

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMMISSIONERS
Regular Meeting
November 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, 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 September 16, 2025, 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 Carl Bittenbender, DC Scott Freedman, Business Administrator Maureen Mitchell, and Solicitor Joe Betley. ABSENT: None

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner McIntyre made a motion to approve the minutes from October 14, 2025, Regular Meeting. 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.

TREASURER'S REPORT

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

Treasurer's Report for the period ended:

October 31, 2025

Beginning Cash Balance	\$13,921,066.75
Cash Receipts	3,358,855.77
Cash Disbursements	<u>(1,092,277.31)</u>
Ending Cash Balance	<u><u>\$16,187,645.21</u></u>

Commissioner McIntyre made a motion accepting the Treasurer's Report as presented. 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.

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APPROVAL OF PAYMENT OF BILLS

BILL LIST

November 12, 2025

M&T P-Card	\$	15,826.38
Heartland	\$	1,003.04
NJ Pension & Benefits – SHBP	\$	99,692.11
NJ Pension & Benefits – Pension	\$	55,024.05
Payroll #21 & #22	\$	572,536.74
Payroll Deductions Payable	\$	30,927.74
Bill List Dated: 11/12/25	\$	92,180.59
Atlantic City Electric	\$	823.34
State NJ	\$	30.50
PSE&G	\$	6,472.25
SJ Gas	\$	141.06

TOTAL PAYMENTS THIS PERIOD \$ 874,657.80

Commissioner Baugh made a motion to approve the payment of bills 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.

CHIEF'S REPORT

The Chief started his report by reviewing the operations summary for the month of October. He thanked the staff for their hard work, explaining that we had some difficult calls recently, 2 extrications, 1 pediatric cardiac arrest and 1 pedestrian struck. He stated that they check in with the staff to make sure that they are okay following a tough call. Fire prevention month was completed last month and all schools, public and private were visited. We are looking into doing something for the middle schools next year, possibly an assembly or something similar. The brush truck is nearing completion, looking to be completed 1st quarter of 2026 (poss. Feb). DCs Donnelly and Freedman will be planning a trip to Texas to go over that. We are switching the parking lot lights at 221 and 223 to LED lights. The holiday light parade is set for December 6th, and we are planning our annual awards dinner for February 7th.

Commissioner Baugh asked about the process when there are workers comp on vehicle accidents for review after.

The Chief indicated that they meet with the staff involved to do an after-incident review to find ways that it could have been avoided and if it is a global issue that is put out to notice all staff.

Commissioner Powers asked about lost time accidents this year compared to last year. The Chief deferred to the Business Administrator, who indicated that last year's reports were reported on the bulletin boards as required but she would get that information out the Board.

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Commissioner Baugh asked about overtime, to which the Chief said that we had some overtime for EMS refresher courses. Commissioner Baugh asked about bike safety and if we did anything for E-bikes or for the older kids.

Chief Bittenbender explained that the police department usually handles those and we don't want to step on any toes.

SOLICITOR'S REPORT

Solicitor Betley informed the Board that he has been busy looking at the Commissioner's handbook. He said that it is well done but wants to add to it. He wants to make note about Commissioner's using texts or emails because they can become OPRA-able as well as add about the communication with the Solicitor to go through the board President.

President Guerrini asked if any suggestions were not industry standard; to which Solicitor Betley responded that he thought it was well written but wants to protect against OPRA and OPMA violations.

Commissioner Baugh asked if not speaking to the Solicitor except through the board President was a state law.

Solicitor Betley stated that it is not, it's just best practice.

Commissioner Baugh then stated that she thought that all members of the board were equal and didn't think anyone had more power than another member.

Commissioner Powers stated that the President is the liaison and voice of the board.

Commissioner Baugh stated that she didn't like asking for permission to speak with Solicitor.

Solicitor Betley explained that he could speak with any of the Board at any time, just that it would need to be set up by the President. He also explained that anything that he discusses with any board members is privy to all board members, there is no attorney client privilege with any one member as he represents the District not the individual members.

Administrator Mitchell indicated she would distribute the recommended changes to the Board for consideration at the December meeting.

BUSINESS ADMINISTRATOR REPORT

Administrator Mitchell gave a verbal summary of her report that was previously provided to the Board. The 2024 Audit was finalized, and we once again had a clean audit with no findings or recommendations. The District is in good financial shape, and President Guerrini and Treasurer Baugh attended the exit conference with Administrator Mitchell.

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On the agenda this evening is the purchase of AEDs to replace our current end of life units. Commissioner Powers asked the Chief about replacing them in bulk and the risk of issues with them all being the same model.

The Chief indicated since we are changing models it makes sense to replace them all as the supplies and batteries will be interchangeable and they will be standardized in all units.

2026 BUDGET PRESENTATION – Chief Bittenbender presented the PowerPoint presentation detailing the proposed 2026 Budget up for adoption this evening. Business Administrator Mitchell indicated that the average household would see an increase of \$72.65 per year, which is approx. 6.05 per month, for the proposed increased service coverage.

PUBLIC COMMENT ON AGENDA ITEMS ONLY – None

RESOLUTIONS

Resolution No. 2025 – 54 Authorizing the Budget to be Read by Title Only

Commissioner Baugh made a motion to approve Resolution Number 2025 – 54. Commissioner Albright 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.

Resolution No. 2025 – 55 Resolution to Adopt 2026 Budget

Business Administrator Mitchell read the Budget by title indicating that the Annual Budget as presented for adoption reflects Total Revenues of \$17,614,719.72 which includes amount to be raised by taxation of \$14,118,970.92, and Total Appropriations of \$17,614,719.72.

President Guerrini opened the Public Hearing on the Budget, seeing no public comment he closed the Public Hearing on the budget.

Commissioner Albright made a motion to approve Resolution Number 2025 – 55. 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.

Resolution No. 2025 – 56 Resolution Awarding a HGAC Contract for AEDs

Commissioner Powers made a motion to approve Resolution Number 2025 – 56. Commissioner McIntyre 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.

Resolution No. 2025 – 57 Resolution Authorizing Certain Budgetary Transfers

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Commissioner McIntyre made a motion to approve Resolution Number 2025 – 57. 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.

Resolution No. 2025 – 58 Resolution Acknowledging Receipt and Review of Annual Audit for Year Ended December 31, 2024

Commissioner McIntyre made a motion to approve Resolution Number 2025 – 58. 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: Powers; ABSENT: None

NEW BUSINESS

1. Updated Policies

- a. 303 Sexual and Discriminatory Harassment
- b. 304 Americans with Disabilities Act
- c. 305 Work Place Violence

Commissioner Powers made a motion to approve the updated policies. Commissioner Albright 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

OLD BUSINESS: None

MEMBERSHIP

1. New Members:

- a. Edwin Recinos – Vol Firefighter
- b. Sean Kerr – FF Recruit

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

GOOD & WELFARE

Commissioner Albright stated that on 10/26/25 there was a head on collision near to his home and the department did a great job from what he saw. He explained that there was a woman pinned in one of the cars and the department did an amazing job extricating the patient and getting her where she needed to go. Commissioner Albright expressed his thanks to those who were there.

Commissioner Baugh informed the board that she recently needed to make a phone call for her father, one that no one wants to make, and that the EMTs that arrived were so kind and so compassionate. She thanked them for their quick response.

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Commissioner Baugh went on to express some kind words about President Guerrini and reminisce about her experiences with Ben during his time with the Board.

President Guerrini thanked Commissioner Baugh for the kind words and stated that Evesham Fire is a model department that we all look up to it. He addressed the Chief and said that he is going to give it to him, he does an excellent job of taking care of our people. President Guerrini then congratulated Commissioner Baugh on her re-election and to Mr. Rowe on his return to the Board.

Commissioner Powers voiced that he could not top Commissioner Baugh's statements about President Guerrini, but having known him since he was in high school, he stated that President Guerrini has grown a lot and he leads with his heart. Commissioner Powers wished him well.

ACTION ITEMS –

- a. Provide WC time lost report
- b. Provide proposed Commissioners' Handbook changes

PUBLIC COMMENT – None

ADJOURNMENT TO EXECUTIVE SESSION

Resolution No. 2025 – 59 Executive Session – Employment Agreement Negotiations and Executive Review

President Guerrini indicated that the Board anticipates going into executive session for approximately 90 minutes. The board may take action when we reconvene in public session.

Commissioner McIntyre made a motion to approve Resolution Number 2025 – 59. Commissioner Powers 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 meeting to executive session at 7:49 pm.

Commissioners Guerrini, McIntyre and Baugh reconvened the open session at 9:39 pm.

Motion made by Commissioner McIntyre, seconded by President Guerrini, to approve 1% merit increase for Fire Chief Bittenbender. AYES: Baugh, Guerrini and McIntyre. ABSENT: Albright & Powers; Motion passed unanimously.

There being no further business to come before the Board, motion made by Commissioner McIntyre, seconded by Commissioner Guerrini, to adjourn. AYES: Baugh, Guerrini and McIntyre. The motion passed unanimously.

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The meeting adjourned at 9:40 pm.

Respectfully submitted,



Maureen Mitchell
Business Administrator