

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMISSIONERS  
Regular Meeting  
June 11, 2024  
MINUTES

President Behnke called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 7:06 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 Administrator 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 8, 2023, 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: Chief Carl Bittenbender, DC Ryan Donnelly, DC Scott Freedman, Business Administrator Maureen Mitchell, and Solicitor Hodges. ABSENT: None

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Rowe made a motion to approve the minutes from the April 16, 2024, Regular Meeting and Executive Session. Commissioner Guerrini seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, Powers and Rowe; NAYS, none; ABSTAINED: None; ABSENT, None.

TREASURER'S REPORT

The following report for the month of May 2024 was read for acceptance:

Treasurer's Report for the period ended:  
May 31, 2024

|                        |                               |
|------------------------|-------------------------------|
| Beginning Cash Balance | \$10,895,952.65               |
| Cash Receipts          | 299,630.94                    |
| Cash Disbursements     | <u>(958,526.22)</u>           |
| Ending Cash Balance    | <u><u>\$10,237,057.37</u></u> |

Commissioner Powers made a motion accepting the Treasurer's Report as presented. Commissioner Rowe seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, Powers and Rowe; NAYS, none; ABSTAINED: None; ABSENT, None.

Evesham Township Fire District No. 1  
Minutes – June 11, 2024

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APPROVAL OF PAYMENT OF BILLS

BILL LIST  
June 11, 2024

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|                              |    |            |
|------------------------------|----|------------|
| M&T P-Card                   | \$ | 8,116.28   |
| Heartland                    | \$ | 781.72     |
| Payroll #10 & #11            | \$ | 469,529.28 |
| Payroll Deductions Payable   | \$ | 70,753.97  |
| NJ Pension & Benefits – SHBP | \$ | 71,816.13  |
| Bill List Dated: 6/11/24     | \$ | 253,130.69 |
| Atlantic City Electric       | \$ | 478.82     |
| Firestone Tire & Service     | \$ | 427.44     |

TOTAL PAYMENTS THIS PERIOD \$ 875,034.33

Commissioner Guerrini asked if the Parker McCay bill was year to date and if it included the mediation costs. Solicitor Hodges indicated that it was through April and included her mediation costs. Vice President Rowe asked about the ACME/Lingo bill and DC Donnelly indicated that it was for State and Station flags. Commissioner Powers made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Rowe seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Behnke, Guerrini, Powers, and Rowe; NAYS, none; ABSTAINED: None; ABSENT, None.

CHIEF'S REPORT

The Chief stated that it had been a busy month for EMS. The Chief went on to recognize FF/I Joseph Groody's retirement and confirmed his last day as June 29<sup>th</sup>. Chief Bittenbender informed the Board that FF/EMT Devon Lyman has submitted his resignation, and his last day would be June 21<sup>st</sup>. The Chief expressed the tremendous loss it is losing Devon as he has really grown through the department. He started as an Explorer, then moved to Volunteer and was finally hired on as career staff late last year. Chief Bittenbender then went on to discuss the policies that are on the agenda tonight and discussed the maintenance issues that are being handled. The drainage project at Station 221 is just about done. DC Freedman commented that they were getting ready to go out to bid to seal coat the parking area. Chief Bittenbender continued with his report saying that the 5<sup>th</sup> and final ambulance remount is underway.

DC Freedman advised the Board that he sent out a request for a facility planning meeting. DC Freedman also discussed the brush truck status and informed the Board that it is underway. He explained that apparatus builds are a lengthy process. The buildout should start in November of 2025 and we should be accepting the apparatus in January of 2026.

Commissioner Rowe asked how that works regarding the chassis. Is it the year it was purchased or the current model year?

DC Freedman said that the chassis is the year that it comes off the line.

Evesham Township Fire District No. 1  
Minutes – June 11, 2024

DC Freedman indicated that the apparatus committee is finalizing the plan for the aerial truck, and they hope to have it ready for approval at the July meeting to beat the price increase. He informed the Board that we have to advertise the award 10 days prior, so the goal is to get it to the paper prior to the July 4<sup>th</sup> holiday. Commissioner Powers stated that everyone is doing a great job. Vice President Rowe liked the 90% on the Chief's report.

President Behnke asked about the BLS downtime, and the Chief indicated that it was down in April for mechanical issues and training with similar results for May. The Chief acknowledged that there was down time due to the Eastern Division meeting in Mount Laurel and that we had a good turn out of both on duty and off duty staff who requested to attend.

#### SOLICITOR'S REPORT

Solicitor Hodges had nothing to report in public. She stated that we are still awaiting the mediator's decision.

#### BUSINESS ADMINISTRATOR REPORT

Administrator Mitchell gave a verbal summary of her report that was previously provided to the Board. Administrator Mitchell advised the Board that there were two financial items on tonight's agenda. Approval of the final one-year extension of the EMS Billing contract and the amendment to the Professional Service contract for law fees.

#### PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

#### RESOLUTIONS

Resolution No. 2024 – 26    Resolution Authorizing Contract Extension for EMS Billing Services

Commissioner Baugh made a motion to approve Resolution Number 2024 – 26. Commissioner Guerrini seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, and Powers; NAYS: None; ABSTAINED: Rowe; ABSENT: None

Resolution No. 2024 – 27    Recognizing the Retirement of Firefighter Inspector Joseph Groody

Commissioner Powers made a motion to approve Resolution Number 2024 – 27. Commissioner Guerrini seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: None

Resolution No. 2024 – 28    Resolution Amending Professional Service Contract for General and Labor Counsel

Commissioner Rowe made a motion to approve Resolution Number 2024 – 28. Commissioner Powers seconded the motion. A roll call vote on the foregoing motion

Evesham Township Fire District No. 1  
Minutes – June 11, 2024

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produced the following result: AYES: Baugh, Behnke, Guerrini, Powers, and Rowe;  
NAYS: None; ABSTAINED: None; ABSENT: None

Resolution No. 2024 – 29 Authorizing Change Order No. 1 Riverfront LLC

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 29.  
Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion  
produced the following result: AYES: Baugh, Behnke, Guerrini, Powers, and Rowe;  
NAYS: None; ABSTAINED: None; ABSENT: None

Resolution No. 2024 – 30 Resolution Establishing a Junior Fireman’s Auxiliary for  
the Evesham Township Fire District No. 1 Pursuant  
N.J.S.A 40A:14-95

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 30.  
Commissioner Powers seconded the motion. A roll call vote on the foregoing motion  
produced the following result: AYES: Baugh, Behnke, Guerrini, Powers, and Rowe;  
NAYS: None; ABSTAINED: None; ABSENT: None

NEW BUSINESS – President Behnke read the following polices by title only:

1. Policies
  - a. 201 – Chief Executive Officer

Commissioner Rowe stated that he didn’t like the language under the minimum  
education requirements merged with the “preferred” requirements, he requested it be  
amended to preferred. Commissioner Guerrini made a motion to accept Policy 201 as  
amended. Commissioner Rowe seconded the motion with the amendment. A roll call  
vote on the foregoing motion produced the following result: AYES: Baugh, Behnke,  
Guerrini, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: None

- b. 404 – Sick Leave and Documentation

Commissioner Rowe stated that he wanted Solicitor Hodges to look over the policy.  
Commissioner Powers made a motion to table Policy 404. Commissioner Rowe  
seconded the motion. A roll call vote on the foregoing motion to table produced the  
following result: AYES: Baugh, Behnke, Guerrini, Powers, and Rowe; NAYS: None;  
ABSTAINED: None; ABSENT: None

- c. 809 – Junior Firefighter/Junior EMT Auxiliary

Commissioner Rowe made a motion to approve Policy 809. Commissioner Powers  
seconded the motion. A roll call vote on the foregoing motion produced the following  
result: AYES: Baugh, Behnke, Powers, and Rowe; NAYS: Guerrini; ABSTAINED:  
None; ABSENT: None

- d. 814 – Utility Task Vehicle (UTV22)

Chief Bittenbender indicated that this policy was modeled after the police policy and the  
JIF’s policies. It was reviewed with Police Chief Walt Miller for compliance with State  
law.

Evesham Township Fire District No. 1  
Minutes – June 11, 2024

There was discussion about how the UTV will be transported and operated in different locations. The District will utilize the Police trailer until one can be purchased by the District. Commissioner Powers indicated that although he has not seen the UTV he has questions about the weight and whether it has been properly outfitted. Chief Bittenbender indicated that the District is working to get it weighed with all the accessories prior to putting it in service.

Commissioner Rowe made a motion to approve Policy 814 with amendment to 814.3 to add “Official” to other uses approved. Commissioner Guerrini seconded the motion as amended. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, and Rowe; NAYS: Powers; ABSTAINED: None; ABSENT: None

OLD BUSINESS – Employee Engagement Study

Commissioner Guerrini requested the status of the Employee Engagement Study. Solicitor Hodges informed him that her office was trying to come to a compromise with Korn Ferry on their standard contract they were requesting the District sign. Her office has been working with Korn Ferry to come to a compromise on their contract, but they have been unwilling to sign the changes that we requested, and we will need to make a decision once it is returned. Unfortunately, the contract that was requested after our RFP was awarded was not included in their submission of their bid as an exception to the standard RFP we issued.

President Behnke thanked Solicitor Hodges for being thorough with their review.

MEMBERSHIP

1. New members: Meighan Rodriguez – Volunteer EMS

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

GOOD & WELFARE

Commissioner Powers read a prepared statement expressing his gratitude and thanking President Behnke for his service to the Board, the department and the community. Commissioner Powers “expressed our gratitude to a committed individual whose unwavering dedication and service have left a mark on our community. John Behnke, whether as a Volunteer FF, Career FF/Officer, Fire Commissioner, has been a person of strength, leadership and compassion for many years”. .. “On behalf of the entire community, we extend our heartfelt thanks to you, John Behnke, for your years of outstanding service. We wish you all the best in your future endeavors and look forward to seeing the new ways in which you will continue to make a difference.”

President Behnke thanked Commissioner Powers and the Board and stated it was unnecessary but that he appreciated the trust that the taxpayers put in him.

Evesham Township Fire District No. 1  
Minutes – June 11, 2024

Commissioner Baugh also read a statement she had prepared. “John, you made a living by working here in Evesham as a firefighter for many years, and after you retired you enriched your life by giving back to the community, when you were elected to the Board of Fire Commissioners. This gives you a unique perspective during your time on the Board. When I first met you, you were welcoming and respectful and never made me feel “less than” for not knowing something.” Commissioner Baugh thanked President Behnke for answering her questions and always making her feel like her opinion mattered. She thanked him for his service and for being a leader.

President Behnke addressed the Board and informed them that he is always available. He also expressed his gratitude to Commissioner Powers for attending the meeting, even though Commissioner Powers’ mother-in-law passed away today.

PUBLIC COMMENT - None

ADJOURNMENT TO EXECUTIVE SESSION

Resolution No. 2024 – 31      Executive Session – Contract Negotiations and pending or anticipated litigation or contract negotiation in which the public body is, or may become a party

President Behnke indicated that the Board anticipates going into executive session for approximately 30 minutes. The board will not take any action when we reconvene in public session.

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 31. Commissioner Powers seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Behnke, Guerrini, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: None.

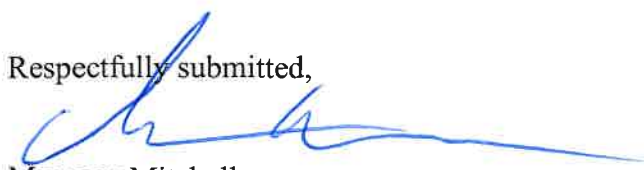
President Behnke adjourned the public portion of the meeting at 8:05 PM.

RETURN TO PUBLIC – President Behnke reconvened the public portion of the meeting at 8:33 PM.

There being no further business to come before the Board, Commissioner Powers 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 Behnke adjourned the meeting at 8:36 pm.

Respectfully submitted,



Maureen Mitchell  
Business Administrator