

November 18, 2008

## 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 Vice Chairman Fisher with Commissioners Bowman and Bixby present. Also in attendance were Administrator Chesner, Chief Constantine, Jr., FP Captain Keyes and Admin. Clerk Williams.

Vice Chairman Fisher 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, Vice Chairman Fisher led the Pledge of Allegiance to the Flag after which he indicated the emergency exits.

Vice Chairman Fisher reported that Commissioner Moriuchi would arrive later in the evening while Chairman Giorgi, because of a scheduling conflict, could not attend the meeting.

## MINUTES:

On a motion by Commissioner Bixby, seconded by Commissioner Bowman, the minutes of the November 4, 2008 meeting were approved by the three Board members present.

## TREASURER'S REPORT:

Treasurer Bowman presented the cash report for the month of October indicating balances of \$30,709.81 in the PNC Bank Checking account, \$23,082.09 in the PNC Bank Payroll account, \$73,724.15 in the PNC Bank Sweep account, \$27,920.63 in the PNC Unemployment Trust account and \$940,513.25 in the NJ Cash Management Fund for a total cash balance of \$1,095,949.93. He noted that the Commerce Bank account was no longer listed on his cash report since it was finally closed after three attempts. On a motion by Commissioner Bixby, seconded by Vice Chairman Fisher, the cash report was approved by the three Board members present.

Treasurer Bowman presented the Statement of Expenditures and Vouchers through the disbursements of November 18, 2008. He also presented for approval Checks #5221-5308 along with a payroll transfer which both totaled \$110,189.41. Following a brief question and answer

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

#### CORRESPONDENCE:

Vice Chairman Fisher acknowledged the copy of the resolution from the Township Council that approved the 2009 salaries for the Commissioners of Fire District No. 1. He also recognized the Moorestown Business Assoc. donation of \$250.00 that was split between the fire companies.

A letter was also received from Freeholder James K. Wujcik about our participation in the first countywide web deployment of Firehouse Software in New Jersey. The Administrator stated that the budget had been adjusted to include the maintenance cost of our participation in 2009 which will be \$1,000.00.

Vice Chairman Fisher also acknowledged the "Standard Operating Procedure" from the Auxiliary of the Moorestown Fire Dept. Administrator Chesner stated that he and Commissioner Giorgi met with Auxiliary President Hearn and Trustee Steven Hearn, Jr. recently to discuss the current position of their organization. It appears that the Auxiliary is experiencing trouble due to the health problems of most of its members. They're holding their annual fundraiser "Letters to Santa" in December and are actively involved in recruiting new members. They have submitted an article for publication in the District's annual newsletter and have asked for a mailing list of the membership which they hope will assist them in solicitation of new participants. This time next year we will reevaluate their membership standing.

Administrator Chesner sent a letter to Relief Vice President Josh Hall approving their fundraiser event on December 6<sup>th</sup> for the Ahrens Fox Restoration Fund titled "Breakfast with Santa".

The Administrator also forwarded a letter to Cynthia Maahs-Knobbs at the Bureau of Fire Prevention, District No. 2 about registration fees. The Board recognized the need to raise registration fees in 2009, but expressed their concern that we avoid automatic increases in future years and that each increase should be justified before approaching Town Council.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner made a few comments about his written report dated November 18, 2008.

Administrator Chesner stated that most of his time has been spent working on the 2009 Budget and that all of the operational items in the 2008 Budget have been purchased or encumbered. The resolution approving the transfer of funds will be provided later in the evening.

#### CHIEF'S REPORT:

Chief Constantine reported that the fire department responded to 57 calls during the month of October. There were 4 station drills and 2 fire police drills. There have been approximately 515 incidents this year.

The Chief discussed the many training exercises that are currently in the works.

He also announced the upcoming meeting for the Station Planning and Apparatus Committees which is scheduled for Monday, November 24<sup>th</sup> at 8:00 p.m. He will need to know who will attend at the Commissioner's level. Per Commissioner Moriuchi's request, he will obtain information from Garrison Architects about their costs year-to-date and the possibility of reducing some square footage of the buildings.

Chief Constantine stated that he is researching back to 2004 the number of responses to the east end of town. He is also looking at the alarm system and motor vehicle accident reduction and how that has impacted our responses to that area of town. Commissioner Bowman asked how that data was being compiled and recommended that it be put into a spreadsheet. The Chief stated that it was currently being maintained by hand. Commissioner Bixby agreed to assist the Chief with entering the data into an Excel spreadsheet.

Vice Chairman Fisher welcomed Commissioner Fred T. Moriuchi who arrived at 8:05 p.m.

#### FIRE OFFICIAL'S REPORT:

Vice Chairman Fisher reported that Fire Official Worrell was attending a Fire Marshal's meeting on tonight. The Commissioners took a few minutes to silently read the Fire Official's written report dated November 2008.

#### BIDS & QUOTATIONS:

None.

#### RESOLUTIONS:

Resolution 2008-31 "*Authorizing Transfers in the 2008 Budget Appropriations*" was offered on a motion by Commissioner Moriuchi and seconded by Commissioner Bixby. Administrator Chesner explained in detail the need for each transfer. There being no question on the motion, the resolution was unanimously adopted 4-0 on a roll-call vote.

#### APPOINTMENTS & RESIGNATIONS:

None.

#### COMMITTEE REPORTS:

Buildings & Grounds: Vice Chairman Fisher stated that we had gotten a lot done this year and he was fairly pleased with the state of the buildings and grounds.

Administrator Chesner reported that a maintenance/service agreement with Atmostemp for the mechanical equipment in both buildings had been signed and they had since cleaned the boiler at Relief on Nov. 11<sup>th</sup>. It did shut down again and they are looking at the ignition control on the circuit board which may need to be replaced.

All-Set Heating and Air replaced two malfunctioning zone-valves at Relief; one located in the engine room and one located in the meeting room. The heater now seems to be working well.

Apparatus/Station Planning: The Vice Chairman stated that the Apparatus Committee would be meeting with the Station Planning Committee on the 24<sup>th</sup> of November to discuss issues that have been raised in the last couple meetings. It was decided that Commissioners Fisher, Moriuchi and Administrator Chesner would attend that meeting.

Recruitment and Retention: Vice Chairman Fisher stated that he personally enjoyed the annual dinner and thanked everyone involved. The other Commissioners alluded to the same. Commissioner Bixby stated that a lot of people went out of their way to say how nice it was and how much they enjoyed it. Bixby offered thanks to Angie Williams, Brenda Wolfe, Pam Longo, Tony Green, Maureen Bickmore, Ken Schweiker and all other District personnel that assisted in anyway.

Benefits: None.

Public Relations: None.

#### OTHER BUSINESS:

A brief discussion was held concerning the content of the Executive Summary that was presented by the Administrator. This summary addressed items that Chairman Giorgi and the Administrator discussed with Solicitor Barron during a recent meeting. The items addressed included: certifying funds, purchase of fire apparatus, utilization of reserve funds dedicated, overtime and benefits.

Commissioner Bixby stated that Clerk Wolfe is entering incidents in both the old system (ESP) and the new Firehouse software. He explained that this double entry process will be discontinued once we receive the personnel percentage report from Firehouse software.

Commissioner Bixby also stated that the County has decided this week to transfer training material and fire prevention occupancy data from the ESP System to their Firehouse software at no cost to the District. The personnel information has already been transferred. Bixby pointed out that one of the major reasons we were interested in Firehouse is this link between occupancy and preplanning and everything else that we do, which sort of ties in the whole department. So we see it as a key component of their software. However, in regards to occupancy, the Division of Fire Prevention (DFP) personnel have not been trained yet; therefore, Commissioner Bixby has asked the training officer to call the County and request training for the DFP staff. Commissioner Bixby hopes this will all be concluded in early 2009.

#### PUBLIC SESSION:

No comment.

#### ANNOUNCEMENTS:

On a motion by Commissioner Moriuchi, seconded by Commissioner Bixby, the regular meeting was recessed at 8:44 p.m. and the 2009 Budget Work Session convened at 8:44 p.m.

On a motion by Commissioner Bowman, seconded by Commissioner Bixby, the 2009 Budget Work Session was adjourned at 9:05 p.m. to enter into an Executive Session which convened at 9:05 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 Bowman, seconded by Commissioner Bixby, the Executive Session was adjourned at 10:13 p.m. and the regular meeting reconvened and adjourned at 10:14 p.m. No official action was taken.

Respectfully submitted,

Fred T. Moriuchi  
Secretary/Clerk