

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMISSIONERS
Regular Meeting
June 8, 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 (via Teams). Also present were: Chief Carl Bittenbender, Deputy Chief Freedman, Solicitor Saginario, and Business Manager Maureen Mitchell. ABSENT: None

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Behnke made a motion to table the minutes as 3 comments made by Commissioner Rowe were not included in the May 11, 2023, Regular Meeting and Executive Session. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, and Rowe; NAYS: None; ABSTAINED: Smith; ABSENT: None.

TREASURER’S REPORT

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

Treasurer's Report for the period ended:
May 31, 2023

Beginning Cash Balance	8,535,011.47
Cash Receipts	150,743.45
Cash Disbursements	<u>(1,242,771.01)</u>
Ending Cash Balance	<u><u>7,442,983.91</u></u>

Commissioner Behnke 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.

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APPROVAL OF PAYMENT OF BILLS

BILL LIST

June 8, 2023

ELAN (P-CARD)	\$ 5,957.03
Heartland	1,212.27
Payroll #9, #10 & 11	681,515.46
NJ Pension & Benefits - Deductions	47,580.61
NJ Pension & Benefits -SHBP	64,860.94
Payroll Deductions Payable	75,809.21
SJ Gas	95.83
Bill List Dated: 6/8/23	<u>48,487.68</u>

TOTAL PAYMENTS THIS PERIOD

\$925,519.03

Commissioner Behnke made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Baugh 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. He reviewed the Operations Summary for the month of May, while mentioning that he was still working with the new County system to pull additional relevant information into his reports. He also discussed the two (2) apparatuses that had accidents last month. He went on to inform the Board that two (2) Firefighter/EMTs are currently out on injury; one work related, and one off-duty related. The Chief stated that the auction for 2215 has closed with the reserve not being met. He mentioned that they are working with vendors to evaluate the replacement of fire hose that was budgeted in 2023 capital. Another ambulance is out for remount and should take approximately 4 months and this will leave us with one more remount left to complete. The SCBA units have arrived and are in service. A few events are coming up namely the 4th of July, kids camp, and Harvest Fest. The Chief read an appreciation letter he had just received from a satisfied resident which he indicated would be placed in the appropriate members' files.

Commissioner Behnke asked if the incident reporting issues the Chief referred to were due to an unresponsive vendor and the Chief indicated that it was actually custom fields that were being rolled out in phases and he wanted the information to be consistently presented from month to month.

Commissioner Rowe asked the Chief if there were any lost unit hours for 2291, as he would like these stats tracked monthly.

The Chief indicated that he would have to manually track. The solution was to include the down time info in the Shift Report and summarize those monthly for the Board report.

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Commissioner Rowe asked if every Per Diem EMT were giving their minimum 36 hours a month, how many Per Diems would we need. The Chief indicated that he would get the information for the Board. Commissioner Rowe indicated that he thought it was approximately 26 and the most recent report on active members from the Business Manager showed 9 Per Diems. Commissioner Rowe indicated that he would like to see a workgroup session to address recruitment and retention. He would like to see two Board members and staff meet to discuss options. The Board was in favor of creating a staffing committee with Commissioner Baugh and Smith volunteering to serve on the committee with Commissioner Rowe acting as an alternate when either Commissioner was unavailable to meet.

Commissioner Rowe asked the Chief about EMS turnout times reported at approximately 40%. The Chief indicated that it is a metric that is measured but the standard of cover timeline is calculated from Dispatch to scene as we don't want members making up time speeding to get there.

Discussion ensued with relation to station design and layout which may impact whether the turnout metrics are reasonable or need to be altered by station to better reflect the roll out conditions at each station.

Commissioner Rowe asked who was trained to operate the drone and how they were selected. DC Freedman indicated that the drone is housed in Fire Prevention and there are currently 5 people trained (4 Fire Prevention & 1 Operations). The cost to train 5 people was roughly \$3,000. Chief Freedman indicated that the initial roll out was for prevention but eventually others will be trained from both career and volunteer ranks to have at least 1 person per shift capable of operating the drone.

Commissioner Behnke asked about the high amount of OT this month for training. The Chief indicated that it was due to Live Fire training that was offered through ESTC and Salem County, which was well attended by all classes of members.

Mr. Mike Powers of the volunteer ranks concurred that it was well attended and there was great feedback from the members who attended.

Commissioner Smith asked about the sale of 2215 so the Board moved to Old Business to address his questions.

OLD BUSINESS – The Chief indicated that the second online auction closed with a final bid of \$421,000 under the new process that the Board needs to accept or reject the bid. He recommends rejection at this point as there was substantial interest and we should be able to negotiate a higher price if the Board wants to move forward with a private sale. The Chief indicated that there are a few options going forward. Commissioner Behnke moved to reject the bid and allow DC Donnelly to negotiate with interested parties. Commissioner Rowe seconded the motion. The motion was approved on a unanimous roll call vote of the members present. AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None.

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Commissioner Smith then asked about the kid’s safety camp and the Chief explained how the schools solicit students interested in being campers as there is not enough spots available in the one-week camps (40) to do an open enrollment process.

SOLICITOR’S REPORT – Mr. Saginario stated that he had 2 matters for executive session and requested access to Lexipol. He also asked for access to policies prior to board approval, to confirm that they are in compliance with New Jersey law and the current Joint Insurance Fund policies. The Solicitor requested more time to review the proposed polices as he had recommendations for moving some polices to change the order. The Business manager indicated that the only policy that was time sensitive was the Unmanned Aerial System one since we anticipate using the drone for the 4th of July Celebration. The Solicitor indicated that he had no changes to the policy so the Board could move that one when we get to it.

BUSINESS MANAGER REPORT - Ms. Mitchell gave a verbal summary of her report that was previously provided to the Board of Fire Commissioners. She discussed the EMS Billing renewal on the agenda for tonight and stated that we will prepare a resolution to increase EMT billing rate at July meeting. The apparatus on GovDeals does not appear to have met the reserve as discussed earlier. Also, the 2022/2023 Elected Officials course was required to have been completed by May 31, 2023, to qualify for the \$250 per Board Member credit on our insurance premium, please send proof of completion if you haven’t done so already.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – Mr. Mike Powers came forward to say that some of the questions asked by the Board have been questions posed by the membership so thank you.

RESOLUTIONS

Resolution No. 2023 - 37 Resolution Authorizing an Agreement with Virtua Health, Inc. for Advanced Life Support Services

Commissioner Behnke made a motion to approve Resolution Number 2023 – 37.
Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, and Smith; NAYS: None; ABSTAINED: Rowe; ABSENT: None

Resolution No. 2023 - 38 Resolution Authorizing Disposal of Surplus Property at Auction

Commissioner Rowe made a motion to approve Resolution Number 2023 – 38.
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

Resolution No. 2023 - 39 Resolution Authorizing a Contract Extension for EMS Billing Services

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Commissioner Behnke made a motion to approve Resolution Number 2023 – 39.
Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, and Smith; NAYS: None; ABSTAINED: Rowe; ABSENT: None

Resolution No. 2023 - 40 Authorizing the Refund of Certain Duplicate and Overpayment for Fire Safety Permit

Commissioner Smith made a motion to approve Resolution Number 2023 – 40.
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 –

1. Policy review and approval
 - A) Mission, Vision, Values
 - B) Philosophy
 - C) Ethics
 - D) Intro
 - E) 100
 - F) 101
 - G) 102
 - H) Unmanned Aerial Systems

Commissioner Rowe moved to table items A-G at this time to allow for review from Solicitor Saginario. Commission Behnke seconded the motion. A roll call vote to table policies A-G produced the following result: AYES: Baugh, Behnke, Guerrini, Rowe, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None.

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

MEMBERSHIP –

1. Kyle Conard, trained out of town volunteer, approved for Volunteer Fire
2. Torin Mikusa and Matthew Ambrose, terminated, not active

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

GOOD & WELFARE

Business Manager Mitchell notified the Board that she applied for a State Cyber Security Grant which would provide access to certain security services at no cost to the District. This would supplement the Cyber Security plan we are working on with the JIF.

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PUBLIC COMMENT

Mr. Mike Powers came forward to say that he sent an email to the Commissioners and President Guerrini who indicate that that he would address the matter. Mr. Powers stated that he, “will hold you to it Mr. Guerrini.”

ADJORNMENT TO EXECUTIVE SESSION

Resolution No. 2023 – 41 Executive Session – Personnel & Contract Negotiations

President Guerrini indicated that the board anticipates going into executive session for @ 90 minutes. The board will take no action when we reconvene in public session.

Commissioner Behnke made a motion to approve Resolution Number 2023 - 41. Commissioner Smith 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 7:40pm.

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 11:16 pm.

Respectfully submitted,

Maureen Mitchell
Business Manager