

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, Schuster, Schlindwein and Bixby present. Also in attendance were Administrator Chesner, Chief Green, Fire Official Worrell 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, 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 Fisher, seconded by Commissioner Schuster, the minutes of the November 22, 2011 meeting were approved by the five Board members present.

On a motion by Commissioner Schlindwein, seconded by Commissioner Bixby, the minutes of the December 6, 2011 meeting were approved as amended by Commissioner Fisher by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for November 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$19,482.71 in the PNC Bank Payroll account, \$417,135.63 in the PNC Bank Sweep account, \$30,676.96 in the PNC Unemployment Trust account, \$290,401.59 in the NJ Cash Management Fund and \$865.13 in the Flex Account for a total cash balance in all bank accounts of \$783,562.02. On a motion by Commissioner Fisher, seconded by Commissioner Schuster, the cash report was accepted and approved by the five Board members present.

Treasurer Schlindwein presented the Statement of Expenditures through the disbursements of December 13, 2011 and stated that 94% of this year's budget had been expended to date.

The Treasurer presented Checks #7166-7214 and a payment to the N.J. State Health Benefits Program all totaling \$139,126.42. After he and the Administrator commented on several bills, a

motion was entered by Commissioner Schuster and seconded by Commissioner Bixby to approve the bills for payment.

CORRESPONDENCE:

Chairman Shelley acknowledged the two letters received on December 8th from Jeffrey L. Boileau, Secretary of Relief Engine Company with a list of the executive officers and line officers at Relief Engine Company.

Chairman Shelley also acknowledged the letter sent to Township Manager Scott Carew on December 8th from Chief Green regarding the meeting concerning the municipal lot and the proposed shared lot behind Main St. between Mill St. and Chester Ave.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items from his written report dated December 13, 2011. He stated that the Pay-Per-Call amounts for the month of November had been placed on the membership's section of the District's website; daytime calls were worth \$9.13 and all-calls were worth \$6.97.

He also commented on some of the items that were done in and around both buildings.

CHIEF'S REPORT:

Chief Green offered a few comments from his written report dated December 13, 2011 which included the following incident report:

The fire department responded to 50 incidents during the month of November that consisted of 2 fires, 2 mutual aid building fires, 1 rubbish fire, 1 rescue, 9 hazardous conditions (no fire), 9 service calls, 3 good intent calls and 23 false alarms/false calls. There were 3 fire department drills and 3 fire police drills.

Commissioner Fisher 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 advised the Board that there is a Burlington County Fire Chief's meeting tomorrow night and that he will talk with the Chairman of the Radio Committee during that meeting. The Board will move forward if no resolution is reached and talk directly with the Director of Public Safety.

FIRE OFFICIAL'S REPORT:

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

Fire Official Worrell thanked the Board for their continued support of the department's fire prevention programs and thanked the members of Station 311 for getting their engine ready for the Great Escape Winner to ride on during the Christmas Parade. He also stated that as of today the Fire Department's Facebook page went live.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

Administrator Chesner read Resolution 2011-36 “*Approving the Budget for the Fiscal Year January 1, 2012 to December 31, 2012*” “. Resolution 2011-36 was offered on a motion by Commissioner Schlindwein, seconded by Commissioner Schuster. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

Administrator Chesner read Resolution 2011-37 “*Establishing the Date, Time and Place for the Holding of a Public Hearing on the 2012 Budget of the Board of Fire Commissioners, Fire District No. 1, Township of Moorestown, County of Burlington, New Jersey*”. Resolution 2011-37 was offered on a motion by Commissioner Fisher, seconded by Commissioner Bixby. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

Administrator Chesner read Resolution 2011-38 “*Canceling Balances in the 2011 Budget Appropriations at December 31, 2011*”. Chairman Shelley indicated that this was a bookkeeping resolution and needed to be done to comply with NJ Statute and for the annual audit. Resolution 2011-38 was offered on a motion by Commissioner Schlindwein, seconded by Commissioner Schuster. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

Administrator Chesner read Resolution 2011-39 “*Authorizing the Award of Purchase Orders for Materials and Supplies Purchased Under Contract by the State Division of Purchase and Property Pursuant to N.J.S.A. 40A:11-12*”. Again, Chairman Shelley indicated that this was a bookkeeping resolution and needed to be done to comply with NJ Statute and for the annual audit. Resolution 2011-39 was offered on a motion by Commissioner Schuster, seconded by Commissioner Bixby. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

Chief Green announced the following membership changes:

- Junior Robert O’Donnell – Terminated from Fire Dept. on Sept. 21, 2011
- Junior Matthew B. LaDelfa– Joined Fire Dept. on Dec. 7, 2011

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher stated that we are waiting on quotes from Craig Test Laboratories, Inc. and Pennoni Associates, Inc. for the drill coring and analysis of the concrete floor at Relief. Once completed, Garrison Architects can complete the structural analysis of the floor and place it in the facility assessment report.

Chairman Shelley asked the Board members to review the draft report of the facility assessment and be prepared to comment at the next meeting.

Apparatus: No Report.

Planning: No Report.

Recruitment & Retention/Public Relations: Commissioner Schlindwein stated that the membership committee will be meeting the first of the year and review the Rules and Regulations pertaining to membership. Commissioner Schlindwein also advised the Board that Asst. Fire Marshal Schweiker has developed the Official Department Facebook Page and the same is up and running. Recruitment information will be placed on the page in the near future.

Benefits: No Report.

Information Technology: No Report.

SQUAD: Chairman Shelley stated that the Board received a letter from Squad Chief Lee Ann Parry for the Board's consideration of funds in the amount of \$60,000 to go towards their next ambulance scheduled for replacement in 2012.

Commissioner Schlindwein asked what type of vehicle the Squad was considering purchasing; no one from the Squad was present to answer the question.

OTHER BUSINESS: Administrator Chesner asked the Board to review the draft copy of the Drug and Alcohol Policy 14.10 found in their packets so that they could discuss and finalize at a future meeting.

PUBLIC SESSION: No Comments.

ANNOUNCEMENTS: None.

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 Schuster, the regular meeting was recessed at 8:08 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 8:09 p.m.

On a motion by Commissioner Schlindwein, seconded by Commissioner Schuster, the executive session was adjourned at 8:18 p.m.

On a motion by Commissioner Schlindwein, seconded by Commissioner Schuster, the regular meeting was reconvened and adjourned at 8:19 p.m. without any further action.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk