

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, Fire Official Orsini, Battalion Chief Fitzgerald and Training Officer Santaspirt.

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 April 25, 2023 were approved by the five Board members present.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for April 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of April 30, 2023. The balances were \$893,812.02 in the PNC Bank Operating account, \$49,607.57 in the PNC Bank Payroll account, \$41,418.68 in the PNC Unemployment Trust account, \$33,334.04 in the PNC Flexible Spending account and \$2,212,564.65 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,230,736.96. The operating checking account bank balance was \$925,405.06 less outstanding checks of \$31,593.04. On a motion by Commissioner Leuliette, seconded by Commissioner Schlindwein, the cash report for April was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of April 30, 2023. He stated that the budget had an unexpended balance of \$1,662,868.27 and we are 68% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12425-12454 dated May 31, 2023, one (1) payment to AmGuard Insurance Company for \$11,731.23, one (1) payment to Windstream Holdings, Inc. for \$639.72, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, all totaling \$170,522.37. 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:

Chairman Fisher stated that Administrator Chesner sent a thank you letter to Care One for the cup cakes they provided to the stations. We also received a thank you letter from Lower Bank Volunteer Fire Company and Washington Township for assisting with their WUI assignment.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated May 23, 2023:

The walk behind floor scrubber for Station 311 arrived and in-service.

CMA group finished the handicap ramp at Station 311 and the sidewalk/ramp at Station 312 during the week of April 24th. They ran the downspout for 312 under the sidewalk to prevent ice from forming on the sidewalk during the winter months. Both jobs turned out great.

WJ Gross Construction is working on an estimate for repairs to Station 311's rear wall found in the Structural Engineer's Report.

Reminder that Communication Solutions will 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.

Hose testing was performed on March 31st at Station 311; 10 sections of 3" and smaller aged out.

I ordered some items for the boat that were in Station 311's budget. I also ordered the PS Trax Software for Department PPE tracking and the imager bank for Engine 3112.

All of the equipment for the new command vehicle arrived; installation will begin the week of May 22nd.

Citizen Fire Academy Update:

- Dates: July 24th to July 27th
- Time: 6:30 PM to 9:30 PM (FD Time for setup and breakdown 6PM to 10PM)
- Limit participants: 5 to 10 residents (Shall be at least 18 years of age)
- Hold Harmless agreement will be signed by all participants (District Solicitors will coordinate same)
- Communication Solutions will design marketing material promoting the academy and will develop a fillable PDF for registration.

- Shirts and shorts will be given out to all participants with name of the academy on the back of the shirt; Cadet on the shirt as well.
- Agenda:
 - Monday – Orientation of both Fire Districts/Departments and what to expect over the next three days (Tours of all 3 Fire Stations)
 - Tuesday – Engine Co. (Location to be determined)
 - Wednesday – Ladder Co. (Sta. 311 Door Prop; Sta. 312 Basement Maze)
 - Thursday – Rescue and Vehicle Extrication (Order 2 Cars; 313 Parking Lot utilizing both Rescues)

I would like to consider purchasing cloud hosting for the Edmunds System; this would allow remote access, greater cyber security, daily back-ups, data storage and automated MCSJ code updates. This would also allow for easier access for those members that utilize Edmund's self service module. Currently, we have not paid the annual fee for the ESS due to problems with our VPN connection. If we move forward with cloud hosting, they will discount the ESS fee \$400. The annual fee for cloud service is \$3,000 and the ESS module will be \$1,225. Both will be prorated for this year if we decide to move forward with the purchase.

After a brief discussion on the upgrade to cloud service for Edmunds Gov Tech, a motion was offered by Commissioner Leuliette, seconded by Commissioner Bowman to purchase the cloud service for Edmund's software and the ESS module mentioned above. There being no further discussion amongst the members of the Board the motion was carried.

Fire Police Captain Clifford, Training Officer Santaspirt and I have been meeting with RCBC to discuss the Co-Op membership and how we can jump start the program. We are in the process of drafting a new Memorandum of Understanding. Currently, the max for tuition reimbursement is \$1,500 per semester. Since the Co-Op allows for any student at RCBC to participate, we are asking the Board to consider increasing this to cover the cost per semester for those students that are enrolled in the most expensive majors. We are looking at a reimbursement of around \$4,800 minus fees and books. I would like to talk further on this during the meeting and if the Board agrees to the same, make part of the new MOU.

The Board discussed the same and decided to increase the reimbursements to \$2,000 for 16 hours and \$3,600 for 24 hours of the student's volunteer time requirement at the fire station.

Thank for completing your financial disclosure statements for 2023.

Pay-Per-Call amounts for calls answered in April; the total payout \$12,720 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 May 23, 2023:

Incidents:

Month of April

- Fire Calls – 57
- Fire Department Drills – 4

Year to Date

- Fire Calls – 174
- Fire Department Drills – 17

Operations (April):

Stations 311/312 – Mount Laurel Road at Route 38, D31 for a vehicle fire on 4/8/23.

Engine 311 – 13 Washington Drive, D10 for a structure fire on 4/9/23.

TF31 – 23 Sutton Place North, D31 for a structure fire on 4/13/23.

TF31 – 116 Country Club Drive, D31 for a structure fire on 4/15/23.

Engine 312 – 2060 River Road, D45 for a wildland urban interface on 4/18/23.

RIC 311 – 26 Norwick Lane, D16 for a structure fire on 4/26/23

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
4/6/23	Station	Live Burn	16		16	3	48
4/6/23	Station	Maintenance		19	19	2	38
4/13/23	Station	Hose Deployment	18		18	3	54
4/13/23	Station	Hose Deployment	1	9	10	2	20
4/27/23	Station	Hose Deployment	12		12	2	24
4/27/23	Station	Hose Deployment		7	7	2	14
		TOTALS					198
		TOTAL TRAINING					352
		Instruction Time					13
		SCBA Time					9.0
		Driving Time					3.5
		Mobile Fill Time					1.0

Current Off-Site Registrations: None.

Membership:

Jessica Constantine – Fire Police member assigned to Station 311 (312 for calls) effective 5/15/23.

Apparatus:

Annual ladder testing was completed.

Annual pump testing was completed.

3112 returned from Johnson and Towers (Allison Transmission Division) with no issues.

Everything works according to their spec. Rudy will reschedule pump testing for it.

3117, 3126, and 3128 had oil changes and tires rotated.

Chairman Fisher asked for an update on scratch calls noting that he experienced not having a driver at a few of the incidents that he responded to which caused Station 312 to scratch those calls. Chief Nutt replied that he is working on trying to qualify more members to drive the apparatus at Relief.

Chairman Fisher also asked if Chief Nutt plans on putting the rescue boat in service soon; Chief Nutt replied that the members still need to be trained on boat rescue and that he is working on same.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini was presented his following written report dated May 23rd:

Inspection summary report for the month of April 2023.

Inspections Performed

- Periodic & Re-inspects 67
- Complaint & Request 03
- CSDCMAC & Permits 31
- Other 09
- **Total 110**

Penalties Collected

- Fire Code Violations \$0.00
- Dedicated 0.00
- False Alarm 500.00
- Administration 443.00
- **Total \$943.00**

False Alarm Notices

- Residential 11
- Commercial 06
- **Total 17**

Other

- | | <u>Monthly</u> | <u>YTD</u> |
|----------------|-----------------------|-------------------|
| • Insp. Mann | 83 | 353 |
| • Insp. Clancy | 64 | 276 |

	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	110
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	580

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus: No Report.

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein stated that the committee met with one fire police member and received one application for a junior member that we are meeting with next week.

Commissioner Leuliette suggested that Communication Solutions supply a QR code for interested residents to display at Moorestown Day on June 3rd.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

OTHER BUSINESS:

Commissioner Leuliette mentioned attending this year's Symposium Under the Sun VCOS conference which we previously attended prior to Covid-19. The conference holds multiple seminars full of information to help volunteer departments with training, recruitment, and retention ideas. Since we did not send members to the Command Officer Boot Camp in May money is available for the VCOS seminar.

Administrator Chesner stated that the conference is held in Clear Water Florida and early registration is due August 1st. The cost is about \$6,500.00 for three people to attend which includes hotel, flights, per diem, and seminar costs. After a brief discussion regarding the above seminar, a motion was offered by Commissioner Leuliette, seconded by Commissioner Schlindwein to send three people to the Symposium Under the Sun VCOS conference. There being no further discussion amongst the members of the Board the motion was carried.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:51 p.m.

There being no comment from those in attendance the session was closed at 7:52 p.m.

EXECUTIVE SESSION:

Commissioner Shelley 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 7:53 p.m. to enter into an Executive Session to discuss a personnel matters.

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 Shelley, seconded by Commissioner Bowman, the Executive Session was adjourned at 8:20 p.m., and the Board entered into a workshop session to further discuss the Master Plan.

ANNOUNCEMENTS:

On a motion by Commissioner Shelley, seconded by Commissioner Leuliette, the Workshop Session was adjourned, and the regular meeting ended at 9:14 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk