

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 and Bixby present. Also in attendance were Administrator Chesner, Administrative Clerk Williams, Chief Green, Fire Official Worrell, Training Officer Bickmore, Battalion Chief Thomas, Fire Police Lieutenant Boileau and Squad Treasurer Collins.

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 Schuster, seconded by Commissioner Bixby, the minutes of the August 30, 2011 meeting were approved by the five Board members present.

TREASURER'S REPORT:

Treasurer Schlindwein presented the cash report for August 2011 indicating balances of \$25,000.00 in the PNC Bank Operating account, \$22,120.92 in the PNC Bank Payroll account, \$869,236.28 in the PNC Bank Sweep account, \$30,723.36 in the PNC Unemployment Trust account and \$290,375.18 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$1,237,455.74. 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 September 27, 2011 and stated that 69% of this year's budget had been expended to date. He also stated that all the budget accounts were in good order.

The Treasurer presented Checks #7026-7074 and payment to the N.J. State Health Benefits Program all totaling \$105,485.37. After he and the Administrator commented on several bills, a

motion was entered by Commissioner Fisher and seconded by Commissioner Bixby to approve the bills for payment. Motion carried.

CORRESPONDENCE:

Chairman Shelley stated that a letter from President Stella Hearn of the Auxiliary of the Moorestown Fire Department was received in response to our letter of inquiry about their organization's status which would be discussed later in the evening.

The chairman acknowledged the letter of gratitude to Fire Marshal Bob Worrell for his assistance at Kingsway Learning Center in helping them with their evacuation plans and training their staff for emergency situations. Also, the letter sent to a firefighter concerning his station assignment and driving privileges was recognized.

ADMINISTRATOR'S REPORT:

Administrator Chesner commented on a few items from his written report dated September 27, 2011. He stated that the replacement windows for Relief's meeting room and the bell tower were installed and capped by Kendall Mansfield Window and Doors who did an excellent job.

Booker Flooring will be replacing the stair treads on the Squad side of the building which will include the four stairs leading to the elevated office on the 2nd floor. Quality Cleaning will resume the cleaning of Stations 311 and 312 this week.

The administrator stated that this year's 1st Budget Workshop is scheduled for Tuesday, October 11th.

He also stated that the Pay-Per-Call amounts for the month of August had been placed on the District's website; the "daytime" calls were worth \$7.51/call and the "all" calls were worth \$2.29/call.

CHIEF'S REPORT:

Chief Green offered a few comments from his written report dated September 27, 2011 which included the following incident report:

The fire department responded to 102 incidents during the month of August that consisted of 6 fire calls, 2 mutual aid building fires, 3 overpressure ruptures (no fire), 1 rescue & emergency medical service incident, 39 hazardous conditions (no fire), 20 service calls, 4 good intent calls, 22 false alarms/false calls and 5 severe weather calls. There were 3 fire department drills and 2 fire police drills.

Chief Green stated that the fire dept. was very busy last month with 102 calls. The total number of storm related calls were 37, with 21 of those calls being self-dispatched. Everyone who showed up that weekend did an outstanding job. Also, because of the storm, a couple of minor operational deficiencies were noted and will be corrected; some equipment/supply concerns will also be addressed.

The Chief reported several Line Officer changes that went into effect over the last few weeks. Jeff Gullo is the new Lieutenant at Station 312, David Chezem has been promoted to Captain at Station 311 and Eric Pluckhorn is the new Lieutenant at Station 311.

He also mentioned that he is reviewing the Line Officers budget requests and will present them to the administrator soon.

Chief Green stated that he attended several meetings this past month including a short one with Mayor John Button and Acting Township Manager Thomas Merchel about a Moorestown Township Public Service Award. The consensus was that the award would not be granted until someone truly deserved it instead of presenting it annually for the sake of giving out an award. He also reported that they briefly discussed the idea of putting an Emergency Operations Center in the new Town Hall.

Chief Green stated that a 3rd page is being added to the run sheets. Expanded notes for the runs will be placed on this third page.

The Department had its first live burn in the new class "B" building at the Burlington County Fire Training Grounds. The biggest advantage in using the class "B" building was that there was no downtime between evolutions and no cleanup afterwards. They plan to go again before year-end.

The leaking fuel pump on Brush 3126 was repaired.

FIRE OFFICIAL'S REPORT:

Fire Official Worrell made the following comments in addition to submitting his monthly report dated September, 2011.

He announced that it was fire prevention time again. Asst. FM Schweiker has been working hard and has scheduled 16 trucks visits along with 8 station visits. FO Worrell stressed the need of drivers for the truck visitations. He commended Lockheed Martin for supplying free prevention materials again this year.

Fire Official Worrell explained the reasons for his recent letter to Governor Christie. FO Worrell had been made aware of plans by the State to essentially disband the Division of Fire Safety and reassign its component Bureaus and responsibilities to various other state agencies. The plans included transferring Uniform Fire Code development, support and enforcement to the Division of Codes & Standards within DCA.

Worrell stated that this potential action prompted a large writing campaign opposing the Governor's plan. He also stated that this plan would adversely affect fire official & fire inspector training & certification, firefighter/fire officer training & certification, fire incident reporting & data collection, revenue from Life Hazard Use fees and many other fire safety related functions. He emphasized the fact that New Jersey leads the nation in fire safety and it would be a shame to lose that standing.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

On a motion by Commissioner Fisher, seconded by Commissioner Schindwein, Resolution 2011-26 *“Establishing a Computer, E-Mail and Internet Use Policy”* was offered for final adoption at second reading after being approved at first reading on August 30, 2011. Chairman Shelley opened the public hearing on the resolution. There were no comments or questions from the public. On a roll-call vote, the resolution was unanimously adopted 5-0. Administrator Chesner stated that the policy would be placed on the District’s website under the membership’s section.

On a motion by Commissioner Bixby, seconded by Commissioner Schuster, Resolution 2011-27 *“Amending Fire Department Section 2.0 of the Rules and Regulations of the Moorestown Fire Department”* was offered at second reading after being approved at first reading on August 30, 2011. Chairman Shelley explained that this resolution changes the limit of Junior Auxiliary members from 10 to 12. He then opened the public hearing on the resolution. There were no comments or questions from the public. Administrator Chesner stated that the policy would be placed on the District’s website under the section for the membership. On a roll-call vote, the resolution was unanimously adopted 5-0.

Resolution 2011-28 *“Appointing Members of the Fire Department to Serve in Certain Official Capacities of the Fire Department and Fire District”* was read by the Administrator and offered on a motion by Commissioner Bixby, seconded by Commissioner Fisher. Chairman Shelley congratulated the candidates on their promotions. There being no comments or questions from the public, on a roll-call vote, the resolution was unanimously adopted 5-0.

APPOINTMENTS & RESIGNATIONS:

Chairman Shelley announced the following membership changes:

- FF James T. Clancy, Jr. – resigned on September 8, 2011.
- FF Steven M. Alvater – probationary member assigned to Station 311 on Sept. 17, 2011.

COMMITTEE REPORTS:

Buildings & Grounds: Commissioner Fisher stated that there had been ongoing dialogue over the last two years about major work being done at Relief Engine Co. After a lengthy discussion, it was decided to ask the firm of Garrison Architects to conduct a facility assessment of the building. Fisher stated that their analysis of existing building systems conditions, deficiencies and proposed remedies will help the Board determine what needs to be done and ensure that we get things done in the right order. He also commented that our past experience with Garrison Architects has shown them to be comprehensive and professional. The administrator confirmed that \$15,000 was on hand for the project. The chairman stated that the job would have to be awarded under a professional services contract and we will have to certify that adequate funds are available.

A motion was made by Commissioner Schlindwein, seconded by Commissioner Schuster, to direct the administrator to solicit Garrison Architect's assistance in preparing a facility assessment for Relief Engine Co. Also, a resolution would be adopted at the October 11th meeting for this appointment. Motion carried.

Administrator Chesner stated that he had attended a Burlington County Bridge Commission meeting about special financing for energy programs that are available to school districts, fire districts and local municipalities. The "Greenbacks to Go Green" clean energy program offered by the Bridge Commission includes full funding from NJBPU for the costs of the energy audit upon completion of an approved energy audit.

The BCBC established the Green Energy Lease Bank to provide tax-exempt lease purchase financing to school districts, fire districts and municipalities for Energy Conservation Projects. With the County's support, the Green Energy Lease Bank will permit local governments to maximize cost savings through cost-effective and flexible financing.

Administrator Chesner further explained the manner in which the program is to be funded, stating that more information is forthcoming. He stated that this program could certainly assist the District in developing energy conservation measures involving both of our buildings which would include lighting, heating and air conditioning. He plans to talk with an engineer tomorrow on how to proceed with the energy audit.

Apparatus: Commissioner Fisher stated that the committee met on September 19th. His written report included detailed comments on the following agenda items:

1. The NFPA Review of Engine 3121 and suggested modifications.
2. The review and assessment of the hydraulic tool package on Rescue Unit 3119.
3. Timing for the disposal of Engine 3111.
4. Disposal or replacement of Unit 3126.
5. Replacement of Car 3100 in 2012

Following discussion on the above items, the chairman asked that we delay final decision on the disposal of Engine 3111 until the Oct. 25th meeting. This will allow other firefighters to offer their concerns/comments about the issue to the Board members. It was stated that the disposal/replacement of Unit 3126 would also be discussed at the meeting on Oct. 25th.

Planning: Chairman Shelley stated that the committee met yesterday and has met almost monthly without fail. They are moving along and making progress with the Chief working on pre-fire planning so that a standard of response can be developed.

Recruitment & Retention/Public Relations: Commissioner Schlindwein reported meeting with a probationary and junior member this month and a junior that's moving over to probationary membership.

Benefits: Administrator Chesner stated that the District employee's 1st pay in October reflected the increase in their pension contribution from 5.5% to 6.5%. The new healthcare premium share contributions should begin with the first pay period in November. The flexible spending account (FSA) has been established with Paychex, Inc. who will administer the program. Paychex will offer the participants a debit card to be used for pre-taxed expenditures. The cost is

\$1,150 for set-up with a \$750 annual administrative fee. An orientation meeting has been scheduled for the employees; they may enroll in the program at that time or choose to enroll later. Administrator Chesner stated that he and Commissioner Bixby had reviewed some private plans, but found no cost savings.

Administrator Chesner stated that the Board's final annual Police & Fire Retirement System's (PFRS) payment is due in 2012.

Information Technology: None.

SQUAD:

Squad Treasurer Collins reported that 3193 was causing a lot of financial problems. They are asking for help with its replacement. He stated that they felt that the cost was becoming too great with about \$10,000 already spent in repairs. A letter will be forthcoming asking the Board to expedite procedures to assist them. They may need the Board's help in the 2012 Budget.

Squad Treasurer Collins also reported that the Board of Directors was finally adopted at their September meeting and they will be looking for replacements at the end of the year due to existing terms coming to an end. Anyone can apply by submitting a resumé. Chairman Shelley suggested that it be an independent Board and if one of our commissioners should submit an application, they should apply as an individual and not as a commissioner which would secure our position since we are the Squad's largest benefactor.

OTHER BUSINESS:

Fire Police Lieutenant Boileau stated that he will contact the administrator, chief and others in regard to his requests for items needed at the Firefighter's Assn. Meeting and Memorial Service that are to be held on Nov. 16th at Station 311.

Chairman Shelley stated that a letter was received from Stella Hearn, President of the Auxiliary of the Moorestown Fire Dept. in response to the Administrator's invitation to their members to attend tonight's meeting at which time the future of their organization would be discussed. Chairman Shelley stated that in their letter they thanked the Board for its support over the years and agreed to the dissolution. He then announced that the auxiliary would be dissolved by resolution at the Board's regular meeting scheduled for October 25, 2011.

Chairman Shelley asked the administrator to draft a letter from the Board to the governor about our serious concerns about the actions in process that would eliminate or transfer any of the functions of the Division of Fire Safety to other divisions, departments or agencies.

PUBLIC SESSION: None.

ANNOUNCEMENTS:

Chief Green announced that the resident who had a working fire on Winding Way a few months ago would like to show her appreciation by providing dinner to everyone after drill on Oct. 6th.

Chief Green also announced that the Division of Fire Prevention's Annual Open House is scheduled for Friday, October 14th. He stated that we need as many firefighters as we can get to assist at Open House and with truck visits.

On a motion by Commissioner Bixby, seconded by Commissioner Schlindwein, the regular meeting was adjourned at 9:27 p.m.

Respectfully submitted,

Charles H. Schuster
Secretary/Clerk