

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, 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 Bowman, seconded by Commissioner Schlindwein, the minutes of the October 25, 2022 were approved by the five Board members present.

On a motion by Commissioner Bowman, seconded by Commissioner Schlindwein, the minutes of the November 11, 2022 were approved by the five Board members present.

Chairman Fisher thanked Chief Nutt and Deputy Chief Thomas for their candidacy for the Office of Chief of the Department and congratulated Chief Nutt on his reelection.

TREASURER'S REPORT:

Commissioner Shelley presented the cash report for October 2022 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of October 31, 2022. The balances were \$1,128,050.89 in the PNC Bank Operating account, \$47,745.66 in the PNC Bank Payroll account, \$41,290.71 in the PNC Unemployment Trust account, \$31,990.87 in the PNC Flexible Spending account and \$2,167,077.33 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,416,155.46. The operating checking account bank balance was \$1,148,490.54 less outstanding checks of \$20,575.85, and an adjustment for

\$136.20. On a motion by Commissioner Leuliette, seconded by Commissioner Bowman, the cash report for October was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of October 31, 2022. He stated that the budget had an unexpended balance of \$631,089.31 and we are 77% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12220-12242 dated November 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 Windstream for \$1,149.67, and one (1) payment to Sun Life Financial for \$226.29 all totaling \$100,578.88. 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.

CORRESPONDENCE:

Administrator Chesner mentioned the Communication Solutions Group proposal which he will discuss later during the meeting.

He also mentioned that we received the Township of Moorestown Resolution No. 238-2022 Acknowledging Township Council's Review of the Salaries for Board of Fire Commissioners for fiscal year January 1, 2023 through December 31, 2023; Administrator Chesner forwarded the same to the Division of Local Government Services.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated November 22, 2022:

Install date for the new windows and door at Station 311 will begin the first week in December.

Verizon contacted EMS Chief Shields to have their phones lines switched over to Fiber Optic. The appointment is scheduled for this Monday; I will talk with the installer concerning our phone and fax lines. I want to make sure there is no interference with our third-party carrier.

The irrigation system was winterized on Friday, November 18th.

RJ Pascone is scheduled to replace the heater in the engine bay at Station 312. The heater is located above the gear washer.

I should be receiving the new member coats this coming week.

The Chief's Election was held on Monday, November 14th from 7PM till 8PM in the Commissioner's Meeting Room. We had a total of 38 members cast a vote with Chief Jeffrey Nutt receiving 21 votes and Deputy Chief Thomas receiving 17 votes.

Training Officer Santaspirt and I had a conversation with Communication Solutions concerning our next steps in the recruitment campaign. Communication Solutions offered a 2023 proposed

action plan which included taking videos and conducting interviews that will be streamed on social media. I will speak further on this and other initiatives that were discussed during the meeting.

Fire Police Captain Clifford, Training Officer Santaspirt and I met to discuss the RCBC Co-Op membership and how we can revitalize the program. We are in the process of reaching out to President Cioci of RCBC to schedule a meeting and discuss the program moving forward; currently we have one RCBC Co-Op member that is with us 16 hours a week.

No additional information on the 2021 audit.

Pay-Per-Call amounts for calls answered in October; the total payout \$13,020.00 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 November 22, 2022.

Incidents:

Month of October

- Fire Calls – 50
- Fire Department Drills - 4
- Fire Police Drills - 2

Year to Date

- Fire Calls – 498
- Fire Department Drills – 42
- Fire Police Drills – 21

Operations (October):

RIT311 to 1294 Cooper St., D14 for a structure fire on 10/11/22.

Fire Prevention Open House on 10/14/2022.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
10/6/2022	Station	Vehicle Extrication	16		16	2.5	40
10/6/2022	Station	Maintenance		10	10	2	20
10/13/2022	Station	Gas Emergency Operations	14		14	2	28
10/13/2022	Station	Equipment Review		12	12	1	12
10/20/2022	Station	Highrise/Standpipe Operations	15		15	2.5	37.5
10/20/2022	Station	Vehicle Extrication		9	9	2	18
10/20/2022	Fire Police	Safety Video	1	2	3	2	6
10/27/2022	Department	Live Burn (Coordinated Ops)	20	8	28	4	112
		TOTALS					273.5
		TOTAL TRAINING					526.25
		Instruction Time					9.5
		SCBA Time					12
		Driving Time					2
		Mobile Fill Time					0

Current Off-Site Registrations:

Ian Thomas – Vehicle Extrication 1 starts on 12/1/22 at Camden County Fire Academy.

Membership:

New:

Marissa Lance – Probationary Firefighter assigned to Station 311 effective 10/20/2022.

Commissioner Bowman asked Chief Nutt for a standard of response report from July 2021 through December 2021; Chief Nutt replied that he will prepare the report for next month’s meeting.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated November 22, 2022:

Inspection summary report for the month of October 2022.

Inspections Performed

- Periodic & Re-inspects **67**
- Complaint & Request **09**
- CSDCMAC & Permits **40**
- Other **08**
- **Total 124**

Penalties Collected

- Fire Code Violations \$0.00
- Dedicated 0.00
- False Alarm 0.00
- Administration 85.00
- **Total \$85.00**

False Alarm Notices

- Residential 08
- Commercial 03
- **Total 11**

Other

- Insp. Mann **Monthly 90 YTD 742**
- Insp. Clancy **52 733**
- (0) Zoning reviews
- (0) Planning reviews
- Congratulations to Inspector Carruthers on the appointment of OEM coordinator

	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	124
Nov	207	117	143	140	114	155	
Dec	172	185	146	152	138	150	
	1762	1662	1897	1980	1770	1931	1618

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

2022-31 “Authorizing Transfers in the 2022 Budget Appropriations” was read by the Administrator. There being no questions on the resolution as read a motion was offered by Commissioner Leuliette and seconded by Commissioner Shelley approving the resolution. On a roll call vote, five Board members present approved the resolution as presented.

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus: Commissioner Bowman noted that the Apparatus Committee will be meeting to review the final proposals on December 6, 2022 and will have a recommendation to present to the Board at our December 13th Board of Fire Commissioner’s meeting.

Planning: No Report.

Recruitment & Retention: Administrator Chesner briefly discussed the Communication Solutions proposal to create a training video which includes member interviews at a fire academy drill night to continue promoting membership via our website and social media. He suggested waiting till spring when the weather is nicer should the Commissioners decide to move forward with the same. The Board agreed that would be a good time to do the video and interviews.

Commissioner Schlindwein stated that we received (2) two more fire police applications and that he will be scheduling the interviews soon.

Commissioner Schlindwein noted that we will need to find another Occupational Health Vendor for annual physicals due to Virtua no longer having evening hours.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

OTHER BUSINESS:

None.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:36 p.m.

There being no comment from the public the session was closed at 7:37 p.m.

On a motion by Commissioner Shelley, seconded by Commissioner Bowman, the Regular Meeting was adjourned, and the Board entered the 2023 Budget Work Session at 7:37 p.m.

Administrator Chesner reviewed the 2023 Budget and figures to date.

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

- Further discussion on operational equipment.
- Tax Rate and the amount of unrestricted funds to balance the budget
- Capital Analysis

On a motion by Commissioner Leuliette, seconded by Commissioner Shelley, the Work Session was adjourned, and the Board re-entered the Regular Meeting at 8:26 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Shelley, seconded by Commissioner Bowman, the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk