

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMISSIONERS  
Regular Meeting  
January 14, 2021  
MINUTES

Commissioner John Behnke called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 7:31 PM on Zoom. President Behnke welcomed all in attendance online. President Behnke thanked everyone for joining us tonight VIA Zoom. He opened the meeting with a flag salute and Pledge of Allegiance. 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 15, 2020, 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 with additional information for remote access posted 1/11/21.”

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

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Guerrini made a motion that the minutes of the October 13, 2020 Executive Session, December 10, 2020 Regular Meeting & Executive Session and December 23, 2020 Special Meeting & Executive Session be approved. Commissioner Smith seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, Powers and Smith (12/10 & 12/23); NAYS, none; ABSTAINED: Smith (10/13/20 Executive); ABSENT, none.

TREASURER’S REPORT

The following report for the month of December 2020 was submitted by the Treasurer for approval:

Treasurer's Report for the period ended:

December 31, 2020

Beginning Cash Balance	4,966,626.97
Cash Receipts	3,113,250.87
Cash Disbursements	<u>(642,591.66)</u>
Ending Cash Balance	<u><u>7,437,286.18</u></u>

Commissioner Powers made a motion accepting the Treasurer’s Report as presented. Commissioner Guerrini seconded the motion. The motion was approved on a unanimous roll call vote.

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BILL LIST

January 14, 2021

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ELAN (P-CARD)	5,952.92
Bill List Dated: 1/14/21	1,039,931.16
TOTAL PAYMENTS THIS PERIOD	<u><u>1,045,884.08</u></u>

Commissioner Smith 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.

CHIEF'S REPORT

Chief Bittenbender gave a verbal summary of his report that was previously provided to the Board of Fire Commissioners. Chief advised the Board that approximately 1/3 of our staff has received at least 1 COVID vaccine shot. Interviews are underway for EMT and Fire candidates. On boarding will be limited by the availability of PPE but we still anticipate a march 1<sup>st</sup> to April 1<sup>st</sup> start. The District received notice that we did not receive the AFG grant we applied for last year so the Chief recommends applying again as the 2021 application period is open now. The SAFER grant application period is open now. The Chief is looking to start the hiring process for full time replacement FF/EMT so that if we lose any employees we can stay compliant with the SAFER grant retention policy. Chief Bittenbender turned the floor over to Deputy Chief Freedman to present the preliminary drawing of the proposed Quint fire apparatus. DC Freedman reviewed the drawing as proposed and the major components of the apparatus.

Commissioner Powers complimented DC Freedman and the apparatus workgroup on doing a great job and keeping everyone informed of what was proposed.

Commissioner Guerrini seconded that sentiment indicating that he has sat in on the workgroup meetings and they have been very productive. He recognized and thanked the members of the workgroup: Lt Merefield, Captain Chambers, Deputy Chief Zane, Deputy Chief Freedman and FF/Inspector Douglas Borgstrom.

President Behnke asked about any prepayment options available.

Business Manager Mitchell indicated that she had received information today and planned to review the options with the solicitor prior to the next meeting on January 28<sup>th</sup>.

SOLICITOR'S REPORT –Solicitor Saginario advised the Board that he was consulting the command staff on several personnel issues and COVID related policies.

BUSINESS MANAGER REPORT - Ms. Mitchell gave a verbal summary of her report that was previously provided to the Board of Fire Commissioners. Ms. Mitchell touched on the five year renewal of the Cooperative Pricing agreement with the County before the

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Board this evening and the resolution to authorize the sale of the second Ambulance Chassis from the 2020 remounts.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY**

President Behnke opened the Public Comment section for the agenda items only.

There were no comments from any members of the public so President Behnke closed the public portion on agenda items only.

**RESOLUTIONS**

- |                          |  |
|--------------------------|--|
| Resolution No. 2021 – 1  | Establishing a Petty Cash Fund   |
| Resolution No. 2021 – 2  | Establishing a Cash Management Plan  |
| Resolution No. 2021 – 3  | Authorizing Contracts with Certain Approved State of New Jersey Cooperative Purchasing Program       |
| Resolution No. 2021 - 4  | Providing for Compensation of Board Members  |
| Resolution No. 2021 - 5  | Appointment of Fire Sub-Code Official  |
| Resolution No. 2021 - 6  | Enforcement of Uniform Fire Safety Act   |
| Resolution No. 2021 – 7  | Appointment of Public Agency Compliance Officer  |
| Resolution No. 2021 – 8  | Authorizing the Refund of Certain Overpayments for EMS Services                                      |
| Resolution No. 2021 – 9  | Authorizing the Refund of Duplicate Smoke Inspection fee   |
| Resolution No. 2021 – 10 | Authorizing Participation in the Burlington County Cooperative Pricing System #4-BUCCP for 2021-2025 |
| Resolution No. 2021 – 11 | Authorizing Sale of Excess Property  |

Commissioner Powers made a motion to approve Resolution Number 2021 – 1 through 2021-11. Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Powers and Smith; NAYS: None; ABSTAINED: None; ABSENT: None.

**NEW BUSINESS**

1. Management Consultant Agreement – President Behnke asked the Board if they had any questions in regards to the proposed six month Management Agreement with the Rodgers Group. Commissioner Guerrini asked if it was a contract with only one individual or with their entire management group. President Behnke indicated that there was a point person from their group who would coordinate with others in their group to support the contract. President Behnke indicated that this is the same group that the police used for their accreditation. Commissioner Powers asked the President to give the public background on the contract. President Behnke spoke of the need to bring in a consultant to help tackle organizational hurdles.

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

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2. FY 2020 Assistance to Firefighters Grant application period open – Chief Bittenbender indicated that the AFG grant application period was now open and since we did not get our AFG last year for the Brush Truck approved he suggested that we reapply again for a Brush Truck as it still is a priority item for the District and meets the criteria for the grant again this year.

Commissioner Powers made a motion to authorize grant application. Commissioner Guerrini seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Powers, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None.

3. Hiring process – Chief Bittenbender reviewed the need to maintain compliance with the staffing numbers for SAFER grant. Chief indicated that based on the Hiring SOP adopted 10/2020 we would have potentially 3 volunteers eligible to test and 8 external candidates in our current Per Diem process so he would like to post internally to that group as we currently have 1 career spot that just opened up to fill.

Commissioner Powers made a motion to authorize the start of the hiring process. Commissioner Guerrini seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Powers, and Smith; NAYS: None; ABSTAINED: None; ABSENT: None.

OLD BUSINESS - None

MEMBERSHIP – None

GOOD & WELFARE – President Behnke recognized a few of our Volunteer members who have recently been hired by Burlington Township Fire: FF Mike Nardi, FF Mike Alesandrini, and FF Zach Admodio. He also recognized FF John Maddox for recently completing the Philadelphia Fire Academy. President Behnke wished them all good luck and congratulations!

Commissioner Powers recognized the following probationary firefighters who recently passes the academy: FF Christopher Bernardi, FF Michael Dimento and FF John Talvacchio.

#### PUBLIC COMMENT

President Behnke opened the Public comment portion of the meeting by asking the public to please raise their hand on Zoom and unmute their microphone, state your name and address for the record and address the Board. Comments are limited to five minutes per speaker.

1. Matthew Heston, 100 Norris Street Mantua read a request for attention to the board regarding an incident he witnessed on December 23, 2020 relating to his claim of a volunteer falsifying a public record. He called for an investigation of the incident.

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President asked the Chief to look into the complaint as it appears to be a personnel issue.

Seeing no public comments President Behnke closed the public comment section at 8:23 pm.

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

President Behnke adjourned the meeting at 8:24 pm.

Respectfully submitted,

Maureen Mitchell  
Business Manager