

EVESHAM TOWNSHIP FIRE DISTRICT NO.1
BOARD OF FIRE COMMISSIONERS
Regular Meeting
February 10, 2026
MINUTES

In the absence of President McIntyre, Commissioner Rowe called the regular meeting of the Board of Fire Commissioners of Evesham Township Fire District No. 1 to order at 6:38 PM at Station 221. Commissioner Rowe 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 8, 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, Powers (Remotely), and Rowe. Also present were: Chief Carl Bittenbender, Deputy Chief Ryan Donnelly, Deputy Chief Scott Freedman and Business Administrator Maureen Mitchell. ABSENT, McIntyre.

APPROVAL OF MINUTES FROM PRIOR MEETINGS

Commissioner Powers made a motion that the minutes of January 13, 2026, Regular Meeting, be approved. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Powers, and Rowe; NAYS, None; ABSTAINED: None; ABSENT, McIntyre.

TREASURER'S REPORT

The following reports for the months of December 2025 and January 2026 were read for acceptance by Treasurer Baugh:

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

Beginning Cash Balance	\$15,465,745.59
Cash Receipts	3,641,448.45
Cash Disbursements	<u>(1,364,551.44)</u>
Ending Cash Balance	<u><u>\$17,742,641.60</u></u>

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Treasurer's Report for the period ended:

January 31, 2026

Beginning Cash Balance	\$17,742,641.60
Cash Receipts	202,431.71
Cash Disbursements	<u>(929,726.53)</u>
Ending Cash Balance	<u><u>\$17,015,346.78</u></u>

Commissioner Albright made a motion to approve the Treasurer's Reports as presented. Commissioner Powers seconded the motion. A roll call vote on the motion produced the following result: AYES, Albright, Baugh, Powers, and Rowe; NAYS, None; ABSTAINED: None; ABSENT, McIntyre.

APPROVAL OF PAYMENT OF BILLS

The following bill list was submitted for approval and read by Commissioner Baugh:

BILL LIST

February 10, 2026

M&T P-Card	\$ 13,761.08
Heartland	\$ 1,127.36
Payroll #2 & 3	\$ 603,408.76
Payroll Deductions Payable	\$ 41,400.51
Bill List Dated: 2/10/26	\$ 196,179.91
NJ Pension & Benefits - SHBP	\$ 97,382.01
NJ Pension & Benefits – Pension	\$ 57,309.72
NJ Pension & Benefits – Pension	\$ 489.60
PSE&G	\$ 9,816.55
State of NJ	\$ 688.00

TOTAL PAYMENTS THIS PERIOD

\$ 1,021,563.50

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

CHIEF'S REPORT

The Chief started his report with a summary of calls for the month of January. He then informed the board of 2 minor motor vehicle incidents to our fleet. We had a deer run into the side of an ambulance, which is out for repair currently and Q2235 had damage to a wheel chock holder that made contact with a hardened snowbank, which was repaired in house. We made it through the most recent snowstorm without issue. We put an additional BLS unit on for that period that was ready to respond. He continued his report

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to state that Commissioner Rowe had requested an analysis of “lift assist” calls, which was provided to the Board. The Chief stated that we had approx. 160 members and guests in attendance at the Awards Banquet on February 7th, which was a good showing.

Commissioner Powers asked what we are doing about fire hydrants and the recent record snow.

The Chief responded that during our debrief with DPW and the PD, that they didn’t run into any major issues with buried fire hydrants. The group discussed private snow plowing on public ways and making sure they are cognizant of the need to keep fire hydrants clear. It really is the Township’s discussion on classifying roadways as primary, secondary and emergency trucks access and the Chief made his requests based on our need to prioritize emergency routes.

Commissioner Baugh asked about overtime.

Chief Bittenbender explained that we have more staff to use time, as well as personal leave and military currently causing some overtime. We also have a buffer on shifts of Firefighter/EMTs but no buffer in Officers, so when they are off on leave, we incur overtime.

Commissioner Rowe asked if overtime can be broken down by line-item like the Budget where each title is separately budgeted.

Business Administrator Mitchell indicated that the State requires the Budget to be broken down that way and we can’t predict who will work the OT but she would look into the payroll system to see if she can extract that information. Mitchell indicated that all overtime is operational as Administration is either exempt or it is not authorized.

Commissioner Rowe thanked the Chief and Captain Brinker for the lift assist analysis. He stated that it appears to be 10% of the volume.

Commissioner Rowe asked about the benefits of hose donation versus the revenue gained through a sale of it.

DC Donnelly explained that the last lot sold at 500 ft for approximately \$1,000, but the process is time consuming and assumes that the winning bidder will pay and collect the hose as several have defaulted in the most recent auctions.

SOLICITOR’S REPORT

Solicitor Peltzman informed the Board that she provided draft feedback on the Commissioner’s Handbook additional language.

Commissioner Rowe requested “Policy” be changed to “Guidance” as the Handbook is guidance on best practices.

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Commissioner Powers stated that it is incumbent of the commissioners to police themselves and have equal access to the professionals as they are all equal with the power.

BUSINESS ADMINISTRATOR'S REPORT

Business Administrator Mitchell provided a summary of her report noting that the Virtua ALS contract is up for renewal tonight with a slight increase in rates of the non-Medicaid charges. Mitchell also mentioned the State Contract awards proposed tonight for the removal and replacement of the failing fuel system.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

Commissioner Rowe opened the Public Comment section for the agenda items only.

There were no comments from any members of the public, so Commissioner Rowe closed the public portion on agenda items only.

RESOLUTIONS

Resolution No. 2026 - 10 Resolution with Virtua for ALS Service

Commissioner Powers made a motion to approve Resolution Number 2026 - 10. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, and Powers; NAYS: None; ABSTAINED: Rowe; ABSENT: McIntyre.

Resolution No. 2026 - 11 Resolution Authorizing the Transfer of Surplus Goods

Commissioner Albright made a motion to approve Resolution Number 2026 - 11. Commissioner Rowe seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

Resolution No. 2026 - 12 Resolution to Award a State Contract for Fuel Facility Equipment

Commissioner Baugh made a motion to approve Resolution Number 2026 - 12. Commissioner Powers seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

Resolution No. 2026 - 13 Resolution to Award a State Contract for Fuel Facility Removal and Installation

Commissioner Baugh made a motion to approve Resolution Number 2026 - 13. Commissioner Rowe seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

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NEW BUSINESS –

1. Summer Schedule for FAO (Mon-Thur 7:30-5:30)

Commissioner Rowe made a motion to approve the Summer Schedule for FAO. Commissioner Albright seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: McIntyre

2. Request for travel approval for the Chiefs to Eastern Division IAFC Conference in Lancaster, PA, April 15-18, 2026.

Commissioner Albright made a motion to approve the travel for the Chiefs to Eastern Division IAFC Conference. Commissioner Rowe seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, and Rowe; NAYS: None; ABSTAINED: Powers; ABSENT: McIntyre

3. Establish a Committee for Facilities

Commissioner Powers made a motion to approve the establishment of a Facilities Committee. Commissioner Baugh seconded the motion. A roll call vote on the motion produced the following result: AYES: Albright, Baugh, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: McIntyre

OLD BUSINESS –

1. Commissioner's Handbook additions

Commissioner Powers made a motion to approve the Commissioner's Handbook with the Amendments to parts 5 and 6, changing "POLICY" to "GUIDANCE". Commissioner Rowe seconded the motion. A roll call vote on the membership produced the following result: AYES: Baugh, Powers, and Rowe; NAYS: None; ABSTAINED: Albright; ABSENT: McIntyre

MEMBERSHIP –

1. G.B. – Junior Auxiliary

Commissioner Powers made a motion to approve the membership; Commissioner Baugh seconded the motion. A roll call vote on the membership produced the following result: AYES: Albright, Baugh, Powers, and Rowe; NAYS: None; ABSTAINED: None; ABSENT: McIntyre.

GOOD & WELFARE:

Commissioner Baugh thanked everyone who put together the awards banquet. She stated that she enjoyed the stories with good outcomes.

Commissioner Rowe commented that he was sorry to have missed it but away with his wife for their anniversary.

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PUBLIC COMMENT - None

ADJOURNMENT

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

Commissioner Rowe adjourned the meeting at 7:33 pm.

Respectfully submitted,



Maureen Mitchell
Business Administrator