

October 26, 2010

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 present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Training Officer Bickmore, Asst. Chief Poole 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, 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 September 28, 2010 meeting were approved by the four Board members present.

On a motion by Commissioner Schuster, seconded by Commissioner Schlindwein, the minutes of the October 12, 2010 meeting were approved by the four Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for September 2010 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$24,382.03 in the PNC Bank Payroll account, \$670,597.62 in the PNC Bank Sweep account, \$29,582.03 in the PNC Unemployment Trust account and \$289,936.84 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$1,039,498.61. On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the cash report was approved by the four Board members present.

Commissioner Bixby arrived at 7:35 p.m.

Treasurer Schlindwein stated that the Statement of Expenditures through the disbursements of October 26, 2010 indicates that we have expended 76% of this year's budget. On a motion by

Commissioner Fisher, seconded by Commissioner Schuster, the Statement of Expenditures was approved by the five Board members present.

Treasurer Schlindwein presented Checks #6495-6539 totaling \$284,068.64. After the Treasurer and Administrator commented on some of the larger payments, on a motion by Commissioner Schuster, seconded by Commissioner Bixby, the monthly bills were approved for payment by four Board members with Commissioner Fisher abstaining.

The Administrator was asked to discuss radio repair costs with Midstate Mobile and Matlack Electronics in lieu of using Wireless Electronics who charges \$363.00 as a base price for repair of a portable radio.

Fire Official Worrell joined the meeting at 7:40 p.m.

#### CORRESPONDENCE:

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

Chairman Shelley stated that a letter was sent to David A. Sutton of Lockheed Martin, thanking them for helping with our annual fire prevention activities by producing copies of fire prevention literature that's distributed to all elementary school children in Moorestown.

The Chairman acknowledged the letter from Jeffrey L. Boileau that notified the Dept. of the Firefighter's Association Annual Memorial Service which will start at 8:00 pm on Wednesday, November 17<sup>th</sup>; food will be served at 7:00 pm.

Chairman Shelley also mentioned the letter from Cindy Maahs-Knobbs of Moorestown Fire District No. 2 in which she thanked Asst. FM Schweiker and our membership for assisting them at their Fire Prevention Open House this year.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner stated that he had supplied a report at the November 9<sup>th</sup> Budget Workshop and did not have one for tonight's meeting due to devoting the majority of his time to budget preparation.

#### CHIEF'S REPORT:

Chief Green's written report dated October 26, 2010 included the following incident report.

The fire department responded to 67 incidents during the month of September that consisted of 16 fire calls, 2 rescue & emergency medical service incidents, 20 hazardous conditions (no fire), 6 service calls, 4 good intent calls and 19 false alarms/false calls. There were 5 fire department drills and 4 fire police drills.

Administrator Chesner stated that new Engine 3122 arrived at Fire & Safety yesterday and should arrive at Station 312 in approx. 7 – 10 days.

Chairman Shelley voiced his concern as to how the statistical analysis is done as pertaining to calls that are listed on our reports as building fires in Moorestown, which are actually mutual aid calls; that is, calls that were out-of-town. Chief Green arrived at 7:45 pm and was asked about the way these calls are being reported. The Chief and Commissioner Bixby also voiced their concerns and stated that they will look into this matter.

Chief Green informed everyone that he had to deny a request for the Fire Police to assist at the Halloween Parade in Moorestown due to being contacted too late; inadequate time to make arrangements and notify Fire Police of the event.

Commissioner Fisher asked if the Chief would keep him acquainted with how he is handling the issue with Brush Truck 3126 being overweight. Chief Green stated that they are taking the vehicle out of service until the problem is resolved.

A motion was entered by Commissioner Fisher and seconded by Commissioner Schindwein 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 October 2010.

FO Worrell reported another successful year of fire prevention activities in Moorestown. Five (5) trucks were used for rides at Open House this year with approximately 500 people in attendance. Thanks to our membership we were able to participate in Open Houses at Lenola & Maple Shade. FO Worrell stated that the success of all activities, especially Open House, depends on the membership and officers, along with the financial support of the Board, which is always appreciated. He also thanked his staff for making sure that everything fell in place.

The fire official offered thanks to everyone that assisted at the bonfire on Saturday which lasted approximately 3 hours. He asked the Board to consider giving firefighters pay-per-call credit for any activity they participate in that engages them for 1 hour or more.

Commissioner Fisher complimented the fire official and his staff for a job well done. Fire Official Worrell stated that Ken Schweiker deserved a lot of the credit.

Fire Official Worrell stated that he was keeping a close look at an investigation involving a couple of incendiary fires. These fires are within the same area that 4 additional fires occurred recently.

#### BIDS & QUOTATIONS:

Administrator Chesner stated that since no bids were received at the public sale of Engine 3123, he had been busy trying to sell it. He has made contact with a buyer who purchases vehicles and ships them overseas. He is also taking more pictures of the engine to place on eBay or Craig's List.

RESOLUTIONS:

Resolution 2010-26 "*Amending Copying Costs for Public Records*" was read by Administrator Chesner and offered on a motion by Commissioner Fisher, seconded by Commissioner Schuster. Fire Official Worrell asked if this resolution applied to fees that the Division of Fire Prevention charged. Chairman Shelley explained that the Division's fees are governed by the Code of the Township of Moorestown. Shelley also recommended that our fire official and District No. 2's fire official spend time reviewing the ordinance and presenting their questions or concerns to the Township. There being no other comments or questions from the public, on a roll-call vote the resolution was unanimously adopted 5-0.

Resolution 2010-27 "*Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2011 through December 31, 2011*" was read by Administrator Chesner and offered on a motion by Commissioner Bixby, seconded by Commissioner Schlindwein. It was noted that the Board members decided against an increase in salary for the Year 2011. There being no comments or questions from the public, on a roll-call vote the resolution was unanimously adopted 5-0.

Resolution 2010-28 "*Authorizing Change Order Number 1 Pertaining to the Contract with Pierce Manufacturing, Inc. for a New Arrow XT Pumper*" was read by Administrator Chesner and offered on a motion by Commissioner Fisher, seconded by Commissioner Schuster. Commissioner Fisher explained that the change order consisted of furnishing and installing an extra handrail on top of the body on the right side; along with adding Gold Leaf lettering on the cab's front and sides. 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 that were submitted by Training Officer Bickmore:

- John D. Engleman joined as an active member and was assigned to Station 312 on 9/21.
- Hector Figueroa joined as a probationary member & was assigned to Station 311 on 9/15.
- Probationary Firefighter Nicholas J. Brandimarto, II resigned from the Dept. on 9/30.
- Firefighter Patrick Collier's membership was terminated on 9/4 due to low percentages.
- Probationary Firefighter Hector Figueroa resigned from the Dept. on 10/18.

The Chairman thanked Training Officer Bickmore for relaying these status reports to the Board.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher stated that the buildings and grounds were in good condition. He also mentioned that he and the administrator are to meet Friday with an engineer affiliated with Clearwire, the company that desires to install an antenna for data transmission at our tower at Relief Engine Co.

Apparatus: Commissioner Fisher commented on his report addressed to the Capital Planning Committee that he had distributed to the Board for their review. The report included replacement periods for apparatus, question as to the number of engines we'd like to maintain in the Dept.'s fleet and response to the Brush [3126] truck question. Administrator Chesner reminded the Board that if they desired to replace 3126 in 2011, we would need to hold a special vote asking the residents of Moorestown the question before the end of the year.

Station/Master Planning: Committee Chairman Shelley stated that the committee did not meet in October, but has a meeting scheduled for Monday, November 8, 2010.

Recruitment and Retention/Public Relations: Commissioner Schlindwein reported that it has been a busy month with applicants and the 2 recruitment banners are up at both stations. He presented a plan to have a family fun night for fire department members and their families in the engine room at Station 311 before the end of the year. It would not be anything extravagant, but would include games, face painting, clowns, hot dogs and fire truck rides for the children. All were in agreement for Commissioner Schlindwein to move forward with this venture; selecting a date first.

Benefits: Commissioner Bixby stated that there was no meeting in October; but that the Pay-Per-Call program was implemented with checks distributed on October 15<sup>th</sup>. He also stated that the Firehouse Software was not yet ready to calculate the member's payments, but should be ready in time for November's payroll.

Information Technology: Commissioner Bixby reported that the committee met at 1:00 pm on Monday, Oct. 25<sup>th</sup> to discuss budgetary items for Year 2011.

Squad: No report.

#### OTHER BUSINESS:

Before Chairman Shelley opened the floor for discussion on the upcoming Chief's Election, Commissioner Fisher read the following report.

October 26, 2010

Report of the Chief Officer Interview Committee

Sirs:

The Interview Committee met with the sole applicant, Chief Green, on Tuesday, October 19, 2010.

The applicant was questioned on a wide range of issues of concern to the department, and also tested on his general firefighting knowledge and management philosophy.

The applicant meets all required qualifications with the exception of his not holding a Fire Instructor Certification. The members, having experience with the applicant's performance

at department drills, acknowledged his ability in this area. The Committee accepted his prior experience in lieu of the required certification.

Therefore:

We unanimously find the applicant, Anthony S. Green, acceptable in all respects, and recommend that his name be included on the ballot in the upcoming election for Chief of Fire District #1.

Respectfully submitted,

R. Max Fisher, Chairman  
Chief's Interview Committee  
Moorestown Fire District #1

Commissioner Fisher stated that Chief Green showed up at the interview in a Class "A" Uniform and was a class "A" act throughout the process. Commissioner Fisher also stated that the Board considers it very important that the members vote for their Chief and asked what steps are needed to be taken to have an election with only one candidate. It was noted that there could not be a "write-in" on the ballot since all candidates have to be interviewed by the Interview Committee and approved by the Board at a designated date prior to the election.

After a lengthy discussion, a motion was entered by Commissioner Fisher, seconded by Commissioner Bixby to hold the Fire Chief's Election on Monday, November 8, 2010 beginning at 7:00 pm in the Commissioner's Meeting Room at 261 W Main St. in the Township of Moorestown. The polls would be open between the hours of 7:00 pm and 8:00 pm or as long thereafter as the Board may designate as necessary to poll the vote of the active members of Fire District No. 1. Motion carried.

The Administrator was directed to assist Clerk Schuster at the polls, to post notices of the election at both firehouses and to place the notice on the "Member's Section" of the Department's website.

Commissioner Fisher stated that the Board would address changing the rules and regulations as pertaining to the Chief's Election after budget preparations concluded.

A motion to accept the report and recommendation of the Interview Committee was entered by Commissioner Schlindwein and seconded by Commissioner Schuster. Motion carried. Chief Green's name will be included on the ballot in the upcoming election for Chief of Fire District No. 1.

Administrator Chesner reported his attendance at the 2<sup>nd</sup> shared services meeting. They discussed items such as payroll, human resources, health benefits, IT and fleet maintenance. They will continue to meet quarterly; the next meeting being in December.

PUBLIC SESSION:

No comment.

ANNOUNCEMENTS:

Commissioner Schuster announced that P.C. Richard & Son at 1450 Nixon Drive, Mt. Laurel offers discounts to firefighters and police that purchase electronics and appliances from them. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the regular meeting was recessed at 8:47 p.m. and the 2011 Budget Work Session convened at 8:56 p.m.

On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the work session was adjourned at 10:22 p.m.

On a motion by Commissioner Bixby, seconded by Commissioner Schlindwein, the regular meeting was reconvened and adjourned at 10:23 p.m. without further official action.

Respectfully submitted,

Charles H. Schuster  
Secretary/Clerk