

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMISSIONERS  
Regular Meeting  
September 10, 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 7:00 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 (Remote), 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 Guerrini made a motion to approve the minutes from the August 13, 2024, Executive Session. 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.

TREASURER'S REPORT

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

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

Beginning Cash Balance	\$12,035,121.56
Cash Receipts	249,789.18
Cash Disbursements	<u>(639,309.99)</u>
Ending Cash Balance	<u>\$11,645,600.75</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, Powers and Rowe; NAYS, None; ABSTAINED: None; ABSENT: None.

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APPROVAL OF PAYMENT OF BILLS

BILL LIST  
September 10, 2024

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M&T P-Card	\$	2,892.25
Heartland	\$	546.25
Payroll #17 & #18	\$	483,642.46
Payroll Deductions Payable	\$	33,011.69
NJ Pension & Benefits – SHBP	\$	68,517.33
NJ Pension & Benefits – Pension	\$	47,779.67
Bill List Dated: 9/10/24	\$	68,784.85
PSE&G	\$	8,350.87

TOTAL PAYMENTS THIS PERIOD

\$ 713,525.37

Commissioner Guerrini made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Baugh 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.

CHIEF'S REPORT

The Chief started his report reviewing the operations summary. The quint was recently involved in an accident and will be out of service for repairs and there will be additional training provided to operators. There are several policies on the agenda for tonight. The Chief indicated that Fire Prevention and public education are in full swing for the next two months now that schools are back in session. The apparatus committee will be doing some engine site visits coming up, to keep the engine replacement project moving for 2025. The Township's Harvest Fest will be on September 28<sup>th</sup> and it is one of the largest Township events where we can showcase all we provide as a District.

Commissioner Rowe asked if there was a ballpark on the ladder repair. The Chief said that they are looking at every piece that needs to be replaced but doesn't have a rough guess at this time until the vendor advises us on the extent of damage and the availability to source the materials needed for the repairs.

Commissioner Powers asked if the board could be provided with a list of accidents for 2024. Business Administrator Mitchell confirmed that she would get that for them.

Commissioner Guerrini asked about any concerns with it as its 2<sup>nd</sup> out unit. The Chief commented that there isn't a concern, the ladder is in the stowed position and will remain there until repaired.

BUSINESS ADMINISTRATOR REPORT

Administrator Mitchell gave a verbal summary of her report that was previously provided to the Board. Administrator Mitchell mentioned that on tonight's agenda the first item will be the adoption of the Capital Budget. She also advised that there is a resolution for the MUA shared service to provide training.

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**SOLICITOR'S REPORT**

Solicitor Hodges stated that she had nothing to report.

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

**RESOLUTIONS**

Resolution No. 2024 – 40    Resolution Authorizing Capital Projects Pursuant to  
N.J.S.A 40A:14-84

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 40.  
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 – 41    Resolution Authorizing the Hiring of Full Time  
Firefighter/EMT

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 41.  
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 – 42    Resolution Authorizing Shared Service with Evesham  
MUA

Commissioner Powers made a motion to approve Resolution Number 2024 – 42.  
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 – 43    Resolution Authorizing Contract with Certain Approved  
State Contract Vendors

Commissioner Guerrini made a motion to approve Resolution Number 2024 – 43.  
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. Policy Approval:
  - a. 312 Timesheets
  - b. 319 Driver's License Requirements
  - c. 405 Paid Holidays
  - d. 406 Vacation Leave
  - e. 407 Personal Leave
  - f. 408 Bereavement Leave
  - g. 409 Leave of Absence
  - h. 410 Jury Duty

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- i. 811 Non-Authorized Responses Outside of Evesham Township
- j. 812 Line of Duty Death and Serious Injury Investigations
- k. 815 Flag Display
- l. 1202 District-Owned Fuel Storage Tanks

Vice President Rowe indicated that these policies are tabled until the next meeting, as the majority of the Board did not review them.

2. Authorize purchase of volunteer recognition jackets

Chief Bittenbender stated that it was originally budgeted for the volunteers to receive recognition jackets, but the funds budgeted were then reallocated towards the employee engagement study. Now that the employee engagement study has been rescinded, he wanted authorization to purchase the jackets as a retention gift. Based on the comments about dedicating the money to next year's budget for the survey the Chief wanted to confirm the Board was in support of moving ahead with this purchase. The Board agreed to allow the Chief to spend the money as originally budgeted.

OLD BUSINESS: None

MEMBERSHIP

1. New Members: Daniel Ernst – volunteer firefighter, Adan Jose and Chase Merefield – Jr. Auxiliary Members

Commissioner Baugh made a motion to approve membership actions. 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.

GOOD & WELFARE

The Chief stated that with tomorrow being Sept. 11<sup>th</sup>, there will be a ceremony held at 8:30am at Station 221 to remember the events from 23 years ago.

PUBLIC COMMENT

1. Bruce Albright addressed the board and asked if there has been any discussion of service with the proposed build-out in Voorhees Township which backs up to Kettle Run Road.

Commissioner Rowe stated that it had been discussed, to which Mr. Albright asked if there was anything to add.

Commissioner Rowe stated that no there was not.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Guerrini made a motion to adjourn. Commissioner Baugh seconded the motion. A roll call vote on the

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

Vice President Rowe adjourned the meeting at 7:25 pm.

Respectfully submitted,



Maureen Mitchell  
Business Administrator