

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, and Bowman present. Also, in attendance was Administrator Chesner, Chief Nutt, Deputy Chief Thomas, Training Officer Santaspirt, Batt. Chief Fitzgerald and Fire Inspector Carruthers.

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.

Chairman Fisher requested a moment of silence for the loss of the Philadelphia Firefighter.

MINUTES:

On a motion by Commissioner Bowman, seconded by Commissioner Leuliette, the minutes of the May 24, 2022 were approved by three Board members present.

Chairman Fisher noted that Commissioners Shelley and Schlindwein are absent for tonight's meeting.

TREASURER'S REPORT:

Administrator Chesner presented the cash report for May 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of May 31, 2022. The balances were \$1,352,323.03 in the PNC Bank Operating account, \$45,874.56 in the PNC Bank Payroll account, \$40,588.93 in the PNC Unemployment Trust account, \$2,015.35 in the PNC Flexible Spending account and \$2,150,530.86 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,591,332.73. The operating checking account bank balance was \$1,392,623.23 less outstanding checks of \$40,300.20. On a motion by Commissioner Leuliette,

seconded by Commissioner Bowman, the cash report for May was accepted and approved by the three Board members present.

Administrator Chesner presented the Statement of Expenditures through the disbursements of May 31, 2022. He stated that the budget had an unexpended balance of \$1,426,199.90 and we are 49% expended to date with all line items in good order.

Administrator Chesner presented Checks #12082-12118 dated June 2022, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, and two (2) payments to Prudential for DCRP all totaling \$215,284.14. 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 Leuliette to approve the bills for payment. The vouchers were then approved by the three Board members present.

CORRESPONDENCE:

None.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated June 28, 2022:

We are still waiting on the formal proposal for an electronic gate for the exit drive at Station 312. The vendor is having issues nailing down a price due to fluctuating metal prices. He ballparked \$20,000 to \$25,000 for an electric gate with photo sensors.

Millennium Inc. installed the additional access point on the rear door at Relief on May 25th. The door is online and operational. We have received the licensing for the mobile app so the video cameras can be viewed on individual smartphones; I'm waiting on an additional public IP address to make this work. I have ordered the same via Windstream.

S & C Painting Company painted the front porch railing at the Emergency Services Building and the generator at Station 312. They are scheduled to paint the hallway leading to the district office as well.

The new AC/Heat Pump for the front porch display case has been installed by All-Ways Heating and Air.

The new windows for Station 311 are due to arrive the week of July 11th; keep you posted on the install date.

During the meeting I would like to briefly discuss the tablets the Board Members are utilizing for the meetings. I'm looking at replacing them with either a new tablet, Microsoft Surface or Chromebook.

Michael Fitzgerald has accepted the full-time position of Coordinator of Safety Program (Health and Safety Officer) for the fire department. This will be a provisional appointment open competitive. His first day is scheduled for July 11th.

After discussions with Deputy Chief Thomas, we have decided to cancel our janitorial company and have Building Maintenance Worker Jeffrey Gullo handle the cleaning of both buildings.

Recruitment and Retention met on June 16th we our new website designer, videographer, and marketing firm. Atmos Aerial Solution has redesigned our main website and Communication Solutions Group will focus on all marketing material, recruitment, and retention. We have a visioning meeting scheduled with all members of the department on July 21st to discuss next steps. I will talk further on this during the meeting.

No additional information on the 2021 audit.

Pay-Per-Call amounts for calls answered in May; the total payout \$13,935.00 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 June 28, 2022.

Incidents:

Month of May

- Fire Calls - 67
- Fire Department Drills - 4
- Fire Police Drills - 2

Year to Date

- Fire Calls – 261
- Fire Department Drills – 20
- Fire Police Drills – 10

Operations (May):

RIT 312 – 193 Tenby Chase Drive, D23 for a Structure Fire on 5/11/22.

Engine 311 and RIT 312 – 531 Howard Street, D24 for a Structure Fire on 5/19/22.

Engine 311 – 608 Orchard Court, D36 for a Structure Fire on 5/24/22.

Ladder 312 – 26 E. Main Street at Station 221 for a Cover Assignment on 5/27/22.

Stations 311 and 312 – 633 E. Main Street Apartment A1, D31 for Fumes; upgraded to Structure Fire on 5/30/22.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
5/5/22	Station	Engine Company Ops	9		9	2	18
5/5/22	Station	Maintenance	1	13	14	2	28
5/5/22	Fire Police	Maintenance		1	1	2	2
5/12/22	Station	Engine Company Ops	12		12	2.5	30
5/12/22	Station	Engine Company Ops/DO Training		10	10	2	20
5/19/22	Station	Equipment Review		10	10	2.5	25
5/19/22	Station	Engine Company Ops	1	8	9	2	18
5/26/22	Station	Water Supply	13		13	2.5	32.5
5/26/22	Station	Water Supply		11	11	2	22
		TOTALS					
		TOTAL TRAINING					261.25

		Instruction Time					20
		SCBA Time					0
		Driving Time					9.25
		Mobile Fill Time					0

Current Off-Site Registrations: None.

Membership:

New:

Enrique Gonzalez-Hernandez is a Probationary Firefighter assigned to Station 311 effective 6/7/22.

Resigned/Terminated:

Cindi Sanchez-Vicente resigned from the Department effective 5/26/22.

Kevin Neves’s Junior membership expired on 5/10/22 with no interest in pursuing Probationary membership.

Apparatus:

Members of the Apparatus Committee made two visits to inspect Spartan Fire Apparatus is Jenkintown, PA, and S. Cranbury, NJ.

Chairman Fisher thanked those members that traveled to Jenkinson for the apparatus meeting.

FIRE OFFICIAL’S REPORT:

Fire Inspector James Carruthers presented Fire Official Orsini following written report dated June 28, 2022:

Inspection summary report for the month of June 2022.

<u>Inspections Performed</u>		2016	2017	2018	2019	2020	2021	2022	
• Periodic & Re-inspects	100	Jan	190	186	226	184	211	187	169
• Complaint & Request	03	Feb	142	176	109	174	147	130	171
• CSDCMAC & Permits	83	Mar	126	123	106	165	106	132	168
• Other	06	April	128	85	132	153	74	138	104
• Total	192	May	147	160	191	184	85	175	189
		June	138	136	115	153	135	161	192
		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	993

<u>Penalties Collected</u>	
• Fire Code Violations	\$500.00
• Dedicated	500.00
• False Alarm	1,250.00
• Administration	0.00
• Total	\$2,250.00

False Alarm Notices

- | | |
|----------------|-----------|
| • Residential | 13 |
| • Commercial | <u>02</u> |
| • Total | 15 |

<u>Other</u>	<u>Monthly</u>	<u>YTD</u>
• Insp. Mann	90	326
• Insp. Clancy	76	480
• (0) Zoning reviews		
• (0) Planning reviews		

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus: Administrator Chesner and Commissioner Bowman noted that the Apparatus Committee is scheduled to meet on July 14th. During that meeting the committee will discuss the formation of two groups; one that consists of 312 members/officers to discuss specs for the new ladder and the other consisting of 311 members/officers that will discuss specs for the new engine. The committee will have a further report for the July meeting on the plan moving forward.

Planning: No Report.

Recruitment & Retention:

Commissioner Leuliette noted that Moorestown Day went well and thanked all the members that came out to help.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

No representation present for the meeting.

OTHER BUSINESS:

Administrator Chesner recapped the Board's consideration in the purchase of fire department jackets for the members. He showed the Board a sample of a Blauer 3 and 1 jacket with a removable liner from Hero Outfitters. Administrator Chesner noted that the cost would be roughly \$20,000 to purchase 52 jackets for each member and that the monies are available in promotions should the Board decide to move forward with the same. The Board will discuss further during the July meeting.

Administrator Chesner noted that many of the plants died in front of Station 311 and is looking into replacing the same and removing the shrubs that run along the side of the Emergency Services Building; the Board agreed to have Blades perform the work at the proposed price of \$3,875.00.

Administrator Chesner also noted that the flag poles at both stations need to be replaced and should be considered in next year's budget.

Administrator Chesner shared some of the work that Atmos has completed on the new website. There was a brief discussion on the same.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:45 p.m.

There being no public in attendance the public session was closed at 7:46 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Bowman, seconded by Commissioner Leuliette, the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Peter R. Bowman
Assistant Secretary/Clerk