

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMMISSIONERS

Regular Meeting
February 25, 2025
MINUTES

President Guerrini called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:36 PM at Station 221. President Guerrini 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 and specified, Business Administrator's Uncle's recent passing, the passing of FF Merefield's father and former Captain Harper's passing. The following statement of compliance with the New Jersey Open Public Meetings Act was given by Administrative Assistant Caiti Wilson: "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 5, 2024, 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: Albright, Baugh (6:49pm), Guerrini, and Powers. McIntyre - Absent. Also, present: Chief Bittenbender, DC Donnelly, DC Freedman, Administrative Assistant Caiti Wilson and Solicitor Saginario.

There was a ceremonial swearing in of several members and pinning by their families. Chief Bittenbender called up Volunteer Firefighter Dillon Smith and his family. Chief Bittenbender spoke briefly about FF Smith and the significant training he undertook to get to this point. Firefighter Dillon Smith was then sworn in by Solicitor Carmen Saginario and recognized for successfully completing Firefighter 1.

Chief Bittenbender then called up Firefighter/EMTs Andrew Christensen, Trevor Wood and Hunter Sharkey, individually with their families. Chief Bittenbender spoke briefly about the many years of service these new full time Firefighter/EMTs bring to the District and a little background on each one. Firefighter/EMTs Andrew Christensen, Trevor Wood and Hunter Sharkey were sworn in, individually by Solicitor Carmen Saginario as the newest career members of Evesham Fire-Rescue.

President Guerrini called for a 10-minute recess at 6:48 PM to allow the newly appointed personnel time with their family and friends. The meeting was reconvened at 6:57 PM.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Powers made a motion that the minutes of January 14, 2025, Regular Meeting and Executive Session, be approved. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

Evesham Township Fire District No. 1
Minutes – February 25, 2025

TREASURER'S REPORT

The following report for the month of January 2025 was read for acceptance by Treasurer Baugh:

Treasurer's Report for the period ended:

January 31, 2025

Beginning Cash Balance	\$15,060,316.73
Cash Receipts	178,788.93
Cash Disbursements	<u>(982,206.14)</u>
Ending Cash Balance	<u>\$14,256,899.52</u>

Commissioner Albright 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, Albright, Baugh, Guerrini, and Powers; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

APPROVAL OF PAYMENT OF BILLS

BILL LIST

February 25, 2025

M&T P-Card	\$ 13,501.66
ELAN P-Card	\$ 177.82
Heartland	\$ 722.56
NJ Pension & Benefits - SHBP	\$ 83,963.88
NJ Pension & Benefits - Pension	\$ 100,329.24
Payroll #2, 3, & 4	\$ 795,890.57
Payroll Deductions Payable	\$ 58,794.94
Bill List Dated: 2/25/25	\$ 226,548.30
NJ DEP-UST Renewal	\$ 50.00
Scott Freedman – Petty Cash Set Up	\$ 200.00
Zoll	\$ 7,766.01
Aladtec	\$ 10,719.35
PSE&G	<u>\$ 9,411.44</u>

TOTAL PAYMENTS THIS PERIOD \$ 1,308,075.77

Commissioner Powers made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini (except checks #869 & 870), and Powers; NAYS: None; ABSTAINED: Guerrini (checks #869 & 870); ABSENT: McIntyre.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of January. He stated that the inaugural Awards Dinner was held on February 8th and has

Evesham Township Fire District No. 1
Minutes – February 25, 2025

received great reviews from those who attended. The Chief then spoke about attending the Celebration of Life for Captain Ken Harper who recently passed.

He briefly touched on some items on the agenda that would go into further discussion later this evening, things such as the policies that are on the agenda and travel for the Chiefs.

He informed the Board that the hiring process is ongoing and will likely have the Board take action at the March meeting.

The apparatus replacements are ongoing with the final ambulance now in service and there is nothing new to report on ladder replacement or the brush truck. The Engine workgroup is ongoing, with phenomenal work being done with that group and we will probably have the award at the April meeting.

Commissioner Powers asked about the Lexipol policies having the red line changes on them; to which the Chief responded that when President Behnke started to put them forward, there were no red lines on them. Commissioner Powers requested that in the future the red line changes be provided.

BUSINESS ADMINISTRATOR REPORT

Administrative Assistant Wilson stated that Ms. Mitchell had previously provided her report to the Board and if there were any questions, please submit them via email to Ms. Mitchell and she would respond.

Commissioner Powers stated that he would like to have Action Items added to the agenda as was requested at a previous meeting. Administrative Assistant Wilson advised she would pass that information on to the Business Administrator.

SOLICITOR REPORT - None

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2025 - 11 Resolution with Virtua for ALS Service

Commissioner Baugh made a motion to approve Resolution Number 2025 - 11. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

Resolution No. 2025 - 12 Resolution Recognizing the Retirement of
Firefighter/Inspector Bryce Priggemeier

Commissioner Powers made a motion to approve Resolution Number 2025 - 12. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

Evesham Township Fire District No. 1
Minutes – February 25, 2025

Resolution No. 2025 - 13 Resolution to Support Publishing Legal Notices on
Official Government Websites

Commissioner Powers made a motion to approve Resolution Number 2025 - 13.
Commissioner Baugh seconded the motion. A roll call vote on the motion produced the
following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None;
ABSTAINED: None; ABSENT: McIntyre.

Resolution No. 2025 - 14 Authorizing Contracts with Certain Approved State of
New Jersey Cooperative Purchasing Program

Commissioner Powers made a motion to approve Resolution Number 2025 - 14.
Commissioner Baugh seconded the motion. A roll call vote on the motion produced the
following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None;
ABSTAINED: None; ABSENT: McIntyre.

Resolution No. 2025 - 15 Resolution to Award Window Contract for Blaze
Emergency Equipment Company

Commissioner Powers made a motion to approve Resolution Number 2025 - 15.
Commissioner Albright seconded the motion. A roll call vote on the motion produced
the following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None;
ABSTAINED: None; ABSENT: McIntyre.

NEW BUSINESS –

1. EMS Billing Rates Analysis

President Guerrini asked Deputy Chief Donnelly to address the Board regarding the
request to increase the EMS Rates. Deputy Chief Donnelly indicated that with the need
to go out for a Competitive Contract for EMS billing this year we should address our fee
schedule to bring it in line with our neighboring communities and to adopt new fees to
cover our expanded services provided. The Board agreed.

2. Approval of Travel:

- a. IT Coordinator to attend Technology Conference Nov 16th-21st, Orlando,
Florida

IT Coordinator, Greg Mullen, addressed the Board and explained a little about the
conference as well as the benefits it would bring to the District. Commissioner Powers
asked if it met the JIF requirements, which Mr. Mullen stated that he believed it to be in
compliance with the JIF.

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

Evesham Township Fire District No. 1
Minutes – February 25, 2025

- b. Bittenbender, Freedman, and Donnelly to attend Eastern Division International Assoc. of Fire Chiefs Conference, May 8th-10th, Glen Falls, NY

Chief Bittenbender briefed the Board on the conference that he and the Deputy Chiefs are requesting to attend. Commissioner Powers requested a cost summary be submitted to the Board.

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

3. Starting the hiring process for a replacement Deputy Business Administrator

DC Freedman informed the Board that Deputy Business Administrator Bonnie Cherry has decided to retire this Summer. He stated that the District is looking to replace Ms. Cherry as her position is essential to the proper running of the office and would like to get approval to start the hiring process.

Commissioner Powers made a motion to start the hiring process for a Deputy Business Administrator. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

4. Policies

- a. 310 – Non-Disclosure of Confidential Information
- b. 313 – Emergency Recall
- c. 314 – Personal Projects on Duty
- d. 318 – Outside Employment
- e. 323 – Reporting for Duty
- f. 324 – Personal Appearance Standards
- g. 404 – Sick Leave and Documentation
- h. 503 – Promotions

Commissioner Powers made a motion to table the policies until he could see the red line changes. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini, and Powers; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

OLD BUSINESS - None

MEMBERSHIP

1. New Members:

- a. Murro, Ryan and Sereday, Joseph – Vol. FFs
- b. J.S., G.K., and M.G. – Jr. Auxiliary
- c. Seigel, Ashley – Vol EMT

Evesham Township Fire District No. 1
Minutes – February 25, 2025

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

2. Termination:

Nicholas Allen, Lauren Maccri, Robert Ridgway, and Michael Ruby

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

GOOD & WELFARE

President Guerrini stated that when Mrs. Mitchell called to tell him about her uncle, he was sad to hear and was hoping that he would be able to give her half the support that she gave to him when his mother passed.

Commissioner Powers seconded President Guerrini's condolences to Ms. Mitchell and also recognized the passings mentioned earlier in the evening, Captain Harper and FF Merefield's father.

President Guerrini stated that it has been a tough start to the year and that Captain Harper was the first Captain that he met and that he taught him a lot of lessons. He will certainly be missed, but his traditions and his education and knowledge that he passed on will never be forgotten.

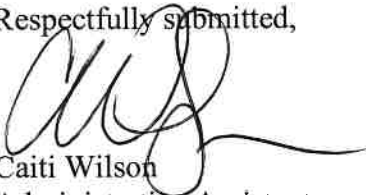
PUBLIC COMMENT - None

ADJOURNMENT

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 Guerrini adjourned the meeting at 7:26PM.

Respectfully submitted,



Caiti Wilson
Administrative Assistant