

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMISSIONERS

Regular Meeting

July 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, McIntyre, and Powers. Also, present: Chief Bittenbender, DC Donnelly, DC Freedman, Business Administrator Maureen Mitchell and Solicitor Saginario. ABSENT: None

There was a ceremonial swearing-in of two new volunteer members. Chief Bittenbender called up Volunteer Firefighters Joseph Fuhs and Maya Skare with their families for swearing-in and pinning. Chief Bittenbender spoke briefly about firefighters Fuhs and Skare highlighting the significant training they undertook to get to this point. Firefighters Fuhs and Skare were then sworn in by Solicitor Carmen Saginario and recognized for successfully completing Firefighter 1.

President Guerrini commented on seeing them during their academy time. He congratulated them and wished them good luck in their future with the District. He advised them to remember this night and stay safe.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Powers made a motion that the minutes of June 10, 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, McIntyre, and Powers; NAYS: None; ABSTAINED: None; ABSENT: None.

TREASURER'S REPORT

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

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Treasurer's Report for the period ended:

June 30, 2025

Beginning Cash Balance	\$13,142,059.56
Cash Receipts	221,252.22
Cash Disbursements	<u>(717,624.41)</u>
Ending Cash Balance	<u>\$12,645,687.37</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 the following result: AYES, Albright, Baugh, Guerrini, McIntyre, and Powers; NAYS: None; ABSTAINED: None; ABSENT: None.

APPROVAL OF PAYMENT OF BILLS

BILL LIST

July 8, 2025

M&T P-Card	\$ 11,328.58
Heartland	\$ 796.31
NJ Pension & Benefits - SHBP	\$ 105,368.28
NJ Pension & Benefits - Pension	\$ 61,502.11
Payroll #12 & 13	\$ 634,408.13
Payroll Deductions Payable	\$ 49,213.04
Bill List Dated: 7/8/25	\$ 111,889.67
PSE&G	<u>\$ 1,959.56</u>

TOTAL PAYMENTS THIS PERIOD

\$ 976,465.68

Commissioner McIntyre 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 check #1106), McIntyre, and Powers; NAYS: None; ABSTAINED: Guerrini (check #1106); ABSENT: None.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of June. He stated that the redeployment became effective July 6th and that he interfaced with crews on Sunday and he has confidence we will get through any issues that arise. The Chief mentioned the hours of training that went into making sure we have adequate operators for the ladder and heavy rescue leading to redeployment. The Chief touched on the Fourth of July festivities and said that they all went well. He stated that Commissioner Powers brought the Hale Truck out for the parade and the people enjoyed it. Chief Bittenbender rounded out his report by mentioning National Night Out that will take place in August.

Commissioner Powers apologized for not having met with the Chief before the redeployment but feels as though our sleeping quarters are inadequate for our size.

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Chief Bittenbender stated he did not disagree that the sleeping quarters and other areas needed to be reviewed now that we are continuously staffing stations 221 and 223. We discussed some of these items at last year's facilities meeting and we will need to revisit them as we see how things can be adjusted, which is why we budgeted for an architect in this year's budget. Previously offices were converted at Station 221 and at Station 223 the training room was semi-converted for private sleeping and privacy. He said that was a concern at many facilities meetings and that he agrees that a complete answer will require finance and will be a heavy left.

Commissioner Powers asked that engaging with the Architect be added as an Action Item.

Commissioner Baugh asked for an overview of the sleeping quarters which the Chief provided verbally. The Chief stressed that the current stations were never designed for continuous occupancy, and we have several limitations on our current buildings, specifically Station 223 was never designed to support a second floor.

Commissioner Albright stated that he was happy to see cars in the parking lot when he drove by Station 225 on his way here tonight.

The Chief mentioned a recent PEOSHA complaint, which originated from a fire in Medford but since we were there on mutual aid they have been taking all responsible agencies under review. There was a recommendation for additional training for our members with regard to proper utilization of breathing apparatus on scene. PEOSHA reviewed our training records and apparatus files and found them all to be in order.

Commissioner Baugh asked for clarification on overtime and asked if it didn't help the EMTs.

The Chief explained that the EMTs will staff apparatus in conjunction with the full time Firefighter/EMTS and with the redeployment we actually picked up additional coverage on some days since the Per Diem model was not canceled and there is no plan to get rid of the program. In the interim, the Chief has continued those Per Diem shifts that were scheduled prior to the redeployment where Per Diems had signed up. For shifts with no Per Diems signed up they were removed from the schedule. This is a fluid model, and we will adjust as needed but the additional coverage through the summer is welcomed, to allow vacations and continue coverage.

Commissioner Albright informed the Chief that he will call him because he wants to discuss call response time.

Commissioner Baugh stated that the percentage of turn out time is low on 90 seconds.

The Chief stated that the faster you get out the door the faster you arrive. There is a shorter distance at stations 223 and 225 from living space to truck and but that is a tough lift at station 221 when you are 2 floors away at times. This is something to look at when we review the facilities with the architect.

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SOLICITOR REPORT

Solicitor Saginario stated he reviewed the policy on Personal appearance and sees no issues, so it is on tonight's agenda again for consideration.

BUSINESS ADMINISTRATOR REPORT

Business Administrator Mitchell advised the Board that her report was previously provided to the Board in the agenda packet. She highlighted the receipt of Unclaimed Money from the State that she found and was successful in getting it turned over to the District.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2025 - 39 Resolution Authorizing the Refund of Certain
Overpayment for Smoke Inspection

Commissioner Albright made a motion to approve Resolution Number 2025 - 39.
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.

NEW BUSINESS – None

OLD BUSINESS –

1. Policy:
 - a. 324 Personal Appearance Standards

Commissioner Powers made a motion to approve Policy 324. 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.

MEMBERSHIP

1. New Members:
 - a. Daniel Cronin and Willow Geller – Vol. FF Candidate

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

President Guerrini thanked the Chief and all our staff that made the 4th of July a fantastic day from the parade to the fireworks.

Commissioner Powers noted that it was brought to his attention that there have been several social media posts praising our career staff for their retirements but there was no

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such post for our recent volunteer member who retired with Life membership, and he would like to see that change in the future.

The Chief indicated that this was an oversight, and he was in the process of designing a plaque to recognize those Lifetime members and he would be reaching out to Commissioner Powers for help on compiling that those to be included.

ACTION ITEMS

The Chief and Business Administrator are requested to engage the Architect for a facilities review.

PUBLIC COMMENT - None

ADJOURNMENT TO EXECUTIVE SESSION

Resolution No. 2025 – 40 Executive Session – Personnel

President Guerrini indicated that the Board anticipates going into executive session for approximately 60 minutes. The Board may take any action when we reconvene in public session.

Commissioner Albright made a motion to approve Resolution Number 2025 – 40. 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 7:16 PM.

RETURN TO PUBLIC – President Guerrini reconvened the public portion of the meeting at 8:04 PM.

Commissioner Powers made a motion to approve the Chief's compensation structure as discussed in closed session and authorized the Solicitor to advise the Chief and draft the Chief's employment agreement as discussed. President Guerrini seconded the motion. A roll call vote on the foregoing motion produced the following result: AYES: Albright, Guerrini, McIntyre and Powers; NAYS: Baugh; ABSTAINED: None; ABSENT: None.

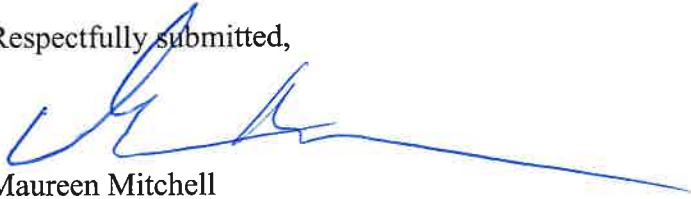
Commissioner Baugh noted during her Nay vote that she was not in favor of the agreement, but she was conflicted with voting No as she felt there were consequences to a No vote and since it was going to pass without her vote, was it worth it.

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

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President Guerrini adjourned the meeting at 8:07 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Maureen Mitchell', with a long horizontal flourish extending to the right.

Maureen Mitchell
Business Administrator