

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, Chief Nutt, Deputy Chief Chezem, Battalion Chief Fitzgerald, and Account Clerk Jamerson.

Vice Chairman Leuliette opened the meeting by reading the following statement by title only on a motion by Commissioner Shelley, 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 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 September 26, 2023 were approved by the four Board members present.

On a motion by Commissioner Bowman, seconded by Commissioner Shelley, the minutes of the October 10, 2023 were approved by the four Board members present.

TREASURER'S REPORT:

Treasurer Shelley presented the cash report for September 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of September 30, 2023. The balances were \$1,027,891.15 in the PNC Bank Operating account, \$50,346.45 in the PNC Bank Payroll account, \$42,404.72 in the PNC Unemployment Trust account, \$33,311.61 in the PNC Flexible Spending account and \$2,514,840.33 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,668,794.26. The operating checking account bank balance was \$1,140,471.20 less outstanding checks of \$112,580.05. There was a brief discussion on interest rates and bank fees. On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the cash report for September was accepted and approved by the four Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of September 30, 2023. He stated that the budget had an unexpended balance of \$744,526.82 and we are 86% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12584-12610 dated October 31, 2023, one (1) payment to Windstream Holdings, Inc., two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, all totaling \$130,376.39. 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 Schindwein to approve the bills for payment. The vouchers were then approved by the four Board members present.

CORRESPONDENCE:

Administrator Chesner stated that he received a thank you note and donation from William Merriken for the professionalism of the firefighters that responded to an incident at his property located at 119 N. Church Street.

ADMINISTRATOR'S REPORT:

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

We are in the process of receiving quotes to have the carpets replaced in the Administrative Offices. We are looking at installing carpet tile throughout. If monies are available, I'd like to consider doing this year and if not place in the 2024 budget.

Peterson Service Company replaced the expansion tank for the boiler at Station 311.

Reminder: Please fill out a Maintenance Repair Form for all repairs to both the apparatus and the buildings. This helps us track repairs as well as prioritize same. If anyone has an issue with the repair of an item, please contact my office.

Both fire alarm systems were inspected by BSafe (Bevan) and both passed; new batteries were installed at each panel.

Miscellaneous repairs performed in both buildings.

The 2022 financial audit is complete; an e-mail was sent with a final copy of the audit along with a copy of the exit interview. Bowman and Company will supply hard copies for each board member. A resolution approving the review of the 2022 audit will be prepared for our November 14th meeting.

I have prepared Resolution 2023-28, establishing the salaries of the BOFC for your consideration.

In your packets you will find information on the Live-In Program that we developed in 2016 for a member of the department that worked for the Coast Guard, stationed at Lockheed Martin. During our last meeting we discussed allowing members that are in the process of moving the

use of the bunk rooms till permanent housing is secured. I have sent the documents to our solicitor for review. I'd like to talk further on this during the meeting.

Pay-Per-Call amounts for calls answered in September; the total payout \$10,935 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 October 24, 2023:

Incidents:

Month of September

- Fire Calls – 61
- Fire Department Drills - 4

Year to Date

- Fire Calls – 446
- Fire Department Drills – 39

Operations (September):

RIT311 – 7 Goodwin Lane, D16 for a dwelling on 9/3/2023.

Ladder312 has been added to all structure boxes in D24.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
9/7/23	Department	Ground Ladder/Forcible Entry	16	9	25	2	50
9/14/23	Department	Maintenance	2	11	13	2	26
9/14/23	FP	Incident Review	2	2	4	2	8
9/21/23	Department	Relay Pumping	16	10	26	2	32
9/28/23	Station	Hydrant Valves/Maintenance	17	0	17	2	34
9/28/23	Station	Maintenance	2	10	12	2	24
		TOTALS					174
		TOTAL TRAINING					289.75
		Instruction Time					11
		SCBA Time					0
		Driving Time					2.75
		Mobile Fill Time					.5

Current Off-Site Registrations:

Kevin McKenna – I200 at Station 201 – Starts 10/18/2023

Rudy Thomas – Flashover Recognition at BCESTC – Starts 10/17/2023

Rudy Thomas – Incident Safety Officer at BCESTC – Starts 12/5/2023

Michael Fitzgerald Jr. – Flashover Recognition at BCESTC – Starts 10/17/2023

Membership:

Changed: FF Young has enlisted in the United States Coast Guard and is on military leave for the foreseeable future.

Apparatus:

Fire and Safety is repairing the driver’s seat adjustment in 3111.

FIRE OFFICIAL’S REPORT:

Administrator Chesner noted the Fire Official Orsini was not present to give his following written report dated October 24th. There being no question or comments, on a motion by Commissioner Shelley and second by Commissioner Schlindwein the Fire Official’s report was accepted by the four Board members present.

Inspection summary report for the month of September 2023.

Inspections Performed

- Periodic & Re-inspects 109
- Complaint & Request 04
- CSDCMAC & Permits 33
- Other 01
- **Total 146**

Penalties Collected

- Fire Code Violations \$175.00
- Dedicated 175.00
- False Alarm 2,200.00
- Administration 0.00
- **Total \$2,550.00**

False Alarm Notices

- Residential 11
- Commercial 04
- **Total 15**

Other

- Insp. Mann **Monthly** 63 **YTD** 437
- Insp. Clancy 60 534
- School visits are still ongoing!
- Thank you to all that came to participate with fire prevention open house! I was a nice turn out and lots of great feedback.

	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	
Nov	117	143	140	114	155	136	
Dec	185	146	152	138	150	109	
	1662	1897	1980	1770	1931	1863	1337

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

2023-28 “Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2024 Through December 31 ,2024” 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 Bowman 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 he and Account Clerk Jamerson are working on receiving quotes for new carpet tile to replace the carpets on the first and second floors of the office. Administrator Chesner is also waiting on numbers from WJ Gross for the repair of the rear wall at Station 311.

Apparatus: Administrator Chesner stated that the two designated pooled vehicles (3117 and 3118) are being utilized for firefighter courses more frequently than anticipated. Administrator Chesner asked the Board if they were ok with only 3118 being utilized as a pooled vehicle for classes and meetings and not utilizing maintenance pickup truck (3117) as that vehicle is for maintenance and operations when needed during fire calls. After a brief discussion, the Board agreed that they want 3117 to stay in Station for its intended purpose and members can submit for mileage reimbursement if they use their personal vehicle when 3118 is unavailable.

There was also a brief discussion regarding purchasing containers to store dirty PPE in the back of 3118 after fire school; the Board agreed to the same. Administrator Chesner will move forward with the purchase of a few for the rear of 3118.

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein stated that he had one application but due to health reasons the applicant is holding off.

Commissioner Leuliette commented that Fire Prevention night and Autumn in Moorestown were both well attended by the department. Lockheed Martin had their family fun day the same day as Autumn in Moorestown; we had members that attended their event as well. He thanked the members that attended all these events.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

Administrator Chesner reviewed Chief Shields following written report dated October 24th:

During 2023:

3252 Total Dispatches

2316 Transports

340 Patients assessed / Refused transport to the hospital.

596 Public assist calls that involved no patient assessment or transportation of a patient.

Moorestown EMS has called on outside agencies 190 times during 2023 to assist with emergency calls in our township.

Moorestown EMS has responded to neighboring towns 730 times during 2023 to provide mutual aid resources.

During the Month of October we have run the following calls through October 19th:

279 Total Dispatches

198 Transports

24 Patients assessed / Refused transport to the hospital.

57 Public assist calls that involved no patient assessment or transportation of a patient.

Moorestown EMS has called on outside agencies 16 times during the month of October to assist with emergency calls in our township.

Moorestown EMS has responded to neighboring towns 64 times during the month of October to provide mutual aid resources.

Due to the closure of Lenola EMS on August 12, 2023 @1830 hrs, the following calls are directly attributed to that closure.

August 12, 2023 – August 31, 2023

58 Total Dispatches

30 Patient Transports

9 Patients assessed / Refused transport to the hospital.

19 Public assist calls that involved no patient assessment or transportation of a patient.

September 1, 2023 – September 30, 2023

73 Total Dispatches

36 Patient Transports

12 Patients assessed / Refused transport to the hospital.

25 Public assist calls that involved no patient assessment or transportation of a patient.

October 1, 2023 – October 19, 2023

74 Total Dispatches

50 Patient Transports

7 Patients assessed / Refused transport to the hospital.

17 Public assist calls that involved no patient assessment or transportation of a patient.

Commissioner Bowman stated that he, Administrator Chesner, Commissioner Schlindwein, Chief Nutt, representatives from Sta. 319 and a few members from Relief Engine Co. met at Station 312 to see if it was possible to house an ambulance since Station 319 is running calls in District No. 2 as well as seeing an increase in call volume on the east end of town. They positioned the ambulance in different bays; however it was unsuccessful. The ambulance doesn't effectively fit with the fire apparatus that is in station.

OTHER BUSINESS:

Administrator Chesner reviewed the 2016 live-in program rules and agreement with the Board. Administrator Chesner stated that he reached out to our solicitor to review the same. He stated that the language is acceptable, but a time limit should be added. After a brief discussion, the Board agreed to add language to include a time limit, and other provisions so that the policy will not be abused; Administrator Chesner will make the changes and forward to the membership committee for their review.

PUBLIC SESSION:

Vice Chairman Leuliette opened the public session at 7:40 p.m.

Deputy Chief Chezem asked if the Board could give members small thank you gifts for helping during the longer events such as Autumn in Moorestown; after a brief discussion the Board agreed to the same and will discuss further closer to the next event.

There being no further comments from those in attendance the session was closed at 7:43 p.m.

On a motion by Commissioner Shelley, seconded by Commissioner Schlindwein, the Regular Meeting was adjourned, and the Board entered the 2024 Budget Work Session at 7:44 p.m.

Administrator Chesner reviewed the 2024 Budget and figures to date. The Board further discussed the budget in more detail; they anticipate that the budget will be finalized at the November 28th meeting and approved at the December 12th meeting.

On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the Work Session was adjourned, and the Board re-entered the Regular Meeting at 8:20 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk