November 23, 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, Bixby & Schuster present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Training Officer Bickmore, Chief Green 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 October 26, 2010 meeting were approved by the five Board members present.

On a motion by Commissioner Bixby, seconded by Commissioner Schuster, the minutes of the November 9, 2010 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for October 2010 indicating balances of $25,000.00 in the PNC Bank Operating account, $22,402.41 in the PNC Bank Payroll account, $387,807.93 in the PNC Bank Sweep account, $29,677.71 in the PNC Unemployment Trust account and $289,987.12 in the NJ Cash Management Fund for a total cash balance in all bank accounts of $754,875.17. On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the cash report was approved by the five Board members present.

Treasurer Schlindwein stated that the Statement of Expenditures through the disbursements of November 23, 2010 indicates that we have expended 80% 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 #6540-6585 totaling $101,861.59. After the Treasurer and Administrator commented on some of the larger payments, on a motion by Commissioner Fisher, seconded by Commissioner Schuster, the monthly bills were approved for payment by the five Board members present. Treasurer Schlindwein added that we did receive our quarterly tax payment from the Township.

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 Deputy Chief Schooley of Mission Fire Co. and the same letter to Asst. Chief Ward of Evesham Fire Rescue advising them that the Moorestown Fire Department will no longer participate in the Burlington County Tech Rescue Team.

Chairman Shelley also stated that a letter was sent along with Moorestown Fire District No. 1 Resolution 2010-27 to Township Manager Christopher Schultz requesting that Resolution 2010-27 approving the Commissioner's Salaries be submitted to Council for review and should the Council find favorable, adopt a corresponding resolution approving the salaries. Chairman Shelley further mentioned that the Board did receive Resolution 162-2010 from Township Council approving the Board of Fire Commissioner's Salaries for Year 2011.

Chairman Shelley also acknowledged a thank you letter that the fire department received from Walt and Pam Lynch from 3 Fox Court in Hainesport.

ADMINISTRATOR'S REPORT:

No report.

CHIEF'S REPORT:

Chief Green's written report dated November 23, 2010 included the following incident report.

The fire department responded to 58 incidents during the month of October that consisted of 8 fire calls, 3 overheat w/ no fire, 16 hazardous conditions (no fire), 6 service calls, 4 good intent calls and 21 false alarms/false calls. There were 4 fire department drills and 2 fire police drills.

A motion was entered by Commissioner Fisher and seconded by Commissioner Schuster 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 November 2010.

FO Worrell made mention that they have reviewed the Great Escape Program and a winner has been selected, Chad Noyes, and he will ride on top of a fire truck at the Christmas Parade and will

receive a $200 savings bond from the Fire District. FO Worrell also mentioned that they have received 76 applications for the Adopt-A-Hydrant program.

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 2010-29 *"Authorizing Transfers in the 2010 Budget Appropriations"* was read by Administrator Chesner and offered on a motion by Commissioner Bixby, seconded by Commissioner Schuster. There being no other 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 change that was submitted by Training Officer Bickmore:

- Gavin J. Lentz joined as a junior member and was assigned to Station 312 on 10/26.

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 the administrator met with a representative from MaGraan Associates to discuss the possibility of using their firm to conduct energy audits at both facilities in 2011. Administrator Chesner stated that the firm will supply us with a cost for the audit which will be placed in the 2011 Budget if the Board finds favorable. He also briefed the Board on some of the other meetings he has had concerning saving energy in both buildings.

Commissioner Fisher updated the Board concerning the Communication Tower at Relief and the meeting he and Administrator Chesner had with Clearwire. They mentioned that they are looking at placing the communication equipment on top of the bell tower since the siren tower cannot hold such a load. Clearwire is going to have their construction personnel and engineers look at this possibility to see if it will be feasible.

Apparatus: Commissioner Fisher commented that Engine 3122 arrived. The service manager of Fire and Safety was down this past week and gave a 4 hour presentation on the new vehicle. Once all training is complete and the tools mounted the vehicle will be placed into service.

Administrator Chesner mentioned that he has some interest from a small rural company in Barton AK for Engine 3123; he will keep the Board posted.

Station/Master Planning: Committee Chairman Shelley stated that the next meeting is scheduled for the early part of December.

Recruitment and Retention/Public Relations: Commissioner Schlindwein reported that it has been a busy month with applications. Commissioner Schlindwein also talked briefly about Family Fun Night at the fire department and though they were trying for the end of the year, they decided to shoot for sometime in spring when warmer weather arrives.

Benefits: Commissioner Bixby stated that the Firehouse reports for Pay-Per-Call are working well.

Information Technology: No report.

Squad: No report.

OTHER BUSINESS:

Administrator Chesner mentioned that he received an e-mail from Township Manager Christopher Schultz thanking Fire Official Worrell for all his help during the Town Hall Meeting at the Community House with Governor Christie. FO Worrell was asked to be in attendance to enforce the occupancy load of the building. Administrator Chesner read the e-mail to the Board.

Chief Green informed everyone that the Fire Police will be conducting traffic control at the Christmas Parade scheduled for December 4, 2010. There was continued discussion on the topic by the Board members; the Board would like to meet with the Township Council and the Lion's Club to see if this will be requested from the Fire Police again and how the fire department will handle such additional requests.

Chief Green informed the Board that Chief Ruggiano's mother passed away.

PUBLIC SESSION:

Firefighter Andrew Stowell asked the Board to review their position on sending firefighters to EMT classes and paying for CEU classes for those firefighters that hold EMT licenses. He also asked the Board to consider placing in the budget money for an AED unit in one of the Engines at Station 311 since there is currently one in Engine 3121. Firefighter Stowell read a letter to the Board and those in attendance for his reasoning for both requests.

The Board did discuss both items at length, the Board asked Training Officer Bickmore to look into the CEU and EMT classes but saw no problem paying for CEU classes for those firefighters that hold an EMT license; they will further review the policy. The Board also stated that they would place money in the 2011 Budget for an additional AED unit.

ANNOUNCEMENTS:

None.

On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the regular meeting was recessed at 8:41 p.m. and the 2011 Budget Work Session convened at 8:42 p.m.

Administrator Chesner reviewed the budget worksheets that he projected on the screen. The Board changed the following budget line items:

- Place $12,000 in Building and Grounds for an Energy Audit for both buildings
- Remove the Eclipse Thermal Imager at a price of $5,000
- Place $2,500 in the Budget for an AED for Station 311

Chairman Shelley stated there was a need to meet in Executive Session for salary discussions. On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the workshop session would be adjourned 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 workshop session was adjourned at 9:40 pm and the Executive Session convened at 9:45 pm.

On a motion by Commissioner Schuster, seconded by Commissioner Bixby, the Executive Session was adjourned at 11:25 pm and the regular meeting reconvened and adjourned without further official action.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk