

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMISSIONERS

Regular Meeting  
October 12, 2023  
MINUTES

President Guerrini called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:30 PM at Station 221. President Guerrini welcomed all in attendance. He opened the meeting with a flag salute and Pledge of Allegiance and a traditional moment of silence for those that have gone before us. The following statement of compliance with the New Jersey Open Public Meetings Act was given by Business Manager Maureen Mitchell: "This meeting is being held in compliance with the New Jersey Open Public Meetings Act. Notice of this meeting was transmitted to the Burlington County Times and Central Record on December 12, 2022, filed with the Township Clerk of the Township of Evesham, posted on the bulletin board in the Fire Administration Office that is customarily used for the posting of such notices and mailed to all persons requesting that they receive such notice."

ROLL CALL - The following individuals were present at the roll call, Commissioners: Baugh, Behnke, Guerrini, Rowe, and Smith. Also present were: Deputy Chief Donnelly and Business Manager Maureen Mitchell. ABSENT: Chief Bittenbender and Solicitor Saginario

TREASURER'S REPORT

The following report for the month of September 2023 was submitted by the Treasurer for approval:

Treasurer's Report for the period ended:  
September 30, 2023

Beginning Cash Balance	\$8,903,690.37
Cash Receipts	165,470.52
Cash Disbursements	<u>(588,193.13)</u>
Ending Cash Balance	<u><u>\$8,480,967.76</u></u>

Commissioner Behnke made a motion accepting the Treasurer's Report as presented. Commissioner Smith seconded the motion. The motion was approved on a unanimous roll call vote of the members present.

APPROVAL OF PAYMENT OF BILLS

BILL LIST  
October 12, 2023

---

ELAN (P-CARD)	\$ 18,384.08
Heartland	\$ 1,238.33
Payroll #20	\$ 223,889.04
Payroll Deductions Payable	\$ 29,407.64

Evesham Township Fire District No. 1  
Minutes – October 12, 2023

---

NJ Pension & Benefits - Deductions	\$	46,792.03
NJ Pension & Benefits - SHBP	\$	66,854.95
Bill List Dated: 10/12/23	\$	<u>80,399.25</u>

TOTAL PAYMENTS THIS PERIOD \$466,965.32

Commissioner Behnke made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Smith seconded the motion. The motion was approved on a unanimous roll call vote of the members present.

CHIEF’S REPORT – DC Donnelly gave a verbal report of the Chief’s report in the agenda packet. DC Donnelly advised the Board that Jeff Strauss, a retired volunteer member of the District for many years recently passed away. The Chief has been advised that the service will be private so there have been no fire resources requested.

BUSINESS MANAGER’S REPORT – Manager Mitchell gave a brief recap of her Board report which was previously provided in the agenda packet. She briefly reviewed the current DEP issue at Station 221 and also advised that on the agenda would be the introduction of the 2024 Budget. The Contract for the drainage improvements for Station 221 is also on the agenda for consideration tonight. We received eight bids for the project. Commissioner Behnke asked several questions about the Capital Budget for 2024 and the impact of the Drainage bid award on the plan. Manager Mitchell advised the Board that the bid award proposed would come out of the 2023 Capital Budget as there were sufficient funds, which would free up the money in the 2024 Capital Budget to attack the next highest priority on the Facilities Management Plan. She advised that the descriptors used in the Buildings Repairs, Improvements and Station Equipment will, at times, duplicate certain items so that if we are unable to complete a project, like a vehicle exhaust system in the 2023 budget, we may be able to tackle it in 2024 if there is enough funding available once higher priorities are handled.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2023 - 61 Resolution Awarding a Contract for Main Street Station Drainage Improvements

Commissioner Behnke made a motion to approve Resolution Number 2023 – 61. Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None

Resolution No. 2023 - 62 Resolution Authorizing the Hiring of Per Diem EMT

Commissioner Behnke made a motion to approve Resolution Number 2023 – 62. Commissioner Rowe seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None

Evesham Township Fire District No. 1  
Minutes – October 12, 2023

---

Resolution No. 2023 - 63      2024 Fire District Budget Resolution 40A:14-84

Commissioner Smith made a motion to approve Resolution Number 2023 – 63.  
Commissioner Behnke seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None

NEW BUSINESS – None

OLD BUSINESS

1. Employee Engagement Survey – Manager Mitchell indicate that the revised one-year proposal is in the agenda packet, but she was unable to confirm yet that the revised proposal meets the intent of the specifications, and she has not been successful to date in speaking to any of the provided references. The Vendor supplied an additional list of references on Tuesday, October 10<sup>th</sup>, in response to Ms. Mitchell's multiple requests for direct contact names and numbers for references. Ms. Mitchell indicated that she has not yet had a chance to review these references. The Board had concerns over whether the revised proposal meets the intent of the specifications and the responsiveness of the references, so they directed Ms. Mitchell to review both for the next meeting. Ms. Mitchell was asked if the Board could award the contract at the next meeting, and she advised that if the proposal met the specifications and the Board took action to transfer additional funds in the Professional Services line item they could, if the transfer resolution was adopted prior to the award.
2. 2024 Budget - There was much discussion regarding what was included in the professional service line item with the Board requesting a breakdown prior to the adoption. Ms. Mitchell indicated that she would provide that next week. Manager Mitchell reviewed the increases which included increases to: contractual salary, pension, healthcare and increased staffing of 4 EMT/FF positions along with promotions and the approved Capital Budget plan.

The Board requested a conversation on how the Chief will utilize the additional salaries and personnel included in the Budget introduced. They requested the presentation at least a week prior to the meeting. The Chief indicated he would get a memo out to the Board next week.

MEMBERSHIP – Accept resignation of Per Diem EMT Leigh Ann Basim

Commissioner Behnke made a motion to approve the resignation; Commissioner Rowe seconded the motion. A roll call vote on the resignation produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None.

GOOD & WELFARE –

Evesham Township Fire District No. 1  
Minutes – October 12, 2023

---

President Guerrini spoke of the impact Firefighter Jeff Strauss, who recently passed away had on him during his time volunteering with Evesham Fire. Jeff was a young lieutenant who was a great guide to Guerrini during his volunteer time. President Guerrini asked that if any information on services was forwarded to the District he would like to be notified.

Commissioner Behnke stated that when the District redid the kitchen at 221 Jeff was an integral part of the project, donating a ton of his time to the project.

On another topic, Commissioner Behnke stated in last month's meeting he voted no to sending 4 people to Pierce for a site visit of the manufacturing plant where we will be purchasing the replacement ladder from. He stated that he was skeptical of the need but after the meeting the Chief asked if he wanted to go, and he agreed to go on the trip. He said that he wanted to tell us it was well worth it. The expenses were not what he had expected, and DC Freedman did an excellent job of scheduling their time. They were able to see a ton of tractor-driven and mid-mount. He commented that it was beneficial to the community to see all the options available in one place.

PUBLIC COMMENT - None

#### ADJORNMENT TO EXECUTIVE SESSION

Resolution No. 2023 – 64 Executive Session

President Guerrini indicated that the board anticipates going into executive session for @ 60 minutes. The board will take no action when we reconvene in public session.

Commissioner Baugh made a motion to approve Resolution Number 2023 - 64. Commissioner Behnke seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS, None; ABSTAINED: none; ABSENT; None.

President Guerrini adjourned to executive session at 7:58pm.

#### RETURN TO PUBLIC

There being no further business to come before the Board, President Guerrini made a motion to adjourn. Commissioner Baugh seconded the motion. The motion was approved on a unanimous roll call vote of the members present.

President Guerrini adjourned the meeting at 8:28 pm.

Respectfully submitted,

Maureen Mitchell  
Business Manager