

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 Chairman Fisher, with Commissioners Leuliette, Schlindwein, Bowman, and Shelley present. Also, in attendance was Administrator Chesner, Chief Nutt, and Fire Official Orsini.

Chairman Fisher opened the meeting by reading the following statement:

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 Chairman led the Pledge of Allegiance to the Flag after which he identified the emergency exits.

MINUTES:

On a motion by Commissioner Shelley, seconded by Commissioner Leuliette, the minutes of the February 28, 2023 were approved by four Board members present; with Commissioner Bowman abstaining.

On a motion by Commissioner Bowman, seconded by Commissioner Leuliette, the minutes of the March 07, 2023 were approved by the five Board members present.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for February 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of February 28, 2023. The balances were \$1,391,297.59 in the PNC Bank Operating account, \$48,384.47 in the PNC Bank Payroll account, \$41,583.52 in the PNC Unemployment Trust account, \$33,615.44 in the PNC Flexible Spending account and \$2,195,627.09 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,710,508.11. The operating checking account bank balance was \$1,551,702.61 less outstanding checks of \$160,405.00. On a motion by Commissioner Leuliette, seconded by Commissioner Schlindwein, the cash report for February was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of February 28, 2023. He stated that the budget had an unexpended balance of \$2,123,032.39 and we are 60% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12353-12389 dated March 31, 2023, one (1) payment to Windstream Holdings, Inc. for \$641.72, two (2) payments to the N.J. State Health Benefits Program, three (3) payroll transfers, three (3) payments to Prudential for DCRP, one (1) payment to AmGaurd Insurance Company for \$4,425.19, one (1) payment to Sun Life Financial Company for \$226.29 all totaling \$333,888.98 of which \$45,176.85 was charged to the 2022 budget. Commissioner Shelley and Administrator Chesner reviewed the larger disbursements, including the electronic fund transfers for the month. A motion was entered by Commissioner Schlindwein and seconded by Commissioner Bowman to approve the bills for payment. The vouchers were then approved by the five Board members present.

CORRESPONDENCE:

Administrator Chesner stated that he sent a thank you note to Lockheed Martin thanking them for the donated chairs that are being used in the Commissioner's Meeting Room and Watchtower at Station 311 and a thank you note to Lou Forrester from National Title Agency for donating Phillies tickets for the raffles that were given out at the Chief's Installation and Awards Dinner.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated March 28, 2023:

The exit gate at Station 312 is operational. The company that installed the operator will be out later this week to make final adjustments. I spoke to Battalion Chief Hall and asked that during the Easter Flower Sale we keep the gate in the open position so customers buying flowers can freely exit the lot.

I contacted CMA Group to repair the handicap ramp at Station 311 along with the sidewalk/ramp at Station 312. I will keep you posted on the start date.

We purchased a walk behind floor scrubbing machine for Station 312 from General Chemical.

Communication Solutions is sending out a 2nd flyer; a copy of the same is in your SharePoint. Our intent is to mail out a flyer every quarter. Communication Solutions will also be producing a recruitment video and interviews at the live fire evolution scheduled for June 22nd. I have asked the Chiefs to do their best in promoting this to get as many members as possible out to this drill.

The squad hosted the Moorestown Improvement Association on Thursday, March 16th at 7PM in their apparatus bay; they are highlighting non-profits in town.

The squad has asked if they could purchase tires for one of their ambulances under our account at Service Truck Center and they will reimburse the fire district. This will allow them to purchase the tires at a discount. We did this for the squad back in December of 2019 with the auditor's approval.

The 2021 audit is complete; we had no findings nor discussion items. In SharePoint you will find a copy of Resolution 2023-22, Acknowledging the Review of the Audit for your consideration. I have started working on the 2022 Audit.

The new command vehicle is in; I have been working with Chief Nutt to get the vehicle in service. The vehicle is registered, insured, and tagged.

Pay-Per-Call amounts for calls answered in February; the total payout \$12,960 of which \$4,800 is being paid out to those running on a nighttime duty crew.

CHIEF'S REPORT:

Chief Nutt presented his following written report dated March 28, 2023:

Incidents:

Month of February

- Fire Calls – 36
- Fire Department Drills - 4

Year to Date

- Fire Calls – 82
- Fire Department Drills – 8

Operations (February):

RIT311 – 206 Clubhouse Drive, D16 for a Structure Fire on 2/1/23.

TF31 (All Co's In Service) – 614 Grand Avenue, D31 for a Structure Fire on 2/5/23.

TF31 – 517 Bartram Road, D31 for a Structure Fire on 2/13/23.

Ladder 311 – 131 Madison Avenue, D50 for a Structure Fire on 2/21/23.

There is a need for the Board and Chief to discuss discipline during operational vs. non-operational events.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
2/2/23	Department	RIT	21	9	30	2	60
2/9/23	Department	RIT	15	8	23	2	46
2/9/23	Fire Police	Maintenance	0	2	2	2	4
2/16/23	Station	RIT Practical with 232	19		19	2.5	47.5
2/16/23	Station	Engine Co. Operations		12	12	2	24
2/23/23	Station	Riding Assignments Review/Truck Company Operations	15		15	2.5	37.5
2/23/23	Station	RIT Practical with 232	4	8	12	2.5	30
		TOTALS					249
		TOTAL TRAINING					321
		Instruction Time					15.5
		SCBA Time					21
		Driving Time					7
		Mobile Fill Time					1

Current Off-Site Registrations:

Brendan Maul – Drill Ground Instructor at BCESTC – starts on 6/5/23.

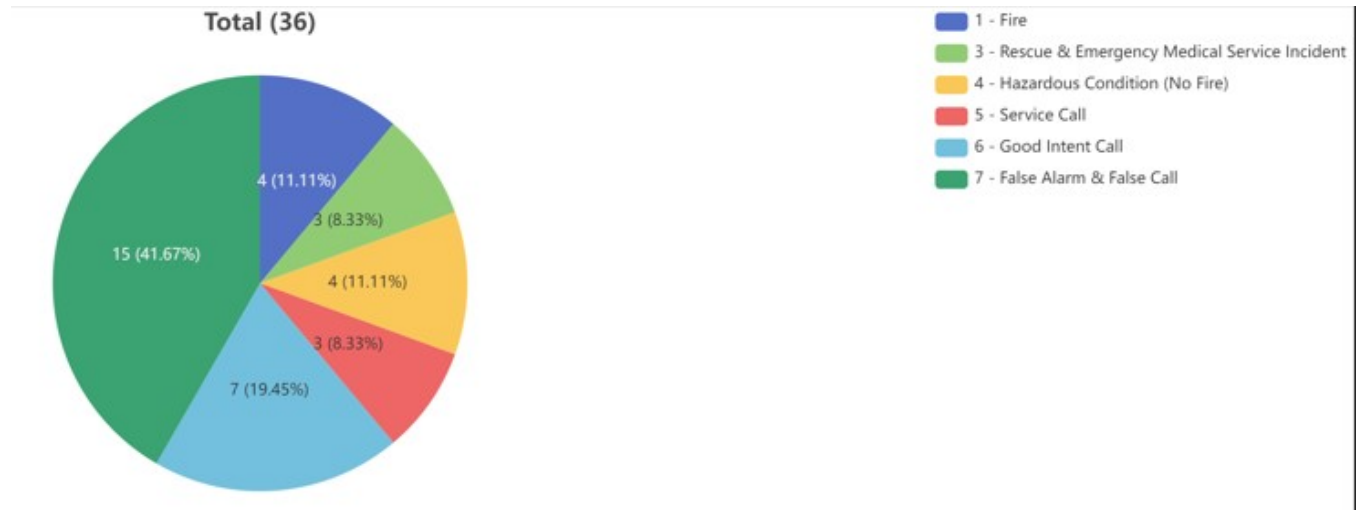
Membership: No Report.

Apparatus:

3119 – New front brakes.

3122 – New brakes on order.

Balance of annual maintenance completed.



FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated March 28, 2023:

Inspection summary report for the month of February 2023.

Inspections Performed

- Periodic & Re-inspects 111
- Complaint & Request 07
- CSDCMAC & Permits 27
- Other 05
- **Total 150**

Penalties Collected

- Fire Code Violations \$700.00
- Dedicated 700.00
- False Alarm 0.00
- Administration 114.00
- **Total \$1,514.00**

	2017	2018	2019	2020	2021	2022	2023
Jan	186	226	184	211	187	169	185
Feb	176	109	174	147	130	171	150
Mar	123	106	165	106	132	168	
April	85	132	153	74	138	104	
May	160	191	184	85	175	189	
June	136	115	153	135	161	192	
July	172	171	161	152	133	145	
Aug	122	204	181	182	216	212	
Sep	114	196	207	199	205	144	
Oct	86	158	126	227	149	124	
Nov	117	143	140	114	155	136	
Dec	185	146	152	138	150	109	
	1662	1897	1980	1770	1931	1863	335

False Alarm Notices

- Residential 06
- Commercial 08
- **Total** **14**

Other

	<u>Monthly</u>	<u>YTD</u>
• Insp. Mann	81	172
• Insp. Clancy	60	124
• 2/5/23 - 614 Grand Ave – Garage – Wood stove		
• 2/12/23 517 Bartram Rd – Chimney fire		
• Out of the country from April 1 st till April 10 th .		

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

2023-12 “A Resolution Acknowledging the Review of the 2021 Audit Report by the Individual Members of the Board of Fire Commissioners” was read by the Administrator. There was a brief discussion on the same. There being no further comments on the resolution as read a motion was offered by Commissioner Shelley and seconded by Commissioner Leuliette approving the resolution. On a roll call vote, five Board members present approved the resolution as presented.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner stated that Blades Landscaping, Inc. completed the spring cleanup at Station 311.

Chairman Fisher asked Administrator Chesner to follow up on the structural assessment report regarding the cracks and separation of the rear outside wall at Station 311.

Apparatus: Commissioner Bowman mentioned that the Board needs to decide on the disposal of the 2015 Ford Expedition when the new command vehicle is placed into service. He also stated that the replacement of the Fire Prevention vehicle was discussed during the shared services meeting which was included in the budget.

Chairman Fisher asked that the Apparatus Committee discuss recommendations on the disposal of the old command vehicle to present to the Board at their April meeting.

Planning: No Report.

Recruitment & Retention: Commissioner Leuliette noted that the Speed Raceway Family Fun Night is scheduled for April 20th and details have been emailed to the members.

Commissioner Schindwein stated that no new applications for membership were received this month. Administrator Chesner added that a 2nd informational and recruitment flyer is being mailed and that he and Training Officer Santaspirt attended a college and job fair at the Medford

BCIT. Administrator Chesner asked the Board to contact him with any new ideas for future post cards.

Commissioner Leuliette stated that he purchased some gift cards to give out at the Speed Raceway event for the 1st, 2nd, and 3rd place winners.

Chairman Fisher asked for an update regarding the Personnel Committee's progress for developing new qualifications for the position the Chief of Department; Commissioner Bowman replied that they have met twice and are in the process of drafting the new requirements and qualifications.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

OTHER BUSINESS:

Commissioner Bowman reviewed ideas for how to update the Department's Master Plan. There was a discussion amongst the Board to develop a list of items from the existing plan to discuss at each Board meeting. The Board agreed to add a workshop session at the end of the regular meetings to discuss the Master Plan. The first workshop at the April meeting will begin with discussions concerning operations.

Commissioner Schlindwein noted that it has been a while since a Squad representative attended a Board meeting. Due to this, he voiced his concern of them requesting any funds from the Board in the future. The Board hasn't been updated on their financial position. There was a discussion among the Board regarding the monies that are given to the Squad. The Board agreed to request a meeting with the Chief and President of the Squad's Board regarding these concerns.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:57 p.m.

There being no comment from those in attendance the session was closed at 7:58 p.m.

ANNOUNCEMENTS:

Commissioner Bowman noted that the Board should discuss the Chief's Annual Report at the next meeting.

On a motion by Commissioner Leuliette, seconded by Commissioner Shelley, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk