

April 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 Chairman Fisher, with Commissioners Leuliette, Schlindwein, Bowman, and Shelley present. Also, in attendance was Administrator Chesner, Chief Nutt, Training Officer Santaspirt, and Chief Sheilds.

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 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.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Shelley, the minutes of the March 28, 2023 were approved by the five Board members present.

TREASURER’S REPORT:

Commissioner Shelley presented the cash report for March 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of March 31, 2023. The balances were \$1,067,716.62 in the PNC Bank Operating account, \$49,186.06 in the PNC Bank Payroll account, \$41,418.34 in the PNC Unemployment Trust account, \$33,488.70 in the PNC Flexible Spending account and \$2,204,096.54 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,395,906.26. The operating checking account bank balance was \$1,265,390.93 less outstanding checks of \$197,674.31. On a motion by Commissioner Schlindwein, seconded by Commissioner Leuliette, the cash report for March was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of March 31, 2023. He stated that the budget had an unexpended balance of \$1,895,524.77 and we are 64% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12390-124242 dated March 31, 2023, one (1) payment to Windstream Holdings, Inc. for \$640.35, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, one (1) payment to AmGaurd Insurance Company for \$32,904.00 all totaling \$233,926.40. 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 Schlindwein to approve the bills for payment. The vouchers were then approved by the five Board members present.

CORRESPONDENCE:

Administrator Chesner stated that he sent a thank you note to Hope Community Church on April 4th for donating treats to both stations on the evening of our drill.

ADMINISTRATOR'S REPORT:

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

We ordered a walk behind floor scrubber for Station 311 from General Chemical. The current floor scrubber at Station 311 was moved to Station 312.

CMA group is scheduled to repair the handicap ramp at Station 311 and the sidewalk/ramp at Station 312 during the week of April 24th. Mark outs for same have been completed.

Communication Solutions sent out the 2nd flyer. As I stated before, the committee's intent is to mail out a flyer every quarter. Communication Solutions will also be producing a recruitment video and interviews at the live fire evolution scheduled for June 22nd. I have asked the Chiefs to do their best in promoting this to get as many members as possible out to this drill.

Training Officer Santaspirt and I attended a College and Career Fair at BCIT Medford Campus on March 29th and an Opportunity Fair at RCBC on April 5th both promoting our Co-Op Membership program.

The Workers Comp Audit for 2022 was completed at the end of March. During the time of the audit, there were many phone calls and e-mails between Nottingham Insurance, Guard Insurance (Workers Comp Carrier) and our office on how the employees, volunteers and pay-per-call members should be classified. Guard Insurance and their auditor notified us that a premium adjustment of \$58,130 was due for 2022 and this adjustment would carry over to the 2023 premium. Guard moved many of the salaries of the paid staff into the paid firefighter category from the volunteer category or clerical category. Nottingham Insurance and I convinced Guard that two of the employees should be moved to the clerical rate, changing the premium increase from \$58,130 to \$32,904. Nottingham Insurance and I were going to have NJCRIB do a separate audit, but we were both concerned that in doing so they may rule in favor of Guard and move the two employees back into the paid firefighter category.

Commissioner Shelley, Kirk LeBlanc (Nottingham Insurance) and I sat and discussed workers compensation moving forward. We decided to stay the course with Guard Insurance and towards the end of the year request a proposal from the First Responders Joint Insurance Fund. If we decide to move forward with FIRST, not only will our workers compensation move so

would our property casualty. The alternative would be to remain with VFIS and see if we could get out of the State of NJ Work Comp program and placed in the open market. We could see a significant savings in doing so, roughly \$14,000. In the meantime, we paid the \$32,904 and will transfer monies in November to cover the cost of same along with the premium increase for 2023. Commissioner Shelley and I feel we have enough room in this year's budget to cover the cost avoiding an emergency expenditure resolution.

Structural Engineer Tom Kulp submitted his report concerning the rear wall at Station 311 along with his recommendations. I have placed a copy of the same in SharePoint.

Acerbo lettered the new command vehicle.

A reminder to please complete your financial disclosure statements by April 30th; you should have received an email from the Township concerning the same.

BC, Fitzgerald, FF Thomas, FF Fitzgerald Jr., FF Walsh, FF Young and FF Harvey are attending FDIC 2023 from April 23rd till April 29th. They will be staying at the JW Marriott; transportation has been provided for them from and to the airport.

The department rented out Speed Raceway in Cinnaminson on April 20th for the members and their families. Food was provided and awards will be given to the winners. Good time had by all. I would like to thank Commissioner Leuliette for taking the time to set this event up.

Pay-Per-Call amounts for calls answered in March; the total payout \$12,470 of which \$4,800 is being paid out to those running on a nighttime duty crew.

CHIEF'S REPORT:

Chief Nutt presented his following written report dated April 25, 2023:

Incidents:

Month of March

- Fire Calls – 35
- Fire Department Drills - 5

Year to Date

- Fire Calls – 117
- Fire Department Drills – 13

Operations (March):

Engine 311 – 2035 Burlington Columbus Road, District 40, for the Structure Fire on 3/20/23.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
3/2/23	Station	Large Area Search	15		15	2	30
3/2/23	Station	Maintenance	1	15	16	2	32
3/9/23	Department	Large Area Search	7	8	15	2	30
3/16/23	Department	Large Area Search	11	10	21	2	42
3/23/23	Department	Wildland Urban Interface	18	10	28	2	56
3/30/23	Department	Large Area Search	17	11	28	2	56

		TOTALS					246
		TOTAL TRAINING					590.75
		Instruction Time					24.5
		SCBA Time					2
		Driving Time					7.75
		Mobile Fill Time					0

Current Off-Site Registrations:

Bart Santaspirt – NJ Forest Fire Service Seminar at BCESTC on 4/26/23.

Membership:

New: Yun Yang – Probationary Fire Police assigned to Station 312 effective 4/19/23.

Changed: Thomas Constantine – Junior to Probationary Firefighter effective 4/7/23.

Resigned/Terminated: Andrew Murray – resigned effective 4/6/23.

Chief Nutt noted that 11 members had career changes this year that will not allow them to make the minimum 35% requirement for annual drills; he further mentioned that the Board may want to reconsider the requirements for membership.

FIRE OFFICIAL’S REPORT:

Administrator Chesner noted that Fire Official Orsini was not present to give his below written report dated April 25th:

There being no question or comments, on a motion by Commissioner Shelley and second by Commissioner Leuliette the Fire Official’s report was accepted by the five Board members present.

Inspection summary report for the month of March 2023.

	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	
May	160	191	184	85	175	189	
June	136	115	153	135	161	192	
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	470

Inspections Performed

- Periodic & Re-inspects 90
- Complaint & Request 03
- CSDCMAC & Permits 40
- Other 02
- **Total 135**

Penalties Collected

- Fire Code Violations 1,500.00
- Dedicated 300.00
- False Alarm 650.00
- Administration 0.00
- **Total \$2,450.00**

False Alarm Notices

- Residential 06
- Commercial 06
- **Total 12**

Other

- | | <u>Monthly</u> | <u>YTD</u> |
|----------------|-----------------------|-------------------|
| • Insp. Mann | 98 | 270 |
| • Insp. Clancy | 88 | 212 |
| • FDIC 4/23-28 | | |

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner stated that the assessment report for the emergency services building from Structural Assessment Services, LLC was distributed to the Board. There is no imminent danger so he will include the wall repair in the 2024 budget.

Administrator Chesner noted that our contract with Windstream ends effective December 3rd; he is looking into utilizing Verizon VIOS for our phone lines. He briefly discussed the same.

Administrator Chesner also mentioned that the CMA group will begin the concrete work this week.

Apparatus: Commissioner Bowman stated that the Apparatus Committee discussed the disposal of the 2015 Ford Expedition when the new command vehicle is placed into service. He said the Committee recommended that we keep it for a year to utilize as an additional vehicle for various

needs, including an additional vehicle to be used during storms. Commissioner Bowman added that a sign out sheet will be required to utilize the vehicle. Chairman Fisher asked what the Kelly Blue Book Value is on the vehicle; Commissioner Bowman replied \$12,000 to \$15,000. After a brief discussion on the use of the vehicle, a motion was offered by Commissioner Leuliette, seconded by Commissioner Schlindwein to keep the 2015 Ford Expedition for a year to decide if it is beneficial to continue use for the purposes mentioned above. There being no further discussion amongst the members of the Board the motion was carried.

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein thanked Administrator Chesner and Training Officer Santaspirit for attending the college and job fairs at Medford BCIT and RCBC.

Commissioner Schlindwein received one application for Fire Police membership.

Commissioner Leuliette noted that the Speed Raceway Family Fun Night had a very successful turnout, and that the next recruitment event will Moorestown Day on June 3rd.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: Chief Sheilds reviewed his written report:

The Emergency Squad has been called to 4015 incidents during calendar year 2022.

1018 of these assignments resulted in non-patient contact calls such as public assist, fire calls and cancelled assignments, while 2997 incidents resulted in patient assessment and/or transportation to a receiving facility.

To date, the Emergency Squad has been called to 1271 incidents, so far in 2023.

326 of these assignments resulted in non-patient contact calls such as public assist, fire calls and cancelled assignments, while 945 incidents resulted in patient assessment and/or transportation to a receiving facility.

The Emergency Squad is currently staffing 3 ambulances daily, 7 days a week, 365 days a year with 4 shifts to adequately cover the needs of this Township. The shifts are as follows:

0600-1800hrs

0800-2000hrs

0900-2100hrs

1800-0600hrs

I would like to thank the Commissioners for their recent assistance in our purchase of new tires for Ambulance 3191. The use of the state pricing was a big help.

The Emergency Squad is currently rebuilding our Ambulance 3193. This ambulance was originally built in 2005, refurbished with a new chassis in 2013, now being refurbished once again with a new 2023 chassis. This vehicle is expected back in service by August 2023. In the meantime, a loaner ambulance will be provided as soon as it is made ready for service and inspected by NJDOH Office of EMS.

Commissioner Schlindwein asked what percentage of calls reported above would be assistant living incidents; Chief Shields replied about 75 percent.

Commissioner Bowman asked how many out of the call number mentioned above are out town calls; Chief Shields replied that he would have to run numbers, but there is not as many this year in comparison to 2021 and 2022.

There was brief discussion regarding staffing issues in the EMS field and patient billing.

OTHER BUSINESS:

Chairman Fisher asked if anyone had any questions regarding the Chief's Annual Report; he also mentioned that this evening's workshop will begin with discussions focused on the Operations Division.

Commissioner Bowman asked what the "support" piece meant as discussed in the report; Chief Nutt replied that he is referring to the number of members joining from the local community.

Commissioner Bowman also asked for clarification regarding his statement: "I have found that there exists a pervasive undercurrent of distaste between a small number of members at each station". Chief Nutt replied that some members from each station undercut each other rather than working together which causes a division between both stations rather than working as a team. There was a discussion on the same and Commissioner Bowman suggested discussing this issue further during the workshop session.

PUBLIC SESSION:

Chairman Fisher opened the public session at 8:04 p.m.

There being no comment from those in attendance the session was closed at 8:05 p.m.

ANNOUNCEMENTS:

Commissioner Shelley made a motion, seconded by Commissioner Schlindwein, to enter into a Workshop Session. The regular meeting was adjourned at 8:06 p.m. to enter into a Workshop Session to discuss the Master Plan.

On a motion by Commissioner Leuliette, seconded by Commissioner Bowman, the Workshop Session was adjourned at 9:02 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk