

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 & Schuster present. Also in attendance were Administrator Chesner, Chief Green, Asst. Chief Poole 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 Schuster, the minutes of the November 23, 2010 meeting were approved by the four Board members present.

Commissioner Bixby arrived at 7:35 p.m.

On a motion by Commissioner Schuster, seconded by Commissioner Schlindwein, the minutes of the December 7, 2010 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for November 2010 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$22,590.30 in the PNC Bank Payroll account, \$734,571.78 in the PNC Bank Sweep account, \$29,681.36 in the PNC Unemployment Trust account and \$290,036.43 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$1,101,879.87. On a motion by Commissioner Schuster, seconded by Commissioner Fisher, the cash report was approved by the five Board members present.

Treasurer Schlindwein stated that the Statement of Expenditures through the disbursements of December 14, 2010 indicates that we have expended 83% of this year's budget.

Treasurer Schlindwein presented Checks #6586-6625 totaling \$89,885.05. Commissioner Fisher asked Administrator Chesner about voucher #6597 to William Dukes, Sr. Administrator Chesner stated that the check was for payment of an I-400 Class that William Dukes conducted at Station 311 for the officers of

the department. After the Treasurer and Administrator commented on a few other payments, on a motion by Commissioner Fisher, seconded by Commissioner Bixby, the monthly bills were approved for payment by the five Board members.

CORRESPONDENCE:

Chairman Shelley stated that as usual, correspondence concerning appointments and resignations would be reviewed later in the meeting.

No other correspondence was received.

ADMINISTRATOR'S REPORT: None.

CHIEF'S REPORT:

Chief Green's written report dated December 14, 2010 included the following incident report.

The fire department responded to 38 incidents during the month of November that consisted of 5 fire calls, 7 hazardous conditions (no fire), 8 service calls, 4 good intent calls and 14 false alarms/false calls. There were 4 fire department drills and 2 fire police drills.

Chief Green stated that Engine 3122 is in service and he would talk about the Christmas Parade during other business.

FIRE OFFICIAL'S REPORT:

Asst. Fire Marshal Schweiker commented on a few items from the December 2010 Fire Official Report.

Mr. Schweiker reported that he, Chief Green and FO Worrell met and discussed some of the items in FO Worrell's report as presented to the Board. He further reported that some of the items in the report that indicated him as performing were incorrect. FO Worrell accidentally placed in his report information that was being performed for building intelligence from forms that were utilized in the past. Chief Green and AFM Schweiker explained the new forms and the process in collecting building intelligence. He assured the Board that no additional time would be needed during fire inspections when collecting this data.

AFM Schweiker thanked everyone for their help during fire prevention and mentioned that the family of the great escape winner was very impressed with the program and thanked the department. AFM Schweiker also reported to the Board that 79 children have filed for the Adopt a Fire Hydrant Program and that Senior Clerk Typist Longo has been a huge help with this program.

AFM Schweiker reported that they conducted two fire investigations; one automobile fire and a dryer fire.

Commissioner Fisher asked of the 43 completed forms, how many had been placed into the system. Chief Green stated that 40 had been inputted. Chief Green further stated that both he and AFM Schweiker are inputting the information into the computer.

CORRESPONDENCE: None.

BIDS & QUOTATIONS: None.

RESOLUTIONS:

Administrator Chesner read Resolution 2010-32 “*Approving the Budget for the Fiscal Year January 1, 2011 to December 31, 2011*”. Afterwards Chairman Shelley opened the floor to the public for comment on the resolution as read. There was no public comment. Resolution 2010-32 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 by title only Resolution 2010-33 “*Establishing the Date, Time and Place for the Holding of a Public Hearing on the 2011 Budget of the Board of Fire Commissioners, Fire District No. 1, Township of Moorestown, County of Burlington, New Jersey*”. Resolution 2010-33 was offered on a motion by Commissioner Bixby, seconded by Commissioner Schuster. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

Administrator Chesner read by title only Resolution 2010-34 “*Canceling Balances in the 2010 Budget Appropriations at December 31, 2010*”. 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 2010-34 was offered on a motion by Commissioner Schindwein, seconded by Commissioner Fisher. There being no question, on a roll-call vote, the resolution was unanimously adopted 5-0.

Administrator Chesner read by title only Resolution 2010-35 “*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 2010-35 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:

Chairman Shelley announced the following membership changes that were submitted by Training Officer Bickmore:

- Bradley Kenney’s membership status has changed from Probationary to Active as of December 10, 2010.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher asked when the roof work at Relief would be completed. Administrator Chesner stated that he contacted Tait Roofing and the work has been placed on their schedule.

Apparatus: No Report.

Planning Committee: Committee Chairman Shelley stated that the Planning Committee was unable to meet on December 13<sup>th</sup>. The next meeting will be scheduled for sometime in January after Chairman Shelley consults with Chief Green as to his availability.

Recruitment and Retention/Public Relations: Commissioner Schlindwein reported that we accepted two Junior Members and one Active Probationary member into the department.

Benefits: Administrator Chesner asked the Board for their thoughts concerning those members whose membership status is changing from probationary to active and whether the members' participation in the Pay-Per-Call Program could begin the first of the month following their change to active status. Administrator Chesner stated that the way reports are generated for Pay-Per-Call, paying a member for a partial month will effect all other members' payments for calls run during that period. The Board agreed to have payments begin the first of the month following the members change in membership status and have the same reflected in all future resolutions appointing members to the Pay-Per-Call Program.

Information Technology: No report.

Squad: No report.

#### OTHER BUSINESS:

Administrator Chesner asked if the Board would have a problem advertising the Notice of Fire District No. 1's Election along with that of Fire District No. 2. Administrator Chesner indicated that N.J.S.A 40A:14-72 allows fire districts located in the same municipality to combine the publication of their notice of election. The Board agreed and advised Administrator Chesner to move forward with the idea.

Chief Green reported on the Christmas Parade and asked if a donation could be made to the Burlington County Fire Police Association as well as Deptford Fire Police who sent 7 FP Officers. The Board thought that would be a good idea and made the suggestion that the Lion's Club give a donation to both organizations since it was the Fire Police that saved them from paying the money needed for the overtime if Moorestown Police were handling traffic control at the parade. Chief Green stated that he would look into the idea.

Chief Green mentioned that he hopes the help we offered to the Township and Lion's Club would be a one time event. Gathering that many Fire Police Officers was very difficult; the Board agreed and asked Chief Green to draft a letter to Town Council expressing his concerns.

#### PUBLIC SESSION AND ANNOUNCEMENTS: None.

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

Respectfully submitted,

Charles H. Schuster  
Secretary/Clerk