

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMMISSIONERS  
Regular Meeting  
October 15, 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 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, Guerrini, Powers, and Rowe. Also, present: Chief Carl Bittenbender, DC Ryan Donnelly, DC Scott Freedman, Business Administrator Maureen Mitchell, and Solicitor Dennis Frazier. ABSENT: None

There was a ceremonial swearing in of several members and pinning by their families. Vice President Rowe called up Volunteer Firefighters Brandon Fisher and Holden Wolfert and their families. Chief Bittenbender spoke briefly about both Firefighters and the significant training they undertook to get to this point. Firefighters Brandon Fisher and Holden Wolfert were then sworn in by Solicitor Dennis Frazier and recognized for successfully completing Firefighter 1. Their respective families pinned the Firefighters.

Vice President Rowe then called up Firefighter/EMTs Daniel Gordon, Daniel Newman and Zachary DeVoe with their families. Chief Bittenbender spoke briefly about the many years of service these new full time Firefighter/EMTs bring to the District. Firefighter/EMTs Daniel Gordon, Daniel Newman and Zachary DeVoe were sworn in by Solicitor Dennis Frazier as the newest career members of Evesham Fire-Rescue.

Vice President Rowe called up Captain Anthony Cappetta with his wife. Chief Bittenbender spoke briefly about the over twenty years of service Captain Cappetta has provided to District. Chief highlighted his remarkable leadership and mentorship that he has provided to other members over the years. Captain Cappetta was sworn in as Battalion Chief by Solicitor Dennis Frazier and pinned by his wife. All members sworn in were congratulated by the members of the Board of Fire Commissioners and Chief Bittenbender.

Vice President Rowe called for a 5-minute recess at 7:17 PM to allow the newly appointed personnel time with their family and friends.

Evesham Township Fire District No. 1  
Minutes – October 15, 2024

---

Vice President Rowe reconvened the meeting at 7:23 PM.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Baugh made a motion to approve the minutes from August 13, 2024, and September 10, 2024, Regular 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: None.

TREASURER'S REPORT

The following report for the month of September 2024 was read for acceptance by Treasurer Baugh:

Treasurer's Report for the period ended:  
September 30, 2024

Beginning Cash Balance	\$11,645,600.75
Cash Receipts	187,550.13
Cash Disbursements	<u>(612,393.77)</u>
Ending Cash Balance	<u>\$11,220,756.51</u>

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

APPROVAL OF PAYMENT OF BILLS

BILL LIST  
October 15, 2024

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M&T P-Card	\$ 8,591.30
Heartland	\$ 576.01
Payroll #19 & #20	\$ 486,518.76
Payroll Deductions Payable	\$ 33,872.27
NJ Pension & Benefits – SHBP	\$ 68,517.33
NJ Pension & Benefits – Pension	\$ 47,677.78
Bill List Dated: 10/15/24	\$ 145,765.77
PSE&G	\$ 7,107.76

TOTAL PAYMENTS THIS PERIOD \$ 798,626.98  
+

Treasurer Baugh read the Bill List total and then made a motion to approve the payment of bills as presented. Commissioner Guerrini seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh, Guerrini all but Burlington County - BCIT & Burlington County, Powers only approved Burlington County BCIT & Burlington County, and Rowe; NAYS, none; ABSTAINED: Guerrini -Burlington

Evesham Township Fire District No. 1  
Minutes – October 15, 2024

---

County - BCIT & Burlington County and Powers all but Burlington County BCIT & Burlington County; ABSENT: None.

**CHIEF'S REPORT**

The Chief started his report reviewing the operations summary for the month of September. He briefly touched on the Lexipol policies that are on the agenda for tonight. The Chief spoke of the status of Fire Prevention month which is in full swing. The Division of Fire Prevention visits all K-5<sup>th</sup> schools in the Township and meets with the appropriate curriculum directors to provide grade appropriate education during Fire Prevention month.

The Chief stated that the final ambulance remount is ongoing and that the Quint is still out of service. The Chief also mentioned the work group for the Engine/pumper has started meeting to develop the spec for the 2025 replacement. Lastly, he said that he would like to open recruitment on October 16<sup>th</sup> for the expansion of coverage if the board approves it.

Commissioner Baugh asked about the overtime for August. She said that it was higher than in years past.

Chief Bittenbender explained that overtime tends to be high in the summer months anyway due to vacations, but was heightened in August due to retirements, pre-approved vacations and FMLA.

Vice President Rowe asked if we were still within our budgeted amount for overtime and sick leave. Administrator Mitchell confirmed that we are still within the budget.

**BUSINESS ADMINISTRATOR REPORT**

Administrator Mitchell gave a verbal summary of her report that was previously provided to the Board. Mitchell highlighted the 2025 Budget Introduction on the agenda and the Contract award for the Paving of Main Street Parking lot.

**SOLICITOR'S REPORT**

Solicitor Frazier stated that he had notes from Solicitor Hodges that everything was up to date and he had nothing new to discuss.

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

**RESOLUTIONS**

Resolution No. 2024 – 44    Resolution Authorizing the Hiring of Per Diems EMTs

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 44. 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: None.

Resolution No. 2024 – 45    Resolution Awarding a Contract for Main Street Fire Station Repaving Project

Evesham Township Fire District No. 1  
Minutes – October 15, 2024

---

Commissioner Powers made a motion to approve Resolution Number 2024 – 45.  
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: None.

Resolution No. 2024 – 46    Resolution Authorizing Contract with Certain Approved State Contract Vendors

Deputy Chief Freedman addressed a few questions from the Board about this contract.  
Commissioner Powers made a motion to approve Resolution Number 2024 – 46.  
Commissioner Guerrini 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: None.

Resolution No. 2024 – 47    Resolution Awarding Window Contract for Northeast Electrical Construction

Commissioner Powers made a motion to approve Resolution Number 2024 – 47.  
Commissioner Guerrini 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: None.

Resolution No. 2024 – 48    Resolution Authorizing the Refund of Certain Duplicate and Overpayment for Smoke Inspections

Commissioner Baugh made a motion to approve Resolution Number 2024 – 48.  
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: None

Resolution No. 2024 – 49    2025 Fire District Budget Resolution

Vice President Rowe read by Title the resolution introducing the 2025 Budget. He recognized the Command staff for all their hard work and collaboration in putting together a budget that increases staffing while expanding our nighttime coverage in the Township.

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 49.  
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: None

**NEW BUSINESS**

1. Authorization for the Chief to move forward with the hiring process, hiring qualified candidates from our current list of applicants.

Evesham Township Fire District No. 1  
Minutes – October 15, 2024

---

Commissioner Guerrini said that this hiring needs to be done. The Chief informed the board that there were four (4) candidates in the background process from the last process that could be moved forward with scheduling the psych consultation and medical physical. Assuming they passed those appointments, he would then put them on the agenda for appointment at the December meeting and have them start shortly after the first of the year.

Vice President Rowe made a motion to approve moving ahead with the hiring process. 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: None

2. Authorization for the Chief to open the recruitment process for candidates October 16, 2024.

Since the 2025 Budget was approved tonight, which includes new hires to expand coverage the Chief briefly reviewed the changes he was making in the recruitment process. The Chief indicated that based on prior feedback from the most recent hiring process, the requirements for Firefighter/EMT and EMT were modified to expand the offering to more candidates. The Chief reviewed the proposed timeline for hiring and promotions. Seeing no further questions or comments, Commissioner Guerrini made a motion to open the recruitment process on October 16, 2024. 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: None

OLD BUSINESS:

1. Policy Approval:
  - 312 Timesheets
  - 319 Driver's License Requirements
  - 405 Paid Holidays
  - 406 Vacation Leave
  - 407 Personal Leave
  - 408 Bereavement Leave
  - 409 Leave of Absence
  - 410 Jury Duty
  - 811 Non-Authorized Responses Outside of Evesham Township
  - 812 Line of Duty Death and Serious Injury Investigations
  - 815 Flag Display
  - 1202 District-Owned Fuel Storage Tanks

Commissioner Powers asked if the District is required to get annual sign offs from the members to run their Driver's License abstract. Administrator Mitchell indicated that she believed the initial authorization was sufficient to cover the District but Solicitor Frazier was asked to verify. Commissioner Powers then made a motion to accept the new policies with the exception of Policy 319 and with an amendment to the verbiage in Policy 812. Commissioner Guerrini seconded the motion. The motion was approved on a unanimous roll call vote of the members present.

## MEMBERSHIP

1. New Members:
  - A) Mark Westcott – volunteer firefighter
  - B) Doris Ng and Jaiwant Singh – Junior Auxiliary Members

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: None.

## GOOD & WELFARE

The Chief stated that the annual open house that goes on during Harvest Fest had great participation. He informed the Board that a QR code was used to solicit interest in the fire service.

Commissioner Powers informed that Somerdale is having their 100<sup>th</sup> Anniversary celebration and we are sending the Hale to them. Details have yet to be worked out whether it will be driven or taken by trailer to the event.

Commissioner Guerrini once again congratulated all those sworn in this evening. He said that he came in when new BC Cappetta was a Captain and reiterated what the Chief said about BC Cappetta being a hell of a firefighter. Commissioner Guerrini also stated that he currently has Brandon Fisher and Holden Wolfert enrolled in his FF2 class at the Fire Academy and they are great students.

## ACTION ITEM(S)

The only Action Item this evening is Policy 319 and it is to be reviewed and clarified by the Solicitor as to the District's compliance.

## PUBLIC COMMENT –

1. Mr. Clayton Brunges came to address the board and Chief explaining that his wife is home after a lengthy hospital stay and that it wouldn't have been possible without the help of the District and its members. He thanked everyone for their support and help.
2. Bruce Albright came to address the board stating to please pass along a thank you to the 2 individuals that recently transported him after a health episode. Mr. Albright then asked about the staffing plan at Station 225.

Chief Bittenbender indicated that the 2025 Budget includes plans for increased staffing which would allow Station 225 to be staffed overnight and weekends when volunteer staff is available to staff an engine. Station 225 would be staffed with career staff as they can staff a Fire piece but are also trained EMTs.

Evesham Township Fire District No. 1  
Minutes – October 15, 2024

---

ADJOURNMENT

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

Vice President Rowe adjourned the meeting at 8:05 pm.

Respectfully submitted,



Maureen Mitchell  
Business Administrator