

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 Official Orsini.

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.

MINUTES:

On a motion by Commissioner Shelley, seconded by Commissioner Bowman, the minutes of the September 27, 2022 were approved by the five Board members present.

On a motion by Commissioner Leuliette, seconded by Commissioner Shelley, the minutes of the October 11, 2022 were approved by the five Board members present.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for September 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of September 30, 2022. The balances were \$1,246,617.07 in the PNC Bank Operating account, \$46,926.93 in the PNC Bank Payroll account, \$41,035.87 in the PNC Unemployment Trust account, \$31,998.95 in the PNC Flexible Spending account and \$2,161,839.32 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,528,418.14. The operating checking account bank balance was \$1,325,682.97 less outstanding checks of \$79,065.90. On a motion by Commissioner Leuliette, seconded by Commissioner Schlindwein, the cash report for September was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of September 30, 2022. He stated that the budget had an unexpended balance of \$777,546.61 and we are 72% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12193-12219 dated September 2022, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, and one (1) payment to Windstream Holdings Inc. for \$574.50 all totaling \$86,190.25. Commissioner Shelley and Administrator Chesner reviewed the larger disbursements, including the electronic fund transfers for the month. A motion was entered by Commissioner Leuliette and seconded by Commissioner Schlindwein to approve the bills for payment. The vouchers were then approved by the five Board members present.

Commissioner Bowman inquired about the amount currently expended (72%) which is roughly where we were this time last year and how much we anticipate will be unexpended by year-end; Administrator Chesner expects to have less unexpended monies than 2021 but more revenue in the form of interest and fire safety fees; he reviewed some of the encumbrance items for 2022 including the unexpected increase in fuel costs.

#### CORRESPONDENCE:

Administrator Chesner mentioned that Harmony Village is holding a community outreach tailgate event on October 30<sup>th</sup> and noted that Chief Nutt asked volunteers to attend the event.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated October 25, 2022:

We have received the additional public IP addresses that are required for the mobile access to the cameras and doors. TechStarters and Millennium are working on the configuration of the same.

I'm still waiting on an install date for the new windows and door at Station 311.

On a recommendation from WJ Gross, I met with Township Fence concerning the installation of a gate at Station 312. I will have budget numbers for the workshop meeting.

The voicemail and line transferring module for the Avaya Phone System shorted and needed replacement. The system is old, but it performs all functions that are required in the office. It was advised that we replace the module instead of upgrading the system. The new module was installed on October 25<sup>th</sup>.

We met with Tom Kulp (Structural Engineer) concerning the cracks/separation of the rear wall at Station 311. He will issue a report with recommendations.

Reminder, Chief's Election is scheduled for Monday, November 14<sup>th</sup> from 7PM till 8PM in the Commissioner's Meeting Room. The membership has been notified as to how to cast their vote. The Active List has been e-mailed to both Presidents and Battalion Chiefs of the stations.

The new department website, recruitment website and recently mailed flyer have drummed some traffic with potential new members; Administrator Chesner brief discussed same.

We have signed a contract with the Merion Caterers for the Chief's Installation Dinner for Friday, March 3<sup>rd</sup>.

No additional information on the 2021 audit.

Pay-Per-Call amounts for calls answered in September; the total payout \$13,850.00 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 October 25, 2022.

### ***Incidents:***

Month of September

- Fire Calls – 34
- Fire Department Drills - 5
- Fire Police Drills - 2

Year to Date

- Fire Calls – 448
- Fire Department Drills – 38
- Fire Police Drills – 19

### ***Operations (September):***

FP3128 to 100 Mt. Laurel Rd., D36 for a fire police assignment.

TF313 to 1533 Glen Ave., District 2 for a building fire.

RIT311 to 26 Tennyson La., D16 for a structure fire.

RIT311 to 1335 Woodford La., D39 for a structure fire.

RIT311 to 290 S. Lenola Rd., D10 for a building fire.

### ***Training:***

Date	Type	Topic(s)	311	312	Total	Time	P/H
9/1/22	Station	Equipment Review	14		14	2	28
9/1/22	Station	Unknown	1	8	9	?	?
9/8/22	Station	Engine Co. Operations	17		17	2	34
9/8/22	Station	D/O Training		12	12	2	24
9/15/22	Station	Water Supply	10	2	12	2.5	30
9/15/22	Station	D/O Training		4	4	2	8
9/22/22	Station	Engine/Ladder Co. Riding Assignments	20		20	2	40
9/22/22	Station	Maintenance		16	16	1.5	24
9/29/22	Station	Water Supply/D/O Training	16		16	2.5	40
9/29/22	Station	D/O Training		5	5	1.5	7.5
		TOTALS					235.5
		TOTAL TRAINING					380.25
		Instruction Time					25.5
		SCBA Time					0

	Driving Time					12
	Mobile Fill Time					.5

**Current Off-Site Registrations:**

BC Fitzgerald – QTO: Update at BCESTC on 10/20/22.  
 FF Holmes – I-200 at BCESTC on 12/6/22.

**Membership:**

New:

Nicholas Styliades – Junior FF assigned to Station 312 effective 9/14/22.  
 Drew Milstead – Junior FF assigned to Station 311 effective 9/26/22.

**Apparatus:**

Ladder 3125 – Date T-Connection repaired  
 Rescue 3119 – Speed Assembly Sensor replaced

Chief Nutt stated he and Deputy Chief Thomas met with a representative from Continental Fire and Safety about purchasing 6 sets of gear for the Juniors that are now allowed to attend fire school under the new regulations. Since the order will not be received until sometime in 2023 Administrator Chesner noted that the purchase would be included in next year’s budget.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated October 25, 2022:

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

**Inspections Performed**

- Periodic & Re-inspects **102**
- Complaint & Request **05**
- CSDCMAC & Permits **32**
- Other **05**
- **Total** **144**

**Penalties Collected**

- Fire Code Violations \$0.00
- Dedicated 0.00
- False Alarm 850.00
- Administration 0.00
- **Total** **\$850.00**

**False Alarm Notices**

- Residential 08

	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	212
Sep	138	114	196	207	199	205	144
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	1494

- Commercial 03
- **Total** **11**

**Other** **Monthly** **YTD**

- Insp. Mann 81 652
- Insp. Clancy 76 681
- (0) Zoning reviews
- (1) Planning reviews
- Thank you to everyone who came out to help with fire prevention open house!
- **Ongoing Remediation Plans Throughout Town**
- 7, 9, 11, 13 E Main St - JVS – Multiple throughout
- 6-8 E Oak St. JVS – Basement alarm, third floor egress
- Hope Community Church – Basement Suppression System
- Moorestown Friends School – Vertical openings
- 207 W main St – Multiple thought-out
- 300 Mill St – David Ramsey – Vertical openings
- 105 E Main St – Basement
- 7 W Main St – Multiple
- Perkins 395 Kings Highway – Fire escape reinforcement/ Replacement
- Victorian Lady – Windowless Basement
- Moorestown Mall – Drafting Point Transfer Line
- 345 347 W Second St Basement alarm, third floor egress
- 101 E Main St – Basement, vertical opening, Egress travel
- Community House – Basement suppression system

Fire Official Orsini briefly discussed the DR Horton subdivision proposal on Centerton Road and the variances they are seeking.

**BIDS & QUOTATIONS:**

None.

**RESOLUTIONS:**

2022-30 “Establishing the Salaries of the Members of the Board of Fire Commissioners for the Fiscal Year January 1, 2023 through December 31, 2023” was read by the Administrator. Administrator Chesner noted that he prepared a letter to the township and is ready to mail. There being no questions on the resolution as read a motion was offered by Commissioner Shelley and seconded by Commissioner Leuliette approving the resolution. On a roll call vote, five Board members present approved the resolution as presented.

**COMMITTEE REPORTS:**

**Buildings & Grounds:**

Administrator Chesner stated that he received a quote from Township Fence in the amount of \$36,850 (Prevailing Rate) for the proposed gate at Station 312; this figure doesn't include

powering the gate. Commissioner Schlindwein stated that he would get another estimate on the same.

Chairman Fisher noted that since the fence has been removed and the exit drive completed there hasn't been any reported issues that the gate was intended to resolve; there was a brief discussion if there was a need for the gate.

Commissioner Schlindwein said that he would get another quote by next meeting so the Board could decide on whether to move forward with the installation. Administrator Chesner noted that he will place a number in the 2023 budget.

Apparatus: Commissioner Bowman noted that the full Apparatus Committee was to meet on October 27<sup>th</sup> to discuss the purchase of Engine 3112 and Ladder 3125; however, it was decided to post-pone the meeting to a date in early December because of a scheduled drill at the fire academy along with the fact that we are still waiting for the final figures from both manufacturers. Once proposals are received from both manufacturers, the committee will meet and prepare a recommendation for the Board.

Planning: No Report.

Recruitment & Retention: Commissioner Leuliette noted that we have been receiving an increase in applications since hiring Communication Solutions, promoting membership via our website and by mailing flyers.

Commissioner Leuliette stated that he conducted the Facebook video with the winners of the (2) \$100 gift cards won during Autumn in Moorestown. The recipients will choose a gift card for any business with membership in the MBA.

Commissioner Schlindwein stated that the Membership Committee met with (3) probationary applications and (1) junior application. We also just received (1) fire police application.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

#### OTHER BUSINESS:

The Board reviewed Resolution 1983-37 "Authorizing the Lease of a Portion of the Emergency Services Building on West Main Street to the Moorestown First Aid and Emergency Squad, Inc. for a First Aid and Emergency Squad Facility".

Administrator Chesner prepared a report that detailed the cost of vehicle fuel, electric and gas, water and sewer, sprinkler standby charges and property insurance dating back to 2018.

The Board had a general discussion on the expenses incurred and the history of the lease with the Squad. The Board members agreed that the Squad should understand those expenses that the fire district incurs.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:47 p.m.

Chief Nutt noted that Training Officer Santaspirt and his wife had their baby son on October 21<sup>st</sup> and everyone is well.

There being no more comment from the public the session was closed at 7:49 p.m.

Prior to the Budget Workshop Session Commissioner Schlindwein asked the Board regarding any policy that would disqualify an applicant that is a prior addict with a drug conviction that has now been clean for years from joining the department. The Board agreed that if the member passes all requirements for membership that includes an initial drug screening and background check there is no reason to deny membership. Also, new members must complete a probationary period before active membership begins.

On a motion by Commissioner Leuliette, seconded by Commissioner Bowman, the Regular Meeting was adjourned, and the Board entered the 2023 Budget Work Session at 7:56 p.m.

Administrator Chesner reviewed the 2023 Budget and figures to date.

Below are additional items that were discussed at the budget work session:

- Rates for healthcare for active members; waiting on retiree rates
- Workers Compensation
- IT Costs and Annual Picnic for the members
- Utilities and buildings/grounds
- Further discussion on operational equipment.
- Fire Hydrants
- Shared Services
- Capital Analysis

On a motion by Commissioner Shelley, seconded by Commissioner Bowman, the Work Session was adjourned, and the Board re-entered the Regular Meeting at 8:43 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Shelley, seconded by Commissioner Bowman, the meeting was adjourned at 8:44 p.m.

Respectfully submitted,

Samuel J. Schlindwein  
Secretary/Clerk