

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 and Account Clerk Jamerson.

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

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.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Shelley, the minutes of the December 12, 2023 were approved by the four Board members present.

On a motion by Commissioner Bowman, seconded by Commissioner Shelley, the minutes of the January 02, 2024 were approved by the four Board members present.

TREASURER'S REPORT:

Treasurer Shelley presented the cash report for December 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of December 31, 2023. The balances were \$1,025,305.79 in the PNC Bank Operating account, \$47,965.01 in the PNC Bank Payroll account, \$42,626.78 in the PNC Unemployment Trust account, \$31,243.62 in the PNC Flexible Spending account and \$2,800,867.78 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,948,008.98. The operating checking account bank balance was \$1,031,898.48 less outstanding checks of \$6,592.69. On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the cash report for December was accepted and approved by the four Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of December 31, 2023. He stated that the budget had an unexpended balance of \$255,252.77 and we are 95% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12676-12712 dated January 31, 2024, one (1) payment to Nottingham Agency, Inc., 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 Amtrust all totaling \$234,888.72. Commissioner Shelley and Administrator Chesner reviewed the larger disbursements, including the electronic fund transfers for the month. A motion was entered by Commissioner Schindwein and seconded by Commissioner Bowman to approve the bills for payment. The vouchers were then approved by the four Board members present.

#### CORRESPONDENCE:

Administrator Chesner stated that he sent thank you letters to the Couture, Chung, Mauer and Healey families for their generous donations; each donation will be split between the two companies.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated January 23, 2024:

Peterson Heating and Air repaired a sensor and a low water alarm for the boilers at Station 312 on January 18<sup>th</sup>. They also found some minor leaks around some additional unions that they were able to tighten.

Training Officer Santaspirt and I attended the Learning Opportunity and Volunteer Engagement Fair at the Moorestown High School on January 17<sup>th</sup>. We spoke to many of the students about the benefits of volunteering for the fire department.

We have hired Firehouse Grants, LLC to assist us with the AFG Grant for our SCBA replacement. I have drafted Resolution 2024-11 approving the same as a professional service. I would like to thank Health and Safety Officer Fitzgerald and Training Officer Santaspirt for all of their help in answering the questions that the grant writing team forwarded to our office. The grant period opens on January 29<sup>th</sup>. Will keep you posted.

I'm working on our 2023 Worker Comp. Audit for our Guard Insurance policy. Guard Insurance hired RLD Associates to perform the audit. I will keep you posted on the outcome. Speaking of Insurance, Nottingham Insurance is working on receiving a quote from the First Responder Insurance (JIF) for both workers comp and all other insurance needs of the district. We should have numbers by the beginning of next week. Our VFIS policy is a February 2<sup>nd</sup> renewal.

Communication Solutions Group finished up the 1<sup>st</sup> quarter mailer on January 19<sup>th</sup>. A copy of the same has been placed in your folder. We cleaned up the mailing list so only residents of FD No. 1 will receive the flyer.

I am working on this year's Fire District Election scheduled for Saturday, February 17<sup>th</sup> from 2PM till 9PM. At this meeting we will need to appoint a Clerk of the Election. As in past years I

have ordered two machines, and the county will manage the distribution of the Vote by Mail ballots. I'm working with Royal Printing for the printing of the ballots. In SharePoint you will see a copy of the ballot. I have sent the same to the county so they can design the ballot face for the voting machines.

I received five petitions for Commissioner: Thomas Fischer, Brian Hillers and Ralph Kohart for the full term and Thomas Keyes and Kevin McKenna for the two-year unexpired term. All five have been placed on the ballot.

Pay-Per-Call amounts for calls answered in December; the total payout \$16,425.00 of which \$4,800.00 is being paid out to those running on a nighttime duty crew. The above number includes (5) individuals that qualified for the \$1,000 payment for making 75% or more of drills in 2023.

CHIEF'S REPORT:

Vice Chairman Leuliette noted that Chief Nutt was not present to give his following written report dated January 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 December

- Fire Calls – 75
- Fire Department Drills - 3

Year to Date

- Fire Calls – 648
- Fire Department Drills – 50

***Operations (December):***

RIT311 – 34 Gaylord Cl., D16 for a Structure Fire on 12/8/23.

TF31 – Rt.38 and Fellowship Rd. for an MVA Rescue Assignment on 12/11/23.

TF31 – 600 Centerton Rd. for a Structure Fire on 12/20/23.

Engine311 – 120 Elm St., D14 for a Structure Fire on 12/28/23.

TF31 – 199 Borton Landing Rd. Bldg. 108 for a Structure Fire on 12/31/23.

***Training:***

Date	Type	Topic(s)	311	312	Total	Time	P/H
12/7/23	Department	Lithium Ion Battery Fires	17	13	30	2	60
12/14/23	Department	Department Meeting	22	21	43	2	86
12/21/23	Station	Estimating the Stretch	12		12	2	24
12/21/23	Station	Relief Eng. Christmas Party	2	22	24	2	-
		TOTALS					170
		TOTAL TRAINING					400.25
		Instruction Time					7.5
		SCBA Time					0
		Driving Time					15

		Mobile Fill Time					0
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**Current Off-Site Registrations:**

**Membership:**

**Application Process:**

- Enrique Magana (Fire Police)
- William McCorkle (Probationary Firefighter)
- Thomas Keyes (Fire Police)
- Chris Bunn (Junior Firefighter)
- Thomas Lewis (Probationary Firefighter)

**Changed:**

- Alexis Mann – Probationary to Active effective 1/20/24.
- Angelo Ventresca – Probationary to Active effective 2/3/24.

**Resigned/Terminated:**

- Ronald Borden – Resigned from the Department effective 12/13/23.
- Keving Chapman – terminated for failure to meet attendance requirements effective 1/3/24.
- Ryan Francis – terminated for failure to meet attendance requirements effective 1/3/24.
- Richard Konzelmann – terminated for failure to meet attendance requirements effective 1/3/24.
- Brendan Maul – terminated for failure to meet attendance requirements effective 1/3/24.
- Samuel Schlindwein – terminated for failure to meet attendance requirements effective 1/3/24.
- Kjell Tornberg – terminated for failure to meet attendance requirements effective 1/3/24.
- Travis Weber – terminated for failure to meet attendance requirements effective 1/3/24.

**FIRE OFFICIAL’S REPORT:**

Fire Official Orsini presented his following written report dated January 23<sup>rd</sup>:

**Inspection summary report for the month of December 2023.**

**Inspections Performed**

- Periodic & Re-inspects 78
- Complaint & Request 0
- CSDCMAC & Permits 28
- Other 02
- **Total 108**

**Penalties Collected**

- Fire Code Violations \$85.00
- Dedicated 0.00
- False Alarm 350.00
- Administration 0.00
- **Total \$435.00**

	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	135
April	85	132	153	74	138	104	110
May	160	191	184	85	175	189	174
June	136	115	153	135	161	192	139
July	172	171	161	152	133	145	126
Aug	122	204	181	182	216	212	172
Sep	114	196	207	199	205	144	146
Oct	86	158	126	227	149	124	154
Nov	117	143	140	114	155	136	124
Dec	185	146	152	138	150	109	108
	1662	1897	1980	1770	1931	1863	1726

**False Alarm Notices**

- Residential 10
- Commercial 14
- **Total** 24

**Other**

- |   | <u>Monthly</u> | <u>YTD</u> |
|---|----------------|------------|
| • Insp. Mann  | 63             | 701        |
| • Insp. Clancy                                      | 50             | 692        |
| • (0) Planning review                               |                |            |
| • (0) Zoning review                                 |                |            |
| • State LEA year-end report complete and submitted. |                |            |

Fire Official Orsini briefly reviewed the fire that occurred at 600 Centerton Rd. on 12/20/23. He stated that the suppression system performed properly by quickly putting out the fire that originated on top of one of the electric stove tops. There was smoke damage as well as few cabinets in the area of the stove that were damaged.

Commissioner Bowman inquired about the change in the number of inspections from 2017; Fire Official Orsini replied that there are many factors that are included in the number; fluctuations do not necessarily mean too much regarding specific statistics. Fire Official Orsini did state that there has been a lower number of re-inspections performed over the past few years.

**BIDS & QUOTATIONS:**

None.

**RESOLUTIONS:**

2024-10 “Appointing Pay-Per-Call Firefighters” was read by the Administrator. There being no comments on the resolution as read a motion was offered by Commissioner Shelley and seconded by Commissioner Schlindwein approving the resolution. On a roll call vote, the four Board members present approved the resolution as presented.

2024-11 “Appointing A Grant Writing Firm of the Board of Fire Commissioners for the Fiscal Year January 23, 2024 to February 29, 2024” was read by the Administrator. There being no comments on the resolution as read a motion was offered by Commissioner Schlindwein and seconded by Commissioner Bowman approving the resolution. On a roll call vote, the four Board members present approved the resolution as presented.

2024-12 “Canceling Certain Outstanding Checks” was read by the Administrator. There being no comments on the resolution as read a motion was offered by Commissioner Bowman and seconded by Commissioner Schlindwein approving the resolution. On a roll call vote, the four Board members present approved the resolution as presented.

2024-13 “A Resolution Amending Fire Department Policy 9.0 of the Moorestown Fire Department” was read by the Administrator. Commissioner Leuliette reviewed the changes to the policy. There being no questions on the resolution as read a motion was offered by

Commissioner Shelley and seconded by Commissioner Schlindwein approving the resolution. On a roll call vote, the four Board members present approved the resolution as presented.

2024-14 “Approving the Consumer Price Index Adjustment for the 2023 LOSAP Contribution” was read by the Administrator. There being no comments on the resolution as read a motion was offered by Commissioner Shelley and seconded by Commissioner Schlindwein approving the resolution. On a roll call vote, the four Board members present approved the resolution as presented.

#### COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner noted that we received a fuel delivery for the generator at Station 312. He also stated that Maintenance Engineer Thomas has been doing an excellent job keeping up with the snow plowing this season.

Apparatus: Commissioner Bowman noted that the Committee will be meeting in the next thirty days to discuss reconstructing the committee and begin work on specifications for future equipment purchase. Administrator Chesner stated that he would be in contact with him about the same.

Administrator Chesner left the meeting to respond to a fire in town.

Commissioner Bowman mentioned that we need to begin working on the replacement of the Rescue Truck as there is a lot to discuss. He also mentioned that Maintenance Engineer Thomas submitted a very informative maintenance apparatus report that will help with providing data from year to year.

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein noted that the committee met with three applicants this month and one more applicant is scheduled for February 1<sup>st</sup>; two of these applicants are already Firefighter I certified.

Vice Chairman Leuliette stated that family fun night is scheduled for February 22<sup>nd</sup> at Pinsetters Bowling.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

#### OTHER BUSINESS:

A motion was offered by Commissioner Shelley, seconded by Commissioner Schlindwein, appointing Commissioner Bowman as Clerk of the Fire District Election to be held on Saturday,

February 17<sup>th</sup> from 2pm until 9pm. There being no further discussion on the same, the motion was carried.

PUBLIC SESSION:

Vice Chairman Leuliette opened the public session at 7:54 p.m.

There being no comment from those in attendance the session was closed at 7:55 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Bowman, seconded by Commissioner Schlindwein, the meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Samuel J. Schlindwein  
Secretary/Clerk