

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
 BOARD OF FIRE COMISSIONERS
 Regular Meeting
 December 21, 2023
 MINUTES

President Behnke called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 12:06 PM at Station 221. President Behnke 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, Powers, and Rowe. Also, present: Business Manager Maureen Mitchell. ABSENT: Chief Bittenbender, DC Donnelly, and DC Freedman

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Guerrini made a motion that the minutes of the November 20, 2023 Executive Session and December 7, 2023 Regular Meeting be approved. Commissioner Rowe seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh (11/20), Behnke, Guerrini, Powers (12/7) and Rowe; NAYS, none; ABSTAINED: Baugh (12/7), Powers (11/20); ABSENT, None.

APPROVAL OF PAYMENT OF BILLS

BILL LIST

December 21, 2023

ELAN (P-CARD)	\$ 10,410.45
Payroll #25	\$ 242,634.45
Payroll Deductions Payable	\$ 9,389.22
Bill List Dated: 10/12/23	\$ 125,163.37
VCI	<u>\$ 150,882.24</u>

TOTAL PAYMENTS THIS PERIOD \$538,479.73

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

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

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NEW BUSINESS –

1. Commissioner Powers stated that the Standard of Cover document which lists the IT Coordinator reports to the Business Manager. Currently the IT Coordinator is reporting to DC Donnelly. Commissioner Powers requests that the IT Coordinator report back to the Business Manager instead of DC Donnelly.

Commissioner Powers made a motion that the IT Coordinator report to the Business Manager. Commissioner Guerrini seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Powers, and Rowe; NAYS, Guerrini; ABSTAINED: None; ABSENT, None.

2. Commissioner Rowe – asked if we are switching to programs as he received an invitation to join SharePoint. Manager Mitchell indicated she would follow up with the IT coordinator as they had talked about transitioning away from Google Drive but had not yet transferred over.
3. Commissioner Powers stated that the Standard of Cover document provides an overall goal for the organization. Commissioner Powers wants to see goals for leadership and the organization developed. Commissioner Guerrini piggy backed on that sentiment by stating that when the Board started 360 reviews they were moving in that direction. The Board mentioned that they would like to see goals for Support Services, Recruitment, Personal Goals, and Operational Goals. We need things that align with the District Vision even if it is stretch Goals. The Board discussed setting up a group to develop a plan and format to set minimum, attainable and stretch goals going forward, with focus on the Strategic plan. President Behnke and Commissioner Powers will meet with the Chief to develop worksheets or process to develop this process.
4. Roberts Rules – Commissioner Powers asked if an electronic copy of Robert's Rules could be uploaded to the share drive. Manager Mitchell indicated that she would take care of that for the Board.

OLD BUSINESS - None

GOOD & WELFARE –

Happy Holidays and Happy New Year to all from the Board

Review action items – The Board indicated that they would like a process to track action items at the Board meetings to help make sure that nothing falls through the cracks between meetings. Manager Mitchell reviewed the items discussed and will follow up with any items needing attention.

PUBLIC COMMENT - None

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

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Action Items:

1. Change reporting of IT Coordinator to Business Manager
2. Follow up with IT about SharePoint email
3. Add new labor counsel to the Google & Share Drives
4. President Behnke and Commissioner Powers will meet with the Chief to develop worksheets or process to develop organizational and personal goals for staff
5. Upload Robert's Rules to the Share Drive

President Behnke adjourned the meeting at 12:50 pm.

Respectfully submitted,

Maureen Mitchell
Business Manager