

## 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 and Chief Green.

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.

Chairman Shelley mentioned that tonight's meeting would primarily deal with the 2011 Budget.

### OTHER BUSINESS:

Commissioner Schuster certified to the Board the results of the Fire Chief Election that was held on November 8, 2010 at 7:00 in the evening. He reported that there was only one candidate, Anthony S Green and that he received twenty-four votes at the polls.

Administrator Chesner reviewed his below written Administrator's Report dated November 9, 2010.

### 2011 Budget Information:

I have downloaded the State Budget Worksheet and have linked our worksheet to it. During the meeting I plan on projecting both worksheets on the screen which will assist us during our discussions; I did the same last year and it seemed to work well. This will also allow us to see if the bottom line falls within the CAP and what the tax rate will be with the ratable supplied to me from the tax assessor.

The prevention, operations and training budget worksheets have been linked to the expenditure worksheet; any changes made in any of the three budgets will change the figures in the State Budget Worksheet.

Since our last budget discussion, I have received quotes for which I have been waiting. I have placed the same in the worksheet. Below, I have summarized some of the changes I have made since our last meeting.

- I made the following changes to the worksheet after our last budget meeting:
  - Promotions decreased from \$20,000 to \$10,000
  - Annual Dinner increased from \$10,000 to \$12,000
  - Adm. Computer Software and Supplies decreased from \$5,000 to \$3,000
- I received an estimate from Wallace Paving on the seal coat and lining of the parking lots, \$4,990 for Station 311 and \$2,300 for Station 312; I have placed those figures in the budget.
- State contract figures have been placed in the apparatus replacement schedule for the replacement of the Expedition and Fire Inspector car in 2012; the amount is less than what was originally in those line items.
- I hope to have figures for the workshop for the replacement of light bulbs/fixtures in both buildings with LED units as we discussed during our last meeting.
- On Tuesday, November 9<sup>th</sup>, I have a meeting scheduled with Nottingham Insurance to review our coverage and premiums for Year 2011; I should have solid figures for our budget workshop.
- Employee reviews will be completed for the November 23<sup>rd</sup> meeting.

(Mentioned in last month's Administrator's Report)

- Employer contributions into the Public Employee Retirement System (PERS) will increase by \$11,265 in 2011.
- Employer contributions into the Police & Firemen's Retirement System (PFRS) will increase by \$4,383 in 2011. Our last payment as an employer into this system will be in the Year 2012.
- Total healthcare will increase by \$16,000 for Year 2011. Cost spreadsheets for 2010 and 2011 are in your packets. Reminder - All employees, as was done for part of this year, will contribute 1.5% of their salary towards their health benefits.

Other:

Engine 3122 arrived Thursday night at 7:00; all hose have been placed on the vehicle and Ritchie is in the process of mounting equipment. Additional items have been purchased that are needed before the engine can be placed into service, i.e. Storz/NH adapters, front suction hose and some mounting equipment for nozzles and spanner wrenches. We are working on scheduling dates for training.

I have placed the sale of Engine 3123 on Craig's list and continue to talk with brokers in the industry concerning the sale of the same; I do have a few interested parties.

With no other business discussed, Chairman Shelley announced that they we would move into a budget workshop session after the public session.

PUBLIC SESSION AND ANNOUNCEMENTS:

No public in attendance.

On a motion by Commissioner Schlindwein, seconded by Commissioner Schuster, the regular meeting was recessed at 7:35 p.m. and the 2011 Budget Work Session convened at 7:36 p.m.

Administrator Chesner reviewed the State of NJ budget worksheets and fire district worksheets along with all supporting department budgets and the capital analysis. All of the documents were projected onto the screen via the computer server so if there were any changes to a line item the effect on the Tax Cap Levy along with the change in the tax rate would be indicated.

The Board, along with the Administrator and Chief reviewed each department budget at length paying particular attention to Capital Reserve and the Capital Analysis involving future vehicle purchases and firefighting equipment purchases.

The Board also reviewed the request from the Division of Fire Prevention for the purchase of a Fire Extinguisher Training Prop at a cost of \$14,000.

A brief discussion took place on salaries and whether our fire district was in line with other fire districts with personnel in similar positions; further salary discussion will take place during the November 23<sup>rd</sup> meeting after employee evaluations are supplied to the Board members.

On a motion by Commissioner Schlindwein, seconded by Commissioner Schuster, the 2011 Budget Work Session was adjourned at 9:59 p.m.

On a motion by Commissioner Bixby, seconded by Commissioner Schuster, the regular meeting was reconvened and adjourned at 10:00 p.m. without any further action.

Respectfully submitted,

Charles H. Schuster  
Secretary/Clerk

.