

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 and Bixby present. Also in attendance were Administrator Chesner, Chief Green, Fire Official Worrell, 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, 2011, 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 7, 2011; filing written notice with the Clerk of the Township of Moorestown on March 3, 2011; 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, the Chairman led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

MINUTES:

On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the minutes of the October 25, 2011 meeting were approved as amended per Administrator Chesner by the four Board members present.

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the minutes of the November 8, 2011 meeting were approved by the four Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for October 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$19,978.63 in the PNC Bank Payroll account, \$521,250.36 in the PNC Bank Sweep account, \$30,890.75 in the PNC Unemployment Trust account and \$290,391.92 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$887,511.66. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the cash report was accepted and approved by the four Board members present.

Treasurer Schlindwein presented the Statement of Expenditures through the disbursements of November 22, 2011 and stated that 88% of this year's budget had been expended to date.

The Treasurer presented Checks #7125-7165 and a payment to the N.J. State Health Benefits Program all totaling \$106,430.98. After he and the Administrator commented on several bills, a motion was entered by Commissioner Bixby and seconded by Commissioner Schlindwein to approve the bills for payment. Commissioner Fisher abstained from Check #7156. Motion carried.

CORRESPONDENCE:

Chairman Shelley acknowledged the letter from Freeholder Director Bruce Garganio to Chief Green thanking and commending the members of our Department for their bold response to Hurricane Irene. Chairman Shelley also acknowledged the letter from STEM thanking the department for the use of our tables and chairs at their event at Strawbridge Lake. Chairman Shelly also mentioned that we received from the Township of Moorestown Resolution No. 175-2011 approving the Board of Fire Commissioner salaries for Year 2012.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items from his written report dated November 22, 2011. He stated that the Pay-Per-Call amounts for the month of October had been placed on the membership's section of the District's website; daytime calls were worth \$9.21 and all-calls were worth \$6.45.

He also stated that a lot of things were done in the buildings. Among those was plumbing work on the squad's side of the building that was completed by R. J. Pascone Plumbing & Heating. Also, refrigeration specialists replaced the water curtain on the ice machine at Station 311.

CHIEF'S REPORT:

Chief Green offered a few comments from his written report dated November 22, 2011 which included the following incident report:

The fire department responded to 51 incidents during the month of October that consisted of 2 fires, 3 mutual aid building fires, 2 rescues, 7 hazardous conditions (no fire), 8 service calls, 7 good intent calls, and 22 false alarms/false calls. There were 4 fire department drills and 2 fire police drills.

Chairman Shelley asked the Chief if he had heard back from the Public Safety Director concerning the letter that the Chief had written to the Burlington County Radio Committee concerning the communication breakdown during an incident this past summer. Chief Green stated that he didn't talk with the Public Safety Director but did attend a Radio Committee Meeting and once again voiced his concern and explained the letter and its intent. Chief Green advised the Board that the Radio Committee only meets once a month but will get back to us concerning the issue. Chairman Shelley asked Chief Green to keep up with this issue.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell stated that he had no comments to add to his written report dated November 2011, but would be happy to answer questions, if any.

The Board asked the Fire Official that if a fire investigation is conducted, to place the address as well as the determination if known in his monthly report to the Board.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Resolution 2011-34 "*Appointing a Pay-Per-Call Firefighter*" was read by the administrator and offered on a motion by Commissioner Fisher, seconded by Commissioner Schlindwein. There being no comments, on a roll-call vote, the resolution was adopted 4-0.

Resolution 2011-35 "*Authorizing Transfers in the 2011 Budget Appropriations*" was read by the administrator and offered on a motion by Commissioner Bixby, seconded by Commissioner Fisher. There being no comments, on a roll-call vote, the resolution was adopted 4-0.

APPOINTMENTS & RESIGNATIONS:

Chief Green announced the following membership changes:

- FF Gerard Toscani – Status Changed from Junior to Probationary on Nov. 9, 2011
- FF Declan Dwyer – Status Changed from Probationary to Active on Nov. 14, 2011

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus: No Report.

Planning: Chairman Shelley stated that the committee met yesterday and finished the final review of the PowerPoint presentation which includes general information on the fire district. They also reviewed the capital funding for the district. Next meeting will be held in January.

Recruitment & Retention/Public Relations: Commissioner Schlindwein stated that we had a lot of junior and probationary applicants.

Commissioner Schlindwein asked if the Board would be ok if we had an official Facebook Page for the Fire District and have Assistant Fire Marshal Ken Schweiker maintain that page. After a brief discussion and a few questions, the Board thought it would be a good idea and advised Commissioner Schlindwein to move forward with the page.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

Squad President Keyes stated that their elections are next month and one position on the Board is up for re-election. The Resolutions and By-Laws have been approved and a copy will be

forwarded to the Board of Fire Commissioners. Chairman Shelley advised Squad President Keyes that we have yet to receive a request for funds for help with the purchase of a new ambulance and we would like to get that official request from the Squad.

OTHER BUSINESS:

Administrator Chesner reviewed the letter received from Taylor Design Group asking for the District's support on items addressed during a meeting that was held between Taylor Design Group and Chief Green, Fire Official Worrell and Administrator Chesner concerning the new parking lot between Main St. and Second St. from Mill St. to Chester Ave. Administrator Chesner reviewed the recommendations that Chief Green and FO Worrell had brought up during the meeting and asked if the Board would have a problem with Chief Green sending a letter to Town Council supporting the idea as presented after our meeting with Taylor Design Group. After a brief discussion, the Board advised Chief Green to move forward with the letter.

PUBLIC SESSION:

Fire Official Worrell mentioned that we had another successful Great Escape Program and this year's winner was Maggie Hartsell from Baker School.

ANNOUNCEMENTS:

Fire Police Lieutenant Boileau reminded everyone that the County Fire Police Association Meeting will be held on the 4th Wednesday in January at 8:00 at Station 313. Fire District No.1 will supply the food. He also thanked the Board for hosting the Burlington County Firefighter's Association Meeting this month at Station 311.

Chairman Shelley announced that there was a need to meet in Executive Session to discuss personnel matters. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the regular meeting was recessed at 8:17 p.m. to enter into an Executive Session.

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 Executive Session started at 8:17 p.m.

On a motion by Commissioner Schindwein, seconded by Commissioner Bixby, the executive session was adjourned at 8:35 p.m. and the 2012 Budget Work Session convened at 8:36 p.m.

During the budget workshop general discussion took place on a few line items and the operations, training and prevention budgets where finalized.

On a motion by Commissioner Fisher, seconded by Commissioner Schlindwein, the Budget Workshop Session was adjourned at 9:18 p.m.

On a motion by Commissioner Fisher, seconded by Commissioner Schlindwein, the regular meeting was reconvened and adjourned at 9:19 p.m. without any further action.

Respectfully submitted,

Stephen Bixby
Asst. Secretary/Clerk