

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, Shelley and Bowman present. Also, in attendance was Administrator Chesner, Chief Nutt, Deputy Chief Chezem, Battalion Chief Fitzgerald, Battalion Chief Hall and Fire Official Orsini.

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

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.

Chairman Fisher noted that Commissioner Schlindwein would not be attending tonight’s meeting.

Commissioner Leuliette presented a Resolution to Chairman Fisher for his 21 years of service on the Board of Fire Commissioners.

MINUTES:

On a motion by Commissioner Leuliette, seconded by Commissioner Bowman, the minutes of the July 25, 2023 were approved by the two Board members present with Chairman Fisher and Commissioner Shelley abstaining.

TREASURER’S REPORT:

Treasurer Shelley presented the cash report for July 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of July 31, 2023. The balances were \$796,296.29 in the PNC Bank Operating account, \$49,023.40 in the PNC Bank Payroll account, \$42,470.01 in the PNC Unemployment Trust account, \$32,982.01 in the PNC Flexible Spending account and \$2,492,922.36 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,413,694.07. The operating checking account bank balance was \$885,516.73 less outstanding checks of \$89,220.44. On a motion by Commissioner Leuliette,

seconded by Commissioner Bowman, the cash report for July was accepted and approved by the four Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of July 31, 2023. He stated that the budget had an unexpended balance of \$1,193,284.85 and we are 77% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12520-12546 dated August 31, 2023, one (1) payment to Windstream Holdings, Inc., one (1) payment to AmGuard Insurance Company, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, all totaling \$182,355.63. Commissioner Shelley reviewed the larger disbursements, including the electronic fund transfers for the month. A motion was entered by Commissioner Bowman and seconded by Commissioner Leuliette to approve the bills for payment. The vouchers were then approved by the four Board members present.

CORRESPONDENCE:

None.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated August 22, 2023:

Peterson Service Company repaired the refrigerate leak in the AC Unit that conditions the second-floor offices. They are scheduled to repair the one HVAC Unit in the meeting room at Station 312. They will be installing a dedicated condensate line for the forward unit; presently both units utilize the same drain line.

The Citizen Fire Academy was a huge success; I'd like to thank everyone that took time during their busy schedules to instruct and help recruit members. We have two Moorestown residents that are joining Fire District No. 1.

I want to thank Deputy Chief Chezem, Firefighter West, and Junior Firefighters Chezem, LaMonica and Khanlian for their participation at the Main Street Food Truck event during the evening of August 16th.

The 2022 financial audit is almost complete. As in past years, we are waiting for the State of NJ to release the GASB 68 & 75 reports before we can move forward with a final draft.

Per a Local Finance Notice and our auditors, we are allowed to move forward with a bank issued credit card and vendor charge cards. I have drafted a resolution for your consideration amending our current cash management plan to include the use of a bank issued credit card and vendor issued charge card with purchase limits. This will allow for easier purchasing for those vendors that do not accept purchase orders or for online purchases.

Most of the 2023 budget items have been purchased; we are holding off on a few operational items per Chief Nutt.

Training Officer Santaspirt and I will be meeting with a representative from VFIS on August 23rd for a risk assessment audit.

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 \$10,975 of which \$4,600 is being paid out to those running on a nighttime duty crew.

CHIEF'S REPORT:

Chief Nutt presented his following written report dated August 22, 2023:

Incidents:

Month of July

- Fire Calls – 52
- Fire Department Drills - 4

Year to Date

- Fire Calls – 322
- Fire Department Drills – 30

Operations (July):

Stations 311 and 312 – 124 Mill Street for an RV on 7/10/23.

Stations 311 and 312 – N. Church Street and W. Second Street for an MVA on 7/23/23.

Engine 311 – 336 New Albany Road for a dumpster/compacter on 7/27/23.

The Citizen Fire Academy was held from July 24th through the 27th and resulted in at least one application for membership.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
7/6/23	Department	Live Burn	12	6	18	3	54
7/13/23	Station	Vehicle Extrication	15	5	20	2.5	50
7/13/23	Fire Police	Radio Procedures	2	1	3	1.5	4.5
7/20/23	Station	Vehicle Extrication	14		14	2.0	28
7/20/23	Station	Drafting		8	8	2	16
7/20/23	Fire Police	Maintenance	4	1	5	2	10
7/27/23	Department	Make the Call	17	7	24	2	48
		TOTALS					210.5
		TOTAL TRAINING					1089
		Instruction Time					26.5
		SCBA Time					16.5
		Driving Time					31.25
		Mobile Fill Time					.5

Probationary FF's Constantine, Mann, and Ventresca all received their FF1 State certifications and are now interior structural firefighters. Congratulations to them on their hard work and success.

Current Off-Site Registrations:

- Nick Styliades – Firefighter 1 at Bcestc started 7/29/23.
- Charlie Schlindwein – Firefighter 1 at Bcestc started 7/29/23.
- Marissa Lance – Firefighter 1 at CCFA started 8/19/23.
- Peter Phillips – Incident Safety Officer at GCFA starts 11/11/23.
- Jason Witkowski – Incident Safety Officer at GCFA starts 11/11/23.

Membership:

New:

- Francesco DiPaolo (Nick) – Probationary FF assigned to Station 311 effective 8/18/23.
- Hayden Cohen – Junior FF assigned to Station 312 effective 8/21/23.

Changed:

- Aaron Litvinov – Junior FF to Probationary FF effective 7/29/23.
- Nick Styliades – Junior FF to Probationary FF effective 7/30/23.

Chief Nutt asked if the Board decided whether they will reimburse a member for completing the NJ Fire Inspector course; Administrator Chesner replied that we are still waiting for Training Officer Santasparto to provide more information as per last month’s discussion on the same.

Chief Nutt thanked Chairman Fisher for his years of service and dedication to the Fire District and wished him the best.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated August 22nd:

Inspection summary report for the month of July 2023.

<u>Inspections Performed</u>		2017	2018	2019	2020	2021	2022	2023	
• Periodic & Re-inspects	78	Jan	186	226	184	211	187	169	185
• Complaint & Request	02	Feb	176	109	174	147	130	171	150
• CSDCMAC & Permits	43	Mar	123	106	165	106	132	168	135
• Other	03	April	85	132	153	74	138	104	110
• Total	126	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	
		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	1019

<u>Penalties Collected</u>	
• Fire Code Violations	\$125.00
• Dedicated	125.00
• False Alarm	0.00
• Administration	255.00
• Total	\$505.00

False Alarm Notices

- Residential 12
- Commercial 10
- **Total** 22

Other

Monthly

YTD

- Insp. Mann 07 360
- Insp. Clancy 56 404
- Inspector Mann has returned to work! He has limited days for now and hopes to add more soon.

Ongoing Remediation Plans Throughout Town

- 7, 9, 11, 13 E Main St - JVS – Multiple throughout
- 6-8 E Oak st JVS – Basement alarm, third floor egress
- Hope Community Church – Basement Suppression System
- 207 W main St – Multiple thought-out
- 300 Mill St – David Ramsey – Vertical openings -
- 7 W Main St – Multiple
- Perkins 395 Kings Highway – Fire escape reinforcement/ Replacement
- Victorian Lady – Windowless Basement
- Moorestown Mall – Drafting Point Transfer Line
- 345 347 W Second St Basement alarm, third floor egress
- Community House – Basement suppression system

Fire Official Orsini noted that he is happy to report that Fire Inspector Mann is back.

Fire Official Orsini stated that this year’s Open House is scheduled for October 13th.

BIDS & QUOTATIONS:

Administrator Chesner reviewed the quote from the National Auto Fleet Group for the new fire inspector’s vehicle. National Auto Fleet is part of the Sourcewell Co-Op that the district recently joined. There was a brief discussion regarding same; the Board agreed to move forward with the purchase. On a motion by Commissioner Leuliette and second by Commissioner Shelley the Board agreed to purchase the fire inspector vehicle through the National Auto Fleet Group for the price of \$33,132.25; the motion was approved by the four Board members present.

RESOLUTIONS:

2023-25 “Approving Volunteer Members Who Have Qualified for Credit Under the LOSAP Program for Year 2022” 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 Leuliette approving the resolution. On a roll call vote, the four Board members present approved the resolution as presented.

2023-26 “A Resolution Amending the Fire District Cash Management Plan” was read by the Administrator. There being no comments 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, the four Board members present approved the resolution as presented.

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus: Chief Nutt mentioned using 3118 (the old 3101 vehicle) for members to utilize when attending training. He also asked the Board if Fire Police members under the age of 21 are allowed to drive 3128. There have been multiple situations where only one member responds and that person is under the age of 21; he would like to see the vehicle get out.

There was a brief discussion on the same; the Board decided that 3118 shall be allowed for fire school and county meetings. Administrator Chesner and Chief Nutt will amend the Vehicle Use Policy and work out the logistics in the use of the vehicle. Administrator Chesner will check with the district's insurance company regarding the coverage for such use and age requirement for driving the fire police vehicle.

Planning: No Report.

Recruitment & Retention: Administrator Chesner mentioned that we received two applications for membership; both applicants attended the Citizen Fire Academy.

Administrator Chesner played the completed video that Communications Solutions Group developed and posted on the website along with short clips of the same to other media outlets.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: Chief Shields introduced his newly appointed Deputy Chief. He also noted that the Squad has responded to 2,514 calls this year. We started serving Lenola's area effective August 12th since they ceased operations; we estimate 1,000 additional transports and 1,600 dispatches per year.

Administrator Chesner mentioned organizing a meeting with the Township of Moorestown regarding this change and noted that the Board's fuel costs will increase with the additional EMS calls.

The Board agreed that we should meet with the Township and representatives from the Squad; Administrator Chesner stated that he would reach out to the Township Manager.

Chief Shields thanked Chairman Fisher for his service and wished him good luck.

OTHER BUSINESS:

Commissioner Leuliette mentioned that he hasn't received interest from a fourth member to attend the VCOS seminar. The three members that are attending include Training Officer Santaspirit, Commissioner Bowman, and Account Clerk Jamerson.

PUBLIC SESSION:

Chairman Fisher opened the public session at 8:00 p.m.

Deputy Chief Chezem, Battalion Chief Hall and Firefighter Walsh all thanked Chairman Fisher for his service and dedication to the Moorestown Fire Department.

There being no further comments from those in attendance the session was closed at 8:02 p.m.

EXECUTIVE SESSION:

Commissioner Bowman made a motion, seconded by Commissioner Leuliette, to enter into an Executive Session and that no official action will take place. The regular meeting was recessed at 8:03 p.m. to enter into an Executive Session to discuss personnel matters.

RESOLVED, that pursuant to Sections 7 and 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12), the public shall be excluded from that portion of the meeting involving personnel matters.

FURTHER RESOLVED, that the discussion of such subject matter in the Executive Session can be disclosed to the public at such time as is appropriate without prejudice to the interest of the Commissioners of Fire District No. 1 in the Township of Moorestown.

On a motion by Commissioner Bowman, seconded by Commissioner Leuliette, the Executive Session was adjourned, and the Board re-entered the Regular Meeting at 8:17 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Bowman, seconded by Commissioner Leuliette, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

Peter R. Bowman
Assistant Clerk