

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 Fisher with Commissioners Bowman, Bixby, Shelley & Pluckhorn present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., Asst. Chief Green, Training Officer Bickmore, Asst. Fire Marshal Schweiker, Battalion Chief Witkowski, Captain Booth, Squad President Keyes, Fire Police Lieutenant Boileau and Administrative Clerk Williams.

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 Bowman, seconded by Commissioner Bixby, the minutes of the August 25, 2009 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of August indicating balances of 25,080.05 in the PNC Bank Checking account, \$20,992.62 in the PNC Bank Payroll account, \$209,263.76 in the PNC Bank Sweep account, \$28,753.45 in the PNC Unemployment Trust account and \$747,038.58 in the NJ Cash Management Fund for a total cash balance in all the bank accounts of \$1,031,128.46 On a motion by Commissioner Pluckhorn, seconded by Commissioner Bixby, the cash report was approved by the five Board members present.

Treasurer Bowman presented the Statement of Expenditures through the disbursements of September 22, 2009. He also presented Checks #5779-5823 in the amount of \$34,818.54 plus a payroll transfer of \$64,744.30 which both totaled \$99,562.84. Treasurer Bowman noted that we were in line with where we want to be with expenditures at 59% thru Sept. 22nd. On a motion by Commissioner Bixby, seconded by Commissioner Shelley, the monthly bills were unanimously approved by the Board.

CORRESPONDENCE:

Chief Constantine commented on the appreciation BBQ given by Mr. and Mrs. Allen of Moorestown. Emergency personnel from Moorestown and surrounding townships responded on April 27, 2009 to a fire next door to the Allen's home that subsequently damaged theirs. The Chief stated that he had emailed them yesterday thanking them for the BBQ.

Chairman Fisher acknowledged the invitations to Fire Prevention Open Houses at the Independent Fire Co. #1 in Maple Shade on Oct. 2nd at 6-9 and from Palmyra Fire Dept. on Oct. 5th at 7-9.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his monthly report dated September 22, 2009.

A recent notice from the Township of Moorestown and the Division of Community Affairs stated that all backflow preventers in commercial properties needed to be tested annually and a permit had to be issued by the Township for such tests. The annual test results of fire protection backflow devices will be sent to our Division of Fire Prevention office and all remaining backflow tests will be sent to the plumbing sub-code official.

Ritchie Bowman contacted a company that will test our one testable device. Station 311 has one backflow preventer on the domestic water line that needs testing; the sprinkler system has a backflow preventer that cannot be tested. There are no backflow preventers on either of the two boilers or on the limited sprinkler at Relief. The cost is \$150.00 for the test.

Our contract with Expert Pest Control for snow removal at Stations 311 and 312 has been renewed with no price increase.

The Administrator expressed thanks to Ritchie Bowman for cleaning up the planting beds in front of Station 311 for the memorial service held on the evening of September 11th.

Resolution #2009-31, on tonight's agenda, authorizes the BOFC to enter into a cooperative pricing agreement with the County of Burlington. This resolution which needs to be adopted every 5 years pursuant to N.J.S.A. 40A: 11-11(5), allows the Fire District to participate in the purchase of commodities and products which have been bid by the purchasing agent of Burlington County. In the past we have purchased generator diesel fuel, office supplies and other items under this agreement.

An order for instructional handbooks and videos from PennWell Publishing was recently placed for Training Officer Bickmore.

CHIEF'S REPORT:

Chief Constantine gave a verbal review of his written report dated September 22, 2009.

The fire department responded to 65 incidents during the month of August that consisted of 3 fire calls, 3 rescue/emergency medical service incidents, 19 hazardous conditions (no fire), 8 service

calls, 6 good intent calls, 24 false alarms, 1 severe weather/natural disaster and 1 special incident type.

Chief Constantine commented on his report of the Operations Division's Top 11 Priorities. He also mentioned the information that he had submitted on Projects and the Strategic/Master Plan. He will distribute these reports to the officers and leave a couple copies at both stations.

Chief Constantine reported that he had attended a round table discussion in Washington DC on Thursday, Sept. 17th on Firefighter Health and Safety issues and how technology can assist in these matters.

Training Officer Bickmore, in cooperation with Asst. Chief Green, is developing training programs for the Year 2010. The Thursday (Sept. 17th) drill was at the Fullerton Park playground. Training officer Bickmore conducted an SCBA confidence course using the playground equipment. Many thanks go to the Township Parks & Recreation Dept. for their support in this effort.

Service on Ladder 3125 has been completed.

Chief Constantine stated that this was his final report. He thanked everyone that had been involved with and supported efforts to improve firefighter safety and effective incident management. He also congratulated Asst. Chief Green and Battalion Chief Poole for their pending promotions and stated that he wished the best for the Dept. and Community into the future.

Richard Bickmore, Dept. Health & Safety Officer, explained the reasons for the memo he had submitted to the Board on the "Exposure Control Plan Annual Review for Calendar Year 2008". He stated that he had completed an annual review of the Dept. Exposure Control Plan in accordance with PEOSH and OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030. Also, he mentioned that all Dept. members had completed annual Bloodborne Pathogens refresher training in accordance with the regulations.

Chairman Fisher thanked Chief Constantine for his many years of service adding that the Dept. appreciated his efforts which have gone above and beyond his job description consistently. The Chairman also stated that the Dept. was richer and better off for the Chief's having held the position both on the fire ground and in the office. He thanked him for his effort and wished him well for whatever he decided to do adding that he was leaving a fairly large pair of shoes to fill. He again thanked him on behalf of the Board and the Department.

ASSISTANT FIRE MARSHAL'S REPORT:

Asst. Fire Marshal Schweiker gave a verbal review of his written report dated September, 2009.

Asst. FM Schweiker stated that the big topic currently is the upcoming Fire Prevention Open House on October 9th. He met with Asst. Chief Green on Sept. 10th to discuss the event. The use of our apparatus for fire truck rides was one of the many topics discussed. Chief Green offered several helpful suggestions on how best to utilize manpower and apparatus and to help alleviate some of the problems that occurred last year.

New this year and placed behind 319's area will be a "Moon Bounce" which will be manned by the owner's staff.

Asst. FM Schweiker also commented that Administrator Chesner was a huge help with solving the ongoing audio problem. The Administrator worked with Tim Matlack (Matlack Electronics) to place temporary speakers on the front and rear of Station 311 for better announcement capabilities during Open House. The speakers are to be integrated into the station's intercom system.

Truck visit schedules are complete and have been posted at both stations. In an effort to help with the planning and coordination of all the different stations and activities during Open House, Training Officer Bickmore designated October 1st as a Fire Prevention drill. Asst. FM Schweiker thanked Bickmore for conducting this drill.

BIDS & QUOTATIONS:

Administrator Chesner commented that we did not adopt the resolution during the last Board meeting to accept the bid proposal from Clear Wireless, LLC in connection with the leasing of a communication tower. Clear Wireless never filed Form AA302 or met the affirmative action requirement as indicated in the bid package. They did tell Administrator Chesner they would complete and return the form and that they do comply. The Administrator proposed that we accept the bid tonight and execute the corrected lease once we receive it.

RESOLUTIONS:

Administrator Chesner read Resolution 2009-29 "*Appointing an Acting Fire Chief for the Fire District for the Period October 1, 2009 to December 31, 2009*". Afterwards, Chairman Fisher opened the floor to the public for comment on the resolution as read. There was no public comment.

Resolution 2009-29 was offered on a motion by Commissioner Pluckhorn, seconded by Commissioner Bixby. Commissioner Shelley stated that he was not aware that this resolution would be presented on tonight and wanted to know who authorized it and who determined the dollar amount that would be paid to the newly appointed Acting Fire Chief. Chairman Fisher stated that Asst. Chief Green had agreed to the salary which would remain the same as his current salary.

Commissioner Shelley also commented that compensation should be recommended by the Personnel Committee and brought before the Board for discussion before a resolution is drawn up. On a roll-call vote, the resolution was unanimously adopted 5-0.

Administrator Chesner read Resolution 2009-30 "*Authorizing Participation in a Cooperative Pricing Agreement with the County of Burlington*". There was no public comment.

Resolution 2009-30 was offered on a motion by Commissioner Shelley, seconded by Commissioner Bowman. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

The Administrator read Resolution 2009-31 "*Appointing an Acting Assistant Fire Chief for the Fire District for the Period October 1, 2009 to December 31, 2009*". There was no public comment.

Resolution 2009-31 was offered on a motion by Commissioner Pluckhorn, seconded by Commissioner Bowman. Commissioner Shelley again expressed concern as to who authorized the resolution and salary as he had also asked earlier when Resolution 2009-29 was offered. He also commented that past procedure when replacing the Chief, was to leave the Asst. Chief's position vacant, continue the terms of the remaining officers and then make all new appointments once their terms expire. There being no other comment, on a roll-call vote, the resolution was adopted 4-1.

The Administrator read Resolution 2009-32 "*Accepting the Bid Proposal in Connection with the Leasing of a Communications Tower*". There was no public comment.

Resolution 2009-32 was offered on a motion by Commissioner Bixby, seconded by Commissioner Pluckhorn. Chairman Fisher stated that he would confirm that the lease has the proper affirmative action requirement before it is executed and made a part of this resolution. Commissioner Shelley commented that if this is not forthcoming, then we should set a deadline that if it is not received by that deadline, a resolution at the next meeting would void this resolution based on failure of the vendor to meet contractual obligations. The Board agreed with this statement. There being no further comments, on a roll-call vote, the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

Asst. Chief Green reported that FF Pat Curran's status was changed from Active to Reserve effective August 12, 2009; FF Richard Maul resigned effective August 25, 2009 and FF John B. Santaspirt was terminated on Sept. 15th due to failure to meet attendance and training requirements.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Bixby stated that we were holding off on a few things, but the pedestrian door at Station 311 will be replaced soon. A hot water heater for Relief would be purchased this year and any emergencies that may come up thru the end of the year would be taken care of. Administrator Chesner stated that the larger projects were pushed aside. He also stated that Motiva Enterprises had been granted permission to access our property at 261 W. Main St. for an environmental investigation of the bank's property next door.

Apparatus: Chairman Fisher stated that he, the Chief and others looked at new apparatus while at Wildwood. They saw nothing new from last year. We have all the data needed to prepare specs within the next couple of months for a new engine.

Station/Master Planning: Commissioner Shelley reported that all Station/Master Planning Committee members were present at their meeting on September 8, 2009. They distributed the documents that Chief Constantine provided on priorities for the Operation's Division. They hope

to discuss the report at their next meeting in October after everyone reads it. They also plan to address and make recommendations to the Board items such as the building on Hartford Rd., adopting a standard of response, decide what and who's to do other priority items on the list and divide things up that Chief Constantine had been doing.

Recruitment and Retention/Public Relations: Commissioner Pluckhorn reported that the committee met last night at 7:30 pm and will continue to meet at the same time every 3rd Monday of each month at Station 311. The SAFER Grant which will fund recruitment & retention efforts opened on Oct. 21st and closes on Oct. 23rd. Our target date for submission is Oct. 21st.

Commissioner Pluckhorn stated that he delivered a 10-minute talk at his first church visit this past Sunday at the Episcopal Church on Main Street. The next scheduled church visit will be at the Methodist Church Men's Breakfast on Oct. 18th.

The public relations plan involves using a series of 3 letters to the editor that will be drafted by the Fire District and forwarded to the Mayor for approval. The first letter would be published in the Moorestown Sun in the fall, the second in the winter and third immediately prior to the annual election which would stress the importance of passing our budget and would address recruitment and retention efforts.

Benefits: Commissioner Bixby stated that the committee had a couple of meetings reviewing what to expect in the Year 2010. Since budget time is approaching, they discussed different options pertaining to health benefits which will have a 20% increase in cost for 2010 and they discussed possible benefits for firefighters.

Information Technology: Commissioner Bixby reported that they had an IT Committee Meeting. There are no major expenditures at this time. A few minor pieces of equipment for the "I Am Responding" and "Rip & Run" programs will be needed to keep them moving forward. There is a plan to place a computer at the watch desk at Station 312 and we're looking at using the Fire Inspection module of the Firehouse software for preplanning this year.

Asst. Chief Green stated that "I Am Responding" offered a trial subscription which is a lead based program that allows members to dial into it when they get a call. There will be internet hookup in the stations that will show on the screen who's coming to the call, what their qualifications are and what station they are responding to. Chairman Fisher commented that it should be a great tool for the Dept.

SQUAD:

Squad President Keyes reported that their ambulance should arrive within a couple of weeks. He also mentioned that a letter would be forthcoming from Chief Parry asking the Board to consider assisting the Squad with the financing of a refurbished ambulance in 2011.

OTHER BUSINESS:

Discussion ensued about the dilapidated condition of the Hartford Road sign. It was decided that Commissioner Pluckhorn and the Administrator would compose an ad, forward it to the Board

members for their approval and later publicize it announcing that the sign would be pulled down and the reason in doing so.

A lengthy discussion was held concerning Commissioners of Moorestown Fire District No. 1 receiving health benefits. Chairman Fisher tabled the issue stating that it would be discussed at a later date.

Each Commissioner elaborated on their written comments about whether they wanted a volunteer or career fire chief. Afterwards, Chairman Fisher asked that they be prepared to vote on this issue at the Oct. 27th meeting.

Commissioner Shelley requested a copy of the pay-per-call work that Chief Constantine and Commissioner Bixby had done.

PUBLIC SESSION:

Fire Police Lieut. Boileau announced that the Burl. Co. FF Association's Memorial Service will be held at Station 311 on the 3rd Wednesday in November; the Christmas Parade will be held the 1st Saturday in December. He also stated that Relief Engine Company wished to use Breakfast with Santa as a recruiting effort this year.

Howard Schuster of Moorestown asked what the annual healthcare benefit expense for an elected official was. The Administrator stated that the annual premium in 2010 would be approximately \$20,000 per official.

Captain Booth commented that he believes that the Commissioners should be given the opportunity to receive health benefits. He also stated that it was inappropriate to say that by the Commissioners getting health benefits that that money is taking away from the guys receiving air packs and we should have gotten air packs years ago from the Board budgeting it.

Firefighter Jon Every-Clayton commented that it was a good point made earlier by Commissioner Shelley when he stated that the resolution authorizing the salary for the newly appointed Acting Fire Chief should have been presented for discussion before it was drawn up. FF Every-Clayton added that it should have been presented to the public and discussed before it was voted upon. He also received confirmation that the health benefits plans mentioned above were family and not individual. In his last question, he wanted to know if we had job descriptions for our employees. The Administrator and Commissioners stated that all of the District employees have Civil Service job descriptions along with the Fire District Commissioners.

Firefighter Josh Hall asked if funds were allocated for pay-per-call. Administrator Chesner stated that money was placed in the budget the last 2 years for the proposed pay-per-call idea. Chairman Fisher stated that a program has not been adopted yet to use those funds.

Beth Shelley of Moorestown suggested that the Board, when planning and figuring out who will take on the various duties and responsibilities of the Fire Chief, remember that we have Battalion Chiefs and officers from both companies that years ago used to do a lot of those jobs. She also mentioned that the committees that the Board members serve on should be in charge of some of

the jobs also. We have a wealth of knowledgeable people in the Department that are capable of taking on some of these assignments. She said that this was something we should think about.

Chairman Fisher thanked the public for their comments and closed the Public Session.

Chairman Fisher stated there was a need to meet in Executive Session for personnel matters. On a motion by Commissioner Bixby, seconded by Commissioner Pluckhorn, the regular meeting would be recessed to enter into an Executive Session to discuss personnel matters and that the regular meeting would be reconvened for the purpose of adjournment only. Motion carried.

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 regular meeting was recessed at 10:20 pm and the Executive Session convened at 10:25 pm.

Commissioner Shelley excused himself from the Executive Session.

On a motion by Commissioner Bowman, seconded by Commissioner Bixby, the Executive Session was adjourned at 11:07 pm and the regular meeting reconvened and adjourned at 11:08 pm without further official action.

Respectfully submitted,

Karl A. Shelley
Secretary/Clerk