letter from David Sutton of Lockheed Martin. The letter was in response to our request to place a piece of our apparatus on-site at Lockheed's main plant in Moorestown and have it staffed by Lockheed employees that are also volunteer firefighters.

Mr. Sutton stated that they had initiated an inquiry within the facility in an attempt to solicit participation, but the number of qualified employees that responded was less than what would be required to effectively provide a response effort. He consented to again solicit the interest of qualified firefighter employees in the future.

Fire Official Worrell joined the meeting at 7:40 pm.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his monthly report dated September 28, 2010.

T-N-T Painting finished the exterior painting at Relief Engine Company.

Elite Landscaping completed the cleanup and landscaping at Station 311 and was asked for a proposal for general cleanup of the property including mulch for next year's budget.

The public announcement speakers that we utilize for fire prevention open house have been mounted and wires permanently run with two speakers directed towards the rear parking area and one directed towards the front apron. The system has been tested and made ready for this year's fire prevention open house.

Moorestown Police Officer Pete Parker asked if the Fire District would be willing to host a car seat inspection day at Station 311 in which we could incorporate recruitment and retention as well as fire safety.

Since we received no bids on the 2002 Chevrolet Impala from members of the department, a "For Sale" sign was placed on the vehicle and the vehicle was displayed in front of Station 311. The car sold in two days for the asking price of \$4,200. The vehicle has been removed from our insurance policy.

On September 10, 2010 Governor Christie signed into law legislation concerning fees for government records. In summary, the fee is \$0.05 per letter size page or smaller and \$0.07 per legal size page or larger. Since we can substantiate a color copy cost of \$0.14, we can keep that fee. The fees will not take effect until November 9<sup>th</sup>; therefore a resolution will be prepared for the second meeting in October.

CHIEF'S REPORT:

Chief Green's written report dated September 28, 2010 included the following incident report.

The fire department responded to 42 incidents during the month of August that consisted of 7 fire calls, 3 rescue & emergency medical service incidents, 7 hazardous conditions (no fire), 5 service calls, 1 good intent call and 19 false alarms/false calls. There were 4 fire department drills and 2 fire police drills.

Chairman Shelley mentioned that our department is still responding out of town more than departments are responding into Moorestown for mutual aid calls.

A motion was entered by Commissioner Fisher and seconded by Commissioner Schuster that the Chief's report be accepted and filed. Motion carried.

#### FIRE OFFICIAL'S REPORT:

Fire Official Worrell commented on a few items from his monthly report dated September 2010.

Truck visit schedules have been posted at each station; although not enough drivers have signed up to cover all the visits. The fire official expressed the critical need for the Chief and Battalion Chiefs to assist in making the Open House, truck visits and other fire prevention events a success this year.

The fire official commended Lockheed Martin for their support for approximately 20 years by donating about 80% of our fire prevention materials; a significant savings for the fire department.

FO Worrell commented on the "Lockdown Policy" created for the department as required by the Division of Fire Safety. This security policy was designed for all first responders to act in unison with the schools during an emergency. He has been working with all the Moorestown school system's supervisory personnel on this policy along with Fire Chief Green, the Moorestown Police Dept. and the local Emergency Management Director.

On August 25<sup>th</sup>, the fire official coordinated and implemented a full day ICS-100 Seminar for all school staff non-first responders. With the assistance of County Fire School Senior Instructor Steve Taylor, the seminar was presented to a class of 32 school personnel. The seminar was held at the County Fire Academy and consisted of superintendents, principals, vice principals, administrative staff and maintenance personnel from both public schools and our three private schools. The curriculum was designed to introduce the procedures and terminologies of an incident command episode and convey how they as school employees would respond and work with necessary emergency personnel using ICS.

Fire Official Worrell also stated that he and Asst. FM Schweiker attended a fire investigation seminar at the Middlesex Fire Academy. The seminar was titled "Preparing Expert Reports/Report Writing and Forensic Fire Scene Reconstruction".

It was suggested that a letter of thanks be sent to Lockheed Martin from the Board in addition to the one from the Division of Fire Prevention that's sent each year. The administrator agreed to forward a letter.

#### BIDS & QUOTATIONS:

None.

#### RESOLUTIONS:

Resolution 2010-22 “*Establishing the Positions of Pay-Per-Call Firefighter and Pay-Per-Call Fire Police*” had been approved at 1<sup>st</sup> reading at the August 31, 2010 Board meeting. Resolution 2010-22 was read a second time by Administrator Chesner and a motion for approval was offered by Commissioner Fisher, seconded by Commissioner Schlindwein.

At 8:00 p.m., Chairman Shelley opened a public hearing on Resolution 2010-22.

Fire Police Lieutenant Boileau asked if the officers would receive extra pay under this new Pay-Per-Call program like they did under the uniform allowance program. He was told that there would be no more uniform allowance and that there would be no difference in pay for firefighters and officers under the Pay-Per-Call System. It was noted that the Chief, Asst. Chief and Battalion Chiefs currently receive a salary.

At 8:02 p.m., the public hearing was adjourned. There being no comments or questions from the Board members, on a roll-call vote the resolution was unanimously adopted 5-0. Administrator Chesner stated that the resolution would be published in the newspaper.

Resolution 2010-23 “*Establishing a Pay-Per-Call Policy for the Active Members of the Fire Department*” was read by Administrator Chesner and offered on a motion by Commissioner Schuster, seconded by Commissioner Schlindwein. The administrator clarified that “evening duty crew” means assignments from 11:00 pm to 6:00 am. There being no comments or questions from the public, on a roll-call vote the resolution was unanimously adopted 5-0.

Resolution 2010-24 “*Appointing Pay-Per-Call Firefighters and Pay-Per-Call Fire Police*” was read by Administrator Chesner, omitting the names, and offered on a motion by Commissioner Fisher, seconded by Commissioner Schlindwein. There being no comments or questions from the public, on a roll-call vote the resolution was unanimously adopted 5-0.

Resolution 2010-25 “*Approving the Sale of Fire District Personal Property Pursuant to N.J.S.A. 40A:11-36*” was read by Administrator Chesner and offered on a motion by Commissioner Bixby, seconded by Commissioner Schuster. There being no comments or questions from the public, on a roll-call vote the resolution was unanimously adopted 5-0.

#### APPOINTMENTS & RESIGNATIONS:

Chairman Shelley announced the following membership changes submitted by Training Officer Bickmore:

- Richard V. Bickmore, Jr.’s membership status changed to reserve on Aug. 26<sup>th</sup>.
- Probationary Firefighter Kenneth P. Wehn resigned from the Dept. on Aug. 31<sup>st</sup>.
- Joseph Giorgi, III’s membership status changed from probationary to active on Aug. 1<sup>st</sup>.

#### COMMITTEE REPORTS:

Buildings & Grounds: The administrator reported the findings of an energy consultant who had gathered price comparisons from different suppliers of electric and gas. The report indicated that the rates from other suppliers were lower than those charged by PSE&G, our current supplier. If we chose to buy direct from a different company, PSE&G would continue to be the distributor. Although an agreement would need to be signed for a fixed rate over a specified number of years, the savings could be significant

utilizing this year's usage as a comparison. Also, the consultant inventoried all the lights in both buildings and will be providing the cost to replace them with high efficient LED lights and fixtures.

It was also noted that the Burlington County Bridge Commission will help with obtaining grants and bond rates to assist local entities with going green. Commissioner Fisher stated that the Board would definitely pursue this way of saving.

Apparatus: Commissioner Fisher reported that the new Engine 3122 is scheduled to be completed around October 6<sup>th</sup>. He, Joshua Hall, Jeff Nutt and Ritchie Bowman plan to fly out to the Pierce Manufacturing plant in Appleton, Wisconsin on the 13<sup>th</sup> of October for the final inspection. The truck will then be transported to Fire & Safety for final inspection and afterwards delivered to the department.

Commissioner Fisher also stated that the committee will meet next Wednesday to discuss the future of the Brush truck. They will also return with a replacement schedule for all our apparatus and how much will need to be placed in reserve for the purchase of the same.

Discussion proceeded about the sale of Engine 3123. Administrator Chesner stated that he had spoken with Richard from Hillbilly Fire Apparatus and other brokers in the industry who indicated that the truck is worth between \$10,000 and \$15,000. After a brief discussion, the Board decided to set the minimum bid price at \$10,000. The administrator stated that he would place pictures of the truck on the website along with the bid package and publish a notice to bidders in the newspaper.

Station/Master Planning: Committee Chairman Shelley stated that the committee met on yesterday and worked on pre-fire information collection. They're to consult Chief Green on what needs to be done with the software and discuss logistics with staff members.

Recruitment and Retention/Public Relations: Commissioner Schindwein reported that the 2 recruitment banners are in and that this has been a very busy month for recruitment and retention. Also, a lot of meetings have been held by the Membership Committee this month. A committee meeting is scheduled for Thursday, Oct. 7<sup>th</sup>, to review the Fire Department's rules and regulations.

Benefits: Commissioner Bixby stated that he had spoken with Firehouse programmers about the reports needed for Pay-Per-Call pay calculations. He hopes that the reports will be in place before the first checks are distributed. Administrator Chesner stated that the reports from Firehouse will cost approximately \$850.00 and will be charged to the Recruitment and Retention budget line item.

Information Technology: No report.

Squad: No comment.

#### OTHER BUSINESS:

The Board agreed to pay, per Fire Police Lt. Boileau's request, for the refreshments that will be served at the upcoming Burlington County Firefighter's Memorial Service to be held at Station 311. Fire Police Lt. Boileau was asked to get a cost per head from Elizabeth Peterson.

Administrator Chesner mentioned that he and Commissioner Schlindwein are looking at different venues for the annual dinner which will be held in January or February of next year, with the Community House in Moorestown being a favorable option.

ANNOUNCEMENTS:

On a motion by Commissioner Schlindwein, seconded by Commissioner Schuster, the regular meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Charles H. Schuster  
Secretary/Clerk

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