

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 Schlindwein, with Commissioners Bowman, Kohart and Keyes present. Also, in attendance was Administrator Chesner, Fire Official Orsini, Chief Nutt, Deputy Chief Chezem, Account Clerk Jamerson, Training Officer Santaspirt, HSO Fitzgerald and Chief of the Squad Shields.

Vice Chairman Schlindwein 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 8, 2024 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 14, 2024. same being published on March 19, 2024, filing written notice with the Clerk of the Township of Moorestown on March 8, 2024; 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 Schlindwein mentioned that Chairman Leuliette was absent from tonight's meeting.

MINUTES:

The approval of the minutes of February 27, 2024, were deferred until the April 23, 2024 meeting.

On a motion by Commissioner Bowman, seconded by Commissioner Kohart, the minutes of the March 5, 2024 were approved by the four Board members present.

TREASURER'S REPORT:

Treasurer Bowan presented the cash report for February 2024 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of February 29, 2024. The balances were \$1,313,635.80 in the PNC Bank Operating account, \$51,841.41 in the PNC Bank Payroll account, \$42,808.04 in the PNC Unemployment Trust account, \$32,218.46 in the PNC Flexible Spending account and \$2,825,420.27 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$4,265,923.98. The operating checking account bank balance was

\$1,380,949.12 less outstanding checks of \$67,313.32. On a motion by Commissioner Kohart, seconded by Commissioner Keyes, the cash report for February was accepted and approved by the four Board members present.

Commissioner Bowman presented the Statement of Expenditures through the disbursements of February 29, 2024. He stated that the budget had an unexpended balance of \$2,512,835.18 and we are 22% expended to date with all line items in good order.

Commissioner Bowman presented Checks #12757-12802 dated March 31, 2024, one (1) payment to Windstream Holdings, two (2) payments to the N.J. State Health Benefits Program, three (3) payroll transfers, three (3) payments to Prudential for DCRP, one (1) payment to Amtrust, one (1) payment to Division of Pension & Benefits all totaling \$350,066.56. Commissioner Bowman reviewed the larger disbursements, including the electronic fund transfers for the month. A motion was entered by Commissioner Kohart and seconded by Commissioner Keyes to approve the bills for payment. The vouchers were then approved by the four Board members present.

#### CORRESPONDENCE:

Administrator Chesner stated that he sent a thank you letter to the Vosbikian family thanking them for their generous donation and that the donation will be split between the two companies.

Administrator Chesner also made mention of the thank you note that he received from Firefighter Whipple thanking the Board for the family fun night at Pinsetters.

Administrator Chesner made note of the e-mail that he received from Fire Police Captain Clifford concerning the use of 3118 by the Fire Police.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated March 26, 2024:

Repair work was done on the above ceiling compressor piping at Station 312. The piping was pulled loose at the fitting above Ladder 3125. A reminder was put out to the stations to make sure both the airline as well as the electric line fully eject and are clear from the apparatus prior to departing.

WJ Gross Construction submitted a proposal via the Camden County Educational Co-Op for the structural repair of the rear wall at Station 311 in the amount of \$42,700; \$17,300 under budget. After consulting with both Chairman Leuliette and Commissioner Schlindwein we decided to move forward with the work and a PO was submitted. I will keep everyone posted as to the start date.

Still waiting on one additional carpet proposal from RFS Commercial Flooring in North Jersey.

I met with Stonhard Flooring this past Monday to review the specifications for the new apparatus floor at Station 312. They will be bidding the job via Sourcewell or the ESCNJ Co-Op.

We are still in the process of working on the 2023 Worker Comp. Audit for our Guard Insurance policy. As a reminder, Guard Insurance hired RLD Associates to perform the audit. I will keep you posted on the outcome.

Below is a reminder from our discussion concerning moving the election at the February BOFC Meeting; since that discussion the Shared Services Committee met and discussed same.

The Fire District Election was held on Saturday, February 17<sup>th</sup> from 2PM till 9PM. We had 155 voters cast a vote at the polls and as of Friday the County received 485 Vote by Mails with a total of 2,726 mailed to the residents of Fire District No. 1. Below are the unofficial results of the election:

I would like to discuss the option of moving our election to November; below are some items to consider:

- Cost of the election when held in February:
  - Notices: Vote by Mail (\$28), we alternate this notice with FD No. 2, First Election Notice in December (\$26) and 2<sup>nd</sup> Notice w/budget (\$113)
  - Tellers - \$750, Food for Same - \$75
  - Machine Set-Up. Delivery and Support - \$500
  - Vote by Mail Ballots - \$4,141
  - **Total Cost - \$5,633.00**
- There would be no cost to the FD if we moved to November.
- Fire District Budget will no longer require voter approval if it is to remain within the 2% Levy Cap.
- Referendums to exceed the 2% levy cap and release of restricted funds would continue on the third Saturday in February.
- For all Capital Appropriations a 2/3 majority vote by the BOFC will be required at a regular board meeting without public vote. Certain notices will need to be posted to do so.
- If the annual election is shifted to November, the terms of the Commissioners then in office would be extended to until 12 Noon on the first Tuesday in December of the years in which their term expires.

Our second Technical Specifications Committee meeting was on March 21<sup>st</sup> at 6PM. It was recommended that the committee should consist of the (4) Chief Officers, (1) BOFC Member and the Administrator.

The new fire prevention vehicle (Ford Maverick) has been scheduled to be lettered by Acerbo Lettering and the emergency lights and siren package will be installed by Winner Ford.

Bowman and Company continue to work on the 2023 Financial Audit; they were on site for field work the week of March 18<sup>th</sup>. I would like to thank Account Clerk Jamerson and Treasurer Shelley for all their work over the past year; it is due to their efforts that year after year we have a clean audit.

Pay-Per-Call amounts for calls answered in February; the total payout \$11,465.00 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 26, 2024:

***Incidents:***

Month of February

- Fire Calls – 42
- Fire Department Drills - 5

Year to Date

- Fire Calls – 117
- Fire Department Drills – 9

***Operations (February):***

RIC311 – 61 N. Cedar Ave., D10 for a structure fire on 2/16/24.

Ladder312 – 26 Brainerd St., D50 for a structure fire on 2/22/24.

***Training***

Date	Type	Topic(s)	311	312	FP	Total	Time	P/H
2/1/2024	Station	Maintenance	16	11	6	33	2	66
2/8/2024	Department	LIVE BURN - Vehicle Fires	15	10	6	31	2.75	85.25
2/15/2024	Department	Electric Vehicle Fires	16	13	4	33	2	66
2/22/2024	Department	Family Fun Night	13	9	2	24	3	-
2/29/2024	Department	MVA Scenario	19	11	5	35	2	70
		TOTALS						287.25
		TOTAL TRAINING						404.5
		Instruction Time						16
		SCBA Time						3.25
		Driving Time						7.5
		Mobile Fill Time						1

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

Ian Thomas – RIC Operations at Camden County Fire Academy – Starts 5/7/2024.

Mike Miller – RIC Operations at Camden County Fire Academy – Starts 5/7/2024.

Bertha Lukov – TIM Training at Lenola FD – Starts 3/27/2024.

Michael Fitzgerald – IAFC Eastern Division Conference – Starts 5/10/2024.

Edgar Thomas – IAFC Eastern Division Conference – Starts 5/10/2024.

Edgar Thomas – Fire Investigations Awareness at BCESTC – Starts 5/6/2024.

***Membership:******New:***

Tom Lewis – Probationary Firefighter assigned to Station 311 effective 3/15/2024.

***Apparatus:***

Annual Maintenance complete on 3111, 3112, 3119, 3122, 3125.

Chief Nutt left the meeting at 7:23.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated March 26<sup>th</sup>:

**Inspection summary report for the month of February 2024.**

**Inspections Performed**

- Periodic & Re-inspects 81
- Complaint & Request 0
- CSDCMAC & Permits 35
- Other 4
- **Total 120**

**Penalties Collected**

- Fire Code Violations \$0.00
- Dedicated 0.00
- False Alarm 600.00
- Administration 0.00
- **Total \$600.00**

**False Alarm Notices**

- Residential 08
- Commercial 03
- **Total 11**

**Other**

- |                | <u>Monthly</u> | <u>YTD</u> |
|----------------|----------------|------------|
| • Insp. Mann   | 84             | 175        |
| • Insp. Clancy | 0              | 8          |

- (0) Planning review
- (0) Zoning review
- Inspector Clancy returned to work as of 3/7
- Annual NJ IAAI training was February 28- March 1
- New FI Maverick is currently being lettered.

	2018	2019	2020	2021	2022	2023	2024
Jan	226	184	211	187	169	185	122
Feb	109	174	147	130	171	150	120
Mar	106	165	106	132	168	135	
April	132	153	74	138	104	110	
May	191	184	85	175	189	174	
June	115	153	135	161	192	139	
July	171	161	152	133	145	126	
Aug	204	181	182	216	212	172	
Sep	196	207	199	205	144	146	
Oct	158	126	227	149	124	154	
Nov	143	140	114	155	136	124	
Dec	146	152	138	150	109	108	
	1897	1980	1770	1931	1863	1726	242

Commissioner Kohart inquired about the list of remediations attached to the Fire Official report; Fire Official Orsini stated that the list consists of large items that need to be addressed by the businesses. His office is working with each of the businesses as most of these remediations/repairs are costly and more involved.

Fire Official Orsini left the meeting at 7:26.

**BIDS & QUOTATIONS:**

None.

RESOLUTIONS:

2024-24 “Approving Members who have Qualified for 2023 LOSAP” was read by the Administrator. Administrator Chesner noted that we may need to transfer additional monies into the LOSAP line item in November to cover the 2024 deposits as we are seeing an increase in the cost due to the CPI adjustments over the years. There being no comments on the resolution as read a motion was offered by Commissioner Bowman and seconded by Commissioner Kohart 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 Blades performed their Spring cleanup, rear wall structural repair at Station 311 is scheduled with WJ Gross Construction and Stonhard Flooring is working on Co-Op pricing for the apparatus floor at Station 312.

Apparatus: Commissioner Bowman stated that the new Ford Maverick arrived and is scheduled to be lettered and the lights and sirens installed.

Administrator Chesner asked Fire Police Captain Clifford to review his e-mail to the Board requesting that 3118 be placed at Station 312 for use by the Fire Police. FP Captain Clifford noted that with the increase in Fire Police members, via the Department Marketing Campaign, he requested 3118 be kept in the rear parking lot at Station 312 so both vehicles could be utilized to transport members since the department does not like the Fire Police utilizing their personal vehicles.

After a lengthy discussion by the Board, Administrator Chesner and others in attendance a motion was offered by Commissioner Schlindwein seconded by Commissioner Bowman to allow 3118 to be moved to Station 312 for use by the Fire Police. The unit will be parked out back in the space closest to the gate. This will be for a (6) six-month trial period at which time the Board will discuss whether to continue, the motion included the approval by Battalion Chief Hall; the motion as presented was accepted by the four Board members present.

The Board also asked that FP Captain Clifford log how many times the unit responds to incidents and to have this figure noted in the monthly Chief’s report or reported monthly to the Board directly by FP Captain Clifford

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein noted that the committee met with one Junior applicant.

Administrator Chesner mentioned that he will be scheduling a recruitment committee meeting with Communication Solutions to discuss recruitment efforts in 2024.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: Chief Sheilds presented his two reports that showed 2023 incident data and the 1<sup>st</sup> quarter incident data for 2024. Chief Sheilds asked if the Board would consider allowing them to increase the asphalt area on the western side of the building to allow more room when parking an ambulance out front. He still needs to get approval from the Squad's Board; Chief Sheilds first wanted to see if the BOFC would consider the idea. The Board found no reason not to allow the out drive to be pushed into the grass area. Chief Sheilds stated that he would connect with Administrator Chesner after he talks with his board.

OTHER BUSINESS:

Administrator Chesner stated that the Personnel Committee will be meeting to further discuss the Excused Absence Policy and a draft copy would be ready for the April 23<sup>rd</sup> meeting.

PUBLIC SESSION:

Vice Chairman Schlindwein opened the public session at 8:21 p.m.

Battalion Chief Miller asked if the Board would consider having a swearing in ceremony annually for the officers of the department. After a brief discussion the Board agreed to begin this at the next regular meeting in January and to continue annually for all officers in the department regardless of when their term ends.

There being no further comment from those in attendance the session was closed at 8:21 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Keyes, seconded by Commissioner Bowman, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Ralph A. Kohart  
Secretary/Clerk