

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMMISSIONERS

Regular Meeting

May 13, 2025

MINUTES

President Guerrini called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:43 PM at Station 221. He apologized for his tardiness as he was caught in traffic coming from the fire academy. 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, McIntyre, and Powers. Also, present: Chief Bittenbender, DC Freedman, Business Administrator Maureen Mitchell.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Baugh made a motion to table the Executive Session minutes of April 8, 2025. There was no second to her motion, so Commissioner McIntyre made a motion to approve the minutes of April 8, 2025, Regular Meeting and Executive Session.

Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh (Regular), Guerrini, and McIntyre; NAYS: Baugh (Executive); ABSTAINED: Powers; ABSENT: None.

TREASURER'S REPORT

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

Treasurer's Report for the period ended:

April 30, 2025

Beginning Cash Balance	\$14,861,030.98
Cash Receipts	195,281.96
Cash Disbursements	<u>(863,737.37)</u>
Ending Cash Balance	<u><u>\$14,192,575.57</u></u>

Commissioner Powers made a motion accepting the Treasurer's Report as presented. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced

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the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS: None; ABSTAINED: None; ABSENT: None.

APPROVAL OF PAYMENT OF BILLS

BILL LIST
May 13, 2025

M&T P-Card	\$	10,061.08
ELAN P-Card	\$	775.28
Heartland	\$	1,230.73
NJ Pension & Benefits - SHBP	\$	85,050.75
NJ Pension & Benefits - Pension	\$	51,325.82
Payroll #8 & 9	\$	280,082.34
Payroll Deductions Payable	\$	36,046.33
Bill List Dated: 5/13/25	\$	354,969.03
South Jersey Gas	\$	2,346.15
Atlantic City Electric	\$	348.85
PSE&G	\$	21,278.63

TOTAL PAYMENTS THIS PERIOD \$ 843,514.99

Commissioner McIntyre made a motion to approve the payment of bills as contained on the Bill List Report. Commissioner Powers seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Guerrini (except check #1017), McIntyre, and Powers; NAYS: None; ABSTAINED: Guerrini (check #1017); ABSENT: None.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of April. He then addressed the Board about items on the agenda this evening. The Community Wildfire Protection Plan is worked on with the Forestry Service approx. every ten (10) years. The Township adopted their portion of the Community Wildfire Protection Plan the other night. He stated that the Fire Academy is on going and anticipates it to finish up the 2nd week of June, followed by some in-house training. Some dates that he brought up were June 18th for the ceremonial swearing in, to be held at Sovereign Grace Church, Lt. Lynch and Capt. Cavaliere will be receiving their walk out procession, he will update when he has those dates. Lt. Lynch's will be in the morning at 7am and Captain Cavaliere will be at 4pm on the respective dates. There is an EMT candidate on the agenda for this evening and DC Donnelly is working towards the next round of testing for full-time Firefighter/EMT as we have exhausted our pool of candidates from the December testing process.

The contract award for a pickup is also on tonight's agenda, that is replacing the command vehicle that was totaled in an automobile accident. The fuel tank at station 221 is damaged and currently out of service.

Finally, the department assisted in two major events recently, the Jones Road fire in Ocean County, we supplied an EMS vehicle and a command vehicle. The other incident

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was last week in Waterford Twp, mutual aid was requested for a recycling center that had a mulch fire.

Commissioner Powers asked if the gas pump had any environmental repercussions.

The Chief informed him that, no, luckily it was caught at the time of fuel delivery and we had T. Slack out recently to check everything out and it was fine.

Commissioner Powers then asked about the spec for the truck and if they were the same.

DC Freedman explained that it was the exact same spec from both bidders as it was publicly bid and the winner was just a lesser price for the exact same vehicle.

Commissioner Baugh asked if we would still purchase a Tahoe.

The Chief stated that maybe at some point, but we weren't anticipating purchasing this vehicle at this time, but as we do every year we will update our fleet management plan to reflect this replacement.

Commissioner Baugh also expressed her appreciation for the explanation of the overtime in the Board packet.

President Guerrini asked how the incident with the fuel tank occurred.

Chief Bittenbender informed him that the leak was inside the double wall tank and while it was being filled, the supplier detected a leak. At which point, we filled all our vehicles and got the tank as empty as possible.

Commissioner Powers asked about the life expectancy on the tank.

DC Freedman stated approx. thirty (30) years, so we are right around there.

BUSINESS ADMINISTRATOR REPORT

Business Administrator Mitchell advised the Board that her report was previously provided to the Board in the agenda packet. Mitchell informed the Board that she received the Proposal for EMS Billing on May 2nd, and she will evaluate and rank them based on the criteria advertised in the competitive contract solicitation and have a recommendation to the Board of the June meeting. She advised the Board that on the agenda was the hiring of a Deputy Business Administrator based on Ms. Cherry's upcoming retirement on June 30th.

Business Administrator Mitchell advised that the Burlington County Board of Elections approved the removal of the polling locations from Station 225 based on the compelling letter we submitted outlining the safety concerns with having voters in the active fire bays.

Mitchell also informed the Board that we received reimbursement for our Cancer Screenings performed as part of our annual employees' physicals.

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PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2025 - 29 Resolution Authorizing the Hiring of Emergency Medical Technician

Commissioner Powers made a motion to approve Resolution Number 2025 - 29.
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.

Resolution No. 2025 - 30 Resolution Authorizing the Refund of Certain Overpayment for Smoke Inspection

Commissioner Baugh made a motion to approve Resolution Number 2025 - 30.
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 - 31 Resolution Awarding a Contract for One Chevrolet Silverado

Commissioner Powers made a motion to approve Resolution Number 2025 - 31.
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 – 32A Resolution Authorizing the Hiring of Deputy Business Administrator-Terms & Conditions

Commissioner McIntyre asked about the difference between the two options for hiring of the Deputy Business Administrator.

Commissioner Powers stated that there wasn't a difference in salary or leave time and that he would be happy to share with Commissioner McIntyre the points he highlighted in his response to the memo.

Commissioner Powers made a motion to approve Resolution Number 2025 – 32A which was a resolution hiring the Deputy with attached terms and conditions. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES: Baugh and Powers; NAYS: Albright, Guerrini, and McIntyre; ABSTAINED: None; ABSENT: None. Motion failed

Resolution No. 2025 – 32 Resolution Authorizing the Hiring of Deputy Business Administrator-Employment Agreement

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Commissioner Albright made a motion to approve Resolution Number 2025 – 32 which was a resolution hiring the Deputy with attached individual employment agreement. Commissioner McIntyre seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Guerrini, and McIntyre; NAYS: Baugh and Powers; ABSTAINED: None; ABSENT: None.

President Guerrini stated that his reasoning for voting for the Employment agreement is that he feels the district is more adequately covered.

Commissioner Powers stated that he respectfully disagrees.

Commissioner Baugh said that she thought the Solicitor recommended the terms and conditions option.

Administrator Mitchell stated that it is not required to be terms and conditions, that was a recommendation but not a requirement.

Resolution No. 2025 - 33 Resolution Approving and Adopting a Community
Wildfire Protection Plan

Commissioner Powers made a motion to approve Resolution Number 2025 - 33. 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 – None

OLD BUSINESS - None

MEMBERSHIP

1. New Members:
 - a. Dylan Kleiner – Vol. FF Candidate
 - b. H.M. – Junior Auxiliary

Commissioner Powers made a motion to approve the new membership. 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.

2. Chris Plumb – Lifetime Membership

Chief Bittenbender requested Firefighter Plumb come forward and he spoke of his dedication to the department over the last 20 years. He stated that Chris was going to be giving more time to his family and his career. The Chief stated that he appreciated all the time that Firefighter Plumb had given to the District and wishes him the best going forward.

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Commissioner Powers made a motion to approve the Lifetime 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

President Guerrini wanted to extend his well wishes to Firefighter Plumb as well. Chris was already established in the organization when he joined, and it is awesome to see him achieve this benchmark. He stated that he is grateful for his friendship and guidance over the years.

President Guerrini also wanted to wish Solicitor Saginario a speedy recovery as he underwent surgery recently.

Commissioner Baugh stated her sincere thanks to DC Donnelly and Solicitor Saginario for the time they dedicated towards the explanation of the hiring process. She also stated that in her questioning, she isn't looking for something that isn't there, she is trying to gain more knowledge for herself.

Commissioner Baugh said that she felt unprepared and confused by the vote on the Deputy Administrator's hiring resolution. She stated she was confused by the discrepancy between the resolution and what the Solicitor recommended in his memo.

Commissioner Powers, also, extended his congratulations to Firefighter Plumb on his Lifetime Membership.

ACTION ITEMS - None


PUBLIC COMMENT - None

ADJOURNMENT

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 7:13PM.

Respectfully submitted,



Maureen Mitchell
Business Administrator