

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 Giorgi with Commissioners Fisher, Moriuchi and Bixby present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., Fire Official Worrell, FP Captain Keyes, FP Lieutenant Boileau and Administrative Clerk Williams.

Chairman Giorgi 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 9, 2008, 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 9, 2008; filing written notice with the Clerk of the Township of Moorestown on March 9, 2008; 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 Giorgi led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

Chairman Giorgi reported that Commissioner Bowman would arrive later in the evening.

MINUTES:

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the minutes of the September 23, 2008 meeting were approved by the four Board members present.

On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the minutes of the October 14, 2008 budget workshop meeting were approved by the four Board members present.

TREASURER'S REPORT:

Assistant Treasurer Bixby presented the cash report for the month of September indicating balances of \$0.00 in the Commerce Bank account, \$24,787.81 in the PNC Bank Checking account, \$20,629.72 in the PNC Bank Payroll account, \$176,033.81 in the PNC Bank Sweep account, \$27,818.27 in the PNC Unemployment Trust account and \$1,063,796.64 in the NJ Cash Management Fund for a total cash balance of \$1,313,066.25. It was noted that the Commerce Bank account was closed. On a motion by Commissioner Moriuchi, seconded by Commissioner Fisher, the cash report was approved by the four Board members present.

Asst. Treasurer Bixby presented the Statement of Expenditures and Vouchers through the disbursements of October 28, 2008. He also presented for approval Checks #5161-5220 along with a payroll transfer which both totaled \$264,174.09. Following a brief question and answer

period about a few vouchers, on a motion by Commissioner Moriuchi, seconded by Commissioner Fisher, the bills were approved unanimously by the four Board members present.

#### CORRESPONDENCE:

Chairman Giorgi acknowledged the letter from President Jeffrey L. Boileau of the Burlington County Firefighters Assoc. in which he announced the annual memorial service that's to be held at Station 311 at 8:00 p.m. Wednesday, November 19, 2008. The chairman also made mention of the note from Commissioner Fisher reminding everyone that the budget crisis affects everyone, including the fire department. The correspondence also included a letter from Admin. Chesner to our Fire District Solicitor Tom Barron. The letter congratulated Attorney Barron on receiving a recent award that named him the 2008 Professional Lawyer of the Year.

Chairman Giorgi also acknowledged the letter from Fire Official Cynthia Maahs Knobbs of Fire District No. 2 in which she thanked Fire Prevention Specialist Schweiker for his assistance at their open house.

Administrator Chesner commented on the letter that he sent to Mac Kowalick of Troop 61 in Moorestown. The letter congratulated Mr. Kowalick on receiving the boy scouts highest honor, the Eagle Scout award.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of his written report dated October 28, 2008.

The Administrator stated that Schmidt's Mechanical had replaced a manual valve for one of the heating lines in the Squad side of the building. The boiler at Station 311 has been turned on; the zone valves replaced over the summer have been tested and are working well. All-Set is scheduled to replace two problematic zone valves at Relief.

He also stated that he had signed a new contract for snow removal for the 2008 and 2009 winter season with Expert Pest Control and that this is our fourth year using them for snow removal. Their price increased by 10%.

The contract associated with Resolution 2008-28 memorializing the agreement between Lockheed Martin and the Board of Fire Commissioners has been signed and executed by both parties. We are waiting to get signatures from Virtua at Work for the contract between the Board of Fire Commissioners and their organization. Lockheed Martin has begun working in the building installing equipment. Ritchie Bowman has been a huge help in assisting them with items needed.

Administrator Chesner asked everyone to please keep the annual newsletter in mind and to see him if anyone has an article that they would like to place in the newsletter. He added that he was seeking articles from all divisions. At the Administrator's request, the Board agreed to offer the Moorestown Emergency Squad space in the newsletter.

#### CHIEF'S REPORT:

Chief Constantine gave a verbal review of his written report dated October 28, 2008.

The Chief reported that the fire department responded to 45 calls during the month of September that consisted of 5 fire calls, 1 rescue/emergency medical, 7 hazardous conditions (no fire), 2 service calls, 13 good intent calls and 17 false alarms/false calls. There were 4 station drills and 2 fire police drills.

Chief Constantine stated that the Research and Development project that started several weeks ago was going well. He thanked Chris Chesner, Ritchie Bowman, Rick Bickmore and the members of Hose Company for their assistance thus far and stated that Ritchie Bowman has gone out of his way to assist.

The Chief reported that he had attended classes on Resource Unit Leader and Situation Unit Leader held at the Burlington County Emergency Services Training Center September 29<sup>th</sup> thru October 2<sup>nd</sup>.

High visibility vests are in for distribution, the Chief stated, and an Operational Directive and Training Guide are being developed so deployment of the vests and compliance issues may be addressed.

The Chief also reported that Moorestown Fire Dept.'s Rescue Team, Westampton Fire-Rescue and Lockheed Martin's Emergency Response Team came together for a training exercise on Saturday, October 18, 2008. Three confined space entries were made at Lockheed utilizing the equipment from Rescue 3119. Everyone involved did very well, learned from each other and became familiar with each agency's equipment and capabilities. Other sessions will be held over the winter months inside the building with an outdoor session in April of 2009.

Chief Constantine stated that new tires were placed on Unit 3101 and the booster reel was fixed on Engine 3123. A sensor problem on Engine 3112 was causing confusion for the truck's computer, making it think the truck was rolling as it exited the ramp onto Main Street which caused an acceleration problem. Engine 3112 also had difficulty maintaining the air pressure because the air pump was disconnected. This has been rectified, but Ritchie Bowman and members of Hose Company will keep an eye on the pressure.

Assistant Chief Green arrived at 8:05 a.m.

#### FIRE OFFICIAL'S REPORT:

Fire Official Worrell commented on his written report dated October 2008. He stated that the month of October was dedicated to the fire prevention programs. Asst. Fire Marshal Schweiker did an excellent job in purchasing supplies and coordinating all the activities. All the truck visits were covered and the puppet shows all ran well.

Open House was very busy from opening till closing and the balloon blow-up crew (Arlene Tornberg, Howard Schuster, Brenda Culbert, John Taylor and Liz Peterson) were again a huge help in getting over 300 balloons blown for the event. Asst. Fire Marshal Ken Schweiker wanted to give a special thank you to Ritchie Bowman who was a great help all day. FO Worrell reported that Liz Peterson and her assistants provided an excellent choice of hot and cold foods for all of the guests and members. To date, 19 truck visits and 8 station visits have been performed with several more still on the calendar.

Fire Official Worrell also offered thanks to John Engleman, John Grant of Merchantville Station 12-9 and Fire Official Cindy Maahs Knobbs for their informative demonstrations and dedication in assisting at our Open House each year.

The fire official requested that floodlights be installed on the front of the building to illuminate the apron areas for next year's Open House. He also mentioned the need to improve the PA system.

Chairman Giorgi, on the behalf of the Board, stated that the Division of Fire Prevention, fire department membership and others that assisted did an excellent job again as they do every year. He stated that all of their time and efforts are appreciated.

Commissioner Bixby commented on the consistent clear message that's offered to every kid at the truck visit presentations from Asst. Fire Marshal Schweiker. He asked if his presentation was being taught to other volunteer firefighters. Fire Marshal Worrell stated that it would be introduced to the volunteers at drill in November and next year in August.

The chairman and fire marshal stated that Senior Clerk Pam Longo did a lot to support Open House. The fire marshal also commented that Clerk Longo goes the extra mile consistently in the fire prevention office and he appreciates her efforts.

Fire Police Captain Keys stated that everything was going well with the fire police.

#### BIDS & QUOTATIONS:

None.

#### RESOLUTIONS:

Resolution 2008-30 "*Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2009 through December 31, 2009*" was offered on a motion by Commissioner Fisher and seconded by Commissioner Moriuchi. Chairman Giorgi commented that this was a resolution that we adopt every year and that a certified copy would be sent to Township Manager Christopher Schultz for final approval by Township Council. It was also mentioned that the salaries had been the same for 3 years in a row. There being no question on the motion, the resolution was unanimously adopted 4-0 on a roll-call vote.

#### APPOINTMENTS & RESIGNATIONS:

Chief Constantine announced that a 3<sup>rd</sup> generation firefighter in the Giorgi family recently joined the fire department. Joseph J. Giorgi, III was recommended for junior membership, had completed the Dept. Recruit Orientation program on Oct. 15<sup>th</sup> and was assigned to Station 312.

#### COMMITTEE REPORTS:

Buildings & Grounds: See Administrator's report above.

Commissioner Bowman arrived at 8:23 p.m.

Apparatus: Commissioner Fisher stated that specs should be completed by the apparatus committee by the middle of November.

Master/Station Planning: There was a discussion concerning ISO and NFPA guidelines for firehouse coverage.

Chairman Giorgi asked if it was prudent to move forward on the station at the east end of town based on the data we have thus far. Commissioner Moriuchi stated that Garrison's designs will make it possible to complete the station in segments. He also stated that the committee will be looking at other possibilities beginning next week.

Administrator Chesner stated that he had met with Karl A. Shelley and Arthur J. Collins to bring them up to speed on the progress of the station planning committee. He also showed them the preliminary drawings and materials from the architects.

Recruitment and Retention: Commissioner Bixby stated that the Annual Awards Dinner scheduled for Nov. 8<sup>th</sup> was all set to go. He also stated that the fire department's participation in Moorestown's bonfire gave them good visibility and lessons were learned for next year. Commissioner Bixby reported that he and the Chief held several telephone conversations recently about the pay-per-call program. Bixby stated that at the next Board meeting, he will present a projected plan with a top figure to not exceed in 2009. Administrator Chesner asked Commissioner Bixby to look into the method of payment for the firefighters. He also asked to be part of this if they move forward.

Benefits: Chairman Giorgi announced that salaries would be discussed in upcoming workshops and an executive session would be entered into later during tonight's meeting to discuss personnel issues and to work on the budget.

#### OTHER BUSINESS:

Fire Police Lieutenant Boileau reminded everyone that we are hosting the Annual Memorial Service at Station 311 on Nov. 19<sup>th</sup> that starts at 8:00 p.m. and that food prepared by Liz Peterson would be served at 7:00 p.m.

Chairman Giorgi stated that President Stella Hearn of the Ladies Auxiliary had agreed to meet with him and the administrator to discuss the direction of the auxiliary.

The request from the Div. of Fire Prevention of District 1 and the Bureau of Fire Prevention of District 2 for a non-life hazard use registration fee increase was discussed. Fire Marshal Worrell stated that there had not been an increase in 5 years and it was recommended by the state audit to do so. He also expressed his 100% support of such an increase. The commissioners stated that an automatic increase was not advisable and that they would agree to one only if merited. After further discussion, the Board decided against increasing the non-life hazard use registration fees in 2009. They will forward a letter to District 2 conveying their decision.

#### PUBLIC COMMENT:

None.

#### ANNOUNCEMENTS:

On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the regular meeting was recessed at 8:53 p.m. and the 2009 Budget Work Session convened at 8:58 p.m.

During the workshop session, it was decided that the aggregate amount budgeted for the annual dinner and picnic would be \$16,500.00. Discussion ensued concerning insurance carriers and their costs, new vehicle purchases and the Canon service agreement. The Board also decided to reimburse specific fire personnel/officers for cell phone costs incurred while performing fire department services. The allowance will be \$40.00 per month.

On a motion by Commissioner Bowman, seconded by Commissioner Bixby, the 2009 Budget Work Session was adjourned at 10:17 p.m. to enter into an Executive Session which convened at 10:17 p.m. to discuss personnel matters.

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.

On a motion by Commissioner Fisher, seconded by Commissioner Moriuchi, the Executive Session was adjourned at 11:10 p.m. The regular meeting reconvened and adjourned at 11:11 p.m. on a motion by Commissioner Fisher, seconded by Commissioner Moriuchi. No official action was taken.

Respectfully submitted,

Fred T. Moriuchi  
Secretary/Clerk