

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 Vice Chairman Leuliette, with Commissioners Shelley, Schlindwein and Bowman present. Also, in attendance was Administrator Chesner, Chief Nutt, Deputy Chief Chezem, Fire Official Orsini and EMS Chief Sheilds.

Vice Chairman Leuliette opened the meeting by reading the following statement by title only on a motion by Commissioner Bowman, seconded by Commissioner Schlindwein:

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 8, 2023 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 10, 2023. same being published on March 15, 2023, filing written notice with the Clerk of the Township of Moorestown on March 8, 2023; 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 Vice 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 Schlindwein, the minutes of the August 22, 2023 were approved by the four Board members present.

TREASURER'S REPORT:

Treasurer Shelley presented the cash report for August 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of August 31, 2023. The balances were \$1,250,676.76 in the PNC Bank Operating account, \$49,243.50 in the PNC Bank Payroll account, \$42,404.37 in the PNC Unemployment Trust account, \$33,043.35 in the PNC Flexible Spending account and \$2,503,963.77 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,879,331.75. The operating checking account bank balance was \$1,261,072.23 less outstanding checks of \$10,395.47. There was a brief discussion on interest rates and bank fees. On a motion by Commissioner Bowman, seconded by Commissioner Leuliette, the cash report for August was accepted and approved by the four Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of August 31, 2023. He stated that the budget had an unexpended balance of \$983,670.31 and we are 81% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12547-12583 dated September 30, 2023, one (1) payment to Windstream Holdings, Inc., two (2) payments to the N.J. State Health Benefits Program, three (3) payroll transfers, three (3) payments to Prudential for DCRP, all totaling \$215,963.06. Commissioner Shelley 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 four Board members present.

#### CORRESPONDENCE:

Administrator Chesner stated that he and Firefighter Thomas were handed a thank you note along with a plant from Harmony Village while attending their September 11<sup>th</sup> thank you breakfast, and Care One on Westfield Rd. gave the fire department a plaque during their September 11<sup>th</sup> prayer service.

#### ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated September 26, 2023:

A new TV was installed over the watch desk at Station 312.

I would like to remind everyone to please fill out a Maintenance Repair Form for all repairs to both the apparatus and the buildings. This helps us track repairs as well as prioritize same. If anyone has an issue with the repair of an item, please contact my office.

The metal transition between the apparatus floor at Station 312 and the apron has rotted away. Working on getting same replaced/repaired.

Miscellaneous repairs performed in both buildings.

The 2022 financial audit is almost complete. As in past years, we are waiting for the State of NJ to release the GASB 68 & 75 reports before we can move forward with a final draft.

Firefighter Thomas and I attended three events in remembrance of September 11<sup>th</sup>; the prayer service offered by the Burlington County 200 Club held at the Community House, remembrance breakfast at Harmony Village Care-One and a prayer service and luncheon at Care-One Westfield Road. I would like to thank Fire Police Captain Clifford for all his efforts over the years in organizing the prayer service at the Community House.

Per our revised Cash Management Plan, we have received our PNC Bank credit card and Home Depot vendor card; the PNC card has a \$25,000 limit and the Home Depot card has a \$5,000 limit. As a reminder, both cards shall not carry a balance and be paid in full each month.

I have prepared Resolution 2023-27 amending Vehicle Use Policy 14.14 to allow general membership use of pooled vehicles for certain activities for your consideration.

We would like the Board to consider extending the RCBC Co-Op offer to students who attend other local colleges; also, since the beginning of our recruitment campaign we have had to turn away applicants due to our current rules and regulations. I would like to ask the Membership Committee to discuss removing the Firefighter I requirement for new members that are joining who do not live or work in town.

Training Officer Santaspirt and I met with a representative from VFIS on August 23<sup>rd</sup> for a risk assessment audit of the district. One recommendation was forwarded to my office and that was to implement ongoing MVR checks and evaluation criteria. We are being awarded a Certification of Appreciation which acknowledges our exceptional commitment to risk control and safe practices. I would like to thank the staff for their efforts in making this a reality. This is the first certificate that this adjuster has given to a fire district.

Over the years we have had members that are in the process of moving and have asked if they could utilize the bunk rooms till permanent housing is secured. Would the Board consider this in the future. After a brief discussion, the Board agreed as long as rules are put in place similar to the live-in program previously written; Administrator Chesner stated he would draft the same.

Pay-Per-Call amounts for calls answered in August; the total payout \$13,260 of which \$4,800 is being paid out to those running on a nighttime duty crew.

**CHIEF’S REPORT:**

Chief Nutt presented his following written report dated September 26, 2023:

***Incidents:***

Month of August

- Fire Calls – 63
- Fire Department Drills - 5

Year to Date

- Fire Calls – 385
- Fire Department Drills – 35

***Operations (August):***

Ladder 312 – 144 Cherry Street, D50 for a Structure Fire on 8/13/23.

Ladder 312 – Cover Station 221 on 8/20/23.

Ladder 312 – 2804 Woodhaven Drive, D20 for a Structure Fire on 8/24/23.

Ladder 312 – 102 S. Bridgeboro Street, D23 for a Structure Fire on 8/26/23.

***Training:***

Date	Type	Topic(s)	311	312	Total	Time	P/H
8/3/23	Special	TIMS	11	5	16	4	64
8/3/23	Department	Oasis Valve	7	5	12	2	24
8/10/23	Special	TIMS	6	8	14	4	56
8/10/23	Department	Master Streams	10	5	15	2	30
8/17/23	Department	Hoseline Advancement	11	8	19	2	38

8/24/23	Special	CPR	8	4	12	4	48
8/24/23	Department	Line To The Rear	10	8	18	2	36
8/31/23	Special	CPR	9	4	13	4	52
8/31/23	Department	Line To The Rear	8	6	14	2	28
8/31/23	Fire Police	Maintenance	1	1	2	1.5	3
		TOTALS					379
		TOTAL TRAINING					500.75
		Instruction Time					16
		SCBA Time					0
		Driving Time					24
		Mobile Fill Time					0

### **Current Off-Site Registrations:**

- David Chezem – Instructor 1 at BCESTC starts 9/20/23.
- Angelo Ventresca – Flashover at BCESTC starts 9/26/23.
- Thomas Constantine – Flashover at BCESTC starts 10/17/23.

### ***Membership:***

#### **New:**

Bertha Lukov – Probationary Firefighter assigned to Station 312 effective 9/19/23.

#### **Resigned/Terminated:**

Enrique Gonzalez-Hernandez – Resigned from the Department effective 9/19/23 citing a change in his schedule as reason for his resignation.

### ***Apparatus:***

#### **3125:**

- outrigger issue mitigated – cleaned and lubricated
- A/C – a temporary fix was made for the remainder of the summer
- F1 radio is out of service; there are no parts available for that unit

#### **3119:**

- Mobile radio is still being worked on

Chief Nutt noted that we are roughly down 20 percent from last year of not meeting the standard of response.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini presented his following written report dated September 26th:

**Inspection summary report for the month of August 2023.**

**Inspections Performed**

• Periodic & Re-inspects	122
• Complaint & Request	0
• CSDCMAC & Permits	47
• Other	<u>03</u>
• <b>Total</b>	<b>172</b>

	2017	2018	2019	2020	2021	2022	2023
Jan	186	226	184	211	187	169	185
Feb	176	109	174	147	130	171	150
Mar	123	106	165	106	132	168	135
April	85	132	153	74	138	104	110
May	160	191	184	85	175	189	174
June	136	115	153	135	161	192	139
July	172	171	161	152	133	145	126
Aug	122	204	181	182	216	212	172
Sep	114	196	207	199	205	144	
Oct	86	158	126	227	149	124	
Nov	117	143	140	114	155	136	
Dec	185	146	152	138	150	109	
<b>Total</b>	<b>1662</b>	<b>1897</b>	<b>1980</b>	<b>1770</b>	<b>1931</b>	<b>1863</b>	<b>1191</b>

**Penalties Collected**

• Fire Code Violations	\$250.00
• Dedicated	250.00
• False Alarm	250.00
• Administration	<u>0.00</u>
• <b>Total</b>	<b>\$750.00</b>

**False Alarm Notices**

- Residential
- Commercial
- **Total**

**Other**

	<u>Monthly</u>	<u>YTD</u>
• Insp. Mann	14	374
• Insp. Clancy	70	474

- Fire prevention open house is Friday October
- Several school visits have been scheduled for the month
- Sign-up sheet should be out soon

**BIDS & QUOTATIONS:**

None.

**RESOLUTIONS:**

Administrator Chesner reviewed the revised section in Policy 14.14. The revised portion is intended to cover the use of vehicle 3118 for meetings, training, and classes as discussed during last month’s meeting. Administrator Chesner noted that items previously discussed regarding the Fire Police vehicle will be addressed separately.

2023-27 “A Resolution Amending Fire Department Policy 14.14 of the Moorestown Fire Department” was read by the Administrator. There was a brief discussion. There being no further comments on the resolution as read a motion was offered by Commissioner Bowman and seconded by Commissioner Shelley approving the resolution. On a roll call vote, the four Board members present approved the resolution as presented.

#### COMMITTEE REPORTS:

Buildings & Grounds: Administrator Chesner noted that he is working on getting quotes to repair the rear wall at Station 311 which will be further discuss during the workshop sessions.

Apparatus: No Report.

Planning: No Report.

Recruitment & Retention: Commissioner Schlindwein stated that he received a second application from someone else that attended our Citizen Fire Academy and one junior application.

Public Relations: No Report.

Benefits: No Report.

Information Technology: Administrator Chesner noted that we will be utilizing Verizon VIOS for our phone system beginning January 1st.

SQUAD: Chief Shields presented his following written report dated September 26th:

#### During 2023:

- 2877 Total Dispatches
- 2059 Transports
- 298 Patient assessed/Refused transports to the hospital.
- 520 Public assist calls

Moorestown EMS has called outside agencies 171 times during 2023 to assist with emergency calls in our township.

Moorestown EMS has responded to neighboring towns 648 times during 2023 to provide mutual aid resources.

#### During the Month of September, we have run the following calls through September 25<sup>th</sup>:

- 365 Total Dispatches
- 222 Transports
- 39 Patients assessed/Refused transport to the hospital.
- 104 Public assist calls that involved no patient assessment or transportation of a patient.

Moorestown EMS has called outside agencies 16 times during September to assist with emergency calls in our township.

Moorestown EMS has responded to neighboring towns 86 times during September to provide mutual aid resources.

Due to the closure of Lenola EMS on August 12, 2023 @ 1830 hrs., the following calls are directly attributed to the closure.

August 12, 2023 – August 31, 2023

- 58 Total Dispatches
- 30 Patient Transports
- 9 Patient assessed/Refused to the hospital.
- 19 Public assist calls that involved no patient assessment or Transportation of a patient.

September 1, 2023 – September 25, 2023

- 52 Total Dispatches
- 32 Patient Transports
- 7 Patient assessed/Refused to the hospital.
- 13 Public assist calls that involved no patient assessment or Transportation of a patient.

Administrator Chesner asked if Chief Shields could submit a list of additional items that the Squad may need now that they are handling all EMS calls in Fire District No. 2. Administrator Chesner would like to include these items during budget workshop discussions. He also asked for an update regarding the possible renovation of office space; Chief Shields stated that his Board is still discussing the idea.

OTHER BUSINESS:

None.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:39 p.m.

Deputy Chief Chezem asked if the Board could include the information from the maintenance forms from the Formsite Software to assist during the budget workshop sessions; Administrator Chesner replied that he would.

Deputy Chief Chezem thanked Training Officer Santaspirt for updating the drills on the department calendar for the year.

There being no further comments from those in attendance the session was closed at 7:41 p.m.

EXECUTIVE SESSION:

Commissioner Shelley made a motion, seconded by Commissioner Bowman, to enter into an Executive Session and that no official action will take place. The regular meeting was recessed at 7:42 p.m. to enter into an Executive Session to discuss personnel matters.

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 Shelley, seconded by Commissioner Schlindwein, the Executive Session was adjourned, and the Board re-entered the Regular Meeting at 8:46 p.m.

ANNOUNCEMENTS:

On a motion by Commissioner Shelley, seconded by Commissioner Schlindwein, the meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Samuel J. Schlindwein  
Secretary/Clerk