

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMISSIONERS

Regular Meeting  
March 9, 2023  
MINUTES

Vice President Behnke called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:33 PM at Station 221. Vice 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: Behnke, Rowe, and Smith. Also present were: Chief Carl Bittenbender, Deputy Chief Freedman, Deputy Chief Donnelly, and Business Manager Maureen Mitchell. ABSENT: Baugh, Guerrini

VIRTUAL PRESENTATION BY LEXIPOL

Teri McDonald gave a brief presentation on the benefits of Lexipol and an overview of the systems and features.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Rowe made a motion that the minutes of the February 9, 2023, Regular and Executive Meeting be approved. Commissioner Smith seconded the motion. A roll call vote on the motion produced the following result: AYES, Behnke, Rowe and Smith; NAYS, none; ABSTAINED: none; ABSENT, Baugh, Guerrini.

TREASURER'S REPORT

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

Treasurer's Report for the period ended:  
February 28, 2023

Beginning Cash Balance	9,268,932.02
Cash Receipts	195,876.91
Cash Disbursements	<u>(612,453.61)</u>
Ending Cash Balance	<u><u>8,852,355.32</u></u>

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

APPROVAL OF PAYMENT OF BILLS

BILL LIST  
March 9, 2023

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ELAN (P-CARD)	\$ 17,176.94
Heartland	1,379.21
Payroll #4 & #5	449,944.99
NJ Pension & Benefits - Deductions	40,004.84
NJ Pension & Benefits -SHBP	62,728.29
Payroll Deductions Payable	12,948.90
Bill List Dated: 3/9/23	<u>1,811,754.21</u>

TOTAL PAYMENTS THIS PERIOD \$2,395,937.38

Commissioner Rowe 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

Chief Bittenbender gave a verbal summary of his report that was previously provided to the Board of Fire Commissioners. The Chief stated that on the agenda for tonight is an additional hire of a Per Diem EMT. The Technology Coordinator interviews were conducted last week, and we are recommending hiring a tremendously experienced individual with a pedigree in government and public safety. In the new business portion, we will talk about the fleet plan. The strategic plan adoption will be on the April agenda. Also, on the agenda tonight, is a new command vehicle to capitalize on last year’s pricing before the new State Contract is issued.

SOLICITOR’S REPORT – None

BUSINESS MANAGER REPORT - Ms. Mitchell gave a verbal summary of her report that was previously provided to the Board of Fire Commissioners. She advised the Board that they will be required to formally accept the Audit report tonight. Mrs. Mitchell notified the Board that on the bill list was the 2<sup>nd</sup> & 3<sup>rd</sup> payment for the roof with a small retainage kept for a few punch list items. There is a resolution for a Chapter 159 for the DCA grant. She also reminded the Board to do the Elected Official Training before the May deadline so that we get the \$250 credit for each compliant member.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

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RESOLUTIONS

Resolution No. 2023 - 21 Acknowledging Receipt and Review of the Annual Audit for the Year Ended December 31, 2021

Commissioner Rowe made a motion to approve Resolution Number 2023 – 21. Commissioner Smith seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

Resolution No. 2023 – 22 Resolution to Award Lexipol

Commissioner Behnke made a motion to approve Resolution Number 2023 – 22. Commissioner Rowe seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

Resolution No. 2023 – 23 Resolution Authorizing the Hiring of Per Diem EMT

Commissioner Rowe made a motion to approve Resolution Number 2023 – 23. Commissioner Smith seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

Resolution No. 2023 – 24 Resolution to Promote FF/EMT to FF/EMT/Inspector

Commissioner Smith made a motion to approve Resolution Number 2023 – 24. Commissioner Rowe seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

Resolution No. 2023 – 25 Resolution to Award Window Contract for Blaze Emergency Equipment Company

Commissioner Smith made a motion to approve Resolution Number 2023 – 25. Commissioner Rowe seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

Resolution No. 2023 – 26 Requesting approval of Items of Revenue and Appropriation NJSA 40A:4-87

Commissioner Rowe made a motion to approve Resolution Number 2023 – 26. Commissioner Smith seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

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Resolution No. 2023 – 27     Authorizing the Hiring of an Information Technology  
Coordinator

Commissioner Smith made a motion to approve Resolution Number 2023 – 27.  
Commissioner Rowe seconded the motion. A roll call vote on the foregoing motion  
produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None;  
ABSTAINED: None; ABSENT: Baugh, Guerrini.

Resolution No. 2023 – 28     Authorizing Contract with Approved State Contract  
Vendors

Commissioner Rowe made a motion to approve Resolution Number 2023 – 28.  
Commissioner Smith seconded the motion. A roll call vote on the foregoing motion  
produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None;  
ABSTAINED: None; ABSENT: Baugh, Guerrini.

OLD BUSINESS - None

NEW BUSINESS – Fleet Management Updates: Chief Bittenbender shared a  
PowerPoint presentation which outlined three (3) options for the current fleet  
management plan:

- Continue our plan in place
- Accelerate the plan
- Modify current plan

Ideally the Chief would like to shop the sale of an apparatus in 2023 and then purchase a  
replacement apparatus in 2024, to test the resale market's interest in apparatus.

The Board asked various clarifying questions to the chief and much discussion ensued.

Vice President Behnke read President Guerrini's prepared statement:

“Members of the board,  
I apologize greatly for being unable to attend tonight's meeting. I did have a  
chance to meet with the Chief and review the same information presented this  
evening. I do believe that the District should strongly consider accelerating the  
acquisition of our next piece of fire apparatus and be prepared to purchase in the  
year of 2024. Thus, I also highly suggest we should begin the process to sell  
2215.

As the Chief detailed, this is a multi-step process and authorizing sale via auction  
and setting a reserve this evening is Step 1. This approach should position us  
well to receive highest amount for 2215. The chief has assured me that  
authorization to sell this evening only sets a high reserve and authorizes a sale if  
the reserve is met. If the reserve is not met, we the Board will have another  
opportunity to authorize its sale.

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While I am not there to vote this evening, I do offer my full support of “Step 1” of this plan. I want to thank the Command Staff and Business Manager for their work in evaluating all of the market conditions and updating the fleet management plan to set us up for not only fiscal responsibility but also organizational success.”

Commissioner Rowe made a motion to authorize the Chief to put out to public bid through auction the Ladder 2215 at the proposed confidential price proposed by the chief. Commissioner Smith seconded the motion.

Vice President Behnke asked for a Board member to join him on the Policy Review Committee to work with Lexipol on the new system. Commissioner Rowe supported the request and stated that he would like to sit on the Committee also with President Guerrini as an alternate to either of them. Vice President Behnke made of motion to appoint Commissioner Rowe and himself to the new Policy Review Committee. Commissioner Smith seconded it. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

#### MEMBERSHIP

1. Termination Member – Jessica Murphy
2. New Member – Catherine Gibbs

Commissioner Rowe made a motion to terminate a member and approve a new member. Commissioner Smith seconded the motion. The motion was approved on a unanimous roll call vote of the members present. A roll call vote on the foregoing motion produced the following result: AYES: Behnke, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: Baugh, Guerrini.

GOOD & WELFARE – Vice President Behnke read President Guerrini’s prepared statement:

”Chief Bill Webb passed away at the young age of 46. Chief Webb was a decorated Medford Twp police officer who rose to the rank of Sgt and was also a well-known, educated and inspirational chief officer for the Medford Twp Fire dept. I was fortunate enough to not only know Bill but also be able to call him my friend. He was an exceptional fireman and an even better fire officer. His calm under chaos was reassuring to all that served with him. Beyond the incident scene he was a genuine, level headed and rationale voice, who was always there with kind and guiding words.

Bill not only served Medford but also served the residents of Evesham twp. He will truly be missed. I want to thank LT Merkowsky FF Heston and FF Sibson who assisted with flying the flag so Chief Webb could proudly pass under, on his way to his final rest. I express my most sincere condolences to his wife, Mandy,

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– the Medford lakes fire dept, the Medford fire and EMS dept and the Medford police dept.

Chief Bittenbender updated the Board on the new recruitment video and advised that the new flyers are out on the street.

PUBLIC COMMENT- None

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

Vice President Behnke adjourned the meeting at 8:18 pm.

Respectfully submitted,

Maureen Mitchell  
Business Manager