

July 25, 2023

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 Schlindwein and Bowman present. Also, in attendance was Administrator Chesner, Deputy Chief Chezem, Battalion Chief Fitzgerald and Training Officer Santaspirt.

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.

Vice Chairman Leuliette noted that Chairman Fisher and Commissioner Shelley would not be attending tonight’s meeting.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Schlindwein, the minutes of the June 27, 2023 were approved by the three Board members present.

TREASURER’S REPORT:

Administrator Chesner presented Treasurer Shelley’s cash report for June 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of June 30, 2023. The balances were \$973,859.15 in the PNC Bank Operating account, \$49,519.37 in the PNC Bank Payroll account, \$42,045.85 in the PNC Unemployment Trust account, \$32,920.67 in the PNC Flexible Spending account and \$2,482,204.74 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,580,549.78. The operating checking account bank balance was \$1,012,949.91 less outstanding checks of \$39,090.76. On a motion by Commissioner Leuliette, seconded by Commissioner Schlindwein, the cash report for June was accepted and approved by the five Board members present.

Administrator Chesner presented the Statement of Expenditures through the disbursements of June 30, 2023. He stated that the budget had an unexpended balance of \$1,374,957.80 and we are 74% expended to date with all line items in good order.

Administrator Chesner presented Checks #12492-12519 dated June 30, 2023, one (1) payment to Windstream Holdings, Inc. for \$1,278.74, one (1) payment to AmGuard Insurance Company, (1) payment to Sun Life Financial, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, all totaling \$187,225.58. 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 three Board members present.

CORRESPONDENCE:

Administrator Chesner stated that he received two letters from Hose Company No. 1. One letter was dated February 28th asking the Board if Hose Company members could add a patch on the back of their jackets that say "Moorestown Fire Department"; the Board was fine with the request. The other letter was dated for March 28th congratulating on a job well-done and thanking the Board for this year's Chief's Installation Dinner.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated July 25, 2023:

Blades Landscaping trimmed all the shrubs and cleaned the beds per our maintenance contract.

We replaced the condensate pump for the dehumidifier in the basement of the Emergency Services Building.

Peterson Service Company repaired a refrigerate leak in the AC Unit for the second-floor offices; they also repaired the forward AC Unit in the meeting room at Station 312. We are keeping an eye on that unit; it has a tendency for the condensate line to back up causing the unit to shut off. We may need to run a new line.

The Citizen Fire Academy is underway, we have nine individuals that attended the first evening. I would like to thank all the members that showed up during the orientation and spoke about their time in the department.

As a reminder, the academy information is below:

- Dates: July 24th to July 27th
- Time: 6:30 PM to 9:30 PM (FD Time for setup and breakdown 6PM to 10PM)
- Limit participants: 5 to 10 residents (Shall be at least 18 years of age)
- Hold Harmless agreement will be signed by all participants.
- Communication Solutions designed marketing material promoting the academy and developed a fillable PDF for registration.
- Shirts will be given out to all participants.

- Agenda:
 - Monday – Orientation of both Fire Districts/Departments and what to expect over the next three days (Tours of all 3 Fire Stations)
 - Tuesday – Engine Co. (Station 313)
 - Wednesday – Ladder Co. (Sta. 311 Door Prop; Sta. 312 Basement Maze)
 - Thursday – Rescue and Vehicle Extrication (2 Vehicles; 313 Parking Lot)

On July 10th and 11th the auditors were on-site working on the 2022 financial audit. The remaining portion of the audit will be completed via a shared document drive.

The RTK Surveys for both stations have been filed and a copy of same are in both stations.

The additional t-shirts in black along with the polo shirts have arrived for the members; if you have not picked them up, please do so.

Pay-Per-Call amounts for calls answered in June; the total payout \$11,555 of which \$4,800 is being paid out to those running on a nighttime duty crew.

Administrator Chesner briefly discussed adding a summer uniform to the uniform policy; the same will be further discussed at the next meeting when all five Board members are present.

CHIEF'S REPORT:

Deputy Chief Chezem presented Chief Nutt's following written report dated July 25, 2023:

Incidents:

Month of May

- Fire Calls – 50
- Fire Department Drills - 5

Year to Date

- Fire Calls – 273
- Fire Department Drills – 26

Operations (June):

Engine 311 – 20 Elderberry Drive, D25 for a cover assignment on 6/03/23.

Engine 312 – 46 S. Bridgeboro Street, D23 for a structure fire on 6/11/23.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
6/1/23	Station	Vehicle Extrication	16		16	2	32
6/1/23	Station	Water Supply/DO Ladder	1	11	12	2	24
6/1/23	Fire Police	New Member Orientation	1	2	3	2	6
6/8/23	Station	Vehicle Extrication	16		16	2	32
6/8/23	Station	Ground Ladders/DO Ladder	1	9	10	2	20
6/9/23	Department	Water Rescue	5	1	6	2	12
6/15/23	Station	Vehicle Extrication	16	4	20	2	40
6/15/23	Station	DO Ladder Quals	1	4	5	2	10
6/15/23	Fire Police	TIMS Intro.	3	1	4	1.5	6
6/22/23	Department	Live Burn	17	13	30	2.5	45
6/29/23	Station	Ground Ladders	10		10	2	20

6/29/23	Station	Parade Preparations		7	7	2	14
		TOTALS					261
		TOTAL TRAINING					471.75
		Instruction Time					41
		SCBA Time					17
		Driving Time					9.25
		Mobile Fill Time					-

A note of congratulations to the three most recent Firefighter 1 graduates (Constantine, T., Mann, A., Ventresca)

Current Off-Site Registrations:

Bart Santaspirt – Fire Officer 1 at BCESTC starts 9/9/23.
 Bart Santaspirt – Firefighter 2 at BCESTC starts 9/18/23.
 Ian Thomas – Confined Space Awareness at BCESTC starts 11/14/23.
 Ian Thomas – RIC Operations at BCESTC starts 10/18/23.
 EJ DiMeo – I300 at BCESTC starts 12/5/23.
 Brian – Hillers – 1st Five Minutes at BCESTC starts 8/27/23.
 Thomas Constantine – VE Awareness at BCESTC starts 8/22/23.
 Thomas Constantine – VE Operations at BCESTC starts 8/30/23.
 Michael Fitzgerald Jr. – VE Awareness at BCESTC starts 8/22/23.
 Michael Fitzgerald Jr. – VE Operations at BCESTC starts 8/30/23.
 Brenda Jamerson – VE Operations at BCESTC starts 8/30/23.
 Peter Clifford – Fire Inspector at BCESTC starts 9/11/23.
 Angelo Ventresca – Fire Inspector at BCESTC starts 9/11/23.
 Peter Phillips – Firefighter 2 at BCESTC starts 9/18/23.

Membership:

New:

Daniel Blanch – Junior FF assigned to Station 311 effective 7/19/23.

FIRE OFFICIAL’S REPORT:

Commissioner Leuliette and Administrator Chesner reviewed Fire Official Orsini’s following written report dated July 25th:

Inspection summary report for the month of June 2023.

Inspections Performed

- Periodic & Re-inspects 88
- Complaint & Request 03
- CSDCMAC & Permits 48
- Other 0
- **Total 139**

Penalties Collected

- Fire Code Violations \$125.00
- Dedicated 125.00
- False Alarm 0.00
- Administration 318.00
- **Total \$568.00**

	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	
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	893

False Alarm Notices

- Residential
- Commercial
- **Total**

Other

- | | <u>Monthly</u> | <u>YTD</u> |
|----------------|-----------------------|-------------------|
| • Insp. Mann | n/a | 353 |
| • Insp. Clancy | 72 | 348 |

There being no question or comments, on a motion by Commissioner Bowman and second by Commissioner Leuliette the Chief’s and Fire Official’s reports were accepted by the three Board members present.

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner noted that he is reviewing both stations to see what projects should be placed in next year’s budget. W.J. Gross is working on getting Administrator Chesner an estimate to repair the separation in the Emergency Services Building rear wall which will be repaired in early 2024.

Apparatus: No Report.

Planning: No Report.

Recruitment & Retention: Commissioner Leuliette asked to increase the attendees for this year's Symposium Under the Sun VCOS conference by one for a total of four and briefly discussed the same. On a motion by Commissioner Schlindwein and second by Commissioner Bowman the Board agreed to send four attendees to the Symposium Under the Sun VCOS conference; the motion was approved by the three Board members present.

Commissioner Schlindwein thanked all those that helped with the Citizen Fire Academy. He also mentioned that the Membership Committee met with one probationary and two junior applicates for membership.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

OTHER BUSINESS:

None.

PUBLIC SESSION:

Vice Chairman Leuliette opened the public session at 7:29 p.m.

There being no comment from those in attendance the session was closed at 7:30 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk