

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, Shelley, and Bowman present. Also, in attendance was Administrator Chesner, Chief Nutt, Deputy Chief Thomas, Batt. Chief Fitzgerald, and Fire Inspector DiPaolo.

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 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 thanked Commissioner Leuliette for filling in for him last meeting.

MINUTES:

On a motion by Commissioner Leuliette, seconded by Commissioner Bowman, the minutes of the July 26, 2022 were approved by the four Board members present, with Chairman Fisher abstaining.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for July 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of July 31, 2022. The balances were \$1,061,289.48 in the PNC Bank Operating account, \$45,994.28 in the PNC Bank Payroll account, \$41,035.19 in the PNC Unemployment Trust account, \$1,979.19 in the PNC Flexible Spending account and \$2,154,470.67 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,304,768.81. The operating checking account bank balance was \$1,082,481.88 less outstanding checks of \$21,681.60 and an adjustment for 488.90. On a motion

by Commissioner Schlindwein, seconded by Commissioner Leuliette, the cash report for July was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of July 31, 2022. He stated that the budget had an unexpended balance of \$1,122,678.74 and we are 60% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12145-12161 dated August 2022, 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 AmGuard Insurance for \$4,746.89, and one (1) payment to Sun Life Financial for \$186.45 all totaling \$120,630.67. 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 the Board received a letter from Chief Nutt regarding items that will be discussed during the budget workshop.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated August 23, 2022:

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 asked that Windstream expedite this so we can move forward with implementation.

I contacted Jersey Doors for a quote to replace the side pedestrian door that leads to the Commissioners Meeting Room. I'm hoping they can replace when they install the new windows at Station 311.

On July 8th I posted the notice for filing an application for candidacy for the Office of Chief. The deadline was August 15th. We received two applications: one from Chief Nutt and one from Deputy Chief Thomas. I asked both stations to nominate one firefighter to sit on the interview committee. Station 311 nominated Firefighter James West and Station 312 nominated Firefighter Eric Johnson. During the meeting I would like the Board to formally appoint the committee so we can move forward with the interviews. The election is scheduled for Monday, November 14th.

The department and recruitment website are moving along nicely. The Recruitment Committee is scheduled to meet on August 30th to review draft marketing materials from ideas developed at the visioning session.

Our Workers Compensation Policy with Benchmark Insurance was audited by Afirm Premium Audits and Loss Control for calendar year 2020 and 2021. After all payroll records were supplied along with all quarterly tax filings, the fire district received a total return of \$12,957;

\$3,306 for 2020 and \$9,651 for 2021. I'm currently working with our new insurance carrier, Berkshire Hathaway Guard, looking at our current policy as they have classified members of the department differently than that of Benchmark.

I spoke with Melissa Ford from the Division of Local Government Services concerning the purchase of a rescue boat from the operations budget. Basically, if the boat has a useful life of over five years it would be considered a capital purchase. She recommended that a special meeting be conducted, similar to what we did with 3117. The alternative would be to ask the question on the 2023 ballot to purchase in 2024.

Account Clerk Jamerson is working on getting prices for the Chief's Installation Dinner to be held early 2023. We have pricing from the Spirit of Philadelphia along with Merion Caterers. If anyone has any suggestions, please forward to us. I have placed on the agenda for further discussion.

No additional information on the 2021 audit.

Pay-Per-Call amounts for calls answered in July; the total payout \$11,960.00 of which \$4,600.00 is being paid out to those running on a nighttime duty crew.

CHIEF'S REPORT:

Chief Nutt presented his following written report dated August 23, 2022.

Incidents:

Month of July

- Fire Calls – 51
- Fire Department Drills - 4
- Fire Police Drills - 2

Year to Date

- Fire Calls – 356
- Fire Department Drills – 29
- Fire Police Drills – 15

Operations (July):

RIT311 – 25 Noblewood Pl., D16 for a structure fire on 7/2/2022.

TF31 – 266 W. 3rd St., D31 for a structure fire on 7/11/2022 – 2 Alarms.

RIT311 – 6 Candlelight Dr., D14 for structure fire on 7/24/22.

Stations 311 & 312 – 91 E. Main St., D31 for a vehicle fire on 7/28/22.

Letter sent to the BOFC in reference to PPE needs.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
7/7/22	Station	Drafting, Hoseline Advancement	9	1	10	2.25	22.5
7/7/22	Station	Truck Company Riding Assignments	1	11	12	2.25	27
7/14/22	Department	Apparatus Review	13	4	17	2	34
7/21/22	Department	Recruitment and Retention	13	14	27	2	54

7/28/22	Station	Maintenance/Equipment Review	9		9	2	18
7/28/22	Station	FF1 Graduation		12	12	2	24
		TOTALS					179.5
		TOTAL TRAINING					146.75
		Instruction Time					7.5
		SCBA Time					0
		Driving Time					3.5
		Mobile Fill Time					0

Current Off-Site Registrations:

Peter Clifford – Instructor 2 at BCESTC, starts 10/1/2022.

Chris Konzelmann – QTO Update at BCESTC, starts 9/20/22.

Membership:

New:

Aaron Litvinov – Junior FF assigned to Station 311 effective 8/2/22.

Resigned/Terminated:

Robert Woltjen – Resigned from Department effective 8/18/22.

Spencer Talbot – Resigned from Department effective 8/22/22.

Apparatus:

Ladder 3125 – Brake relay replaced 8/19/22.

Brush 3126 – Repaired line from tank to pump.

Chief Nutt mentioned that Commissioner Schlindwein offered to donate a temporary boat so that the department can begin water rescue training until the question can be asked to purchase a rescue type boat on the 2023 ballot as per the Administrator's report. He also noted that a few small items would need to be purchased now including life vests to start implementing training. There was a brief discussion among the Board regarding the same. Administrator Chesner will get prices on the equipment needed and insuring the boat.

Chief Nutt briefly reviewed his letter regarding the replacement of PPE that is damaged and/or out of date. Administrator Chesner reviewed line items in expenditures that could be utilized for the purchase of PPE should the Board decided to purchase in this year's budget. There was a brief discussion on the same.

FIRE OFFICIAL’S REPORT:

Fire Inspector Thomas DiPaolo presented Fire Official Orsini’s following written report dated August 23, 2022:

Inspection summary report for the month of July 2022.

Inspections Performed

- Periodic & Re-inspects **82**
- Complaint & Request **07**
- CSDCMAC & Permits **53**
- Other **03**
- **Total** **192**

Penalties Collected

- Fire Code Violations \$175.00
- Dedicated 100.00
- False Alarm 300.00
- Administration 0.00
- **Total** **\$575.00**

False Alarm Notices

- Residential 07
- Commercial 13
- **Total** **20**

Other

- | | <u>Monthly</u> | <u>YTD</u> |
|------------------------|----------------|------------|
| • Insp. Mann | 84 | 410 |
| • Insp. Clancy | 40 + 16v = 56 | 536 |
| • (0) Zoning reviews | | |
| • (0) Planning reviews | | |

• Fire Prevention Night – October 14th. There are many events this fall so we will need a lot of help! Looking to bring back fire truck rides!

	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	189
June	138	136	115	153	135	161	192
July	112	172	171	161	152	133	145
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	1138

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

None.

COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner noted that we are still waiting for the window install for Station 311 and that he received a quote for \$7,100 to replace one of the exterior doors which was included in this year’s budget. The Board agreed to move forward with the door.

Apparatus: Commissioner Bowman noted that the Apparatus Sub-Committees are moving along with their meetings for the specs on the new engine and ladder and at this point are on schedule to meet as a full committee on September 22nd. The committee will have a report for the September Board Meeting on the plan moving forward.

Planning: No Report.

Recruitment & Retention:

Commissioner Schlindwein noted that both districts attended the food truck event on Wednesday, August 17th on Main Street and handed out a few applications. He would like to give out some small handouts to the kids at the next event.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD:

No Report.

OTHER BUSINESS:

Chairman Fisher stated that he, Commissioner Bowman, Administrator Chesner, Relief Engine Company Representative Eric Johnson, and Hose Company Representative James West will be on the Interview Committee for the 2022 Chief's election.

Administrator Chesner briefly discussed the two quotes received from catering halls for our awards dinner next year; he will have more information for next month's meeting. He asked that if the Board had any recommendations to please forward them to him.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:42 p.m.

Firefighter Brian Hillers inquired about quotes for the gate at Relief Engine Company; Administrator Chesner replied that we do not have a quote yet and briefly discussed same. Firefighter Hillers also asked about the cleaning of the Last Call Wall at Relief; Administrator Chesner stated that would investigate quotes for the same.

There being no more public comments or questions the public session was closed at 7:47 p.m.

ANNOUNCEMENTS:

Commissioner Shelley asking if we had any of the draft exhibits, in particular balances, regarding the 2021 Audit. Administrator Chesner stated that he would reach out to the auditors and if completed would forward to the Board.

Administrator Chesner reminded everyone to get sized for their department jackets.

On a motion by Commissioner Leuliette, seconded by Commissioner Shelley, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk