

November 20, 2007

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 8:00 p.m. by Chairman Giorgi with Commissioners Moriuchi, Fisher, Bowman and Bixby present. Also present were Administrator Chesner, Chief Constantine, Fire Official Worrell, Asst. Chief Green, Battalion Chief Bickmore, Battalion Chief Poole 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 7, 2007, 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, 2007; filing written notice with the Clerk of the Township of Moorestown on March 7, 2007; 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.

OTHER BUSINESS:

Chairman Giorgi explained that a deviation from the evening's agenda was being made to allow for a special presentation.

Fire Official Worrell presented six-year-old Moorestown resident Nicholas Georgiades with a plaque and certificate. Nicholas discovered a fire in the windows of the Moorestown Town Hall building on August 3, 2007. He notified his mother immediately who consequently alerted the fire department. Nicholas received a standing ovation during the presentation as photos were taken of him along with Fire Official Worrell, Chief Constantine, "Sparky the Dog" and "Pluggie".

MINUTES:

On a motion by Commissioner Moriuchi, seconded by Commissioner Fisher, the minutes of the October 23, 2007 meeting were approved as distributed.

On a motion by Commissioner Moriuchi, seconded by Commissioner Bowman, the minutes of the November 6, 2007 meeting were approved as distributed.

TREASURER'S REPORT:

Treasurer Bowman presented the cash report for October, 2007 indicating a cash balance of \$1,257,530.39. On a motion by Commissioner Bixby, seconded by Commissioner Moriuchi, the cash report was approved unanimously by the five Board members present.

Treasurer Bowman presented Voucher #4510 for period ending October 29, 2007 in the amount of \$14,944.10. He presented the statement of expenditures reflecting disbursements through November 20, 2007 and also presented Vouchers #4511-4615 and a transfer to the payroll account totaling \$132,899.99 for approval for payment. Treasurer Bowman stated that as of Nov. 20th we have expended roughly 83% of the budget; we are running slightly ahead from a revenue standpoint and should end the year with a slight surplus which is a good thing. There being no questions, on a motion by Commissioner Fisher, seconded by Commissioner Bixby, the vouchers were approved for payment by four Board members with one abstention.

CORRESPONDENCE:

Administrator Chesner commented on the letter from our workers' comp. carrier about the recent annual survey of our facilities. Chesner stated that Michael Niznik, the Loss Control Coordinator, surveyed our facilities, reviewed our past losses, discussed PAIC initiatives and loss control procedures. Mr. Niznik complimented us on the condition of our firehouses, adding that our loss experience has been excellent and no recommendations are being made.

Chairman Giorgi acknowledged the resolution from the Township Council of The Township of Moorestown approving the Commissioner's salaries for Fire District No. 1 for the Year 2008.

He also mentioned the note from Ed and Joann Miller. Mr. Miller from Fire & Safety Services thanked the Board for the invitation to our Annual Awards Dinner at Laurel Creek which he looks forward to attending every year.

ADMINISTRATOR'S REPORT:

Administrator Chesner gave a verbal review of the following written report dated Nov. 20, 2007:

Buildings and Grounds: A first floor zone valve was replaced for the heater located in the Emergency Services Building.

At the request of the squad, Maint. Engineer Bowman contacted William's Electric to add outlets in the hallway bathroom and engine room. The work performed was paid for by the squad.

Other: We didn't receive any bids for the Chevy Tahoe. I have placed the vehicle in front of the Emergency Services Building with a "For Sale" sign attached. I will keep the vehicle out front for roughly a week; if no interest is generated I will place the vehicle on E-Bay. We will have to be flexible with the price if we want to sell the vehicle in a timely manner.

Copies of the Rules and Regulations and SOG's have been placed on the member's section of our website.

The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) announced the 14th round of Fiscal Year (FY) 2007 Assistance to Firefighters Grants. I have not received any correspondence indicating whether or not we have been awarded a grant for the air packs. I will keep everyone posted of the same.

On November 13th Administrative Clerk Williams posted the special meeting notice in the Burlington County Times for the Master Plan discussion scheduled for the 28th of this month. This has been confirmed with Bill Jenaway. I have also placed the notice on the website.

Admin. Clerk Williams and I plan on having the 2006/07 Uniform Allowance checks ready for your signatures the night of the meeting. We plan to spend a little over \$19,000 this year.

Budget: On Saturday the 17th of Nov. in Gloucester City, I plan to attend a 2nd meeting conducted by the Division of Local Government Services concerning the tax levy cap. I will pass along any new information concerning the budget at our meeting on Tuesday night.

In your packets you will find a copy of the revised budget worksheet as well as a copy of the state budget in which I have entered our data. You will notice in the state budget that it calculates and shows all the exclusions allowed under the new cap on page 12. The state budget also indicates the maximum allowable increase for taxes to be raised. At the Board's request, both documents show our budget within the 4% cap utilizing the ratables of 2007. I hope that during the meeting this Saturday, I will have a better understanding of the waiver process as well as the referendum requirements if the Board should wish to move in that direction. FYI, there are no numbers in the 2008 budget for air packs in case we don't receive the grant.

The Administrator commented that the uniform allowance checks were to be signed tonight and given to the Battalion Chiefs and FP Captain for distribution to the members.

CHIEF'S REPORT:

Chief Constantine reported that the fire department responded to 48 calls during the month of October and conducted 4 Thursday night station drills and 2 Thursday night fire police drills.

Chief Constantine stated that he had scheduled the radio shop from Burlington County to come down and program portable and mobile radios on Monday for upgrading purposes.

He thanked the Board for the new 2008 Ford Expedition stating that it has been outfitted and is on the street. He also stated that the 2004 Ford Expedition that has now been assigned to Asst. Chief Green is fully serviceable.

The Chief thanked the Board on behalf of the officers for this year's annual awards dinner.

He attended a water meeting this morning from 8:00 until 9:30 a.m. at which time he gained a lot of important information. Another meeting is scheduled for Dec. 18th. Chief Jenaway who is conducting the Department Master Plan has been asked to review and comment on the information that was received.

Training Officer Bickmore, Asst. Chief Green and Commissioner Bixby went to the County's firehouse software presentation. Another meeting is scheduled for Nov 27th at 10:00 a.m. and anyone interested in attending is welcome.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell gave a verbal review of the following written report dated November 2007:

Fire Alarm & Fire Code Enforcement: There were 34 fire code inspections, 22 reinspections and 4 smoke detector compliance inspections performed and completed in a timely manner during the month of November.

One Fire Watch was posted at the Lutheran Home. The watch was posted for a period of about 36 hours for the tie-in of the old fire alarm system with the new one. Chief Constantine recruited the members and they were paid \$25.00 per hour by the Lutheran Home.

Income from smoke detector inspections, annual fire code registration fees, permits & fire alarm penalties totaled \$610.00. There is still one outstanding registration penalty of \$709.50.

One complaint was filed with the Township court system against a monitoring company (\$500.00 penalty). Court appearance is scheduled for Nov. 20th.

I met with Fire Official Cindy Maahs Knobbs to discuss the upcoming revisions for registration fees and fire lanes and the proposed changes to our fire alarm registrations and penalties. I also met with two individuals from other fire departments regarding the way they handle the enforcement of their fire lane ordinance and upon agreement with FO Maahs Knobbs, I think I have a solution to our problem.

Site Plans: Three plans were completed and submitted to the Twp. Community Development.

Fire Prevention: Inspector Schweiker performed one school classroom fire prevention activity, four station visits and sent out thank you letters for "Open House". Again, Fire Prevention Specialist Ken Schweiker did an excellent job with all the Fire Prevention activities this year. A large number of drawings were submitted and the judging for our Great Escape Contest is scheduled for November 20th. At that time we will pick one grand prizewinner and that child will ride on a Moorestown fire truck in the annual Christmas parade scheduled for the 1st Saturday in December.

Fire Investigations: One vehicle fire investigation on Rt. 38 West was completed.

Schools & Seminars: Inspector Ken Schweiker successfully completed the 90 Hour N.J. State Division of Criminal Justice Fire Investigation Course. This course is the most highly rated fire investigation course offered in the State of N.J. and on the east coast. The course included classroom instruction on investigation for cause & origin, interviewing and interrogation techniques, preparing arson cases for court, practical courtroom testimony, preserving, tracking and maintaining evidence. Practical exercises involved the investigation of actual structural and vehicular fire scenes.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

APPOINTMENTS & RESIGNATIONS:

None.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher stated that in general things are in good condition. Signs were ordered and will be placed on the back retaining wall of Station 311 alerting everyone of the exposure to a drop-off. Fisher stated that he had noticed the effect of the fans on the engine room floor at 312 in increasing the comfort level.

Apparatus: No report.

Master Planning: No report.

Station Planning: No report.

Recruitment & Retention: No report.

Benefits: No report.

Public Relations: No report.

OTHER BUSINESS:

Discussion ensued about Relief Engine Company's request for approval to raise funds that will be used to restore the Ahrens Fox (Bertha). The Commissioners granted Relief's request and asked that they inform the Board as to the type of fund raiser(s) they use and also that Moorestown's residents and business owners be made aware that their efforts are being spearheaded by Relief and not the Fire District.

PUBLIC SESSION AND ANNOUNCEMENTS:

On a motion by Commissioner Bixby, seconded by Commissioner Fisher, the regular meeting was recessed at 8:35 p.m. and the 2008 Budget Work Session convened at 8:35 p.m.

On a motion by Commissioner Fisher, seconded by Commissioner Bixby, the 2008 Budget Work Session was adjourned at 9:38 p.m. to enter into an Executive Session which convened at 9:39 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 Bowman, the Executive Session was adjourned at 9:48 p.m. and the Budget Work Session reconvened and adjourned at 9:49 p.m. without further official action.

Respectfully submitted,

R. Max Fisher
Secretary/Clerk