

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 7:00 p.m. by Vice Chairman Leuliette, with Commissioners Shelley, Schlindwein and Bowman present. Also, in attendance was Administrator Chesner, Fire Official Orsini, Maintenance Engineer Thomas, and Fire Police Captain Clifford.

Vice Chairman Leuliette opened the meeting by reading the following statement by title only on a motion by Commissioner Schlindwein, seconded by Commissioner Shelley:

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 8, 2023 and entering the same in the official book of the Fire District in the Municipal Library; emailing written notice to the official newspaper, the Burlington County Times on March 10, 2023. same being published on March 15, 2023, filing written notice with the Clerk of the Township of Moorestown on March 8, 2023; filing written notice with the Clerk of the Board of Fire Commissioners, Fire District No. 1, 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, and other Social Media Outlets.

Following that, the Vice Chairman led the Pledge of Allegiance to the Flag after which he identified the emergency exits.

Chairman Leuliette presented a Resolution to Commissioner Shelley for his 15 years of service on the Board of Fire Commissioners.

Commissioner Shelley briefly spoke about his time with the Fire District and thanked all of the individuals that supported him over the years.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Shelley, the minutes of the January 23, 2024 were approved by the four Board members present.

TREASURER’S REPORT:

Treasurer Shelley presented the cash report for January 2024 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of January 31, 2024. The balances were \$795,858.82 in the PNC Bank Operating account, \$54,607.69 in the PNC Bank Payroll account, \$42,807.70 in the PNC Unemployment Trust account, \$32,236.54 in the PNC Flexible Spending account and \$2,813,559.37 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,739,070.12. The operating checking account bank balance was \$805,674.94 less outstanding checks of \$9,816.12. On a motion by Commissioner Schlindwein,

seconded by Commissioner Bowman, the cash report for January was accepted and approved by the four Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of January 31, 2023. He stated that the budget had an unexpended balance of \$2,670,112.79 and we are 17% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12717-12756 dated January 31, 2024, one (1) payment to Sun Life Financial, one (1) one payment to PNC Visa Signature Business, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, one (1) payment to Verizon Communications Inc., and one (1) payment to Amtrust all totaling \$162,773.06 of which \$773.91 being charged to the 2023 budget. Commissioner Shelley and Administrator Chesner reviewed the larger disbursements, including the electronic fund transfers for the month. A motion was entered by Commissioner Bowman and seconded by Commissioner Schlindwein to approve the bills for payment. The vouchers were then approved by the four Board members present.

CORRESPONDENCE:

Administrator Chesner stated that Wawa sent their parking license agreement and Richard Worrell sent some old pictures of the firehouse accompanied by a letter detailing the photos.

Administrator Chesner also mentioned the minutes that the fire district received from the New Jersey State Association of Fire Districts' meeting held on December 2, 2023.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated February 27, 2024:

Peterson Heating and Air performed their quarterly service on the HVAC Equipment in both buildings last week.

We met with WJ Gross Construction along with their trades on Friday, February 23rd to review the latest structural drawings for the repair of the rear wall at Station 311. We should receive a proposal in the next few weeks.

We have received (2) proposals for the new carpet in the office; I'm working on one additional.

I'm still waiting on the final 2023 Worker Comp. Audit for our Guard Insurance policy. As a reminder, Guard Insurance hired RLD Associates to perform the audit. I will keep you posted on the outcome.

The Fire District Election was held on Saturday, February 17th from 2PM till 9PM. We had 155 voters cast a vote at the polls and as of Friday the County received 485 Vote by Mails with a total of 2,726 mailed to the residents of Fire District No. 1. Below are the unofficial results of the election:

	Polls	Absentee	Total
<i>Candidates: (Full Term)</i>			
Thomas C. Fischer	26	130	156
Brian J. Hillers	50	136	186
Ralph A. Kohart, Jr.	68	176	244
<i>Candidates: (Unexpired Term)</i>			
Thomas E. Keyes, Jr.	73	215	288
Kevin A. McKenna	67	218	285
<i>Year 2024 Annual Budget:</i>			
YES	127	419	546
NO	9	146	155
<i>SCBA:</i>			
YES	132	499	631
NO	6	71	77
<i>Breathing Air Compressor:</i>			
YES	133	512	645
NO	6	55	61

I would like to discuss the option of moving our election to November; below are some items to consider:

- Cost of the election when held in February:
 - Notices: Vote by Mail (\$28), we alternate this notice with FD No. 2, First Election Notice in December (\$26) and 2nd Notice w/budget (\$113)
 - Tellers - \$750, Food for Same - \$75
 - Machine Set-Up, Delivery and Support - \$500
 - Vote by Mail Ballots - \$4,141
 - **Total Cost - \$5,633.00**
- There would be no cost to the FD if we moved to November.
- Fire District Budget will no longer require voter approval if it is to remain within the 2% Levy Cap.
- Referendums to exceed the 2% levy cap and release of restricted funds would continue on the third Saturday in February.
- For all Capital Appropriations a 2/3 majority vote by the BOFC will be required at a regular board meeting without public vote. Certain notices will need to be posted to do so.
- If the annual election is shifted to November, the terms of the Commissioners then in office would be extended to until 12 Noon on the first Tuesday in December of the years in which their term expires.

I recently found out that changing the voting district lines is not as easy as I once thought and moving the Fire District Boundary line has its own set of obstacles. I will talk further on this during the meeting and the discussions I have had with the Board of Elections.

Our first Technical Specifications Committee meeting is scheduled for Thursday, February 29th at 6PM. The committee consists of the four Chief Officers, Commissioner Bowman, TO Santaspirt, HSO Fitzgerald and myself.

Fire Police Captain Clifford, Training Officer Santaspirt and I met with RCBC to review our partnership and ideas/thoughts moving forward. I have asked Mr. Clifford to attend the meeting to discuss further.

The new fire prevention vehicle has arrived; I will be meeting with Fire Official Orsini to discuss the lettering and equipment for same.

I have signed the engagement letters with Bowman and Company to begin the 2023 Audit; we have started placing documents in a shared file and the auditors will be on site beginning March 18th.

I'm working on the LOSAP contribution for 2023; it looks like will have a deposit of around \$47,000.

FYI: on March 3rd and March 19th will have station tours at Station 311 for two groups of girl scouts.

Pay-Per-Call amounts for calls answered in January; the total payout \$11,710.00 of which \$4,400.00 is being paid out to those running on a nighttime duty crew.

CHIEF'S REPORT:

Vice Chairman Leuliette noted that Chief Nutt was not present to give his following written report dated February 2024. There being no question or comments on the report, a motion was offered by Commissioner Shelley and second by Commissioner Schlindwein to file the Chief's report as presented. The motion was accepted by the four Board members present.

Incidents:

Month of January

- Fire Calls – 75
- Fire Department Drills - 4

Year to Date

- Fire Calls – 75
- Fire Department Drills – 4

Operations (January):

Sta. 311/312 – 510 Centerton Rd. for a Special Assignment (Assist EMS) on 1/1/24.

RIC311 – 316 E. Woodlawn Ave., D10 for a structure fire on 1/2/24.

RIC312 – 161 Whitemarsh Wy., D23 for a structure fire on 1/2/24.

Sta. 311/312 – Chester Ave. at 2nd St., for a vehicle fire on 1/16/24.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
1/4/24	Station	Maintenance	6	11	17	2	34
1/4/24	Fire Police	Maintenance	3	1	4	2	8
1/11/24	Department	SCBA Practical	14	14	28	2	56
1/11/24	Fire Police	Maintenance	2	2	4	2	8

1/18/24	Department	SCBA Practical	15	9	24	2	48
1/25/24	Department	SCBA Practical	18	11	29	2	58
1/25/24	Fire Police	Initial Operations	3	1	4	2	8
		TOTALS					220
		TOTAL TRAINING					328.75
		Instruction Time					27
		SCBA Time					24.5
		Driving Time					6.75
		Mobile Fill Time					1.25

Current Off-Site Registrations:

Michael Fitzgerald – G-191 at Somerset County Emergency Services Training Academy – Starts on 4/10/24.

Matt Walsh – Could YOU, Rescue YOU, at Station 221 – Starts 3/10/24.

Edgar Thomas – Could YOU, Rescue YOU, at Station 221 – Starts 3/11/24.

Membership:

New:

Bill McCorkle – Probationary FF assigned to Station 311 effective 2/2/24.

Chris Bunn – Junior FF assigned to Station 311 effective 1/26/24.

Tom Keyes – FP Member assigned to Station 311 effective 1/30/24.

Rick Magana – FP Member assigned to Station 311 effective 1/24/24.

Changed:

Daniel Blanch – Junior FF to Probationary FF effective 2/14/24.

Apparatus:

3125 – Module replaced.

3119 – Minor adjustments to the light tower.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated February 27th:

Inspection summary report for the month of January 2023.

<u>Inspections Performed</u>		2018	2019	2020	2021	2022	2023	2024	
• Periodic & Re-inspects	93	Jan	226	184	211	187	169	185	122
• Complaint & Request	0	Feb	109	174	147	130	171	150	
• CSDCMAC & Permits	26	Mar	106	165	106	132	168	135	
• Other	<u>03</u>	April	132	153	74	138	104	110	
• Total	122	May	191	184	85	175	189	174	
		June	115	153	135	161	192	139	
		July	171	161	152	133	145	126	
		Aug	204	181	182	216	212	172	
		Sep	196	207	199	205	144	146	
		Oct	158	126	227	149	124	154	
		Nov	143	140	114	155	136	124	
		Dec	146	152	138	150	109	108	
			1897	1980	1770	1931	1863	1726	122

<u>Penalties Collected</u>		
• Fire Code Violations	\$0.00	
• Dedicated	0.00	
• False Alarm	0.00	
• Administration	<u>199.00</u>	
• Total	\$199.00	

<u>False Alarm Notices</u>		
• Residential	10	
• Commercial	<u>04</u>	
• Total	14	

<u>Other</u>	<u>Monthly</u>	<u>YTD</u>
• Insp. Mann	91	91
• Insp. Clancy	08	08
• (1) Planning review - DR Horton – Enclave at Moorestown		
• (0) Zoning review		

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner noted that the repair to the rear wall at Station 311, the apparatus floors at Station 312, and the carpet replacement in the administrative offices are the three major building items scheduled for repair and/or replacement in 2024; he continues to work on the same.

Apparatus: Commissioner Bowman informed the audience that the Technical Specification Committee is looking into expanding their discussions to address other items such as tool, PPE, and SCBA specifications.

Vice Chairman Leuliette and Commissioner Bowman thanked Maintenance Engineer Thomas for his detailed vehicle maintenance report that he providing to the Board. They were very impressed with the same.

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein thanked those that planned the family fun night that was held on February 22nd at Pinsetters Bowling.

Commissioner Schlindwein noted that the committee met with one applicant that is already Firefighter I certified.

Administrator Chesner noted that the Recruitment and Retention Committee needs to meet to discuss if we are moving forward with utilizing the proposed ideas from Communication Solutions Group; he will work on scheduling a meeting to discuss same.

Public Relations: No Report.

Benefits: No Report.

Information Technology: Administrator Chesner stated that TechStarters will be upgrading the firewall and access points; they will also be replacing the workstations at both Station 311 and Station 312.

SQUAD: No Report.

OTHER BUSINESS:

Mr. Clifford updated the Board on the RCBC Co-Op membership program and mentioned some ideas moving forward. He asked the Board how they felt regarding contacting other colleges that include fire science in their curriculum about our incentive program. There was a brief discussion regarding the same; the Board saw no issue with offering the membership and tuition reimbursement to students attending another college if they meet the requirements of the program. Deputy Chief Chezem indicated that he has a few connections at other local colleges that he could get Mr. Clifford and Administrator Chesner in touch with.

Commissioner Shelley mentioned that his brother would like to conduct a video interview with two or three Life-Members in the engine bay at Station 311. The tentative date is March 26th and asked for the other Board members approval; the rest of the Board had no objection with the same.

Administrator Chesner asked the Board to review the Annual Schedule of 2024/25 Meeting dates and to advise him if any changes need to be made prior to the March Reorganization Meeting.

Vice Chairman Leuliette noted that he will not be attending the Board meeting on March 26th.

PUBLIC SESSION:

Vice Chairman Leuliette opened the public session at 8:11 p.m.

Mr. Every-Clayton thanked the Board for the family fun night.

Mr. Every-Clayton asked if the Board plans to revisit the remaining questions from the questionnaire that was sent out to the membership and discussed during the last Department meeting in December; Vice Chairman Leuliette replied that they plan to hold another meeting on a drill night; once we meet with the Chief Officers the same will be scheduled.

There being no further comment from those in attendance the session was closed at 8:14 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk