

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, Bowman, and Shelley present. Also, in attendance was Administrator Chesner, Chief Nutt, Deputy Chief Chezem, Fire Official Orsini, Battalion Chief Fitzgerald and Training Officer Santaspirt.

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 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 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 May 23, 2023 were approved by the five Board members present.

TREASURER’S REPORT:

Commissioner Shelley presented the cash report for May 2023 mentioning that all accounts have been reconciled to the bank statements and reflects book balances as of May 31, 2023. The balances were \$1,098,118.00 in the PNC Bank Operating account, \$49,093.20 in the PNC Bank Payroll account, \$42,045.50 in the PNC Unemployment Trust account, \$32,913.38 in the PNC Flexible Spending account and \$2,472,113.51 in the NJ Cash Management Fund for a total cash balance in all bank accounts of \$3,694,283.59. The operating checking account bank balance was \$1,106,830.23 less outstanding checks of \$7,831.23 and an adjustment of \$881.00. On a motion by Commissioner Leuliette, seconded by Commissioner Schlindwein, the cash report for May was accepted and approved by the five Board members present.

Commissioner Shelley presented the Statement of Expenditures through the disbursements of May 31, 2023. He stated that the budget had an unexpended balance of \$1,500,928.48 and we are 71% expended to date with all line items in good order.

Commissioner Shelley presented Checks #12455-12491 dated June 30, 2023, one (1) payment to Sun Life Financial for \$477.30, two (2) payments to the N.J. State Health Benefits Program, two (2) payroll transfers, two (2) payments to Prudential for DCRP, all totaling \$135,669.45 of which \$1,903.47 was charged against the 2022 budget. Commissioner Shelley and Administrator Chesner 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 five Board members present.

CORRESPONDENCE:

Administrator Chesner stated that we received a thank you letter from the Fountain of Life Center for providing aid at a recent fire they had. We also received the minutes from the New Jersey State Association of Fire Districts dated March 4, 2023.

ADMINISTRATOR'S REPORT:

Administrator Chesner presented his following written report dated June 27, 2023:

Blades Landscaping recently replaced a few shrubs that had died in front of Station 311.

I would like to thank everyone that helped during Moorestown Day; Ladder 3125, Engine 3111 and FP 3128 were at the intersection of High Street and Main Street for a good part of the day. It was a long day for those that attended; we did get some interest in membership.

Communication Solutions, along with their video crew, is working on a recruitment video from firefighter interviews taken at the live fire drill on June 22nd. Even though we had members at graduation and helping with the bus escort down Main Street, a total of 31 members attended the live fire drill. The night was a success; I would like to thank everyone that attended and for those that interviewed for the video. Once the promotional video is completed, will post on social media and on our website.

Engine 3112's pump was retested successfully on June 22nd.

Emergency Management Coordinator Carruthers, BC Fitzgerald and I met with Township Officials to look at a possible new Emergency Operations Center in an empty suite next to the Police Department. This suite is owned and operated by the Township. We had requested that a new EOC be investigated so the current one could be moved out of the watch tower at Station 311. We felt the new EOC location would be perfect for Moorestown and would allow the watch tower at Station 311 to be used strictly for FD operations. We are waiting to hear back from the Township.

PS Trax Software for Department PPE tracking is moving along nicely; the imager bank for Engine 3112 was installed.

Citizen Fire Academy Update/Reminder:

- Dates: July 24th to July 27th
- Time: 6:30 PM to 9:30 PM (FD Time for setup and breakdown 6PM to 10PM)

- Limit participants: 5 to 10 residents (Shall be at least 18 years of age)
- Hold Harmless agreement will be signed by all participants (District Solicitors will coordinate same)
- Communication Solutions designed marketing material promoting the academy and developed a fillable PDF for registration.
- Shirts will be given out to all participants.
- Agenda:
 - Monday – Orientation of both Fire Districts/Departments and what to expect over the next three days (Tours of all 3 Fire Stations)
 - Tuesday – Engine Co. (Location to be determined)
 - Wednesday – Ladder Co. (Sta. 311 Door Prop; Sta. 312 Basement Maze)
 - Thursday – Rescue and Vehicle Extrication (Order 2 Cars; 313 Parking Lot utilizing both Rescues)

Cloud hosting for the Edmunds System is up and running; as a reminder this will allow remote access, greater cyber security, daily back-ups, data storage and automated MCSJ code updates.

I have forwarded a draft copy of the new RCBC MOU to Rowan per last meeting's updates.

The financial audit will begin the week of July 10th; much of the information has been given via a secure portal.

I'm in the process of ordering additional t-shirts in black for the members along with polo shirts.

Pay-Per-Call amounts for calls answered in May; the total payout \$12,890 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 June 27, 2023:

Incidents:

Month of May

- Fire Calls – 49
- Fire Department Drills - 4

Year to Date

- Fire Calls – 223
- Fire Department Drills – 21

Operations (May):

Engine 311 – 214 S. Maple Avenue, D10 for a structure fire on 5/2/23.

Engine 311 – 5 Adams Drive, D10 for a structure fire on 5/7/23.

Engine 311 – 5 Adams Drive, D10 for a structure fire on 5/9/23.

TF31 – IFO 423 Sentinel Road, for an MVA Rescue Assignment on 5/18/23.

Engine 311 – 510 Cambridge Drive, D36 for a structure fire on 5/18/23.

Rescue 3119 – Joint Base Air Show Standby on 5/21/23.

Ladder 312 – 1631 Adams Street, D20 for a structure fire on 5/29/23.

RIT 311 – 49 Northampton Drive, D16 for a structure fire on 5/31/23.

Training:

Date	Type	Topic(s)	311	312	Total	Time	P/H
5/4/23	Station	SOP Development/Water Supply	15		15	2	30
5/4/23	Station	Maintenance	1	10	11	2	22
5/4/23	Fire Police	Maintenance	1	1	2	2	2
5/11/23	Station	Equipment Familiarization	13		13	2	26
5/11/23	Station	Live Burn	5	11	16	3	48
5/18/23	Department	Hose Load Deployment	15	7	22	2	44
5/18/23	Fire Police	Radio Procedures	2	2	4	1.5	6
5/25/23	Station	Water Rescue	16	3	19	2	38
5/25/23	Station	D/O Training	1	8	9	2	18
5/25/23	Fire Police	Unknown	2	1	3	2	6
		TOTALS					240
		TOTAL TRAINING					473
		Instruction Time					26.5
		SCBA Time					13
		Driving Time					9.75
		Mobile Fill Time					.5

Current Off-Site Registrations:

Fitzgerald, Michael – Public Safety Leadership and Management at BCESTC – Starts on 10/3/23.

Santaspiert, Bart – Public Safety Leadership and Management at BCESTC – Starts on 10/3/23.

Styliades, Nick – FF1 at BCESTC – Starts 7/34/23.

LaMonica, Avery – FF1 at BCESTC – Starts 7/34/23.

Milstead, Drew – FF1 at BCESTC – Starts 7/34/23.

Khanlian, Stan – FF1 at BCESTC – Starts 7/34/23.

Lance, Marissa – FF1 at CCFA (hybrid) – Starts 8/19/23.

Fitzgerald, Michael – Mental Health First Aid for First Responders at BCESTC – Starts on 8/8/23.

Santaspiert, Bart – Mental Health First Aid for First Responders at BCESTC – Starts on 8/8/23.

Membership:**New:**

Richard Samson – Probationary Fire Police member assigned to Station 311 effective 5/24/23.

Resigned/Terminated:

David Misselhorn – submitted resignation from the Department effective 5/24/23 citing scheduling conflicts.

Peyton Delorme – submitted resignation from the Department effective 6/23/23 citing a move back to Canada.

Apparatus:

3112 had its pump testing redone. Pass.
 3100 vehicle was put into service. Old 3101 vehicle renumbered to 3118.

Chief Nutt noted that we have three members graduating the fire academy July 11th.

FIRE OFFICIAL’S REPORT:

Fire Official Orsini was presented his following written report dated June 27th:

Inspection summary report for the month of May 2023.

<u>Inspections Performed</u>		2017	2018	2019	2020	2021	2022	2023
• Periodic & Re-inspects	101	Jan 186	226	184	211	187	169	185
• Complaint & Request	0	Feb 176	109	174	147	130	171	150
• CSDCMAC & Permits	70	Mar 123	106	165	106	132	168	135
• Other	<u>03</u>	April 85	132	153	74	138	104	110
• Total	174	May 160	191	184	85	175	189	174
<u>Penalties Collected</u>		June 136	115	153	135	161	192	
• Fire Code Violations	\$250.00	July 172	171	161	152	133	145	
• Dedicated	250.00	Aug 122	204	181	182	216	212	
• False Alarm	650.00	Sep 114	196	207	199	205	144	
• Administration	<u>0.00</u>	Oct 86	158	126	227	149	124	
• Total	\$1150.00	Nov 117	143	140	114	155	136	
<u>False Alarm Notices</u>		Dec 185	146	152	138	150	109	
• Residential		1662	1897	1980	1770	1931	1863	754
• Commercial								
• Total								
<u>Other</u>								
• Insp. Mann		<u>Monthly</u>	<u>YTD</u>					
• Insp. Clancy		n/a	353					
		74	276					

BIDS & QUOTATIONS:

None.

RESOLUTIONS:

2023-23 “Appointing a Pay-Per-Call Firefighter” was read by the Administrator. There being no comments 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, four Board members present approved the resolution as presented with Commissioner Bowman abstaining. Administrator Chesner briefly reviewed the benefit of the following resolution with the Board.

2023-24 “A Resolution Authorization the Board of Fire Commissioners to Enter into a Cooperative Pricing Agreement” was read by the Administrator. There being no comments on the resolution as read a motion was offered by Commissioner Shelley and seconded by Commissioner Bowman approving the resolution. On a roll call vote, five Board members present approved the resolution as presented.

COMMITTEE REPORTS:

Buildings & Grounds: No Report.

Apparatus: No Report.

Planning: No Report.

Recruitment & Retention: Commissioner Leuliette thanked the members that attended the Strawberry Festival and those that attend Moorestown Day. Everyone did a wonderful job talking to the residence about the Moorestown Fire Department.

Commissioner Schlindwein stated that the committee met with one junior member and received one application for a probationary member and another for a junior member.

Public Relations: No Report.

Benefits: No Report.

Information Technology: No Report.

SQUAD: No Report.

OTHER BUSINESS:

Commissioner Bowman conferred the possibility of changing the apparatus committee to a technical committee to go beyond just discussing apparatus. The committee would be similar in format to the scope the Philadelphia Fire Department uses but on a smaller scale. There was a brief discussion amongst the Board with the decision to move forward on the same.

Chairman Fisher noted that he and Commissioner Shelley would not be attending the July 25th regular Board meeting. He asked the other Commissioners for confirmation that they would be able to attend; Commissioners Leuliette, Bowman, and Schlindwein all confirmed that they would be present for the meeting.

PUBLIC SESSION:

Chairman Fisher opened the public session at 7:34 p.m.

Chief Nutt noted that Deputy Chief David Chezem completed Fire Officer I and II through the Mount Laurel Fire Department. Chief Nutt also congratulated the three recent fire academy graduates: FF T. Constantine, FF A. Mann and FF A. Ventresca.

He also requested that the Board cover the members' cost for the Fire Inspector course. Training Officer Santaspirt elaborated on the request stating that it's an added benefit for our members. The Board discussed the same with some reservations on the benefits to the Department and requested that Training Officer Santaspirt supply the Board with more information; they will table and discuss at a later meeting when they receive the information requested.

Deputy Chief Chezem suggested opening our junior program to surrounding towns that don't offer it and revisiting the out-of-town requirements for membership. Administrator Chesner briefly discussed his concerns and noted that the membership committee spent time discussing both requirements a few years back. The consensus was to have the membership committee revisit our out-of-town requirements for membership.

Deputy Chief Chezem thanked those members that assisted with Moorestown's project graduation.

He also suggested opening the technical specifications committee discussed earlier to the volunteers that would like to contribute ideas. Deputy Chief Chezem also recommended purchasing recruitment shirts to wear advertising our volunteer department.

Fire Official Orsini mentioned that the thoughts and prayers of all have been going out to Inspector Mann and his family for the wellbeing of their son. Continue to keep them in your prayers.

Chaplain Thomas reminded all that he be kept aware of those that are sick in the department so he can reach out to the member and/or family.

There being no further comment from those in attendance the session was closed at 7:49 p.m.

ANNOUNCEMENTS:

Commissioner Shelley made a motion, seconded by Commissioner Schlindwein, to enter into a Workshop Session. The regular meeting was adjourned at 7:50 p.m. to enter into a Workshop Session to discuss the Master Plan.

On a motion by Commissioner Shelley, seconded by Commissioner Leuliette, the Workshop Session was adjourned at 9:00 p.m.

Respectfully submitted,

Samuel J. Schlindwein
Secretary/Clerk