

EVESHAM TOWNSHIP FIRE DISTRICT NO.1  
BOARD OF FIRE COMISSIONERS  
Regular Meeting  
December 3, 2024  
MINUTES

Business Administrator Maureen Mitchell called the re-organization meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 7:00 PM. Business Administrator Maureen Mitchell welcomed all in attendance. She 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 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."

**SWEARING IN OF NEW BOARD MEMBERS**

Solicitor Hodges swore in Commissioner Bruce Albright and Commissioner Bradford McIntyre. They both were administered their oaths of office for their term.

**ROLL CALL** - The following individuals were present at the roll call, Commissioners: Albright, Baugh, Guerrini, McIntyre, and Powers. Also present were: Chief Carl Bittenbender, Deputy Chief Scott Freedman, Deputy Chief Ryan Donnelly, and Business Administrator Maureen Mitchell.

**ELECTION OF OFFICERS**

Business Administrator Mitchell called for nominations for the Office of President from Members of the Board. Commissioner Baugh nominated Benjamin Guerrini for the Office of President. Commissioner Powers seconded the nomination. There being no further nominations for the Office of President being made, Administrator Mitchell asked for a roll call and the nomination was approved on a unanimous roll call vote of the members present. Administrator Mitchell declared Commissioner Guerrini, President, and passed chairmanship of the meeting to him, to which President Guerrini continued with the election of officers by next calling for nominations for the office of Vice President of the Board of Fire Commissioners.

Commissioner Baugh nominated Commissioner Michael Powers for Vice President. The motion was seconded by President Guerrini. There being no further nominations being made, President Guerrini asked for a roll call and the nomination was approved on a unanimous roll call vote of the members present. President Guerrini declared Commissioner Powers elected as Vice President.

President Guerrini called for nominations for the office of Secretary. Commissioner Powers nominated Commissioner Bruce Albright. The motion was seconded by President Guerrini. There being no further nominations being made, President Guerrini asked for a

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roll call and the nomination was approved on a unanimous roll call vote of the members present. President Guerrini declared Commissioner Albright elected as Secretary.

President Guerrini called for nominations for the office of Treasurer. Commissioner Powers nominated Commissioner Elizabeth Baugh. The motion was seconded by President Guerrini. There being no further nominations being made, President Guerrini asked for a roll call and the nomination was approved on a unanimous roll call vote of the members present. President Guerrini declared Commissioner Baugh elected as Treasurer.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Powers made a motion that the minutes of the November 12, 2024, Regular Meeting & Executive Session and November 18, 2024, Special Meeting & Executive Session be approved. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright (11/12 Reg), Baugh, Guerrini, and Powers; NAYS, none; ABSTAINED: Albright (Executives & 11/18 Spec) and McIntyre; ABSENT, None.

TREASURER’S REPORT

The Treasurer’s Report was not ready as we had yet to receive the bank statement from the bank.

APPROVAL OF PAYMENT OF BILLS

The following bill list was submitted for approval and read by Commissioner Baugh:

BILL LIST	
December 3, 2024	
Payroll #21 & #22	\$ 711,268.30
Payroll Deductions Payable	\$ 21,216.39
NJ Pension & Benefits - SHBP	\$ 70,701.40
NJ Pension & Benefits – Pension Deductions	\$ 50,315.67
Bill List Dated: 12/7/24	\$ 114,636.64
Think Pavers	\$ 113,434.95
River Front Recycling	\$ 4,088.85
PSE&G	\$ 1,956.31
<b>TOTAL PAYMENTS THIS PERIOD</b>	<b>\$ 1,087,618.51</b>

Commissioner Powers made a motion to approve the payment of bills as contained in the Bill List Report. Commissioner Albright seconded the motion. The motion was approved on a unanimous roll call vote with all members abstaining from their own Board compensation.

CHIEF’S REPORT

Chief Bittenbender gave a verbal summary of his report that was previously provided to the Board. He gave a summary of the call numbers, facilities status, and apparatus update.

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Commissioner Baugh asked about the overtime numbers and the Chief explained that the need to fill EMS shifts was high and that we are still utilizing on-duty staff when available. Chief also mentioned National Fire Academy training that was held in house which caused some overtime. He discussed the upcoming Light Parade on December 14<sup>th</sup>.

The Chief touched on the promotional process that is taking place as well as the hiring process for new FF/EMTs and EMTs. The FF/EMT and EMT tests have been scheduled and the Lieutenant process is ongoing with tactical exercises and interviews scheduled.

The Chief informed the Board that the final ambulance remount is wrapping up and we are looking at final inspection and delivery in December.

SOLICITOR’S REPORT - None

BUSINESS ADMINISTRATOR REPORT

Ms. Mitchell gave a verbal summary of her report that was previously provided to the Board of Fire Commissioners. Ms. Mitchell explained that there was a resolution to accept the 2023 Audit on the agenda as well as a resolution to renew the Shared Service Agreement with Mt. Holly for IT services.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

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

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

CONSENT AGENDA – RESOLUTIONS 2024-60 to 2024-68

Resolution No. 2024 - 60    Designating Official Newspapers

Resolution No. 2024 - 61    Establishing Date, Time and Place for the Annual Reorganization Meeting

Resolution No. 2024 - 62    Designating 2025 Meeting Schedule

Resolution No. 2024 - 63    Appointment of Auditor

Resolution No. 2024 - 64    Appointment of Architect

Resolution No. 2024 - 65    Appointment of General and Labor Counsel

Resolution No. 2024 - 66    Appointment of Engineer

Resolution No. 2024 - 67    Appointment of Professional Medical Direction Services

Resolution No. 2024 – 68    Appointing A Fire Official

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Commissioner Powers made a motion to remove 2024-65 from the consent agenda. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none.

President Guerrini the read the consent agenda titles excluding 2024-65.

Commissioner Powers made a motion to approve the Consent Agenda except for 2024-65. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none.

Resolution No. 2024 - 69      Authorizing Change Order No. 1 Think Pavers  
Hardscaping

Commissioner Baugh made a motion to approve Resolution Number 2024 - 69. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none.

Resolution No. 2024 - 70      Resolution Authorizing the Hiring of Firefighter/EMTs

Commissioner Albright made a motion to approve Resolution Number 2024 - 70. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none.

Resolution No. 2024 - 71      Acknowledging Receipt and Review of the Annual Audit  
for the Year Ended December 31, 2023

Commissioner Baugh made a motion to approve Resolution Number 2024 - 71. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, and McIntyre; NAYS, none; ABSTAINED: Powers; ABSENT, none.

Resolution No. 2024 - 72      Resolution Authorizing the Renewal of Shared Services  
Agreement with Mount Holly Township Fire District No. 1

Commissioner Powers made a motion to approve Resolution Number 2024 - 72. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none.

NEW BUSINESS –

1. Appointment of the following volunteer members to Officer Positions for the Year 2025
  - a. Deputy Chief Robert Zane
  - b. Battalion Chief Anthony Cappetta

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- c. Lt. Dave Fell
- d. Lt. Keith Harrison

Commissioner Albright made a motion to the volunteer member appointments. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none.

- 2. Resolution No. 2024-73 Resolution Expressing Appreciation for the Service Rendered by Deputy Chief Matt Collins

President Guerrini read the resolution of appreciation for Deputy Chief Matt Collins in its entirety. Commissioner Albright made a motion to approve Resolution Number 2024 – 73. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none

President Guerrini addressed his firsthand experience with Deputy Chief Collins and thanked him for all of his guidance over the years.

Deputy Chief Matt Collins spoke briefly thanking the Board for the acknowledgement.

- 3. Year End Meeting rescheduled to Friday, December 27, 2024, at noon.

Commissioner Baugh made a motion to move the Year End Meeting to Friday, December 27, 2024, at noon. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS, none; ABSTAINED: none; ABSENT, none.

OLD BUSINESS –

Commissioner Powers offered up a motion to rescind his prior establishment of an EMS Division by name. Powers requested it to be placed on a future agenda. Commissioner Albright seconded the motion to rescind. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS: None; ABSTAINED: None; ABSENT: None.

MEMBERSHIP – Junior Auxiliary Member – R. V.

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

GOOD & WELFARE – President Guerrini wished everyone a Happy Holiday Season, reminded everyone to stay safe, and remain cognizant of your surroundings.

PUBLIC COMMENT - None

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ADJOURNMENT TO EXECUTIVE SESSION

Resolution No. 2024 – 74 Executive Session – Legal Advice

President Guerrini indicated that the Board anticipates going into executive session for approximately 30 minutes. The board will take action when it reconvenes in public session.

Commissioner Powers made a motion to approve Resolution Number 2024 – 74. Commissioner Baugh seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS: None; ABSTAINED: None; ABSENT: None.

President Guerrini adjourned the meeting to executive session at 7:26 pm.

President Guerrini reconvened the meeting at 8:32pm.

Resolution No. 2024 - 65 Appointment of General and Labor Counsel

Commissioner Powers made a motion to amend Resolution Number 2024 – 65 to Parker McCay. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Baugh and Powers; NAYS, Guerrini and McIntyre; ABSTAINED: Albright; ABSENT, none.

The motion did not pass.

Commissioner McIntyre made a motion to approve Resolution Number 2024 – 65 as presented. President Guerrini seconded the motion. A roll call vote on the motion produced the following result: AYES, Guerrini and McIntyre; NAYS, Baugh and Powers; ABSTAINED: Albright; ABSENT, none.

The motion did not pass.

Commissioner Powers made a motion to table this resolution to the meeting on December 27, 2024. President Guerrini seconded the motion to table. A roll call vote on the resignation produced the following result: AYES: Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS: None; ABSTAINED: None; ABSENT: None.

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

President Guerrini adjourned the meeting at 8:36 pm.

Respectfully submitted,



Maureen Mitchell  
Business Administrator