

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 Bowman, Leuliette, Schlindwein and Shelley present. Also, in attendance were Administrator Chesner, Chief Nutt, Deputy Chief Thomas, and Fire Official Orsini.

Chairman Fisher opened the meeting by reading the following statement by title only on a motion by Commissioner Leuliette, 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 February 24, 2021 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 9, 2021, same being published on March 11, 2021, filing written notice with the Clerk of the Township of Moorestown on March 4, 2021; 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 asked for a moment of silence for the three Baltimore Firefighters that recently lost their lives.

MINUTES:

On a motion by Commissioner Schlindwein, seconded by Commissioner Shelley, the minutes of the December 14, 2021 were approved by the three Board members present with Commissioners Leuliette and Bowman abstaining.

On a motion by Commissioner Leuliette, seconded by Commissioner Schlindwein, the minutes of the January 04, 2022 were approved by the four Board members present with Commissioner Bowman abstaining.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for December 2021 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of December 31, 2021. The balances were \$1,254,960.83 in the PNC Bank Operating account, \$41,689.46 in the PNC Bank Payroll account, \$39,873.90 in the PNC Unemployment Trust account, \$2,062.07 in the

PNC Flexible Spending account and \$2,148,086.21 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,488,672.47. The operating checking account bank balance was \$1,264,478.35 less outstanding checks of \$9,517.52. On a motion by Commissioner Schlindwein, 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, 2021. He stated that the budget had an unexpended balance of \$470,322.54 and we are 83% expended to date with all line items in good order.

Commissioner Shelley presented Checks #11895-11935 dated January 2022, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, and two (2) payments to Prudential for DCRP all totaling \$229,774.10 with \$125,957.38 being charged against the 2021 budget. 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 Leuliette to approve the bills for payment. The vouchers were then approved by the five Board members present.

CORRESPONDENCE:

Administrator Chesner noted the donation from the Healey family in the amount of \$500 and the letter dated December 10th from Hose Company notifying the Board of their Battalion Chief election and Executive Officers for 2022.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated January 25, 2022:

Station 312 Exit Drive Update: CMA Group has submitted all permits with the township and the mark out of the property is complete. They were scheduled to begin work the week of January 17th however they would like two consecutive nights above 30 degrees before they pour concrete. We are on a holding pattern till the weather cooperates. I have contacted Millennium Inc. for a quote to have both rear doors at Relief placed on the key fob system. Millennium is the contractor that installed the new key system and security cameras at our buildings along with the township buildings. I'm also going to discuss with them installing additional cameras at both buildings.

Gear racks for Station 312 are schedule to be delivered on February 14th; Battalion Chief Hall has been notified of the same.

We had caps installed on all three exhaust pipes for the vehicle exhaust system; we noticed that when it rained water was leaking at Station 312.

Windstream Update: In October, we received a rate hike per month of \$400 and a basic voice line adjustment of \$150 per line. I didn't realize that we were out of contract for what is considered end of life products. Companies are moving towards Voice over Internet as copper lines are becoming expensive to maintain. I spoke with Verizon about moving our services to them on traditional phone lines (POT lines), but the price was higher then moving to Voice over Internet with Comcast or keeping with Windstream. Windstream offered a decent conversion

price for voice over internet. I would look at moving to Comcast however we have a few past bills with Windstream that I have been disputing and I have more leverage in staying with Windstream. I'm going to stay with Windstream and move towards their voice over internet package for two years.

After many phone calls and numerous e-mails to our customer service advocate and his direct supervisors we did receive a one-time credit of \$1,914.25. I continued to push for a rate-roll back along with additional credits; we were notified on January 12th that we would receive a rate roll back to take place when the new contract was signed in November. We should see additional credits and no rate increase till the system is installed; there is one additional \$1,900.00 bill which will be paid, this along with last month's bill will be offset with credits. Once installed, we will no longer pay Comcast for internet service. Both voice over internet (telephone) along with internet at both buildings will be with Windstream. We should see about a \$300 savings per month.

Arc A Tech Solutions will start this week running wire and installing the speed controls for the seven (7) ceiling fans at Relief Engine Co. and six (6) ceiling fans at Hose Co. Arc A Tech, after researching additional fans, found a better fan with greater CFM. The fans have been ordered and will be shipped in three weeks. Once received they will install.

I have decided to switch our gas supply for both stations from Direct Energy back to PSEG. After comparing rates there will be a savings by doing the same. The change will be reflected on our March invoice.

We converted the 2nd floor Admin Office into the RCBC Co-Op Room. We cleaned out the office and placed three desks in the space and installed a TV on the wall.

I received two petitions for the office of Fire Commissioner, one from Commissioner Schlindwein and one from Commissioner Bowman. I have spoken with Commissioner Leuliette, and he has graciously accepted the position of Clerk at this year's Fire District Election. We will need a motion solidifying the same. I'm working on tellers; we will use four this year.

I spoke with Melissa Ford from the Division of Community Affairs concerning our 2022 ballot and resolution concerning the vehicle questions. She indicated that we did not need to pass a resolution if we are utilizing restricted funds for their intended purpose. The only time we need to pass a resolution is if we determine the restricted fund balance is not needed for capital purposes and we would like to release same to use in general revenue. I still believe it's prudent to pass a resolution for our own minutes as we have done so in the past. Ms. Ford asked that we break out the questions as four separate questions, one for each vehicle. Lumping vehicles in one referendum has caused problems during budget examinations. She also stated that this will be more transparent to the taxpayer. A draft copy of the 2022 ballot is in your Dropbox; after we review during the meeting I will forward to the Superintendent of Elections for the machines and the Vote-By-Mail ballots.

I have started working on the LOSAP contributions for 2021; in your packet you will see Resolution 2022-10 approving the CPI Adjustment for 2021 along with Local Finance Notice 2022-02. The CPI for the 2021 FD LOSAP is 0.96%. The total contribution of 2021 will be around \$37,000.

Benchmark 7710 Insurance no longer insures fire departments for workers compensation; we have been placed back into the state plan, NJCRIB. Our new carrier for 2022 is Amguard Insurance Company; I'm in the process of working with their adjuster on rates for the volunteers and employees. I have asked Nottingham for a quote from the First Responder Joint Insurance Fund. The Fire District was in this years ago for workers compensation however we dropped their coverage because they required that all insurance be bound with them and the board at the time wanted to remain with VFIS. I would still like to get numbers so we can compare coverage and premium amounts for all insurance.

I posted on IAM Responding the part-time position of Building Maintenance Worker; Jeff Gullo was the only person from the department that was interested in the position. I offered the position to him, and he accepted. He will start in February; I have drafted a resolution concerning the same.

Pay-Per-Call amounts for calls answered in November; the total payout \$14,650.00 of which \$4,800.00 is being paid out to those running on a nighttime duty crew.

Pay-Per-Call amounts for calls answered in December; the total payout \$11,265.00 of which \$4,800.00 is being paid out to those running on a nighttime duty crew. Total PPC for the year \$155,012.43.

CHIEF'S REPORT:

Chief Nutt presented his following written report dated January 25, 2022:

Incidents:

Month of December

- Fire Calls - 58
- Fire Department Drills - 2
- Fire Police Drills - 1

Year to Date

- Fire Calls – 560
- Fire Department Drills – 36
- Fire Police Drills – 21

Operations (December):

12/1/21 – Ladder 3125 – Cover Assignment at Station 231.

12/8/21 – RIT311 – Structure Fire – 51 Pinafore Lane in D16.

12/9/21 – TF31 – MVA Rescue Assignment – N. Church St. and Twosome Dr. – Single vehicle MVA. 3119 for door removal, 3122 handled engine company responsibilities.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
12/13/21	Department	Department Meeting	13	21	34	2	68
12/20/21	Department	Esprit de corps	11	17	28	2	NA
		TOTALS					68
		TOTAL TRAINING					91
		Instruction Time					NA
		SCBA Time					NA

		Driving Time					NA
		Mobile Fill Time					NA

Current Off-Site Registrations:

- Jeff Young – I300 at BCESTC on 4/18/2022
- Ian Thomas – VE Awareness at BCESTC on 3/3/2022
- Ian Thomas – VE Operations at BCESTC on 3/8/2022
- Mike Fitzgerald Jr. – I200 at BCESTC on 6/7/2022

Membership:

Resigned/Terminated:

Peter Bowman – Terminated from Department effective 1/3/22 by BC Fitzgerald for failure to maintain membership attendance percentages.

Chief Nutt noted that the Captain from the Joint Base passed unexpectedly so Ladder 3125 will be covering them during their funeral services tomorrow from 1300 to 1700.

Chief also asked the Board what they expected for his end of year report. There was a brief discussion on same.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated January 25, 2022:

Inspection summary report for the month of December 2021.

Inspections Performed

- Periodic & Re-inspects **103**
- Complaint & Request **06**
- CSDCMAC & Permits **31**
- Other **10**
- **Total** **150**

Penalties Collected

- Fire Code Violations \$3,100.00
- Dedicated 700.00
- False Alarm 2,050.00
- Administration 0.00
- **Total** **\$5,850.00**

False Alarm Notices

- Residential 11
- Commercial 07
- **Total** **18**

	2015	2016	2017	2018	2019	2020	2021
Jan	16	190	186	226	184	211	187
Feb	80	142	176	109	174	147	130
Mar	165	126	123	106	165	106	132
April	111	128	85	132	153	74	138
May	131	147	160	191	184	85	175
June	144	138	136	115	153	135	161
July	217	112	172	171	161	152	133
Aug	137	172	122	204	181	182	216
Sep	148	138	114	196	207	199	205
Oct	99	90	86	158	126	227	149
Nov	88	207	117	143	140	114	155
Dec	154	172	185	146	152	138	150
	1490	1762	1662	1897	1980	1770	1931

<u>Other</u>	<u>Monthly</u>	<u>YTD</u>
• Insp. Mann	77	969
• Insp. Clancy	52	813
• (0) Zoning reviews		
• (0) Planning reviews		

Fire Official Orsini briefly reviewed the ongoing remediation plans throughout town and the annual LEA report.

BIDS & QUOTATIONS:

Administrator Chesner and Commissioner Schlindwein reviewed the quotes to install a gate at Station 312's exit driveway. Commissioner Schlindwein is working on getting a few more quotes to discuss at the next meeting.

Administrator Chesner reviewed the quote for replacement windows at the Emergency Services Building that he received from W.J. Gross, Inc. at the prevailing rate of \$183,530.00. He also mentioned that since it falls under the Cooperative Pricing Agreement with the Camden County Educational Services Commission that we are not required to go out for bid and noted that the funds were placed in the 2022 budget. After the Board discussed the same, they agreed to move forward with having W.J. Gross, Inc. replace the windows.

RESOLUTIONS:

2022-10 "Approving the CPI Adjustment for the 2021 LOSAP Contributions" 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 Schlindwein approving the resolution. On a roll call vote, the five Board members present approved the resolution as presented.

2022-11 "Authorizing Capital Expenditures to Replace a Ladder Truck, Fire Engine, Command Vehicle and Fire Inspector Vehicle" 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 Leuliette approving the resolution. On a roll call vote, the five Board members present approved the resolution as presented.

2022-12 "Appointing an Official of the Fire District" was read by the Administrator. There being no questions 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 five Board members present approved the resolution as presented.

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus:

A meeting has been scheduled for Monday, January 31st with representatives from Campbell Supply to look at their Spartan Engine and Spartan Ladder Truck.

Planning: No Report.

Recruitment & Retention:

Commissioner Leuliette will be meeting with Administrator Chesner and Deputy Chief Thomas to discuss the upcoming Fire District Election and PR for the same on social media.

Commissioner Schlindwein mentioned that we have two applicants in the pipeline: one junior membership and one probationary.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

No representation present for the meeting.

OTHER BUSINESS:

Administrator Chesner asked the Board if they would be ok allowing members to use the rear center bay at Station 311 to wash their personal vehicle. He further mentioned that no tire shine would be allowed, and they need to clean the bay when done. After a brief discussion the Board agreed to the same. Administrator Chesner will notify the membership and include and post rules in the station.

A motion was offered by Chairman Fisher and seconded by Commissioner Shelley appointing Commissioner Leuliette as Clerk of the Election for the Fire District Election to be held on February 19, 2022. There being no question or comments on the motion the motion carried.

Administrator Chesner reviewed the following recommendations from the Membership Committee:

- Remove the requirement for the 10% minimum for fire alarms answered
- Increase the drill requirement to 30% - 35%
- Remove the requirement that you must make one drill to qualify for Pay-per-Call for the monthly pay
- Bonus Incentive at the December pay for Pay-per-Call
 - If you make 40% of drills for the year you get a \$500 payment
 - If you make 50% of drills for the year you get a \$1,000 payment
- Ask the Board to motion to suspend the current 10% and 20% requirement for 2021 due to COVID or the like so we get the rule and regs updated to retain members.

Administrator Chesner recommended to increase the number of drills to above the 50% to receive the bonus incentive.

After the Board discussed the above recommendations they agreed to remove the 10% minimum for fire alarms, increase the drill requirement to 35% for the year, remove the requirement that you must make one drill to qualify for Pay-per-Call for the monthly pay, implement the bonus incentive at the December pay for Pay-per-Call to receive a \$1,000 bonus if the member receives a minimum of 75% of drills for the year, and not to suspend the current 10% and 20% requirement for 2021 due to COVID or the like. Administrator Chesner will draft a resolution on the same to present at first reading for next month's meeting amending Section 9.0 of the Rules and Regulations and Policy 14.7.

Chief Nutt mentioned revisiting the policy for reserve membership; Administrator Chesner replied that it will be discussed during the next Membership Committee meeting.

On a recommendation by Administrator Chesner, a motion was offered by Chairman Shelley and seconded by Commissioner Bowman to increase the pay for the tellers and judge at the Fire District Election; tellers to receive \$140 and the Judge of the Election to receive \$150. There being no question or comments on the motion the motion carried.

PUBLIC SESSION:

Chairman Fisher opened the public session at 8:46 p.m.

There being no public in attendance the public the session was closed at 8:47 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Leuliette, seconded by Commissioner Schlindwein, the meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk