

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMMISSIONERS

Regular Meeting

June 10, 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, 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, McIntyre, and Powers. Also, present: Chief Bittenbender, DC Donnelly, DC Freedman, and Business Administrator Maureen Mitchell.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Baugh asked what the process is to amend the minutes. Solicitor Saginario explained the process which requires a motion to amend the minutes, a second on the amendment and then a roll call vote with the majority in affirmative votes.

Commissioner Baugh indicated that she wished to make a motion to amend the minutes from May 13, 2025 to include a statement under the Good and Welfare section that Commissioner Baugh felt unprepared and confused by the discrepancy between the solicitor's memo to the Board and the resolution approved by the Board related to the hiring of the Deputy Business Administrator. President Guerrini 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.

Commissioner Powers made a motion to approve the amended minutes and President Guerrini 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.

TREASURER'S REPORT

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

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Treasurer's Report for the period ended:
May 31, 2025

Beginning Cash Balance	\$14,192,575.57
Cash Receipts	239,661.42
Cash Disbursements	<u>(1,290,177.43)</u>
Ending Cash Balance	<u>\$13,142,059.56</u>

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

APPROVAL OF PAYMENT OF BILLS

BILL LIST
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M&T P-Card	\$	4,743.78
Heartland	\$	1,162.47
NJ Pension & Benefits - SHBP	\$	95,112.09
NJ Pension & Benefits - Pension	\$	50,557.03
Payroll #10 & 11	\$	571,299.88
Payroll Deductions Payable	\$	32,092.38
Bill List Dated: 6/10/25	\$	69,345.80
PSE&G	\$	<u>6,236.90</u>

TOTAL PAYMENTS THIS PERIOD \$ 830,550.33

Commissioner Baugh made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini (except check #1066), McIntyre, and Powers; NAYS: None; ABSTAINED: Guerrini (check #1066); ABSENT: None.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of May. He then addressed the Board about items on the agenda this evening. He started with the policies under old business which are back for reconsideration. The Chief noted that the swearing in ceremony for the most recent new hires and promotions will take place on Wednesday June 18th at 6:30 pm at Sovereign Grace Church. The July 6th re-deployment of personnel is on schedule. The Chief stated that recently there were two preventable accidents which the command staff is reviewing these incidents to strengthen the training to avoid these types of incidents in the future. The hiring process is moving forward with the hope of advancing two names in the upcoming months to fill the last

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vacancy for the upcoming retirement and the new vacancy created by the recent resignation of a FF/EMT.

Commissioner Baugh questioned what would be a “preventable accident”? Chief Bittenbender indicated that if an accident is “predictable” then it is “preventable”. There are accidents, for example, which involve a fixed object where a spotter should be utilized but was not or someone does not come to a complete stop before entering an intersection. The Chief indicated that the Command Staff will be summarizing the data from incidents and seeing if there are any recurring themes.

Commissioner Powers asked if the District was conducting exit interviews and if the Board could see them. Solicitor Saginario indicated that the Board could be provided with quarterly summary reports if any individually identifying information was removed. Solicitor Saginario recommended a summary of the range of time with the District, for example: 0-3 years, 3-5; 5-15, 15+ be utilized to group employees for reporting purposes.

Commissioner Powers stated that he has concerns with the proposed sleeping quarters on redeployment which he will address with the Chief directly.

Commissioner Baugh asked the Chief about the Over Time status.

The Chief indicated that the Overtime is a combination of injuries, training, and FMLA.

BUSINESS ADMINISTRATOR REPORT

Business Administrator Mitchell advised the Board that her report was previously provided in the agenda packet. The items of note on tonight’s agenda are the shared service agreement with the MUA for utilization of the gasoline fueling station while our pump is out of service and the awarding of the proposal for Third Party EMS billing services. The successful company is slightly higher in cost than our current provider but their reporting and control functions are superior. The successful company is slightly higher in cost than our current provider, but their reporting and control functions are superior. We budgeted for the increase understanding that the market has changed since we initially entered into the last five-year contract.

SOLICITOR REPORT

Solicitor Saginario stated he had two items, the first was for closed session and the second was a recap of the request to review the hiring and promotional process. Solicitor Saginario indicated that he met with Commissioner Baugh and DC Donnelly on multiple occasions to review the process and he was satisfied that the District was buttoned up with the current process and in good shape. It is a robust, complete process, which is more transparent than most governmental agencies he has experience with. There are a few recommendations for inclusion in the Commissioner’s handbook that came from this review that the solicitor will send to the Board for future consideration.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

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RESOLUTIONS

Resolution No. 2025 - 34 Resolution Authorizing a Shared Service Agreement for PPE

There were a few questions about who owns or purchases the PPE, which the Chief clarified that the District owns the PPE and this would be for those volunteers coming to us from Mount Laurel Fire District. They would bring their current PPE as it is fitted for each Firefighter to ensure proper protection and would be utilized by them until such time as Evesham can get our PPE gear issued. At that time, if the PPE still had any useful life, it would be returned to Mount Laurel Fire.

Commissioner Powers made a motion to approve Resolution Number 2025 - 34. 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. 2025 - 35 Resolution Authorizing a Contract for EMS Billing Services

Commissioner McIntyre made a motion to approve Resolution Number 2025 - 35. Commissioner Powers 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. 2025 - 36 Resolution Authorizing the Refund of Certain Overpayment for Smoke Inspection

Commissioner Powers made a motion to approve Resolution Number 2025 - 36. 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. 2025 - 37 Resolution Authorizing Entry Into a Shared Service Agreement with Evesham Municipal Utilities Authority to Utilize Gasoline Fueling Station

Commissioner Powers made a motion to approve Resolution Number 2025 - 37. Commissioner Albright 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 – None

OLD BUSINESS –

1. Policies

- a. 310 – Non-Disclosure of Confidential Information
- b. 313 – Emergency Recall
- c. 314 – Personal Projects on Duty

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- d. 318 – Outside Employment
- e. 323 – Reporting for Duty
- f. 324 – Personal Appearance Standards
- g. 404 – Sick Leave and Documentation

Chief Bittenbender confirmed that these policies were previously presented to the Board and as requested the red lined versions were uploaded for review.

Commissioner Powers asked about the Personal Appearance Standards policy #324 and if there is any liability or discrimination based on hair color.

Solicitor Saginario indicated that he would take a closer look at it. The Chief indicated that the policy was crafted after the Police's policy.

Commissioner Powers made a motion to table policy 324. 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.

Commissioner Albright made a motion to approve the remaining Policies from 310 to 404, excluding the tabled policy 324. 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.

MEMBERSHIP

- 1. New Members:
 - a. Justin Dunn, Daniel Edwards & David Hawes – Vol. FF
 - b. Sahib Dhanoa – Vol EMT
 - c. A.K. – Junior Auxiliary

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

GOOD & WELFARE

Commissioner Powers stated that due to out-of-town work he may not be at the swearing in but he wanted to congratulate all those being recognized.

President Guerrini reminded everyone that Lieutenant Lynch's walkout is taking place tomorrow morning.

ACTION ITEMS

- 1. Summary Exit Interviews
- 2. Accident Report Review
- 3. Amendment to Commissioner's Handbook

PUBLIC COMMENT - None

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ADJOURNMENT TO EXECUTIVE SESSION

Resolution No. 2025 – 38 Executive Session – Employment Agreement Negotiations

President Guerrini indicated that the Board anticipates going into executive session for approximately 45 minutes. The Board will not take any action when we reconvene in public session.

Commissioner Powers made a motion to approve Resolution Number 2025 – 38. 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 public portion of the meeting at 7:29 PM.

RETURN TO PUBLIC – President Guerrini reconvened the public portion of the meeting at 8:41 PM.

There being no further business to come before the Board, Commissioner Powers 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 8:42 pm.

Respectfully submitted,



Maureen Mitchell
Business Administrator