

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, Shelley, and Bowman present. Also, in attendance was Administrator Chesner, Chief Nutt, Fire Official Orsini, and Pierce Sales Representative Ed Miller.

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

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 2, 2022 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 2, 2022, same being published on March 6, 2022, filing written notice with the Clerk of the Township of Moorestown on March 2, 2022; 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 Bowman, seconded by Commissioner Schlindwein, the minutes of the December 13, 2022 were approved by the five Board members present.

On a motion by Commissioner Leuliette, seconded by Commissioner Shelley, the minutes of the January 3, 2023 were approved by four Board members with Commissioner Fisher abstaining due to his absence from that meeting.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for December 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of December 31, 2022. The balances were \$1,346,660.49 in the PNC Bank Operating account, \$44,769.50 in the PNC Bank Payroll account, \$41,226.90 in the PNC Unemployment Trust account, \$31,285.71 in the PNC Flexible Spending account and \$2,180,443.88 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,644,386.48. The operating checking account bank balance was \$1,350,238.25 less outstanding checks of \$3,577.76. On a motion by Commissioner

Leuliette, seconded by Commissioner Bowman, the cash report for December was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of December 31, 2022. He stated that the budget had an unexpended balance of \$333,192.41 and we are 88% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12272-12308 dated January 31, 2023, 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 Windstream for \$642.47 all totaling \$335,686.94 of which \$215,177.19 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 Schindwein 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 made note of the letter he sent to the Healey Family on January 4, 2023, thanking them for their generous donation to the Moorestown Fire Department.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated January 24, 2023:

Jersey Windows and Doors will finish installing the new windows and door at Station 311 this week. The windows look terrific. We did change the color of the aluminum wrap around most of the windows.

Peterson Heating and Air is our new maintenance contractor for the HVAC systems in both buildings. They performed their first preventive maintenance at Station 311 this month.

I received an additional proposal for the exit gate at Station 312 from Master Wire MFG, Inc. One proposal includes Open Shop Wages and the second includes Prevailing Wages. I will talk further on this during the meeting under Bids and Quotations.

I spoke to a representative with Roads and Bridges Burlington County; they indicated that the ramp and sidewalk repair at Relief, as discussed during our budget workshop, is not their responsibility since the crosswalk doesn't cross Chester Avenue. They advised to reach out to the Township to see if they will handle the repair.

I met with CMA Group to discuss the repair of the handicap ramp at Station 311 along with the above-mentioned work at Station 312 on Monday, January 24<sup>th</sup>. I will talk further on this during the meeting.

I received the HGAC pricing and final proposal from Pierce Manufacturing for the new Engine and Aerial. I have prepared Resolution 2023-11 approving the same. Moving forward and awarding the contract at this meeting will avoid another manufacturer price increase slated for

February 1<sup>st</sup>. Pierce Representative Ed Miller is present at this meeting to answer any questions that the Board may have.

Both Fire Districts attended the Learning Opportunity and Volunteer Engagement Fair at the Moorestown High School on January 18<sup>th</sup>. We spoke to many of the students about the benefits of volunteering for the fire department.

The Recruitment Committee has a meeting scheduled with Communications Solutions on January 31<sup>st</sup> to discuss ideas moving forward. On the wish list; possible newsletter/2<sup>nd</sup> Flyer and a video release with firefighter interviews.

I am working on this year's Fire District Election scheduled for Saturday, February 18<sup>th</sup> from 2pm until 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 printing and distribution of the Vote by Mail ballots. In SharePoint you will see a copy of the ballot along with the referendum question and an explanatory statement. I have sent the same to the county so they can design the ballot face for the machines.

I received three petitions for Commissioner: Incumbents R. Max Fisher and Grant Leuliette and a petition from Brian J. Hillers. All three have been placed on the ballot. Two seats on the Board are up this year.

No additional information on the 2021 audit.

Chief Nutt has requested a change to Policy 14.15 PPE; we will talk further on this during the meeting.

Pay-Per-Call amounts for calls answered in December; the total payout \$21,215.00 of which \$4,800.00 is being paid out to those running on a nighttime duty crew. The above number includes (8) individuals that qualified for the \$1,000 payment for making 75% or more of drills in 2022.

#### CHIEF'S REPORT:

Chief Nutt presented his following written report dated January 24, 2023:

#### Incidents:

##### Month of December

- Fire Calls – 57
- Fire Department Drills - 4
- Fire Police Drills - 2

##### Year to Date

- Fire Calls – 602
- Fire Department Drills – 49
- Fire Police Drills – 25

#### Operations (December):

RIC311 – 16 Beavertdale Lane, D16 for a Dwelling on 12/8/22.

TF31 – 19 Harding Avenue, D31 for a Dwelling on 12/10/22.

RIC311 – 143 Ramblewood Parkway (Parkway School), D36 for a Building on 12/22/22.

TF31 – 876 North Lenola Road, D31 for an Industrial Accident on 12/27/22.

Note: The FirstDue Program has been implemented by the County and we are working through the list of technical issues.

**Training:**

Date	Type	Topic(s)	311	312	Total	Time	P/H
12/1/22	Station	Live Burn (311)	19		19	3	57
12/1/22	Station	Maintenance/Parade Prep		5	5	2	10
12/1/22	Fire Police	Maintenance/Parade Prep	1	1	2	2	4
12/8/22	Department	Live Burn	18	8	26	3.5	91
12/15/22	Department	Department Meeting	20	12	32	2	64
12/22/22	Station	Equipment Review	13		13	2	26
12/22/22	Station	N/A (312 Christmas Party)		16	16	-	-
		TOTALS					252
		TOTAL TRAINING					288.25
		Instruction Time					10
		SCBA Time					28
		Driving Time					5.5
		Mobile Fill Time					1

**Current Off-Site Registrations:**

Fitzgerald Jr., Michael – Fire Detection and Suppression Systems at BCESTC starting 1/23/23.

**Membership:**

New:

David Misselhorn – Probationary Firefighter assigned to Station 312 effective 12/14/22.

Stanley Khanlian – Junior Firefighter assigned to Station 311 effective 1/11/23.

Changed:

Alexis Mann – Junior Firefighter to Probationary Firefighter effective 1/20/23.

Resigned/Terminated: None

**Apparatus:**

Replaced tires on 3100 command vehicle.

Chief Nutt further explained some of the issues we have encountered with the new NFIRS system, FirstDue. He mentioned that he will keep the Board posted on this.

Chief Nutt and Administrator Chesner reviewed some minor changes that needed to be made with Policy 14.15 concerning helmets and the identification on those helmets for members of the department. After a brief discussion on the same, a motion was offered by Commissioner Leuliette, seconded by Commissioner Bowman to accept those changes as presented, change

Policy 14.15 reflecting those changes and notify the membership of the same. There being no further discussion, the motion was carried by all five Board members.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated January 24, 2023:

Inspection summary report for the month of December 2022.

<p><u>Inspections Performed</u></p> <ul style="list-style-type: none"> <li>• Periodic &amp; Re-inspects 75</li> <li>• Complaint &amp; Request 06</li> <li>• CSDCMAC &amp; Permits 23</li> <li>• Other <u>05</u></li> <li>• Total 109</li> </ul> <p><u>Penalties Collected</u></p> <ul style="list-style-type: none"> <li>• Fire Code Violations \$0.00</li> <li>• Dedicated 0.00</li> <li>• False Alarm 600.00</li> <li>• Administration <u>170.00</u></li> <li>• Total \$770.00</li> </ul> <p><u>False Alarm Notices</u></p> <ul style="list-style-type: none"> <li>• Residential 11</li> <li>• Commercial <u>07</u></li> <li>• Total 18</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Insp. Mann 74</li> <li>• Insp. Clancy 32</li> <li>• (0) Planning reviews</li> <li>• 19 Harding Ave – House fire – Electrical/ battery charging station</li> <li>• BC FM Meetings</li> </ul>	<table border="1"> <thead> <tr> <th></th> <th>2016</th> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>190</td><td>186</td><td>226</td><td>184</td><td>211</td><td>187</td><td>169</td></tr> <tr><td>Feb</td><td>142</td><td>176</td><td>109</td><td>174</td><td>147</td><td>130</td><td>171</td></tr> <tr><td>Mar</td><td>126</td><td>123</td><td>106</td><td>165</td><td>106</td><td>132</td><td>168</td></tr> <tr><td>April</td><td>128</td><td>85</td><td>132</td><td>153</td><td>74</td><td>138</td><td>104</td></tr> <tr><td>May</td><td>147</td><td>160</td><td>191</td><td>184</td><td>85</td><td>175</td><td>189</td></tr> <tr><td>June</td><td>138</td><td>136</td><td>115</td><td>153</td><td>135</td><td>161</td><td>192</td></tr> <tr><td>July</td><td>112</td><td>172</td><td>171</td><td>161</td><td>152</td><td>133</td><td>145</td></tr> <tr><td>Aug</td><td>172</td><td>122</td><td>204</td><td>181</td><td>182</td><td>216</td><td>212</td></tr> <tr><td>Sep</td><td>138</td><td>114</td><td>196</td><td>207</td><td>199</td><td>205</td><td>144</td></tr> <tr><td>Oct</td><td>90</td><td>86</td><td>158</td><td>126</td><td>227</td><td>149</td><td>124</td></tr> <tr><td>Nov</td><td>207</td><td>117</td><td>143</td><td>140</td><td>114</td><td>155</td><td>136</td></tr> <tr><td>Dec</td><td>172</td><td>185</td><td>146</td><td>152</td><td>138</td><td>150</td><td>109</td></tr> <tr><td></td><td>1762</td><td>1662</td><td>1897</td><td>1980</td><td>1770</td><td>1931</td><td>1863</td></tr> </tbody> </table>		2016	2017	2018	2019	2020	2021	2022	Jan	190	186	226	184	211	187	169	Feb	142	176	109	174	147	130	171	Mar	126	123	106	165	106	132	168	April	128	85	132	153	74	138	104	May	147	160	191	184	85	175	189	June	138	136	115	153	135	161	192	July	112	172	171	161	152	133	145	Aug	172	122	204	181	182	216	212	Sep	138	114	196	207	199	205	144	Oct	90	86	158	126	227	149	124	Nov	207	117	143	140	114	155	136	Dec	172	185	146	152	138	150	109		1762	1662	1897	1980	1770	1931	1863
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Fire Official Orsini mentioned that they are trying to revamp the Burlington County Fire Marshals’ meeting by holding them during daytime hours; he further mentioned that there has not been a Burlington County Construction Board of Appeals in nearly three years. As of today, there are 17 open appeals in the county. The Burlington County Fire Marshals are aware of this and addressing the same. Chairman Shelley stated that we should notify the State that they need to hold the appeals as per required in the fire code.

Fire Official Orsini also mentioned that he submitted the end of year LEA Report, and it can be found in SharePoint.

BIDS & QUOTATIONS:

Administrator Chesner reviewed the quotes that he received for the electronic gate at Station 312. He mentioned that the quotes didn't include electric. He stated that he would utilize the Educational Co-Op for that portion of the job. Administrator Chesner recommended that the Board move forward with Master Wire Manufacturing in Folsom NJ. After a brief discussion on the quotes received, quote thresholds and prevailing rate, a motion was offered by Commissioner Schlindwein, seconded by Commissioner Bowman to move forward with Master Wire Manufacturing for the installation of the gate at the exit drive at Station 312. There being no further discussion amongst the members of the Board the motion was carried.

Chairman Fisher welcomed Pierce Sales Representative Ed Miller to the meeting to answer any questions that members of the Board may have with the HGAC packet and vehicle specifications that we received from Pierce Manufacturing for the Enforcer Pumper and Aerial. Chairman Fisher had a few questions for both the Apparatus Committee and Mr. Miller. After a discussion on the specifications and items in the HGAC the Board felt comfortable moving forward with awarding the contract to Pierce Manufacturing.

#### RESOLUTIONS:

2023-10 "Approving the Consumer Price Index Adjustment for the 2022 LOSAP Contribution" was read by the Administrator. There being no questions on the resolution as read a motion was offered by Commissioner Shelley and seconded by Commissioner Bowman approving the resolution. On a roll call vote, five Board members present approved the resolution as presented.

2023-11 "Contract Extension between HGAC and the Moorestown Fire District" was read by the Administrator. There being no questions on the resolution as read a motion was offered by Commissioner Leuliette and seconded by Commissioner Shelley approving the resolution. On a roll call vote, five Board members present approved the resolution as presented.

2023-12 "Awarding a Contract to Pierce Manufacturing, Inc. for a Pierce Enforcer Pumper and Aerial" was read by the Administrator. There being no questions on the resolution as read a motion was offered by Commissioner Bowman and seconded by Commissioner Leuliette approving the resolution. On a roll call vote, five Board members present approved the resolution as presented.

#### APPOINTMENTS AND RESIGNATIONS:

David Misselhorn – Probationary Firefighter assigned to Station 312 effective 12/14/22.

Stanley Khanlian – Junior Firefighter assigned to Station 311 effective 1/11/23.

Alexis Mann – Junior Firefighter to Probationary Firefighter effective 1/20/23.

#### COMMITTEE REPORTS:

Buildings & Grounds: Nothing further then what was in the Administrator's Report and under bids and quotes.

Apparatus: Commissioner Bowman and Administrator Chesner mentioned that the new Command Tahoe was scheduled for production in late February. They will keep the Board posted as to its delivery date. It was also mentioned that there was interest in keeping the 2015 Ford Expedition to be used by the Battalion Chiefs and/or line officers when covering calls. A

brief discussion took place on the same and a final decision will be made on the disposition of the 2015 Ford Expedition when the new vehicle is placed in service.

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein stated that they received (1) fire police applicant and we are discussing the possibility of conducting a Citizens Fire Academy with Fire District No. 2. Commissioner Schlindwein stated that we are working on the details and some questions need to be answered before bringing in front of both Boards for approval.

Commissioner Leuliette mentioned that he is working on the details and pricing for renting out the Speed Raceway for the members and their families.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

OTHER BUSINESS:

A motion was offered by Commissioner Leuliette, seconded by Commissioner Shelley, appointing Commissioner Schlindwein as Clerk of the Fire District Election to be held on Saturday, February 18<sup>th</sup> from 2pm until 9pm. There being no further discussion on the same, the motion was carried.

Commissioner Bowman mentioned that the Board should consider reviewing the Master Plan and give consideration in having another one done. It has been 15 years since the Master Plan was completed. Chairman Fisher and Commissioner Bowman will discuss same and report back to the Board.

PUBLIC SESSION:

Chairman Fisher opened the public session at 8:13 p.m.

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

ANNOUNCEMENTS:

On a motion by Commissioner Shelley, seconded by Commissioner Schlindwein, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Samuel J. Schlindwein  
Secretary/Clerk