

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, Bowman, Schlindwein and Shelley present. Also, in attendance was Administrator Chesner, Chief Nutt, Deputy Chief Thomas, Training Officer Santaspirt, Batt. Chief Fitzgerald and Fire Official Orsini.

Chairman Fisher opened the meeting by reading the following statement by title only on a motion by Commissioner Leuliette, 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 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 Leuliette, the minutes of the April 26, 2022 were approved by four Board members present with Chairman Fisher abstaining; Chairman Fisher was not in attendance at the April 26<sup>th</sup> meeting.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for April 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of April 30, 2022. The balances were \$962,310.56 in the PNC Bank Operating account, \$46,633.30 in the PNC Bank Payroll account, \$40,588.58 in the PNC Unemployment Trust account, \$2,063.43 in the PNC Flexible Spending account and \$2,149,422.58 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,201,018.45. The operating checking account bank balance was \$1,054,970.18 less outstanding checks of \$93,696.77. On a motion by Commissioner Schlindwein, seconded by Commissioner Leuliette, 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, 2022. He stated that the budget had an unexpended balance of \$1,559,576.70 and we are 44% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12055-12081 dated April 2022, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, and two (2) payments to Prudential for DCRP, and one (1) payment to AMGuard Insurance Company all totaling \$93,097.29. 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 noted that we received the meeting minutes from the New Jersey State Association of Fire District Quarterly Meeting that was held at the Adelphia Fire Station on March 5<sup>th</sup> 2022.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated May 24, 2022:

We are still waiting on the convex mirror to arrive from Grainger's along with a proposal for an electronic gate for the exit drive at Station 312.

Millennium Inc. is scheduled to install the additional access point on the rear door at Relief on May 25<sup>th</sup> and they are working on the licensing for the mobile app so the video cameras can be viewed on individual smartphones.

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

The sconces in front of the apparatus bays at Station 311 have been repaired and updated to LED lights and the circuit board and possibly other parts for the AC/Heat Pump in the display case on the front porch shorted out due to a power surge in the building. Administrator Chesner noted that ordering parts for the existing Mitsubishi unit has proved difficult due to supply chain issues and if we wait too long for replacement parts the antique piece would need to be moved indoors till the unit was repaired. Administrator Chesner received a proposal from All-Ways Heating and Air for a complete replacement at the price of \$5,195.00. There was a brief discussion amongst the Board to continue replacing parts w/little guarantee that this will get the unit running or move forward with the installation of a new unit. After discussing the same, a motion was offered by Commissioner Leuliette to replace the AC/Heat Pump for \$5,195.00, seconded by Commissioner Schlindwein the motion was carried by the five Board member present.

With a recommendation from Nottingham Insurance, I signed an agreement with CCG Premium Recovery Group; they specialize in reviewing experience modifications, retrospective rating adjustments, premium audits, payroll allocations and class codes rate for workers compensation to determine if they were figured correctly. We have never entered an agreement like this to my knowledge, but Nottingham and I felt with the recent change in workers comp carriers and yearly

audits performed it was worth it. The contingency fee is 50% on all monies returned to the district.

We secured our location at the intersection of Main Street and High Street for Moorestown Day on June 4<sup>th</sup>. We ordered Reusable Grocery Bags that have on them “Please Consider Volunteering” that we will give out that day; please lend some of your time if you are available.

Recruitment and Retention have been meeting and we have narrowed down our new website designer, videographer, and marketing firm. A resolution approving the firms of Atmos Aerial Solutions and Communication Solutions Group can be found in your Dropbox for the night’s meeting. Atmos Aerial Solution will be redesigning our main website and Communication Solutions Group will focus on all marketing material, recruitment, and retention. We have a meeting scheduled with both on June 16<sup>th</sup> to discuss next steps. Stay tuned for additional information.

The new copiers have been installed in the office; reminder, our current monthly payment has decreased from \$272.00 to \$255.88. Black and white copies remain at .006 per sheet while color copies have decreased from .0094 to .0093 per sheet. Maintenance, service, and toner are all still included.

The 2021 audit is nearing completion. I have sent the Synopsis of the 2020 Audit along with the Resolution and Affidavit approving same to the Division of Local Government Services.

Pay-Per-Call amounts for calls answered in April; 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:**

Chief Nutt presented his following written report dated May 24, 2022.

***Incidents:***

Month of April	Year to Date
<ul style="list-style-type: none"> <li>• Fire Calls - 47</li> <li>• Fire Department Drills - 4</li> <li>• Fire Police Drills - 2</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Calls – 194</li> <li>• Fire Department Drills – 16</li> <li>• Fire Police Drills – 8</li> </ul>

***Operations (April):***

RIT311 – 1000 East Park Avenue D10 on 4/5/22 for a Hazardous Materials Assignment.  
 Stations 311/312 – Golf View Road IAO Park Drive on 4/6/22 for an Automobile.  
 Stations 311/312 – 199 Bortons Landing Road at Lockheed Martin on 4/14/22 for a gas leak.  
 Taskforce31 – 119 West Third Street D31 on 4/16/22 for a Structure Fire (2 Alarms).  
 Six members attended FDIC from April 24<sup>th</sup> to the 29<sup>th</sup>.

***Training:***

Date	Type	Topic(s)	311	312	Total	Time	P/H
4/7/22	Station	Make the Call; Radio Communications	13		13	1.5	19.5
4/7/22	Station	Engine Co. Riding	1	11	12	2	24

		Assignments					
4/7/22	Fire Police	Responder Safety	1	1	2	1.5	3
4/14/22	Station	Extrication Tool Proficiency Challenge	14		14	3	42
4/14/22	Station	Maintenance		17	17	1.75	29.75
4/21/22	Station	Throw Bags	14		14	2.25	31.5
4/21/22	Station	Engine Co. Supply Ladder Co.		5	5	2	10
4/28/22	Department	Engine Co. Riding Assignments	12	11	23	3	69
4/28/22	Fire Police	Traffic Incident Management		1	1	2	2
		TOTALS					230.75
		TOTAL TRAINING					400.5
		Instruction Time					17.75
		SCBA Time					0
		Driving Time					12.5
		Mobile Fill Time					0

Chief Nutt noted that he received quotes for the purchase of a small rescue boat for Strawbridge Lake now that floating docks have been installed and more residents are utilizing the lake; the same was given to the Board for their review.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated May 24, 2022:

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

**Inspections Performed**

- Periodic & Re-inspects **30**
- Complaint & Request **05**
- CSDCMAC & Permits **65**
- Other **04**
- **Total 104**

**Penalties Collected**

- Fire Code Violations \$100.00
- Dedicated 100.00
- False Alarm 0.00
- Administration 0.00
- **Total \$200.00**

**False Alarm Notices**

- Residential 10
- Commercial **09**

	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	168
April	128	85	132	153	74	138	104
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	612

- **Total** **19**

<u>Other</u>	<u>Monthly</u>	<u>YTD</u>
• Insp. Mann	74	236
• Insp. Clancy	74	314
• (1) Zoning reviews		
• (1) Planning reviews		

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

2022-27 “Appointing a Graphic Designer and Marketing Firm of the Board of Fire Commissioners for the Fiscal Year June 1, 2022 to February 28, 2023” was read by the Administrator. There being no questions on the resolution as read a motion was offered by Commissioner Shelley and seconded by Commissioner Bowman approving the resolution. On a roll call vote, the five 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 24<sup>th</sup> and the next meeting is scheduled for early next month.

Planning: No Report.

Recruitment & Retention:

Commissioner Leuliette noted that Moorestown Day is on June 4<sup>th</sup>.

Commissioner Schlindwein noted that the Membership Committee met with one applicant for probationary membership.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

No representation present for the meeting.

OTHER BUSINESS:

Chairman Fisher noted that probationary member Spencer Talbot was recognized at the Citizen of the Year dinner hosted by the Moorestown Service Clubs. Administrator Chesner noted that his achievement was for excelling in volunteerism throughout the town. Administrator Chesner mentioned that we will recognize Spencer at our next fire district dinner.

Administrator Chesner noted that he and Training Officer Santaspirt co-authored an article in Fire House magazine regarding our RCBC program. We received seven copies of the same and it was placed on the department website.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:37 p.m.

There being no public in attendance the public session was closed at 7:38 p.m.

EXECUTIVE SESSION:

Commissioner Shelley made a motion, seconded by Commissioner Schlindwein, to enter into an Executive Session and that official action may take place. The regular meeting was recessed at 7:39 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 Leuliette, seconded by Commissioner Shelley, the Executive Session was adjourned at 8:52 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Leuliette, seconded by Commissioner Shelley, the meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Samuel J. Schlindwein  
Secretary/Clerk