

December 11, 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, Administrative Clerk Williams, Squad President Maltbie and Squad Treasurer Collins.

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.

MINUTES:

On a motion by Commissioner Moriuchi, seconded by Commissioner Bixby, the minutes of the December 4, 2007 meeting were approved as distributed.

TREASURER'S REPORT:

November's cash report was deferred until the January 22, 2008 meeting. Treasurer Bowman explained that this meeting was early in the month, prior to receipt of the November bank statements.

Treasurer Bowman presented the statement of expenditures reflecting disbursements through December 11, 2007 and also presented Vouchers #4616-4662 and a transfer to the payroll account totaling \$111,972.50 for approval for payment. Administrator Chesner stated that the check to Decisive Business Systems was to purchase a block of time that will be needed to install the new computer equipment. There being no questions, on a motion by Commissioner Bixby, seconded by Commissioner Fisher, the vouchers were approved for payment by the five Board members present.

CORRESPONDENCE:

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 also stated that he looks forward to attending every year.

The Chairman also made mention of the letter from Fire Official Cynthia Maahs Knobbs from District #2 in which she thanked the officers and members for their assistance at the fire extinguisher display that she presented at our Open House on October 12, 2007.

It was noted that a letter was received from Chief John A. Welling, III of Medford Farms Fire Company thanking the officers and members for supplying vital coverage of the Pineland region on Nov. 19th and 20th. Chief Welling also mentioned that our members assisted in reloading their apparatus making it the first time in the history of their company that they laid all the supply hose during a single event not to mention the attack lines.

ADMINISTRATOR'S REPORT:

Administrator Chesner stated that the signs to be placed on the back retaining wall of Station 311 alerting everyone of the exposure to a drop-off had come in from Griffin Sign Co. He also stated that Ritchie Bowman would put them up upon his return on Monday.

He commented that the majority of his time has been devoted to budget preparation.

CHIEF'S REPORT:

Chief Constantine reported that the fire department responded to 45 incidents during the month of November and conducted 4 Thursday night station drills and 2 Thursday night fire police drills.

The Chief elaborated on the 3 incidents that had occurred since the beginning of December. On Dec. 5th, the Dept. responded to a fire that involved leaves, a fence and a fire shed at 119 Mt. Laurel Road and on Dec. 6th, the District assisted District #2 with a dwelling fire at 202 Garwood Avenue. On Saturday night, Dec. 8th, the Dept. responded to the motor vehicle accident that impacted the entire community. There was a lot of trauma involved at this critical incident that resulted in a casualty. It was a long evening and Asst. Chief Green, Battalion Chief Bickmore and other officers and members did an excellent job. A crisis team came in on Sunday night and conducted a meeting at which 26 of our members attended. Services will be available to the members beyond Sunday night.

The annual training dates have been mailed and placed in the member's mailboxes. Boathouse jackets have been ordered and should arrive in about 4 weeks or less. The radios have been programmed.

The Chief received approval from the Board to purchase additional technical rescue equipment that exceeded the original budget amount.

Chief Constantine stated that 3119 went out for some light tower work, 3125 was taken to Johnson & Towers for repairs and 3121 is scheduled to go out once the maintenance engineer returns.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell gave a verbal review of his following written report dated December 2007:

Fire Inspections: Fire code inspections, re-inspections and smoke detector compliance inspections are being completed in a timely manner. All fire code inspections are up-to-date.

Fire Alarm & Fire Code Enforcement: Income from smoke detector inspections, annual fire code registration fees, permits and fire alarm penalties in December totaled \$925.00. As of this date for the year of 2007, this office took in \$69,508.40 from N.J. State Registration fees, local registration fees, fire code permits, fire alarm penalties and fines. I attended two mandatory court appearances; one was postponed and I collected a \$500.00 penalty from a monitoring company from the second.

Plan reviews: Submitted one plan review with recommendations; presently working on two new site plans.

Fire Prevention: Inspector Schweiker performed 3 daytime station visits and one evening visit.

Fire Investigations: One formal fire investigation was completed for 119 Mt. Laurel Road. This accidental fire consumed the homeowners' tool shed and most of their stockade fence.

Smoke Signals (Fire-Setters Intervention Program): I attended the two day, "Annual Juvenile Fire-Setters Conference" at the Middlesex Fire Academy.

Fire Marshal Worrell opened discussion about the appointment of Fire Inspector Schweiker as Assistant Fire Marshal and Administrator Chesner as Deputy Fire Marshal or a similar name. Worrell stated that this would be an asset to his office and would provide adequate coverage for fire investigations during off hours such as weekends, holidays, etc. The Board was in favor of moving forward with the appointments and would include these designations on the resolution that appoints the officials for 2008.

BIDS & QUOTATIONS:

Administrator Chesner stated that he had received an offer of \$2,000.00 from Kevin Stokeley to purchase the 1996 Chevy Tahoe. After a brief discussion, it was decided that the Tahoe would be placed back in front of Station 311 with a "for sale" sign on it until the beginning of the New Year.

Chairman Giorgi mentioned that we had a handful of resolutions to approve and before reading the resolutions he wanted to review the 2008 proposed budget. Treasurer Bowman and Administrator Chesner spent time reviewing the proposed budget and summarizing the thoughts and decisions made during the workshop meetings. Items discussed included revenue,

unreserved and reserved fund balance, waiver explanations in the case we didn't receive the Assistance to Firefighter Grant for new air packs as well as significant increases in specific budget line items. After some discussion concerning the budget, Chairman Giorgi asked the Board to reconsider assisting the Squad with the purchase of two hydraulic stretchers in year 2008. Chairman Giorgi mentioned even though our budget is tight for 2008 he would like the Board to consider assisting the Squad with the above purchase. After a brief discussion the Board unanimously agreed to place \$20,000 in the appropriation for a duly incorporated first aid squad line item. The Board agreed that the apron project in front of Station 311 could be completed with less than that which was budgeted by reutilizing the current pavers. The decrease in building and grounds budget line item would be used to fund the Squad's request.

RESOLUTIONS:

Resolution 2007-28 "*Approving the Budget for the Fiscal Year January 1, 2008 to December 31, 2008*" was read by title only and offered on a motion by Commissioner Fisher, seconded by Commissioner Bixby. There being no question on the resolution, on a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2007-29 "*Establishing the Date, Time and Place for the Holding of a Public Hearing on the 2008 Budget of the Board of Fire Commissioners, Fire District No. 1, Township of Moorestown, County of Burlington, New Jersey*" was read by title only and offered on a motion by Commissioner Bowman, seconded by Commissioner Moriuchi. On a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2007-30 "*Canceling Balances in the 2007 Budget Appropriations at December 31, 2007*" was read by title only and offered on a motion by Commissioner Moriuchi, seconded by Commissioner Fisher. On a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2007-31 "*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*" was read by title only and offered on a motion by Commissioner Bowman, seconded by Commissioner Bixby. On a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2007-32 "*Authorizing the Cancellation of Certain Balances in the Accounts Payable and Encumbrances Payable of Record of the Board of Fire Commissioners for the Fiscal Year 2006*" was read by title only and offered on a motion by Commissioner Fisher, seconded by Commissioner Bowman. On a roll-call vote, the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

Chief Constantine stated that Brian P. Apgar was recommended for Probationary membership and assigned to Station 311 in November.

COMMITTEE REPORTS:

Buildings & Grounds: No report.

Apparatus: No report.

Master Planning: No report.

Station Planning: No report.

Recruitment & Retention: No report.

Benefits: No report.

Public Relations: No report.

OTHER BUSINESS:

The Administrator announced that the District Office holiday luncheon, hosted by the Board of Fire Commissioners would be at the Red Stone Bistro in Marlton on Friday, December 21st.

Fire Marshal Worrell thanked the members of Hose Co., especially Captain Keyes, for their involvement in the annual Christmas parade. He also commended Fire Inspector Schweiker on the great job he did with this year's Great Escape winner. Pictures have been posted on the Dept.'s website.

Fire Marshal Worrell stated that he had mailed letters to the churches in Moorestown addressing the issue of overcrowding during the holiday season. In the correspondence, he reminded them of the occupancy load regulations.

Chairman Giorgi extended his gratitude to everyone in the Dept. for all the assistance that he has received this year, especially to the Board. He appreciates everyone's efforts, realizing that it was tough at the end with the many changes in the budget process. He also wished everyone a safe Christmas and Happy New Year.

On a motion by Commissioner Bixby, seconded by Commissioner Bowman, the regular meeting was adjourned at 9:22 p.m.

Respectfully submitted,

R. Max Fisher
Secretary/Clerk