

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, Schlindwein and Shelley present. Also, in attendance were Administrator Chesner, Chief Nutt, Training Officer Santaspirt, and Maintenance Engineer Thomas.

Chairman Fisher opened the meeting by reading the following statement:

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.

OATH OF OFFICE:

Chairman Fisher asked Administrator Chesner to administer the Oath of Office to Re-Elected Commissioner Peter R. Bowman for a three-year term on the Board of Fire Commissioners that ends March 2025.

Chairman Fisher noted that Commissioner Leuliette would be arriving later for the meeting.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Shelley, the minutes of the February 22, 2022 were approved by the four Board members present.

On a motion by Commissioner Shelley, seconded by Commissioner Schlindwein, the minutes of the March 1, 2022 were approved by the three Board members present with Commissioner Bowman abstaining.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for February 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of February 28, 2022. The balances were \$861,948.41 in the PNC Bank Operating account, \$44,691.03 in the PNC Bank Payroll account, \$40,084.65 in the PNC Unemployment Trust account, \$3,815.91 in the PNC Flexible Spending account and \$2,148,351.27 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,098,891.27. The operating checking account bank balance was \$886,395.28 less outstanding checks of \$24,446.87. On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the cash report for February was accepted and approved by the four Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of February 28, 2021. He stated that the budget had an unexpended balance of \$1,983,550.47 and we are 29% expended to date with all line items in good order.

Commissioner Leuliette arrived at the meeting.

Commissioner Shelley presented Checks #11973-12012 dated March 2022, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, and two (2) payments to Prudential for DCRP, one (1) Comcast Holdings Corp., one (1) Sun Life Financial, and one (1) AMGuard Insurance Company all totaling \$194,394.96 with \$24,045.00 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 Schlindwein and seconded by Commissioner Bowman to approve the bills for payment. The vouchers were then approved by the five Board members present.

CORRESPONDENCE:

Chairman Fisher stated that Chief Nutt submitted his 2021 annual year end report and asked that the Board review the same prior to the April meeting.

Chairman Fisher further mentioned that we received the meeting minutes from the New Jersey State Association of Fire Districts and a copy of the renewed parking agreement between Wawa and the fire district.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated March 22, 2022:

Station 312 Exit Drive Update: Stout and Caldwell finished the radius mark outs and CMA Group excavated and prepared the site for concrete, they will pour the curbs on Friday, March 25<sup>th</sup>, and the apron on the 26<sup>th</sup>; MEND has been notified of the same.

I spoke with Millennium Inc. concerning the rear door key fob proposal. The passive infrared sensors in the proposal track those that leave the building and senses when a door has been forced open; the option only makes up \$60 of the proposal. If we decide to only add one door the price would be 50% of the proposal. I'm also working on the App for smart devices to allow us to view the cameras per the Board's request; the Township of Moorestown have no licensing

for this as they view the cameras on a desktop. Millennium is working on getting us a proposal and I will work with the Township on security and firewall programming.

Windstream Update: Voice over Internet was installed at 261 West Main Street on March 22<sup>nd</sup>. We had encountered a problem with the fire alarm at Relief; the panel was not sending test signals and unable to communicate with our central station. After speaking with Bevan Security, and numerous failed attempts with Windstream to get the connection for the panel corrected, I was informed that alarm panels do not communicate well with a VOIP System as they are programmed for analog lines. Since copper lines are no longer being supported, commercial alarm panels are utilizing a cellular connection and/or a POTS Line Enumeration that can only be offered by Verizon or Comcast. Windstream does not offer a resale for dial tone that would allow us to do this. Frustrating to say the least, I have gone back and forth with Windstream and their customer service is horrible. I needed to move forward with Bevan installing a cellular device at both stations with yearly monitoring. The cost for install is \$1,250 at each building with monitoring at \$576, up \$220 from what we were paying. I'm told the system is good for 10 years. I did not want to waste any more time with Windstream as our buildings were not communicating and I trust the NFPA compliant system that Bevan is installing. I will be dropping the fire alarm lines from our account with Windstream.

Ceiling Fan installation at both stations are complete; the electrician repaired a few additional items around both buildings at no cost.

Final measurements for the windows at the Emergency Services Building and watchtower are complete, and the windows have been ordered by WJ Gross. The window will be a quaker bronze color w/ two over two window sashes, like the look presently. Lead time on the windows is 15 weeks.

George Bob has offered his services to work on some brick pointing at Station 312. He will complete sometime this spring.

Blades Landscaping completed the Spring Cleanup around Station 311 and mulched the same.

Moorestown High School Project Graduation volunteers spoke with Commissioner Schlindwein and I asking if the fire department would be willing to escort the buses down Main Street after graduation. I believe we did this prior to COVID a few times. The Board agreed with the same. Commissioner Leuliette made a motion to allow the fire department to escort the buses down Main Street after graduation, seconded by Commissioner Bowman the motion was approved by the five Board members present.

You will notice in the list of vouchers, Royal Printing Service in the amount of \$3,891. This is for the vote by mail ballots and mailing of same. The increase was twofold, we had more vote by mails this year and the Burlington County Board of Election went to a scannable ballot to avoid hand counting. I will report further on the Fire District Election and the official results during the meeting.

We are in the process of completing our 2020 audit; all required reports have been received from the State of NJ and I have completed the Management Discussion and Analysis. Our auditor is working on their final review, and we should be receiving the final audit for our review shortly

thereafter. We have also started the 2021 Audit; much of the audit has been done remotely with file exchange however the auditors will be on site March 29<sup>th</sup>.

I renewed our 36-month lease with Canon Solutions; our current monthly payment will drop from \$272.00 to \$255.88 and both machines will be upgraded. Black and white copies will remain at .006 per sheet while color copies will drop from .0094 to .0093 per sheet. Maintenance, service, and toner included.

Pay-Per-Call amounts for calls answered in February; the total payout \$14,335.00 of which \$4,800.00 is being paid out to those running on a nighttime duty crew.

### CHIEF'S REPORT:

Chief Nutt presented his following written report dated March 22, 2022:

#### ***Incidents:***

Month of February

- Fire Calls - 46
- Fire Department Drills - 4
- Fire Police Drills - 2

Year to Date

- Fire Calls – 98
- Fire Department Drills – 8
- Fire Police Drills – 4

#### ***Training:***

Date	Type	Topic(s)	311	312	Total	Time	P/H
2/3/22	Station	PPE Inspection/Post-Incident Review	11	1	12	2.5	30
2/3/22	Station	Engine Company Operations	1	10	11	2	22
2/10/22	Station	Engine Company Operations	16		16	2.5	40
2/10/22	Station	Maintenance/D/O Training		7	7	2	14
2/10/22	Fire Police	Post-Incident Analysis/Maintenance	1	2	3	2	6
2/17/22	Station	Engine Company Operations	10		10	2	20
2/17/22	Station	Building Walkthrough		19	19	2	38
2/24/22	Station	Engine Company Operations	14		14	2.5	35
2/24/22	Station	Engine Company Operations		14	14	2	28
		<b>TOTALS</b>					<b>233</b>
		TOTAL TRAINING					260.75
		Instruction Time					12.25
		SCBA Time					.5
		Driving Time					8.5
		Mobile Fill Time					0

#### **Current Off-Site Registrations:**

Ian Thomas – Electric Vehicle Fires and Emergencies at BCESTC starts 5/7/22.  
EJ DiMeo – Electric Vehicle Fires and Emergencies at BCESTC starts 5/7/22.

***Membership:***

Charles Schlindwein – Junior Firefighter assigned to Station 312 effective 3/3/22.  
 Spencer Talbot – Probationary Firefighter (former Junior Firefighter) assigned to Station 311 effective 3/18/22.

***Apparatus:***

Engine 3111 – Annual Service Completed  
 Rescue 3119 – Annual Service Completed  
 Ladder 3125 – Annual Service Completed  
 Brush 3126 – Oil Change and brakes inspected  
 Command 3101 – New window regulation installed (passenger door)

Chief Nutt mentioned that effective April 1<sup>st</sup> Ronald Borden was appointed Fire Police Lieutenant by FP Captain Clifford.

**FIRE OFFICIAL’S REPORT:**

Fire Official Orsini’s following written report dated March 22, 2022:

**Inspection summary report for the month of February 2022.**

**Inspections Performed**

- Periodic & Re-inspects **119**
- Complaint & Request **06**
- CSDCMAC & Permits **30**
- Other **16**
- **Total** **171**

**Penalties Collected**

- Fire Code Violations \$370.00
- Dedicated 200.00
- False Alarm 600.00
- Administration 0.00
- **Total** **1,170.00**

**False Alarm Notices**

- Residential 07
- Commercial 06
- **Total** **13**

**Other**

- |                        | <b><u>Monthly</u></b> | <b><u>YTD</u></b> |
|------------------------|-----------------------|-------------------|
| • Insp. Mann           | 84                    | 162               |
| • Insp. Clancy         | 84                    | 152               |
| • (0) Zoning reviews   |                       |                   |
| • (0) Planning reviews |                       |                   |

	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	
April	128	85	132	153	74	138	
May	147	160	191	184	85	175	
June	138	136	115	153	135	161	
July	112	172	171	161	152	133	
Aug	172	122	204	181	182	216	
Sep	138	114	196	207	199	205	
Oct	90	86	158	126	227	149	
Nov	207	117	143	140	114	155	
Dec	172	185	146	152	138	150	
	1762	1662	1897	1980	1770	1931	340

BIDS & QUOTATIONS:

Administrator Chesner recapped from last month's meeting the proposal from Millennium Communications Group Inc., the company we use for the key access system at both buildings, regarding installation for additional access control units on the two rear doors at Relief Engine Co. Administrator Chesner stated that the estimate is \$8,531.30 for two doors under state contract and suggested to only install one. After a brief discussion, the Board agreed that only one was needed. A motion was offered by Commissioner Leuliette to move forward with Millennium Communications Group Inc. to install the access point on one rear door for \$4,265.65, with a second by Schlindwein the motion was carried by the five Board members present.

RESOLUTIONS:

2022-13 "A Resolution Amending Fire Department Section 9.0 of the Rules and Regulations and Policy 14.7 of the Moorestown Fire Department at Final Reading" was read by the Administrator. Chairman Fisher opened for public comment; Firefighter Walsh and Training Officer Santaspirt stated their concern regarding not having a minimum requirement for responding to incidents. Chairman Fisher stated that the same would be monitored and changes will be made if need be. There was a brief discussion on same. There being no more questions or comments on the resolution as read a motion was offered by Commissioner Leuliette and seconded by Commissioner Schlindwein approving the resolution at final reading. On a roll call vote, the five Board members present approved the resolution as presented.

2022-24 "Approving a Pay-Per-Call Firefighter" 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 Shelley approving the resolution. On a roll call vote, the five Board members present approved the resolution as presented.

2022-25 "Appointing an Official of the Fire District and Establishing Their Compensation for the Fiscal Year April 1, 2022 to December 31, 2022" 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 Leuliette approving the resolution. On a roll call vote, the five Board members present approved the resolution as presented.

COMMITTEE REPORTS:Buildings & Grounds:

Administrator Chesner reached out to the Township to see what steps needed to be taken to have access on a mobile device to view the security cameras in real time. He stated that it can be done through Millennium Communications Group Inc. Administrator Chesner is working on licensing costs for the same and talking with the Township concerning firewall and gateway configurations.

Apparatus:

Commissioner Bowman stated that there is an Apparatus Meeting schedule for Thursday at 6:00pm to begin discussions regarding the purchase of the new apparatus that was approved at the annual election.

Maintenance Engineer Thomas stated that Fire and Safety found that one of the possible causes for the inoperable light tower on Rescue 3119 was a malfunctioning circuit board. The board will be replaced along with the new tower head.

Planning: No Report.

Recruitment & Retention:

Commissioner Schlindwein received an application, but it is unclear what type of membership was applied for since it was not filled out.

Administrator Chesner noted that the website has a "Join Now" to navigate directly to our membership application. We will be adding a video to the website, and it should be up shortly. We also have a meeting on March 29<sup>th</sup> with the videographer to discuss ideas for our website.

Commissioner Schlindwein mentioned his concern regarding a New Jersey State law that local township employees shall utilize vacation/personal time if they leave their job to respond to calls. There was a brief discussion on the same since we have a member that works for the department of public works.

Commissioner Schlindwein noted that a representative from Communication Solutions will be meeting with us to discuss their online recruitment and retention program on Thursday, April 14<sup>th</sup> at 7:00pm.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

No representation present for the meeting.

OTHER BUSINESS:

Administrator Chesner mentioned that he and Commissioner Schlindwein were approached by Moorestown Home and School Project Graduation Committee to see if the fire department would escort the graduating class from graduation down Main Street. The fire department has done this in prior years. A motion was offered by Commissioner Leuliette seconded by Commissioner Bowman to allow the same.

Administrator Chesner read the following official election results from the 2022 Annual Election held on Saturday, February 19, 2022:

	<b>Polls</b>	<b>Mail-In</b>	<b>Total</b>
<b><i>Candidates: (Full Term)</i></b>			
Peter R. Bowman	73	580	653
Samuel J. Schlindwein	79	587	666
<b><i>Year 2022 Annual Budget:</i></b>			
YES	86	485	571
NO	5	176	181
<b><i>Ladder Truck:</i></b>			
YES	81	508	589
NO	10	150	160
<b><i>Fire Engine:</i></b>			
YES	86	520	606
NO	5	140	145
<b><i>Command Car:</i></b>			
YES	84	461	545
NO	7	200	207
<b><i>Fire Inspector Vehicle:</i></b>			
YES	83	464	547
NO	8	196	204

**PUBLIC SESSION:**

Chairman Fisher opened the public session at 8:07 p.m.

There being no public in attendance the public session was closed at 8:08 p.m.

**EXECUTIVE SESSION:**

Commissioner Leuliette made a motion, seconded by Commissioner Bowman, to enter into an Executive Session and that official action may take place. The regular meeting was recessed at 8:10 p.m. to enter into an Executive Session to discuss a personnel matter.

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 Shelley, the Executive Session was adjourned at 8:41 p.m.

ANNOUNCEMENTS:

A motion was offered by Commissioner Shelley, seconded by Commissioner Leuliette that Resolution 2022-13 take effect on May 1, 2022.

On a motion by Commissioner Leuliette, seconded by Commissioner Shelley, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,

Samuel J. Schlindwein  
Secretary/Clerk