

April 26, 2022

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 Leuliette with Commissioners Bowman, Schlindwein and Shelley present. Also, in attendance was Administrator Chesner.

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

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 Vice Chairman led the Pledge of Allegiance to the Flag after which he identified the emergency exits.

Vice Chairman Leuliette stated that Chairman Fisher would be absent for this evening's meeting.

MINUTES:

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

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for March 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of March 31, 2022. The balances were \$1,197,181.10 in the PNC Bank Operating account, \$45,393.35 in the PNC Bank Payroll account, \$40,084.99 in the PNC Unemployment Trust account, \$2,124.83 in the PNC Flexible Spending account and \$2,148,747.67 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,433,531.94. The operating checking account bank balance was \$1,205,725.15 less outstanding checks of \$8,544.05. On a motion by Commissioner Schlindwein, seconded by Commissioner Bowman, the cash report for March was accepted and approved by the four Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of March 31, 2021. He stated that the budget had an unexpended balance of \$1,818,016.59 and we are 35% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12013-12054 dated April 2022, two (2) payments to the N.J. State Health Benefits Program, three (3) payroll transfers, and three (3) payments to Prudential for DCRP, one (1) Division of Pension and Benefits, one (1) Comcast Holdings Corp., one (1) Windstream Holdings, Inc., and one (1) AMGuard Insurance Company all totaling \$251,291.45 with \$13,644.79 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 Schlindwein to approve the bills for payment. The vouchers were then approved by the four Board members present.

CORRESPONDENCE:

Administrator Chesner sent a thank you letter to the Ames Family for their \$600.00 donation to the companies.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated April 26, 2022:

Station 312 Exit Drive is complete and working out well. CMA Group gave me the name of a company that installs electric gates for both residential and commercial buildings; I'm waiting for a proposal on the same. We have installed No Thoroughfare signs on the fence along with the Do Not Enter signs installed by CMA Group. We are still waiting on the convex mirror to arrive from Grainger's.

Millennium Inc. is scheduled to install the additional access point on the rear door at Relief and they are working on the licensing for the mobile app so the video cameras can be viewed on individual smartphones.

Windstream Update: Voice over Internet has been installed at both buildings. All systems are up and running. We will no longer be paying Comcast for internet as it has been bundled with Windstream.

S & C Painting Company is scheduled to paint the front porch railing at the Emergency Services Building and the generator at Station 312.

Not sure if we had a power surge or not but around the same time, we found a dead short in the sconces in front of the apparatus bays at Station 311 and the circuit board for the AC/Heat Pump in the display case on the front porch shorted out. Both are scheduled for repaired.

I'm working with the Moorestown Business Association to secure our location at the intersection of Main Street and High Street for Moorestown Day on June 4th. Please lend some of your time if you are available that day.

The 2020 audit is complete, and we are in the process of completing the 2021 audit. In your Dropbox you will find Resolution 2022-26 acknowledging the review of the 2020 audit. I would like to thank both Commissioner Shelley and Account Clerk Jamerson for keeping the financials in line.

Pay-Per-Call amounts for calls answered in March; the total payout \$14,000.00 of which \$4,800.00 is being paid out to those running on a nighttime duty crew.

CHIEF'S REPORT:

Administrator Chesner presented Chief Nutt's following written report dated April 26, 2022.

Incidents:

Month of March

- Fire Calls - 49
- Fire Department Drills - 4
- Fire Police Drills - 2

Year to Date

- Fire Calls – 147
- Fire Department Drills – 12
- Fire Police Drills – 6

Operations (March):

RIT311 – 51 Easton Way D39 on 3/15/22 for a Structure Fire.

Engine311 – 2 Thames Court D17 on 3/19/22 for a Wildland Urban Interface Assignment.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
3/3/22	Station	RIC Operations	14		14	2	28
3/3/22	Station	RIC Operations		13	13	2	26
3/10/22	Station	RIC Operations	15		15	2.5	37.5
3/10/22	Station	RIC Operations		15	15	2	30
3/24/22	Department	RIC Scenario	16	12	28	2.5	70
3/24/22	Fire Police	Fire Police Operations	1	2	3	1.5	4.5
3/31/22	Department	RIC Scenario	14	9	23	2	46
		TOTALS					242
		TOTAL TRAINING					365
		Instruction Time					35.5
		SCBA Time					15.5
		Driving Time					8.25
		Mobile Fill Time					1.5

Membership:

New: Robert Woltjen; Probationary Firefighter assigned to Station 312 effective 4/21/22.

Changed: Richard Konzelmann's membership was changed from Probationary to Active effective 3/22/22.

Ronald Borden’s membership was changed from Probationary to Active effective 3/24/22.

Apparatus:

Pump testing is complete for engines 3111, 3112, and 3122.

Ladder testing is complete for Ladder 3125, and Engines 3111, 3112, and 3122.

Annual Maintenance is complete for Engine 3122.

FIRE OFFICIAL’S REPORT:

Administrator Chesner reviewed Fire Official Orsini’s following written report dated April 26, 2022:

Inspection summary report for the month of March 2022.

<u>Inspections Performed</u>										
• Periodic & Re-inspects	98		Jan	190	186	226	184	211	187	169
• Complaint & Request	04		Feb	142	176	109	174	147	130	171
• CSDCMAC & Permits	56		Mar	126	123	106	165	106	132	168
• Other	<u>10</u>		April	128	85	132	153	74	138	
• Total	168		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	508
<u>Penalties Collected</u>										
• Fire Code Violations	\$300.00									
• Dedicated	300.00									
• False Alarm	0.00									
• Administration	<u>0.00</u>									
• Total	\$600.00									
<u>False Alarm Notices</u>										
• Residential	06									
• Commercial	<u>03</u>									
• Total	09									
<u>Other</u>										
• Insp. Mann	<u>84</u>	<u>162</u>	Temporarily unavailable							
• Insp. Clancy	88	240								
• (1) Zoning reviews										
• (0) Planning reviews										

BIDS & QUOTATIONS:

Commissioner Schlindwein and Administrator Chesner reviewed with the Board the quote received from Communication Solutions Group to assist with recruitment and retention by managing our website and creating marketing material for the fire department. After discussing the same, a motion was offered by Commissioner Schlindwein to give the Recruitment and Retention Committee the ability to move forward with the redesign of the website and to utilize a

marketing firm for the purpose of recruitment and retention not to exceed \$30,000, seconded by Commissioner Bowman the motion was carried by the four Board members present.

RESOLUTIONS:

2022-26 “A Resolution Acknowledging the Review of the 2020 Audit Report by the Individual members of the Board of Fire Commissioners” 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 four Board members present approved the resolution as presented.

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus: Commissioner Bowman stated that the Apparatus Committee met on March 24th to begin discussion regarding the purchase of the new apparatus that were approved at the annual election. It was a productive meeting in which the committee decided to focus discussions on the ladder; during the committee it was proposed to run the current ladder as the first out piece for a period of time from Station 312 and see what type of replacement should be considered for that piece. No other decisions were made other than a lengthy discussion on a quint versus a traditional ladder truck with a pump.

Administrator Chesner noted that all pump and ladder testing has been completed.

Planning: No Report.

Recruitment & Retention: Commissioner Leuliette noted that Moorestown Day is June 4th, and he would like to give away reusable shopping bags with our logo. Administrator Chesner noted that he would look into ordering the bags for the event.

Commissioner Schlindwein noted that the Membership Committee met with one applicant for Fire Police.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

No representation present for the meeting.

OTHER BUSINESS:

Administrator Chesner mentioned that every year the Board gives each member a department gift and for this year’s gift he requested that the Board consider a department jacket. He presented the Board with a sample of a jacket owned by one of our members and noted that

monies were placed in the budget for the same. The jacket would cost around \$100.00 each from Hero Outfitters. There was a brief discussion amongst the Board; they decided to table till next meeting after getting feedback from members to see which style jacket they would be interested in receiving.

PUBLIC SESSION:

Vice Chairman Leuliette opened the public session at 8:09 p.m.

There being no public in attendance the public session was closed at 8:10 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Bowman, seconded by Commissioner Schlindwein, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk