

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMMISSIONERS

Regular Meeting
April 8, 2025
MINUTES

President Guerrini called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:30 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. 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 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, Guerrini, and McIntyre. Also, present: Chief Bittenbender, DC Donnelly, DC Freedman, Business Administrator Maureen Mitchell and Solicitor Saginario. ABSENT: Powers

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner McIntyre made a motion that the minutes of March 11, 2025, Regular Meeting be approved. 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: None; ABSENT: Powers.

TREASURER'S REPORT

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

Treasurer's Report for the period ended:

March 31, 2025

Beginning Cash Balance	\$16,825,997.98
Cash Receipts	305,299.19
Cash Disbursements	<u>(2,270,266.19)</u>
Ending Cash Balance	<u><u>\$14,861,030.98</u></u>

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

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APPROVAL OF PAYMENT OF BILLS

BILL LIST
April 8, 2025

M&T P-Card	\$	5,416.09
Heartland	\$	1,095.14
NJ Pension & Benefits - SHBP	\$	91,895.93
NJ Pension & Benefits - Pension	\$	51,730.43
NJ Pension & Benefits Annual Pension Bill	\$	1,686,226.00
Payroll #6 & 7	\$	492,316.80
Payroll Deductions Payable	\$	36,099.76
Bill List Dated: 4/8/25	\$	190,306.38
Treasurer State of NJ	\$	243.00
South Jersey Gas	\$	3,052.48
PSE&G	\$	4,018.43

TOTAL PAYMENTS THIS PERIOD \$ 2,562,400.44

Commissioner Albright 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: Albright, Baugh, Guerrini (except check #956), and McIntyre; NAYS: None; ABSTAINED: Guerrini (check #956); ABSENT: Powers.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of March. He stated that the hiring process is wrapping up with the FF/EMT on the agenda for tonight and hoping to have the final EMT candidate on the agenda for the May meeting. He stated that after those candidates, we would have exhausted our list from the last round of testing and would be looking to fill a position opening due to retirement later this summer. He informed the board that 14 of our recruits from the last cycle started the academy on March 31st. He continued with the explanation of the apparatus on the agenda for this evening and the amount of effort and time the workgroup has put into this process. We should expect to take possession of that vehicle sometime during 2026. He added that there is also a resolution for an Emergency Appropriation for a Command vehicle replacement due to it being totaled in the motor vehicle accident previously reported. The Chief explained that he had nothing new to report for the ladder and brush truck, nor the shed at station 223, that was still in pre-construction phase.

President Guerrini asked if we were still working with what was previously approved for the hiring process.

Chief Bittenbender confirmed that yes, we are still working within those parameters. He is also looking into holding a ceremonial swearing-in around June 18th. He explained that due to the amount of people expected at the swearing-in for the new class and the promotions, we would need something larger than our bays to comfortably accommodate.

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Solicitor Saginario stated that since it was just a ceremonial swearing-in that it would not be an official Board Meeting and would not require public advertisement.

Commissioner Baugh asked about the Command vehicle and why it was difficult to get.

The Chief explained that if we were going to order an emergency vehicle, to current fleet specifications for 2025, we would have already had to have started that process since the window to order from the manufacturer and receive in 2025 has already closed. The Chief stated that DC Freedman is looking for vehicles that are already available to buy off the lot and it could mean purchasing a pickup truck and shuffling a Command car from the Fire Prevention office up to Station 221.

Commissioner Baugh also asked about the shed at 223.

Chief Bittenbender stated that in the 2025 Capital Budget as approved, we are replacing a shed that is in disrepair with a building that is like a pole barn. He stated that some items that are currently stored in the vehicle bays at 223 have been getting negatively affected by the sun's UV light which can be avoided by storing them in the new shed once completed.

SOLICITOR REPORT – Solicitor Saginario stated that he had two items to review which the first is the emergency appropriation. The State law requires that if an Emergency Resolution is passed by the Fire District, it must also be referred to the local governing body, Evesham Township, to be approved by their Council as well.

Administrator Mitchell confirmed that should the Emergency Resolution pass this evening, it is already slated to be brought in front of the Township Council at their next meeting on April 9, 2025.

Solicitor Saginario stated that his other matter is the hiring process. DC Donnelly gave a brief synopsis of the process and there is a meeting scheduled tomorrow afternoon to discuss it. Solicitor Saginario stated that if the board so desires, he can create a bullet point document for this board and future board members.

Commissioner Baugh requested that this info be added to the Commissioner's handbook.

BUSINESS ADMINISTRATOR REPORT

Business Administrator Mitchell advised the Board that her report was previously provided to the Board in the agenda packet. The items of note for tonight's consideration of approving the Summer Flex schedule for the administration staff per the adopted policy. The Board of elections will be considering the Districts request to move the election polling locations out of Kettle Run with the anticipation of active staffing there. The Board was reminded that their Financial Disclosure Statements must be filed by April 30th with the State. The other items relating to the Emergency Appropriation and the Apparatus purchase were already covered by the Chief.

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Commissioner Baugh asked what the District's recourse was if the County Board of Elections says no to moving the polls.

Solicitor Saginario stated that the Board can decide to go to court to fight it.

Business Administrator Mitchell indicated that she did not think it would come to that after she met a representative from the elections department and the District's Risk Manager for the JIF to show them the dangerous conditions that they would cause with keeping the polls at Kettle Run.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2025 - 24 Resolution Awarding a Contract for One (1) Pierce Enforcer Pumper, 4-Door Full Tilt Aluminum Cab, Formed Aluminum Body, Single Axle

Commissioner Albright made a motion to approve Resolution Number 2025 - 24. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini, and McIntyre; NAYS: None; ABSTAINED: None; ABSENT: Powers.

Commissioner Baugh said that the resolution reads quite specific. If something were to change, would the board need to vote again?

Administrator Mitchell explained that any additions would be made via the change order process, which is voted on by the Board, just as it has in the past with any modifications needed.

President Guerrini stated after the vote, his thanks to the work committee, especially DC Freeman, for all their time spent putting the spec together. He said the process to design a piece of apparatus is quite impressive.

Resolution No. 2025 - 25 Resolution Authorizing the Hiring of Firefighter/Emergency Medical Technician

Commissioner McIntyre made a motion to approve Resolution Number 2025 - 25. 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: None; ABSENT: Powers.

Resolution No. 2025 - 26 Resolution Authorizing the Refund of Certain Overpayment for Smoke Inspection

Commissioner Baugh made a motion to approve Resolution Number 2025 - 26. 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: None; ABSENT: Powers.

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Resolution No. 2025 - 27 Emergency Appropriation

Commissioner Baugh made a motion to approve Resolution Number 2025 - 27.
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: None; ABSENT: Powers.

NEW BUSINESS –

1. Summer Flex Time

Commissioner Baugh asked who the Summer Flex schedule applied to.

Administrator Mitchell informed her that it was the Civilian staff, which included IT and the FAO. She explained that the same number of hours are worked in a bi-weekly period, the flex schedule just lengths the regular day to allow for one (1) day off in the two-week cycle.

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

OLD BUSINESS - None

MEMBERSHIP

1. New Members:

a. Trevor Coulter – Vol. FF Candidate

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

b. G.G. & B.L. – Junior Auxiliary

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

GOOD & WELFARE - None

ACTION ITEMS - None

PUBLIC COMMENT - None

ADJOURNMENT TO EXECUTIVE SESSION

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Resolution No. 2025 – 28 Executive Session – Personnel

President Guerrini indicated that the Board anticipates going into executive session for approximately 30 minutes. The Board will not take any action when we reconvene in public session.

Commissioner Baugh made a motion to approve Resolution Number 2025 – 28. Commissioner Albright seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Albright, Baugh, Guerrini, and McIntyre; NAYS: None; ABSTAINED: None; ABSENT: Powers.

President Guerrini adjourned the public portion of the meeting at 7:04 PM.

RETURN TO PUBLIC – President Guerrini reconvened the public portion of the meeting at 7:41 PM.

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

President Guerrini adjourned the meeting at 7:42 pm.

Respectfully submitted,



Maureen Mitchell
Business Administrator