

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMMISSIONERS

Regular Meeting

August 12, 2025

MINUTES

President Guerrini called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:32 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 Freedman, Business Administrator Maureen Mitchell and Solicitor Joe Betley.
ABSENT: Powers

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Albright made a motion that the minutes of July 8, 2025, Regular Meeting and Executive Session be approved. 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.

TREASURER'S REPORT

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

Treasurer's Report for the period ended:

July 31, 2025

Beginning Cash Balance	\$12,645,687.37
Cash Receipts	3,402,056.66
Cash Disbursements	<u>(890,120.81)</u>
Ending Cash Balance	<u><u>\$15,157,623.22</u></u>

Commissioner McIntyre asked about the balance being up. Administrator Mitchell explained that taxes had come in to increase the balance.

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

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

APPROVAL OF PAYMENT OF BILLS

BILL LIST

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M&T P-Card	\$ 14,455.62
Heartland	\$ 838.16
NJ Pension & Benefits - SHBP	\$ 96,331.33
NJ Pension & Benefits - Pension	\$ 61,918.29
Payroll #14 15 & 16	\$ 947,317.24
Payroll Deductions Payable	\$ 44,581.50
Bill List Dated: 8/12/25	\$ 181,499.02
Verizon Wireless	\$ 1,622.36
NJ Treasurer	\$ 30.50
NJ DEP	\$ 2,180.00
SJ Gas	\$ 162.23
PSE&G	\$ 2,351.20

TOTAL PAYMENTS THIS PERIOD \$ 1,353,287.45

Commissioner McIntyre 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 #1152), and McIntyre; NAYS: None; ABSTAINED: Guerrini (check #1152); ABSENT: Powers.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of July. He informed the Board that we are still moving through the hiring process, as we had a resignation and an anticipated retirement. Since the last meeting there was a resignation due to an appointment in their hometown, however, we still have candidates available from the ongoing process.

The Chief went on to say that we are approximately 40 days into our redeployment and we were working through things. We had 3 significant fires recently, and no injuries to civilians or fire personnel. The most recent being the gas main fire and the quick actions lead to only damage being to the construction vehicle and some siding.

The former PEOSHA complaint has been closed, and all documents have been submitted. National Night Out was a huge success and well received within the community. As for apparatus, the replacement Command vehicle is in the homestretch. He extended thanks to the Board, DC Freedman and BA Mitchell for their continued support and working to get it completed swiftly.

Chief Bittenbender stated there is a bid spec for the pole barn shed at 223 getting ready to go out.

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Commissioner Baugh stated that Commissioner Powers had previously asked about the long-range facility plan that was started almost a year ago.

Chief Bittenbender responded, explaining that the next 8-10 months will be info sharing and engagement to drive to develop what we need for facilities going forward. The Chief anticipates at least 12 months before seeing anything. The stations are at a 30-year mark and show signs of it.

Commissioner McIntyre mentioned the upgrade and asked why it was taking so long.

The Chief stated that this discussion was started in July 2024 and then while crafting the 2025 budget but a decision was made to pivot to increasing staffing versus upgrading the stations. He explained that staffing and operations became the priority and the process halted after that.

President Guerrini requested the Chief get data from the fire in Marlton Village for fire response. Then he asked if the organization was ready for the NIFRS switch. The Chief confirmed that our current software can handle it.

SOLICITOR REPORT – Solicitor Betley introduced himself and stated that he is getting up to speed on our items and he is looking forward to working with the district.

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 were the resolution to Increase the bid limit to the maximum permitted as she is a Qualified Purchasing agent and the Governor increased the various limits in July per statute. There will also be discussion tonight about the proposed Capital Plan for 2026 so that she will have to advertise the summary prior to the September 9th public hearing to the regular board meeting.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2025 - 41	Resolution Authorizing the Refund of Certain Overpayment of Smoke Inspection
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Commissioner McIntyre made a motion to approve Resolution Number 2025 - 41. 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 - 42	Resolution Authorizing the Award of Contract by QPA and Adopting the Maximum Bid Threshold Pursuant to NJSA 40A:11-3
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Commissioner McIntyre made a motion to approve Resolution Number 2025 - 42.
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.

Resolution No. 2025 - 43 Resolution Authorizing the Hiring of
Firefighter/Emergency Medical Technicians

Commissioner Baugh made a motion to approve Resolution Number 2025 - 43.
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. 2026 Capital Budget – Discussion on the proposed Capital Project(s) to be included in the 2026 Fire District Budget

Chief Bittenbender explained that there are facilities needs and ongoing projects, like the fuel tank. However, there are other needs within the department, and it may be financially advantageous to order a 2nd engine in 2026 and wait for the facilities plan to attack building improvements. The previous fleet management plan contemplated replacing one apparatus per year in conjunction with facility improvements, but with the opportunity for potentially saving some time and money by ordering a 2nd engine in 2026 presenting itself we may want to pivot. With the current state of the economy and the longer lead times for vehicles, and the pricing of apparatus increasing we should consider ordering multiple vehicles next year.

President Guerrini asked what the average annual increase on an apparatus is. DC Freedman told him that it is typically 3-5%. There hasn't been an increase yet, but the next potential increase would be November of this year.

Commissioner McIntyre asked about the replacement of the fuel tanks. The Chief stated that it is approximately \$300,000 to replace gas tank and diesel tanks, as the gas tank has failed and the diesel tank is original too.

The Chief stated that our recommendation is to pause on facility improvements until next year when we should have a comprehensive plan from the Architect. We do not want to put good money on temporary fixes that will be lost in the near future with a carefully thought-out facility plan. We have tackled several large projects on our facilities based on the initial facilities assessment completed in 2018/2019 and it is time to update it, which has been started with the new architect.

Commissioner Baugh asked if you could advertise the Capital Budget with just the fuel tank or could you include other items?

The Chief indicated that we could increase the advertised budget to set the maximum we would include in the 2026 budget, but we don't believe we will have projects ready to move forward by the adoption of budget.

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Much discussion ensued, discussing the pros and cons of the various options presented. The consensus was to go with the plan that includes two fire engines and building improvements of \$1,100,000 for a total Capital Budget of \$3,862,000.00

OLD BUSINESS - None

MEMBERSHIP

1. New Members:

- a. Brian Potenski – Vol. FF Candidate
- b. Joseph Taglieri – Vol EMT Recruit
- c. A.R., A.S., & J.W. – Jr. Auxiliary

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

GOOD & WELFARE

Commissioner Albright wanted to share that he was contacted by a neighbor who had an EMS emergency, and she was so happy with the level of service and care that was provided.

President Guerrini stated that he was deeply saddened by the passing of Carmen Saginario. President stated that Carmen was a good guy and I always learned something from him. Secondly, President Guerrini commended the Chief and extended a huge pat on the back to the companies for the Hawthorne fire. It was a great job with no injuries or major structural damage.

ACTION ITEMS

1. Chief to provide President Guerrini data for Marlton Village fire response comparison from past incident to current staffing model.

PUBLIC COMMENT - None

ADJOURNMENT

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

President Guerrini adjourned the meeting at 7:52 pm.

Respectfully submitted,



Maureen Mitchell
Business Administrator