

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMMISSIONERS

Regular Meeting

May 14, 2024

MINUTES

Vice President Rowe called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 7:01 PM at Station 221. Vice President Rowe welcomed all in attendance. He opened the meeting with a flag salute, 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, Guerrini, Powers, and Rowe. Also, present: Chief Carl Bittenbender, Business Administrator Maureen Mitchell, and Solicitor Hodges. ABSENT: Behnke

APPROVAL OF MINUTES FROM PRIOR MEETINGS

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

TREASURER'S REPORT

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

Treasurer's Report for the period ended:

April 30, 2024

Beginning Cash Balance	\$11,277,416.31
Cash Receipts	248,329.82
Cash Disbursements	<u>(629,793.48)</u>
Ending Cash Balance	<u>\$10,895,952.65</u>

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

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APPROVAL OF PAYMENT OF BILLS

BILL LIST  
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ELAN (P-CARD)	\$	132.00
M&T P-Card	\$	7,185.32
Heartland	\$	1,026.15
Payroll #8 & #9	\$	532,016.65
Payroll Deductions Payable	\$	81,813.18
NJ Pension & Benefits – SHBP	\$	74,331.19
NJ Pension & Benefits	\$	48,575.02
Bill List Dated: 5/14/24	\$	198,533.48

TOTAL PAYMENTS THIS PERIOD

\$ 943,612.99

Commissioner Powers made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Guerrini seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Guerrini, Rowe, and Powers; NAYS, none; ABSTAINED: None; ABSENT, Behnke.

CHIEF'S REPORT

Chief Bittenbender gave a verbal summary of his report that was previously provided to the Board. He reviewed the calls for service information for the month. He mentioned that the application period was set to close on May 16 for the Firefighter EMT and EMT positions.

Vice President Rowe asked how many applicants for FF/EMT and EMT we have received. The Chief stated that DC Donnelly oversaw that, but he would find out. Vice President Rowe asked the Chief to please email the Board with the number of applications received, per position, once the application period had closed. Chief Bittenbender stated that he would.

Vice President Rowe then asked what the next step in the hiring process was. The Chief explained that there is a testing date set and that is the next step.

Lastly, Vice President Rowe asked what the lost unit hours were, and the Chief informed him that he believed it was 10.5 hours.

The Chief mentioned that there were a few policies on tonight's agenda for adoption. The Chief also stated that the succession planning document was in the Boards folder for consideration as no action was needed for tonight.

The Chief updated the Board on the status of the Capital projects that are underway.

SOLICITOR'S REPORT

Solicitor Hodges stated that the final brief is due to the mediator this Friday.

BUSINESS ADMINISTRATOR REPORT

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Administrator Mitchell gave a verbal summary of her report that was previously provided to the Board. Administrator Mitchell advised the Board that there was a resolution to extend the EMS Billing contract for the final year. She noted that there were three new volunteers on the agenda tonight for approval. She also mentioned the draft Civilian Summer Schedule on the agenda tonight for consideration.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2024 – 23 Authorizing the Refund of Smoke Fee

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 23. Commissioner Powers seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Guerrini, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: Behnke

Resolution No. 2024 – 24 Resolution Authorizing a Contract Extension for EMS Billing Services

Commissioner Powers made a motion to approve Resolution Number 2024 – 24. Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh and Powers; NAYS: None; ABSTAINED: Guerrini, Rowe; ABSENT: Behnke - **This resolution did not pass and will need to be revisited at the next Board of Commissioners' meeting.**

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

1. Policies
  - a. 325 – Protection and Safe Treatment of Minors
  - b. 400 – General Use of Leave Time
  - c. 800 – Fire, EMS, and Rescue Operations
  - d. 801 – Performance of Duties
  - e. 802 – Response Time Standards
  - f. 803 – Infant Protection Policy (Safe Haven Location)
  - g. 804 – Incident Management
  - h. 805 – Child Abuse
  - i. 806 – Adult Abuse
  - j. 807 – Disposition of Valuables
  - k. 808 – National Fire Incident Reporting System (NFIRS)
  - l. 815 – Flag Display

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

2. Policy 412 – Summer Flex Time Policy

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Commissioner Powers made a motion to approve Policy 412 with the amendment to have it voted on participation annually by the Board. Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Guerrini, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: Behnke

OLD BUSINESS –

Vice President Rowe stated that he would like to change his vote from the last meeting regarding the Resolution 2024-18 to award Virtua the contract for ALS service from an “AYE” to “ABSTAINED”.

Solicitor Hodges confirmed that this correction did not impact the result of the vote as the other four votes were in the affirmative.

MEMBERSHIP

New members: Joshua Andl, James Damiano, and Jordi Torres, Volunteer Firefighters

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

GOOD & WELFARE

Commissioner Powers stated that in the past, Board Meetings would last 5 minutes but people were interested in what went on behind the scenes. Commissioner Powers said that he and President Behnke decided to do discuss more in the public so they can see some substance behind the decisions.

Commissioner Powers then mentioned that Lt. Lindh had sent an email out, regarding Jose Getty, one of our volunteers who is currently deployed overseas. Lt. Lindh requested in the email items that could be collected and sent as a care package to Mr. Getty while he is away, such snacks, coffee, socks, etc. If anyone is interested in donating, they can reach out to Lt. Lindh.

Vice President Rowe addressed the room wishing a belated Mother’s Day to all the mothers and an early Father’s Day to all the fathers, since he didn’t believe we would be meeting again before Father’s Day. He then asked about International Firefighter Day, which he had believed recently passed. The Chief confirmed that it had happened during one of the past weekends. Vice President Rowe then asked if we were doing anything for EMS week as it is coming up. The Chief indicated that the District was doing some training with Gloucester County EMS.

ACTION ITEMS

1. Chief to provide the Board with the application numbers once the process closes.

PUBLIC COMMENT: none

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ADJOURNMENT TO EXECUTIVE SESSION

Resolution No. 2024 – 25 Executive Session – Contract Negotiations and pending or anticipated litigation or contract negotiation in which the public body is, or may become a party

Vice President Rowe indicated that the Board anticipates going into executive session for approximately 45 minutes. The board will not take action when we reconvene in public session.

Commissioner Powers made a motion to approve Resolution Number 2024 – 25. Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Baugh, Guerrini, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: Behnke

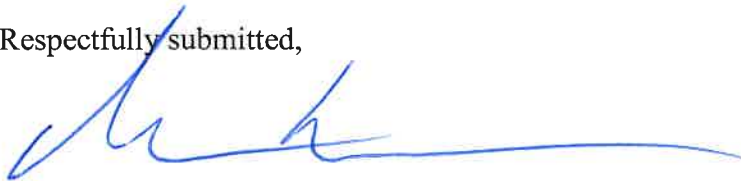
Vice President Rowe adjourned the public portion of the meeting at 7:25 PM.

RETURN TO PUBLIC – Vice President Rowe reconvened the public portion of the meeting at 8:22 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.

Vice President Rowe adjourned the meeting at 8:36 pm.

Respectfully submitted,



Maureen Mitchell  
Business Manager