

CINNAMINSON FIRE DISTRICT NO. 1
REGULAR MEETING
March 18, 2008

The Regular Meeting of the Cinnaminson Fire District No. 1 Board of Fire Commissioners was called to order by Chairman Smith on March 18, 2008 in the Cinnaminson Township Municipal Building.

Present: Chairman Harry Smith, Bob Steel, Rob Dwyer, Richard Dietrich, Roger Butler

Announcement as made by Chairman Smith that this meeting was being held in accordance with the "open Public Meetings Act", PL 1975 C 231 having been advertised in the Burlington County Times and the News Weekly on February 22, 2008.. A copy has been given to the township clerk and posted in the Township Building at 1621 Riverton Road Cinnaminson, NJ 08077

The Pledge of Allegiance was recited.

Consent Agenda – Motion to approve minutes from February 2008 made by Mr. Steel, seconded by Mr. Butler. All in favor. Minutes approved.

Results of Closed Personnel – Nothing to report.

Fire Chief, reports – Chief Yearly adds to last weeks report that they have made contact with the Township OEM and they could spring about \$1000 for us to buy some small portable pumps.

Fire Official – Nothing to report.

Fire Sub-code – Keith Ziemecki completed the glass block; he will be able to complete the exterior when the weather is warmer.

Motion to adopt staff reports made by Chairman Smith, seconded by Mr. Steel. All in favor. Reports adopted.

Facilities – Nothing to report.

Personnel – Nothing to report.

Insurance – Nothing to report.

Apparatus report – Nothing to report.

Duty Crew – Report read by Mr. Steel. For the 7 – 11 duty crews, 22 of 25 possible crews were filled, 13 had a crew of 4, 8 had a crew of 3 and 1 had a crew of 2. They responded to 8 calls on 6 evenings – 2/22 for an MVA at Carriage and Riverton Roads, an MVA at Route 130 and Forklandng Rd, 2/6 an alarm at Nassau Rd., 2/11 an MVA at Route 13 and Andover Rd., an EMS at Wayne Drive, 2/13 ??? at Park Court, 2/20 a building at Hathaway's, 2/24 a CO alarm on Amy Way. Training that was completed on 4 of the evenings – 2/2 Securing Utilities, 2/6 Saws, 2/14 Firefighters Survival, SCBA entanglement, main day procedures, 2/21 pump operations with driver in training.

Overnight duty crews – 27 of 29 crews were filled as follows: 15 had a crew of 4, 6 had a crew of 3, 6 had a crew of 2. Mr. Steel requests that next month it be submitted what training the explorers are receiving.

Liaison to Officers – Chairman Smith states there was a meeting last night. They discussed gear, equipment, budget, upcoming training and some other things.

Banquet – Nothing to report.

Treasurer's Report – Report read by Mr. Dietrich. What to do with the CD at maturity is discussed. Mr. Dietrich will go to Commerce Bank to see what options they offer.

Motion to approve Treasurer's report made by Mr. Butler, seconded by Mr. Steel. Roll call vote taken. All in favor. Report approved.

Budget Work Session – Nothing new to report. Chairman Smith comments regarding the letters etc that have come out. The Board's goal was to give the company and department something tonight as a guideline. They submit a draft of the policy for spending. Memorandum dated 03/18/08 states as follows:

To the Chiefs, President and Directors,

2008 Budget Expenditure Policy – In an effort to insure prudent and responsible administration of our taxpayer approved budget we feel it necessary to have a written policy in place. The Chief and his chief officers, during the performance of their duties are authorized to act and take the appropriate action should an emergency situation or condition arise involving apparatus or equipment such as towing, tire changes or other emergency repairs. A commissioner must be contacted to verbally approve any repairs in excess of \$1000. The Chief may authorize funding for routine and preventative maintenance of our apparatus, equipment, gear and safety issues within the budgeted proper line item. The commission will be briefed as to the expenditures at their next meeting. Also the department president and directors must get prior approval before allocating any district funds or beginning any project. All routine and preventative maintenance of HVAC systems or contracts may proceed as approved in the budget line item. For emergency repairs a commissioner must be contacted to verbally approve any repairs in excess of \$1000. All requests shall be justified in a written or verbal format outlining the requirement, the purpose and designated line item and incurred balance within that line item at time of request. All other requests and purchases will be budgeted or otherwise must be approved and programmed in so as to remain financially healthy throughout the year.

Capitol Assets – Nothing to report.

Strategic Planning – Nothing to report. Chief Yearly states they should be ready to make their presentation in April.

Newsletter and Publicity – Nothing to report except that Mr. Dwyer contacted the potential new vendor for the website. Mr. Steel updates the Board on what is happening at the state level. A bill that would allow districts and public entities to actually do advertising on their website has just gone through the house; so that instead of paying for and advertising through a newspaper, we could advertise on our website for open meetings.

Correspondence – No correspondence.

Old Business – Mr. Dietrich wants to clarify from last week's meeting regarding Deputy Chief Schoenfeld's comments regarding the Board restricting purchases. Mr. Dietrich was fully aware of the policy that was to be issued. It had been discussed by all of the commissioners. The only thing he was not aware of was the fact that Mr. Dwyer had actually issued a memorandum on the policy.

Mr. Dwyer also comments in response to the same comments from Deputy Chief Schoenfeld at last week's meeting. He states that the commissioners have discussed this issue numerous times.

New Business – Mr. Steel gave Chief Yearly names of a few vendors that he could contact to make purchases. Chief is using to get prices.

The Board reviews list of purchase requests and gives approval on selected items. Motion to approve purchases in the amount of \$21, 849 made by Mr. Smith, seconded by Mr. Dietrich. Roll call vote taken. All in favor. Purchases approved.

Public comment – Deputy Chief Schoenfeld speaks regarding communication between the company and the commissioners and the memorandum regarding expenditures. The Board responds to Deputy Chief Schoenfeld's comments. Comments also from Bill Kramer regarding work session agendas and what should be covered at these meetings. Discussion between Mr. Dietrich and Mr. Kramer regarding what is required for each type of meeting. The Board reviews completion of applications for credit for the Fire District. Petty Cash fund is discussed.

Mr. Dwyer responds to Deputy Chief Schoenfeld that he is not happy with his comments last week or this week.

Jim DiFiore??? comments regarding the Board of Directors having projects that they would like to get started on that are already budgeted for. Mr. Smith states that they need to bring them in and that Bruce Adams got the okay last week to proceed with two or three projects that he wanted to make purchases for.

Mr. Steel comments to Deputy Chief Schoenfeld that the Board does communicate on a regular basis. Jim Difiore comments that we need to move forward.

Adjournment – Motion to adjourn to closed personnel session made by Mr. Dwyer, seconded by Mr. Steel.
Meeting adjourned.