

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMISSIONERS
Regular Meeting
September 14, 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: Chief Bittenbender, Deputy Chief Donnelly, Deputy Chief Freedman, Solicitor Saginario, and Business Manager Maureen Mitchell. ABSENT: None

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Behnke made a motion that the minutes of the August 10, 2023, Regular Meeting be approved. Commissioner Baugh 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

TREASURER'S REPORT

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

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| Treasurer's Report for the period ended: | |
| August 31, 2023 | |
| Beginning Cash Balance | \$9,340,321.22 |
| Cash Receipts | 187,705.19 |
| Cash Disbursements | <u>(624,336.04)</u> |
| Ending Cash Balance | <u><u>\$8,903,690.37</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.

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APPROVAL OF PAYMENT OF BILLS

BILL LIST

September 14, 2023

| | |
|--|-----------------------------|
| ELAN (P-CARD) | \$ 5,700.86 |
| Heartland | 1,429.52 |
| Payroll #16, 17 & 18 | 692,482.96 |
| Payroll Deductions Payable | 41,543.45 |
| NJ Pension & Benefits -SHBP | 66,854.95 |
| NJ Pension & Benefits–Pension August Deductions | 46,733.82 |
| Bill List Dated: 9/14/23 | 81,409.45 |
| State of New Jersey – Annual Report | <u>30.50</u> |
| | |
| TOTAL PAYMENTS THIS PERIOD | <u>\$ 936,185.51</u> |

Commissioner Smith made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Rowe seconded the motion. The motion was approved on a unanimous roll call vote of the members present with President Guerrini abstaining from the Burlington County – BCIT bill only.

CHIEF’S REPORT – Chief Bittenbender reported that the 911 Remembrance Ceremony was well attended. During that event the District received many compliments on both the facility and the staff. Last month, there was a house fire that resulted in significant investigation from both the police and the Fire Prevention office. The police recently announced an arrest in the case. We are lucky to have a great working relationship with the Police department as they respect and value our well-trained staff in the Fire Prevention Office. Also in August, there was also a high-profile animal abuse case where the District provided ventilation services to the Township so that they could safely access the property. In line with our all-Hazards agency, we also provided assistance with a Horse Trailer accident this month.

SOLICITOR’S REPORT – Mr. Saginario discussed working with Lexipol on updating the Districts Policies and he is working a legal memo to the Board.

BUSINESS MANAGER REPORT – Manager Mitchell gave a brief summary of her written report, previously provided to the Board. She briefly reviewed the Capital Budget process, which includes tonight’s Public Hearing on the Capital Budget. Commissioner Behnke asked about the difference on the Capital Budget Plan to be presented tonight to the original proposal by the Chief awhile back. Manager Mitchell indicated that tonight’s resolution is setting the maximum that the Board could include in the 2024 Budget, which must be advertised to the public. The Board can always include a lesser amount in the Budget if the estimates received come in below the \$2,935,000 proposed but they could not include more without readvertising. Any money not spent will go back to the surplus but to be safe based on the most recent estimates we believed we may need the extra \$200,000 to effectuate the purchase in the current unstable apparatus market. The Manager also updated the Board on the current

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DEP issues she is navigating. She also mentioned the issues with the Employment Engagement Service RFP she received.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

President Guerrini asked if anyone had any questions on the agenda items, if so please come up to the podium, state your name and write your address on the sign in form for the record and address the Board. Comments are limited to items on the agenda and are limited to five minutes per speaker.

Seeing no speakers, President Guerrini closed the Public comment on the agenda.

PUBLIC COMMENT ON PROPOSED CAPITAL PROJECT(S) FOR INCLUSION IN THE 2024 ANNUAL FIRE DISTRICT BUDGET

Mrs. Mitchell read the Proposed Capital Budget detail to the Board and the Public.

President Guerrini asked if anyone had any questions on the Capital Budget as presented, if so please come up to the podium, state your name and write your address on the sign in form for the record and address the Board. Comments are limited to the Capital Budget only.

Seeing no speakers, President Guerrini closed the Public comment on the Capital Budget. President Guerrini asked the Board if they had any questions. There was much discussion regarding the difference between Capital Budget items in the Capital Budget vs Capital items in the Operating budget. Mrs. Mitchell and DC Donnelly summed up that the differences were based on the useful life of the asset and the determination of whether it was bondable or non-bondable. Bondable assets go in the Capital Budget while operational Capital items are non-bondable. Questions arose about purchasing used apparatus and whether the JIF would insure it and whether the apparatus would be bondable.

Manager Mitchell indicated that since a proposed purchase has not been agreed upon at this time, when a decision is made to move forward in 2024 to purchase a used apparatus, she would review it with both Bond Counsel and the JIF to insure we were covered.

DC Donnelly went on the record to state that he has no dealings or potential dealings or financial benefit from any decision to purchase any apparatus from Mount Holly as Chief Bittenbender has previously indicated. Should the opportunity arise, any discussions would take part with an unrelated party at the Fire District. Solicitor Saginario recommended documenting the separation and his affirmative documentation of same.

Hearing no other questions, President Guerrini moved onto the resolutions.

RESOLUTIONS

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Resolution No. 2023 - 51 Resolution Authorizing Capital Projects Pursuant to
N.J.S.A. 40A:14-84

Commissioner Smith made a motion to approve Resolution Number 2023 – 51.
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 - 52 Resolution Authorizing Disposal of Surplus Property

Commissioner Baugh made a motion to approve Resolution Number 2023 – 52.
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 – 53 Resolution Authorizing the Hiring of Full Time
Firefighter/EMT

Commissioner Smith made a motion to approve Resolution Number 2023 – 53.
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 - 54 Authorizing Change Order No. 1 Command Co. Inc.

Commissioner Behnke made a motion to approve Resolution Number 2023 – 54.
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

Resolution No. 2023 - 55 Authorizing the Cash Management Plan

Commissioner Baugh made a motion to approve Resolution Number 2023 – 55.
Commissioner Smith 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

Mrs. Mitchell thanked the Board for adding additional authorized depositories as she is
working on securing better interest rates and protections for the District’s cash account.

NEW BUSINESS – Request for travel for up to 4 people to travel to Pierce
Manufacturing in Appleton, Wisconsin

Commissioner Behnke asked who the cooperative purchase would be through.
DC Donnelly indicated that it would be through HGAC.

Commissioner Rowe asked who are the four people the Chief proposed to travel?

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Chief Bittenbender indicated that himself, DC Freedman, FF/EMT Denelsbeck and Commissioner Behnke, were the proposed four.

Commissioner Rowe asked what the impact on overtime would be. The Chief indicated that he was unsure of the exact cost as he didn't know FF/EMT Denelsbeck's schedule impact as the dates have not been confirmed until the Board approves the travel, but he would be the only traveler subject to OT.

Commissioner Behnke asked why they needed to meet with CAD engineers. Chief Bittenbender stated that they do CAD drawings while you are there to insure everything you want to house on the truck will fit. They can run scenarios while there to show you various options, which the Chief hopes will be able to nail down a design before the February contract price increase.

DC Freedman indicated that while at the factory you can get a good visual of your options while you walk the floor of the factory.

Commissioner Rowe stated that when he met with the Chief he mentioned a tractor-drawn apparatus, so are you really going to look at other options?

Chief Bittenbender indicated that he wanted to make sure that he has all of the information to make the best recommendation to the Board.

Commissioner Behnke stated that the Chief seems to be leaning towards the Tractor-drawn apparatus and asked if there was an apparatus committee in place.

Chief Bittenbender indicated that the group has handled the truck functions and provided what we are currently looking for by construction type, hazards. He also indicated we are currently short on ground ladders with the Quint which was known at the time was a tradeoff.

Commissioner Rowe asked the Chief whom he met with leading up to this.

Chief Bittenbender indicated he met with DC Donnelly, DC Freedman, DC Zane, and DC Collins.

Commissioner Rowe indicated that he wanted to know the actual Budget impact the travel would cause prior to voting.

Commissioner Behnke indicated that he felt that the entire committee should take the trip not just the four requested.

Hearing no further comments, President Guerrini made a motion to approve travel for up to 4 people to travel to Pierce Manufacturing in Appleton, Wisconsin. Commissioner Smith seconded the motion. A roll call vote on the foregoing motion produced the

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following result: AYES: Baugh, Guerrini, and Smith; NAYS: Behnke and Rowe;
ABSTAINED: None; ABSENT: None

OLD BUSINESS – None

MEMBERSHIP – Termination: Leigh Ann Basim

It was asked why she was being terminated and Chief Bittenbender indicated that it was for lack of participation. Commissioner Behnke made a motion to terminate the member. Commissioner Baugh 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: Baugh, Behnke, Guerrini, Rowe and Smith; NAYS: None; ABSTAINED: None; ABSENT: None.

GOOD & WELFARE – None

PUBLIC COMMENT – None

ADJORNMENT TO EXECUTIVE SESSION

Resolution No. 2023 – 56 Executive Session – 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 Smith made a motion to approve Resolution Number 2023 - 56. Commissioner Baugh 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 7:37pm.

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 8:52 pm.

Respectfully submitted,

Maureen Mitchell
Business Manager