

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

January 3, 2016
11:00am
Fire District Headquarters, Swearing In

Participants: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Painter, Comm. Thompson, Chief Leshner, Deputy Chief Irwin, FO Tomasewski, Dir. Stewart, J. Irwin V, K. Hinkel, J. Field, Ad. Green, J. Johnson, A. Baldinger, E. Fitzpatrick-Ruth, E. Hoffman, Jr., K. Green, J. Steere, Sr., Ar. Green, R. Klaus, M. Huelsenbeck, B. Schaefer, J. Grigaitis, H. Dickerson, R. Jernigan, M. Kaplan, C. McCormac, R. Neeld, D. Peck, R. Ciasca, H. Nixon, RM Walker, Mayor B. Carlin., Twp. Adm. W. Corter, Councilman C. Schoenborn, and miscellaneous family members.

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times (Official Newspaper)
Forwarded to the Courier Post (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 11:00am January 3, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca welcomed all who attended the annual swearing in of B.T.F.D. officers and also thanked all the family members for supporting our firefighters. He then directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	SWEARING IN OF 2016 OFFICERS		
6	Comm. Ciasca commented that over the past two years we have made changes to our command structure with regards to our department chief, assistants and or battalion chief staff. This year we have developed a chief staff to consist of a Department Chief and a Deputy Chief and have done away with the Battalion Chief positions.	-	-
7	At this time a motion was made by Comm. Thompson and seconded by Comm. McDonough to appoint Craig E. Leshner, Sr. as Department Chief. Roll call was held with all members in agreement. Motion carried. Chief Leshner was given the Oath of Public Office by Comm. Thompson.	-	-
8	A motion was made by Comm. Painter and seconded by Comm. McDonough to appoint John H. Irwin, III as Deputy Chief. Roll call was held with all members in agreement. Motion carried. Deputy Chief Irwin, III was given the Oath of Public Office by Comm. Thompson.	-	-
9	A motion was made by Comm. Painter and seconded by Comm. Thompson to appoint John Irwin, V as Rescue Captain and Kyle Hinkel, Joseph Field and Adam	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9cont.	Green as Station Captains. Roll call was held with all in agreement. Motion carried. John Irwin, V, Kyle Hinkel, Joseph Field and Adam Green were given the Oath of Public Office by Comm. Thompson.	-	-
10	A motion was made by Comm. Thompson and seconded by Comm. McDonough to appoint Joshua Johnson as Rescue Lieutenant and Steven Hinkel, Andrew Baldinger, Eamonn Fitzpatrick-Ruth, Edward Hoffman, Jr., and Kurt Green as Lieutenants. Roll call was held with all in agreement. Motion carried. Andrew Baldinger, Eamonn Fitzpatrick-Ruth, Edward Hoffman, Jr. and Kurt were given the Oath of Public Office by Comm. Thompson. (Steven Hinkel was absent)	-	-
11	A motion was made by Comm. McDonough and seconded by Comm. Thompson to appoint Jeff Steere, Sr. and Art Green as Chief Engineers and Raymond Klaus as Assistant Engineer. Roll call was held with all in agreement. Motion carried. Jeff Steere, Sr., Art Green and Raymond Klaus were given the Oath of Public Office by Comm. Thompson.	-	-
12	A motion was made by Comm. Painter and seconded by Comm. Thompson to appoint Warren Lane as Captain of Fire Police, Mike Huelsenbeck as Lieutenant of Fire Police and Laurence Schaefer, John Grigaitis, Howard Dickerson, Ronald Jernigan, Mike Kaplan, Bruce Gomola, Eamonn Fitzpatrick-Ruth, Chris McCormac, Richard Neeld, Derek Peck and Mike Rush as Fire Police Officers. Roll call was held with all in agreement. Motion carried. Mike Huelsenbeck, John Grigaitis, Howard Dickerson, Ronald Jernigan, Mike Kaplan, Chris McCormac and Derek Peck were all given the Oath of Public Office by Comm. Thompson. (Warren Lane, Bruce Gomola and Mike Rush were absent.)	-	-
13	A motion was made by Comm. Painter and seconded by Comm. McDonough to appoint Matthew Tomaszewski as Fire Official and Robert Ciasca, Craig Leshner and John Irwin, V as Assistant Fire Officials. Roll call was held with all in agreement. Motion carried. Matthew Tomaszewski, Robert Ciasca, Craig Leshner and John Irwin, V were given the Oath of Public Office by Comm. Thompson.	-	-
14	A motion was made by Comm. McDonough and seconded by Comm. Thompson to appoint Warren Lane, Kyle Hinkel, Anthony Ciasca, Howard Nixon, John Irwin, V, Scott Estelow and Robert M. Walker as Fire Investigators and/or Fire Prevention Specialists. Roll call was held with all in agreement. Motion carried. Kyle Hinkel, Anthony Ciasca, Howard Nixon, Robert M. Walker and John Irwin, V were given the Oath of Public Office by Comm. Thompson. (Warren Lane and Scott Estelow were absent)	-	-
15	A motion was made by Comm. Painter and seconded by Comm. Thompson to appoint Mike Kaplan as Safety Officer and John Irwin, III as Training Officer. Roll call was held with all in agreement. Motion carried. Mike Kaplan and John Irwin, III were given the Oath of Public Office by Comm. Thompson.	-	-
	CLOSING REMARKS		
16	Comm. Ciasca thanked all the incoming and the outgoing officers as well as all those involved in various committees for their continued support of the Fire District and willingness to serve the residents of Burlington Township. He then recognized the attending Burlington Township Council members and introduced Mayor Carlin to say a few words.	-	-
17	Mayor Carlin thanked all the members of the fire department as well as their families for the outstanding year 2015. He wished all a good New Year and stated that in the eyes of the public we have one of the best fire departments around. He thanked the families of our volunteer firefighters for their patience in allowing their family to volunteer as firefighters.	-	-
18	Comm. Ciasca again stated that this year we have changed our command structure to a single Department Chief and a single Deputy Chief. He thanked Chief Leshner and Deputy Chief Irwin for stepping up to the challenge. He stated that both members are outstanding mentors in their positions and hopefully will be able to pass on their knowledge and skills to our upcoming officers and firefighters in 2016.	-	-
19	Comm. Field thanked all the new officers for taking on their appointed positions for 2016 and wished all a healthy and happy New Year.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
20	Comm. McDonough thanked all for their service this past year and commented on a few achievements we have been able to bring to fruition in 2015, such as the ordering of a new rescue apparatus and the development of a new command structure. He also reminded all of the loss we suffered with the passing of Chief Jim Liberatore, despite this we continue to move forward into the future.	-	-
21	Comm. Thompson thanked the outgoing officers for their time and the incoming officers for their commitment in taking on an officer position in 2016. He also thanked them for their professionalism, as it is second to none in the fire service. He wished all a healthy and happy New Year.	-	-
22	Comm. Painter thanked all the officers past and present for their time. She also thanked the families that support our volunteer membership and welcomed their continued support for their service to the community. She stated that a volunteer fire department is like a family business and we must all support and work together to provide a quality service to those who need our help. She welcomed Chief Leshner and Deputy Chief Irwin and that she is looking forward to working with them to make this department one, if not the best in New Jersey and wished all a healthy, happy and safe New Year.	-	-
23	Dir. Stewart wished all a healthy and happy New Year and reminded all that our Fire Police will also be sworn in at the Burlington Township Council meeting on Tuesday. He stated that our Fire Police Division also assist the Burlington Township Police Department in their traffic duties when needed.	-	-
24	Comm. Ciasca closed the meeting by wishing all a healthy and happy New Year and thanked all for their support and attendance at this annual Swearing In.	-	-
25	The meeting was adjourned at 11:25am.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter and Comm. McDonough

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

January 14, 2016
6:45pm
Sta. 302, Work Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Sol. Sendzik, Aud. Elliott, Dir. Stewart, Chief Leshner, F.I. Irwin, V, Deputy Chief Irwin, K. Hinkel, Jo. Field, R. Ciasca and W. Lane

Open Public Meeting Act:

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Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:45pm January 14, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field & Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise. PUBLIC SESSION	-	-
6	There was no comment from the public and the Public Session was closed. OLD BUSINESS	-	-
7	Sol. Sendzik commented that there have been a few personnel changes with the NJ State Department of Community Affairs. He stated that due to the changes there have been different interpretations of the law regarding proper voting for propositions for budgets this year. However, we have met the requirements of both interpretations in the event that one way of voting is not accepted anymore.	-	-
8	Aud. Elliott explained the changes and how each year preparing the budget has become more and more difficult with the State regulations constantly changing. He reviewed the 2016 budget with the Commission and stated that our basic numbers have not changed. He reviewed the capital projects and the basic budget, including the Bureau of Fire Prevention portion. The amount to be raised by taxation will be \$1,880,000 with a total appropriation of \$2,945,833. The proposed tax rate will increase .002 for a tax rate of .085.	-	-
9	Comm. Ciasca opened the meeting to the public for questions and comments. There was no questions or comments from the public.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Sol. Sendzik read the resolution to adopt the 2016 budget. A motion was made by Comm. Field and seconded by Comm. Painter to approve the resolution to adopt the 2016 budget. Roll call was held with all in agreement. Motion carried.	-	-
11	NEW BUSINESS—There was no New Business to discuss. GOOD OF THE BOARD	-	-
12	A motion was made by Comm. Field and seconded by Comm. Painter to adjourn the meeting. Motion carried. The meeting was adjourned at 7pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter and Comm. McDonough

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

January 14, 2016
7:00pm
Sta. 302, Work Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Sol. Sendzik, Aud. Elliott, Dir. Stewart, Chief Leshner, F.I. Irwin, V, Deputy Chief Irwin, K. Hinkel, Jo. Field, R. Ciasca and W. Lane

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Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm January 14, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field & Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	SWEARING IN/NEW APPOINTMENTS:		
6	At this time Sol. Sendzik gave the Oath of Office to Warren Lane for the positions of Fire Police Captain and Fire Investigator.	-	-
7	A motion was made by Comm. Painter and seconded by Comm. Field to appoint Nick Marino as Chief Engineer of Station 301 and James Field as Assistant Engineer of Station 301. Roll call was held with all in agreement. Motion carried.	-	-
8	A motion was made by Comm. Painter and seconded by Comm. Field to approve the membership of Ross Kownatsky, Jr as a Junior Firefighter with Station 302 and Shaun Magaziner as a Social/Contributing member of Station 301. Roll call was held with all in agreement. Motion carried.	-	-
	PUBLIC SESSION		
9	There was no comment from the public and the Public Session was closed.	-	-
	OLD BUSINESS		
10	Dir. Stewart explained that the digital sign board at Station 301 was not working correctly and he has been in contact with a vendor and has since had it repaired.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	NEW BUSINESS		
11	Dir. Stewart informed the Commission that he has been in contact with the Township of Burlington in regards to the Uniform Shared Services and Consolidation Act for fuel for our fleet of vehicles. A resolution was read by Sol. Sendzik in regards to this shared services. A motion was made by Comm. Painter and seconded by Comm. Field to approve the Resolution Authorizing Shared Services. Roll call was held with all in in agreement. Motion carried.	-	-
12	Dir. Stewart requested of the Commission to consider moving our annual appreciation dinner to the Relief Fire Company #3. He stated that we have some concerns with the safety of our elderly members and the bad weather conditions we have had in the past. He also informed the Commission that he has spoken with our insurance agent in regards to proper coverage for this event and has been assured that this is not a problem, we are properly covered. Dir. Stewart also stated that he has been in contact with Pres. Thompson and Chief Leshner in regards to matter and that they are in agreement with this change. He asked Fire District employee Christine Warren if she had anything to add in regards to this request. She stated that the past two years we have had bad weather and the conditions of the parking lot at the Crescent Shrine have not been safe for our elderly members. She also added that she was concerned for their safety as well as traveling in bad weather and that moving the dinner closer to Burlington Township may also improve the attendance, as it has been declining over the past few years. Comm. Ciasca stated that over the past few years he has also heard comments about having the dinner at Station 303. A motion was made by Comm. Field and seconded by Comm. Painter to agree to move the annual appreciation dinner to the Relief Fire Company #3. Roll call was held with all in agreement. Motion carried.	-	-
13	Dir. Stewart advised the Commission that he has provided them with a Burlington Township Fire Department 2015 Activity Report for their review. He provided a short summary of the report and added that F.I. Irwin, V also assisted him in the development of the report. Comm. Painter questioned if we should place this report on our website. A short discussion was held and it was noted that the report is available for the public to review if requested. Comm. Field and Comm. Ciasca both commended both Dir. Stewart and F.I. Irwin, V for a job well done on the report.	-	-
14	Dir. Stewart advised the Commission that we are currently having a problem with the carpet in the conference room at Station 301. The carpet squares for some reason are coming unattached from the floor and are in need of repair. He stated that he has been in contact with two contractors to discuss the problem and obtain a solution, as well as a cost for the repair. He commented that the cost could be in the range of \$3,000. He is currently waiting for the second contractor to meet with him review the situation.	Progress is being made to obtain a solution to the problem	Dir. Stewart
15	Dir. Stewart informed the Commission that he has received two OPRA Requests. The first requested the names, civil service titles and appointment dates for all full and part-time employees as well as if they are "UFD" positions. The other request was for the 2015 NIFRS reports reflecting all fire responses by the DFS J. Stewart and FO M. Tomaszewski as well as all the NIFRS reports reflecting all fire responses for Fire Prevention Specialist Irwin from July 1, 2015 thru Dec. 31, 2015. He stated that the first request has been completed and provided to the individual. The second request is currently being worked on, as we have seven business days to provide the information to the individual as per OPRA law.	Currently working to meet the 2nd. OPRA request	Dir. Stewart
	GOOD OF THE BOARD		
16	Comm. Ciasca thanked all who attended the last two meetings in relation to the budget and the capital projects. He stated that despite the State providing conflicting interpretations of the law in regards to the proper method of voting, we have met both interpretations of the law.	-	-
17	Dir. Stewart reminded the Commission that he is upgrading our Drop Box. He stated that all the Commissioners should have received an invitation to Drop Box and asked that they please respond so that he can closed out the old and start 2016 with the new Drop Box file.	Respond to invite	Commission
18	Dir. Stewart stated that Deputy Chief Irwin recently rescued a woman trapped in an elevator.	-	-
19	A motion was made by Comm. Painter and seconded by Comm. Field to adjourn the meeting. The meeting was adjourned at 7:30pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:
January 27, 2016
7:00pm
Regular Session

Participants: Comm. Ciasca, Comm. Field, Comm. Painter, Comm. McDonough, Comm. Thompson, Dir. Stewart, FO Tomaszewski, Chief Leshner, Deputy Chief Irwin, FI J. Irwin V and AE J. Field.

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Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM January 27, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, and Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
	CORRESPONDENCE		
6	1. Thank you letter and certificate from the Burlington County Sheriff's Department regarding our participation in their annual holiday toy drive.	-	-
7	APPOINTMENTS: None	-	-
8	NEW MEMBERS—None	-	-
	DIRECTOR'S REPORT		
	Director Stewart read his report as follows:		
9	• I am extremely proud of our fire department for the efforts at the recent St. Mary Street fire in Burlington City.	-	-
10	• Progress on the new rescue continues and the latest reports are located on dropbox.	-	-
11	• We will be participating with several agencies tomorrow at a table top exercise to be held at the Burlington Township T.O.H. Middle School.	-	-
13	• I would like to thank those firefighters who manned the stations during last weekends snow storm.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
14	<ul style="list-style-type: none"> A draft of the agenda for the dinner is located in dropbox. Paul Vincent has agreed to be our Master of Ceremony for the event. 	-	-
	<p>CHIEF LESHNER'S REPORT</p> <p>Chief Leshner read his report as follows:</p>		
15	<ul style="list-style-type: none"> Three firefighters from Sta. 302 graduated from Firefighter I on Thursday night, Charles Tamblyn, Matthew Goldman and Mark Williams. Firefighter Mark Williams received the award for the most improved in his class. The graduation was attended by 20 members of the department. 	-	-
16	<ul style="list-style-type: none"> A meeting was held with the Chief's from Burlington City on Jan. 16th. A revised response plan was agreed to, a ladder and engine with a minimum of 4 (minimum of 3 at 2nd. tap.) Also secondary apparatus can respond but will stage one block from the scene and all out of town Chiefs will relinquish command to the home town officer. 	-	-
17	<ul style="list-style-type: none"> We are working on compiling a current list of who has what pagers during fit testing and SCBA recertification. No electronic records have been kept in the past year, only sign out sheets that have gone missing. 	-	-
18	<ul style="list-style-type: none"> Myself and Deputy Chief Irwin have attended all three station meetings to outline some concerns, expectations and to seek volunteers for department committees as well as to seek the support of the membership. 	-	-
19	<ul style="list-style-type: none"> A departmental meeting was held on Jan. 21st. We used the new format where the first 30 to 40 minutes was a training period followed by a normal meeting. This month the training relating to Flow Path Management. Thirty eight members attended the meeting. 	-	-
20	<ul style="list-style-type: none"> The updated officer and apparatus information has been forwarded to the County for inclusion in the Resource Directory and also the County Chief's website. 	-	-
21	<ul style="list-style-type: none"> Section 600 of the SOPs have been distributed to the members of the Chief's Board for review. Final action was taken on several which are being forwarded to the Director for review and to the Commission for review at their next work session meeting The remainder will be completed at the February Chief's Board meeting. 	Review SOP 600 Section	Chiefs Board
22	<ul style="list-style-type: none"> I've obtained the grids from Central Communications, of which are being reviewed in preparation for the State's Annex updates this year. 	-	-
23	<ul style="list-style-type: none"> We had a great response from the Township for the St. Mary Street fire on Jan. 15th. The five main apparatus used to fight the fire were from the Township, with approximately 25 firefighters. Many positive comments have been made from Burlington City government officials and the public relating to our response. 	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
24	<ul style="list-style-type: none"> During the month of December the Fire Prevention Bureau performed 18 Life Hazard and 23 Non Life Hazard inspections. A total of 29 re-inspections. 	-	-
25	<ul style="list-style-type: none"> Public Education: Food Pantry 5K Run on 12/5/15, Annual Christmas Tree Lighting on 12/3/15, Masonic Home Fire Drill/Emergency Services Meeting on 12/7/15. 	-	-
26	<ul style="list-style-type: none"> Fire Investigation: Vehicle at 309 Dulty's Lane on 12/14/15. 	-	-
27	<ul style="list-style-type: none"> Planning Board: January Planning Board meeting will be their Re-Organization meeting. The next meeting is scheduled for 2/11/16. 	-	-
28	<p>The Commission questioned the "model" house located at one of Masonic Home's entrances to their property off Jacksonville Road. FO Tomaszewski stated that it is just a "model home" for a possible housing development for Masonic Home residents.</p>	-	-
27	<p>PUBLIC SESSION—There was no discussion under Public Session.</p>	-	-
	<p>OLD BUSINESS</p>		
28	<p>A motion was made by Comm. Painter and seconded by Comm. Field to approve the</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
28ct	resolutions for travel to the PAAI January 2016 Conference for Robert Ciasca, Kyle Hinkel and Howard Nixon. Roll call was held with all in agreement. Motion carried.		
29	Comm. Ciasca questioned FO Tomaszewski on how the new Pro-Phoenix program is working out. FO Tomaszewski stated that we are currently using the program on a training basis and all is working out well. He and Inspector Irwin are currently using the tablets with the program in the field. Comm. Ciasca asked if the Commission could have a demonstration of the program at the next meeting, FO Tomaszewski stated that he would see to it that a demo be provided.	Prepare demonstration for Commission	FO Tomaszewski
30	NEW BUSINESS—There was no New Business to discuss. APPROVAL OF VOUCHERS	-	-
31	A motion was made by Comm. Field and seconded by Comm. McDonough to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried. APPROVAL OF MINUTES	-	-
32	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the minutes of January 3, 2016 Swearing In, January 14, 2016 6:45pm Budget Adoption, January 14, 2016 Work Session, December 30, 2015 Special Meeting, December 10, 2015 6pm Special Meeting, December 10, 2015 6:15pm Special Meeting and the December 10, 2015 Work Session. Roll call was held with all in agreement. Motion carried.	-	-
33	REPORT OF SOL. SENDZIK - There was no report from Sol. Sendzik HEALTH AND WELFARE	-	-
34	Comm. Painter informed all that Past Commissioner Richard Farley's widow Florence Farley passed away this morning. MISCELLANEOUS	-	-
35	At this time Sol. Sendzik gave the Oath of Public Office to James Field as Assistant Engineer of Station 301. DEPARTMENT ACOMPLISHMENTS	-	-
36	Comm. Field stated that he attended Burlington City's swearing in ceremony and their mayor commented on the good response by Burlington Township at the fire on St. Mary Street. He stated that our department's efforts are not going un-noticed in a positive way.	-	-
37	GOOD OF THE BOARD—There was no discussion under Good of the Board. CLOSED SESSION	-	-
38	A motion was made by Comm. Painter and seconded by Comm. Thompson to move into Closed Session for personnel reasons. Roll call was held with all in agreement. Motion carried.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

February 11, 2016
7:00pm
Sta. 302, Work Session

Participants: Comm. Painter, Comm. McDonough, Comm. Thompson, Comm. Ciasca, Comm. Field, Dir. Stewart, Sol. Sendzik, Chief Leshner, Deputy Chief Irwin, III, FI Irwin, V, R. Ciasca & J. Johnson

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3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca asked all to remain standing for a moment of silence in memory of the ten year anniversary of Ed Marbet's Line of Duty Death.	-	-
6	APPOINTMENTS: None NEW MEMBER(S):		
7	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the interdepartmental transfer of David Hunter from Sta. 302 to Sta. 301. Roll call was held with all in agreement. Motion carried. PUBLIC SESSION	-	-
8	Comm. Ciasca opened the meeting to the public. There was no comment from the public and the Public Session was left open. OLD BUSINESS	-	-
9	Dir. Stewart reported that he contacted the manufacturer of the carpet located in the conference room at Sta. 301. He explained that the carpet is coming loose from the floor.	-	-
10	Dir. Stewart informed the Commission that he sent a letter to Springfield Township in regards to an overhanging tree on Neck Road. He stated that this tree impedes a safe	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	and proper response to emergency incidents in that area. Hopefully his request to have the matter rectified will be given proper attention by Springfield Township authorities.		
11	Dir. Stewart also informed the Commission that he has been notified by Mike Kaplan that he is resigning his position as President of the Independent Fire Co. #1. He expressed his disappointment with the resignation due to that fact that Pres. Kaplan was easy to work with, a level-headed person with an understanding of how a relationship between a Fire District and a fire company should work.	-	-
12	Dir. Stewart also informed the Commission that progress is continuing with the building of the new rescue apparatus. He stated that the most updated photos of the project are available in Drop Box. We receive an update every Friday on the project. A short discussion was held regarding the inspection date and who will be attending.	-	-
	NEW BUSINESS		
13	There was no New Business to discuss.	-	-
	GOOD OF THE BOARD		
14	All were reminded of the annual appreciation dinner this Saturday. The event is being held at the Relief Fire Company #3. Comm. Ciasca commented that we have already received positive feedback on the location change. He also stated that we are also trying to condense the length of the awards presentation due to feedback from the membership.	-	-
15	Comm. Ciasca also reminded all that the following Saturday, February 20th is the annual Fire District election. The election will be held at the conference/training room at Station 301 from the hours of 2pm to 9pm. He asked all to please come out and support the Fire District budget.	-	-
16	Comm. Painter stated that she attended the funeral of Florence Farley and was informed by the family that they were very thankful for the display of flowers sent by the department as well as our show of support.	-	-
	RETURN TO OLD BUSINESS		
17	A short discussion was held regarding Section 600 of the SOPs. It was agreed that the Commission will approve the submitted SOPs at their next regular meeting of February 24th. Chief Leshner stated that the Chiefs Board will be completing the remaining SOPs at their next Chiefs Board meeting on Monday night.	Complete Section 600 SOPs review	Chiefs Board
18	Deputy Chief Irwin advised the Commission that we had a training session last night in regards to Interstate Pipeline. He also stated that he is making progress on the pager inventory and that an ice rescue drill has been scheduled for Tuesday night.	-	-
	ADJOURNMENT		
19	A motion was made by Comm. Thompson and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 7:14pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:
February 24, 2016
7:00pm
Regular Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. McDonough, Sol. Sendzik, Dir. Stewart, R. Ciasca, Chief Leshner, AFO Irwin, V, Capt. Hinkel, Lt. Johnson, A. Mohr & Lt. Hinkel

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 2016 (Official Newspaper)
Forwarded to the Courier Post on January 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM February 24, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, and Comm. McDonough	-	-
4	Flag Salute	-	-
5	Moment of silence was held in memory of the one year passing of Chief Jim Liberatore and the recent death of Firefighter Matt Hempel from Evesham Fire & Rescue.	-	-
6	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
7	CORRESPONDENCE 1. Letter of Appreciation from the Burl. Twp. police Dept. re: Use of department equipment and personnel for a Driving Under the Influence checkpoint on Rt. 130 on Nov. 28, 2015. 2. Thank you note from Howard Dickerson for the Lifetime Achievement Award.	-	-
8	APPOINTMENTS: At this time Steven Hinkel was sworn in as 1st. Lieutenant of Station 301.	-	-
9	NEW MEMBERS—None	-	-
10	DIRECTOR'S REPORT Director Stewart read his report as follows: • Congratulations to Commissioners' Ciasca and McDonough on their re-election. The budget passed handily with a 175 to 70 tally	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	<ul style="list-style-type: none"> A group of proposed SOPs are in dropbox. U have reviewed them and recommended their approval. 	-	-
12	<ul style="list-style-type: none"> Thanks was given to all those who assisted the police department on Nov. 28th in regards to the letter of appreciation received from the B.T.P.D. 	-	-
CHIEF LESHNER'S REPORT			
13	<ul style="list-style-type: none"> In the month of January we responded to 93 incidents for a total of 1211 man hours not including Duty Crews. 	-	-
14	<ul style="list-style-type: none"> County Radio Committee: The update to the 700mhz will not effect our pagers as they will stay they same. However, it will effect our mobile and portable radios. The County will replace our radios on a one for one trade off as they had done in the past. We will be responsible for the cost of replacing any mobile or portable we purchased outside of what the County gave us. We are looking at about 5 mobiles and 20 portables. 	-	-
15	<ul style="list-style-type: none"> The remaining Section 600 SOPs have been reviewed and are available for review by the Commission. We removed some that were no longer relevant and combined some into one SOP as needed. 	-	-
16	<ul style="list-style-type: none"> Our department information for the State Annex has been updated and given to the County in reference to the State mutual aid plan. 	-	-
17	<ul style="list-style-type: none"> Chief Leshner stated he contacted the County in regards to the equipment and training required to keep the HAZ-MAT trailer in service. The Chiefs Board discussed it as well as holding discussion at the Departmental meeting in January, of the 37 people attending the meeting only 3 agreed to keep it and obtain and maintain the required training. The Chiefs Board reviewed this matter and recommends that it be removed from service. An inventory of its contents was requested from C.E. Steere but has yet to be provided, so an inventory will be conducted, most of the equipment was donated to our department. 	Remove HAZ-MAT Trailer from service and take inventory of equipment	Chief Leshner & Officers
FIRE OFFICIAL TOMASZEWSKI REPORT			
Asst. Fire Official J. Irwin, V read F.O. Tomaszewski's report as follows:			
18	<ul style="list-style-type: none"> During the month of January the Fire Prevention Bureau performed 28 Life Hazard and Non Life Hazard inspections. A total of 29 re-inspections. 	-	-
19	<ul style="list-style-type: none"> Public Education: There are no public education events currently scheduled. 	-	-
20	<ul style="list-style-type: none"> Fire Investigation: There were no fire investigations in the month of January. 	-	-
21	<ul style="list-style-type: none"> Planning Board: Lidl US, LLC was given preliminary approval to build a supermarket on Mt. holly Road. At this time they need to come back to the Board for final approvals. The next meeting is scheduled for March 10th. 	-	-
22	<ul style="list-style-type: none"> ProPhoenix: We are currently utilizing the tablet based software to complete our inspections. The system is working but has some programming issues we are working through. The demonstration is scheduled for the March 23rd Commission meeting. 	-	-
23	PUBLIC SESSION—There was no discussion under Public Session.	-	-
OLD BUSINESS			
24	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the 600 Section of the SOPs to include the Knox Box SOP and the FireWatch SOP. Roll call was held with all in agreement. Motion carried.	-	-
25	Dir. Stewart reported that progress is continuing on the new rescue apparatus as seen in the photos. We should soon be scheduling the inspection trip, anyone interested in attending please contact him.	-	-
26	NEW BUSINESS—There was no New Business to discuss.	-	-
APPROVAL OF VOUCHERS			
27	A motion was made by Comm. McDonough and seconded by Comm. Thompson to approve the vouchers for payment.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
28	<p>APPROVAL OF MINUTES</p> <p>A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the minutes of January 27, 2016 Regular meeting and February 11, 2016 Work Session meeting. Roll call was held with all in agreement. Motion carried.</p>	-	-
29	<p>REPORT OF SOL. SENDZIK</p> <p>Sol. Sendzik informed the Commission that all the necessary notifications regarding the election results have been made and our Township Tax Assessor has been notified.. A short discussion was held regarding the upcoming re-assessment of property in Burlington Township.</p>	-	-
30	<p>HEALTH AND WELFARE</p> <p>Chief Leshner stated that Robert Thompson and Mike Huelsenbeck are recovering well following their ill health matters.</p>	-	-
31	<p>MISCELLANEOUS</p> <p>Comm. Ciasca asked if our recent OPRA request has been handled. Dir. Stewart informed him that Sol. Sendzik has reviewed the request and the information will be available for pick up by the resident as of 7am tomorrow morning, thus meeting the time frame requirement.</p>	-	-
32	<p>DEPARTMENT ACOMPLISHMENTS</p> <p>Comm. Ciasca mentioned the letter of appreciation from the Burlington Twp. Police Department in regards to our assistance.</p>	-	-
33	<p>Chief Leshner thanked Deputy Chief Irwin and the four captains that assisted him in completing the SOP review in such a timely manner.</p>	-	-
34	<p>Comm. Ciasca thanked all for their efforts in getting residents out to vote. Our budget passed thanks to the support of our residents.</p>	-	-
35	<p>GOOD OF THE BOARD</p> <p>There was no discussion under Good of the Board and the meeting was adjourned.</p>	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren

Transcribed By: C. Warren

Date, Time & Place:

March 10, 2016

7:00pm

Sta. 302, Reorganization & Work Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Dir. Stewart, Sol. Sendzik, Chief Leshner, Deputy Chief Irwin, III, AFO Irwin, V, Pres. R. Ciasca & C. Dezvani

Open Public Meeting Act:

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In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm March 10, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson & Comm. Painter	-	-
4	Flag Salute	-	-
5	APPOINTMENTS:		
6	At this time Sol. Sendzik congratulated Comm. Ciasca and Comm. McDonough on their re-election to office. He then announced that we must hold a re-organization of the Commission as required. He opened nominations for the position of Chairman of the Board of Fire Commissioners. Comm. Painter nominated Comm. Ciasca as Chairman, seconded by Comm. Field. There were no other nominations for Chairman and Sol. Sendzik asked that the secretary cast the ballot.	-	-
7	Comm. Ciasca opened nominations for the position of Vice-Chairman. Comm. Thompson nominated Comm. Painter for the position of Vice-Chairman, seconded by Comm. Field. There were no other nominations and Comm. Ciasca as the secretary to cast the ballot.	-	-
8	Comm. Ciasca opened nominations for the position of Secretary. Comm. Painter nominated Comm. Thompson for the position of Secretary, seconded by Comm. Field. There were no other nominations and Comm. Ciasca as the secretary to cast the ballot.	-	-
9	Comm. Ciasca opened nominations for the position of Treasurer. Comm. Painter nominated Comm. Field for the position of Treasurer, seconded by Comm. Thompson. There were no other nominations and Comm. Ciasca as the secretary to cast the ballot.	-	-
10	Comm. Ciasca opened nominations for the position of Assistant Secretary/Treasurer.		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	Comm. Painter nominated Comm. McDonough for the position of Assistant Secretary/Treasurer, seconded by Comm. Thompson. There were no other nominations and Comm. Ciasca asked the secretary to cast the ballot.	-	-
11	A resolution was read by Sol. Sendzik to reaffirm the Board's prior actions, by-laws, policies, directives, decisions, orders, actions, contracts, obligations, rules and regulations and other acts and practices as set forth by the Board of Fire Commissioners.	-	-
12	A resolution was read by Sol. Sendzik designating newspapers and public places for postings as the Burlington County Times and the Courier Post as the official newspapers as well as the Burlington Township Municipal Building, Fire District Headquarters, the Beverly Road Fire Co. #2, Relief Fire Co. #3 and the District's website, www.btfd.org as official posting locations.	-	-
13	A resolution was read by Sol. Sendzik authorizing the establishment of an official depository of district and fire prevention funds as Beneficial Bank and NJ ARM for the fiscal year 2016 as well as the official signatories on all accounts as Comm. Anthony Ciasca, Comm. Terry Field, Comm. Darren Thompson, Comm. Deborah Painter, Comm. Shawn McDonough and Director of Fire Services John Stewart.	-	-
14	A motion was made by Comm. Painter and seconded by Comm. Field to approve all three resolutions relating to the reaffirmation of Board practices, official newspapers/posting locations and the official depository of funds and signatures on all accounts. Roll call was held with all in agreement. Motion carried.	-	-
15	NEW MEMBER(S): None PUBLIC SESSION	-	-
16	Comm. Ciasca opened the meeting to the public. There was no comment from the public and the Public Session was left open. OLD BUSINESS	-	-
17	Comm. Painter questioned if the demonstration of the Pro-Phoenix program was still on for the next meeting. AFO Irwin informed her that it is on the agenda for the next meeting of March 23rd.	-	-
18	A short discussion was held regarding the change to SOP #304 Annual Mandatory Training. A motion was made by Comm. Painter and seconded by Comm. Thompson to remove the final paragraph relating to the <i>"third consecutive year of not completing mandatory training the member will be dropped from the roles of the B.T.F.D. and will be required to reapply if they wish to return to service."</i> Roll call was held with all in agreement. Motion carried. NEW BUSINESS	-	-
19	Dir. Stewart informed the Commission that he has requested quotes for landscaping services for 2016. He recommends that we accept the low quote from Bailey Landscaping in the amount of \$10,540.00. A motion was made by Comm. Painter and seconded by Comm. Field to accept the low quote as recommended by Dir. Stewart. Roll call was held with all in agreement. Motion carried.	-	-
20	Dir. Stewart requested of the Commission that he be allowed to move forward with the training pad improvement now that the Budget has been approved. He stated that he would like to have Stout & Caldwell look at the site and provide us with an engineering report on our best options. Comm. Ciasca asked if we had the Township Engineer look at it first in an effort to save funds. A short discussion was held as Dir. Stewart felt that this matter is beyond the capabilities of the Township Engineer, it was decided that we will have the Township Engineer review the site.	Contact Twp. Engineer	Dir. Stewart
21	Dir. Stewart informed the Commission that he provided them some information regarding Dominic Mazzio, a young Township resident facing a serious medical condition and his wish to become a firefighter. He stated that our membership has build up a relationship with his family as well as made several visits to see him. They have even taken it upon themselves to purchase a set of kids gear for Dominic. He	Arrangements to be made	Commission/Dir. Stewart

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
21cont.	stated that he is requesting of the Commission to make Dominic's wish come true and to make him an honorary member of the Burlington Township Fire Department. Comm. Painter stated that she though that this was a good and thoughtful idea and was in favor of it. Comm. Ciasca stated that the Board would discuss it and decide the best way to handle the request in regards to a resolution and or a presentation at a meeting.		
22	Dir. Stewart advised the Commission that the new rescue apparatus is progressing well and it looks to be completed by March 24th. He stated that an inspection trip has been scheduled for March 29th thru 30th and we will need travel resolutions approved at the next meeting.	Prepare travel resolutions	District Adm. Staff
23	Dir. Stewart informed the Commission that we currently do not have a "digital imagery" SOP. He stated that because of this our firefighters do not know what they can and cannot take "photos" of at a scene and how they can or cannot post them. He commented that he would like to seek the opinion of the membership as it affects them the most. Comm. Ciasca stated that the posting of such photos can have a benefit to the department if processed for posting with proper authorizations, it is good for the public to be able to see what we do. Comm. Thompson stated that we must also reference social media with digital imagery. Dir. Stewart stated that he would be working on such an SOP.	Develop "Digital Imagery" SOP	Dir. Stewart
24	Comm. Ciasca commented that he read the email from John Lazzorotti in regards to our possible engine for "sale" and his Texas fire company that is in need of an engine. It was agreed that when we are ready to remove an apparatus from service we can look at this request again.	Revisit request if apparatus available	Commission
25	Dir. Stewart reminded all that the Knight of Columbus Shield Award ceremony is scheduled for May 11th at 7:30pm.	-	-
26	Comm. Field commented that there are always signs posted on the road to warn drivers they are approaching a fire station. He stated that we do not have one on the by-pass. A discussion was held and it was stated that if it is on a County road they are responsible for the sign. Also mentioned were the old fire department signs that were posted on the "Welcome to Burlington Township" posts. They were removed as they had faded, the Township prepared these signs for us at the time. Comm. Field was given the task to look into replacing the fire department signs that we removed due to fading.	Look into replacement of BTFD signs	Comm. Field
27	At this time Sol. Sendzik stated that we need to give the Oath of Public Office to Comm. Ciasca due to his being re-elected. Comm. Ciasca took his Oath of Public Office as given to him by Comm. Thompson.	-	-
	GOOD OF THE BOARD		
28	Comm. Ciasca read the letter we received from Burlington City Mayor Barry W. Conaway in regards to our assistance to Burlington City at the St. Mary Street fire. Mayor Conaway expressed his sincere gratitude and thanks to our department on behalf of the citizens of Burlington City, the City Fire and Police Department, City Administration and Emergency Management Office. He stated that our quick response to the row home fire call early on the morning of January 15th was detrimental in the saving of lives and property. He commented that the City is very fortunate to have such a dedicated and professional group of firefighters in Burlington Township to assist their fire department and citizens of Burlington City, in their time of need. Comm. Ciasca asked that a copy of this letter be posted at all three stations.	Distribute letter to all three stations for posting.	Dir. Stewart
29	Comm. Field commented that Sta. 302 recently lost Florence Farley and only last week Harry Erny and Mr. Nolan. Both men were "old time" members of the station and not many people today know who they are or what they did for the company and department. He thanked Chief Leshner for always remembering to take care of these members in regards to the Exempt Association and making sure that their surviving relatives get what is due to them.	-	-
30	A short discussion was held about obtaining and displaying the photos of all the past departmental chiefs in the conference room. Chief Leshner stated that Sta. 303 has photos of their chiefs. President Bob Ciasca and Christine Warren stated that between the two off them they can locate Sta. 301's department chief photos. Comm. Painter		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
30cont.	<p>stated that she would lead the project to have the photos reproduced, framed and displayed in the conference room.</p> <p>ADJOURNMENT</p>	Locate photos and display	Comm. Painter
31	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting. The meeting was adjourned at 7:30pm.</p>	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

March 23, 2016
7:00pm
Regular Session

Participants: Comm. Painter, Comm. Thompson, Comm. McDonough, Comm. Ciasca, Comm. Field, Sol. Sendzik, Dir. Stewart, FO Tomasewski, FI J. Irwin V, Chief C. Leshner, K. Hinkel, A. Mohr, C. Fisher, E. Hambleton, Deputy Chief Irwin, J. Johnson, A. Baldinger, L. Kaplan, M. Kaplan, R. Kerr, S. Hinkel, R. Ciasca & S. Estelow

Open Public Meeting Act:

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In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM March 23, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, and Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: None APPOINTMENTS:	-	-
7	At this time Comm. Ciasca recognized a young Burlington Township resident by the name of Dominic Mazzio who's wish is to become a firefighter. Upon his wishes the Board of Fire Commissioner's agreed to make this young man's dream come true. Comm. Ciasca read a resolution appointing Dominic Mazzio as an honorary member of the Burlington Township Fire Department. A motion was made by Comm. Painter and seconded by Comm. Field to approve this resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
8	Honorary B.T.F.D. Member Dominic Mazzio was presented by the department with a set of gear, firefighter helmet, key and firefighters badge and was welcomed into the department. DIRECTOR'S REPORT	-	-
9	Director Stewart read his report as follows: <ul style="list-style-type: none"> • The carpet manufacturer (Shaw) flew in three technicians to remove the carpet tile and apply new adhesive in the training room. There was no cost to the 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	<p>District.</p> <ul style="list-style-type: none"> Final preparations are being made for the final inspection trip for the new rescue. 	-	-
11	<ul style="list-style-type: none"> A copy of a recent Appellate Court decision concerning OPRA compliance and non-profit fire companies is in dropbox. 	-	-
12	<ul style="list-style-type: none"> At a tractor trailer fire on March 15th we had six sections of hose soaked with diesel fuel. The cleaning of this hose is not feasible. The cost is approximately \$700 to replace the hose. This cost is below our insurance deductible. I have given the information to our insurance agent to see if we can recoup the cost from the truck owner's insurance. 	-	-
13	<p>Comm. Painter questioned if this hose is now considered "trashed" and can serve no other purpose. Dir. Stewart informed her that it was and has been bagged for proper disposal due to the fuel being considered a hazardous material.</p>	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
	<p>F.O. Tomaszewski's report as follows:</p>		
14	<ul style="list-style-type: none"> During the month of February the Fire Prevention Bureau performed 36 Life Hazard and Non Life Hazard inspections. A total of 15 re-inspections. 	-	-
15	<ul style="list-style-type: none"> Public Education: There are no public education events currently scheduled. 	-	-
16	<ul style="list-style-type: none"> Fire Investigations: 2/4/16, 250 Mill Road, oven fire, 2/12/16, 14 Whitford Drive, dryer fire and 2/20/16 1714 Hancock Lane, cooking fire. 	-	-
17	<ul style="list-style-type: none"> Planning Board: March—American Asphalt Company, LLC was given approval to add a smaller batch plant to the current location. Frontier Development was given conditional approval to demolish the current structure located at 2601 Mt. Holly Rd. and build two new buildings to contain a Verizon Wireless, Starbuck and Vitamin Shop. The next meeting is scheduled for April 14th. 	-	-
18	<p>PUBLIC SESSION—There was no discussion under Public Session.</p>	-	-
	<p>OLD BUSINESS</p>		
19	<p>At this time FO Tomaszewski provided the Commission with a demonstration of the new ProPhoenix Inspection Program as requested. The Commission thanked him for his time with the demonstration and his explanation of how the new system works to save the bureau much time in data entry due to the download capability of the system.</p>	-	-
20	<p>Dir. Stewart also provided the Commission with a quick overview of how our department SOPs are now available for view by our membership, by use of the Target Safety Program used for our mandatory training. Comm. Painter asked if the old SOP binders have been destroyed now that the information is available online. Dir. Stewart informed her that they will be collected and destroyed to avoid any confusion.</p>	Collect old SOP books and destroy	Dir. Stewart
21	<p>A motion was made by Comm. McDonough and seconded by Comm. Painter to approve travel resolutions for the Pierce Rescue Apparatus Inspection trip on March 29th thru March 31st for Dir. Stewart, FO Tomaszewski, AFO Irwin, V, CE Marino, Comm. Thompson and Scott Estelow.</p>	-	-
22	<p>Comm. Ciasca thanked the membership for their attendance at the meeting in support of our new Honorary Member Dominic Mazzio.</p>	-	-
	<p>CHIEF LESHNER'S REPORT</p>		
23	<p>Chief Leshner reported that we had 100 incidents in the month of February for a total of 1,111 man hours.</p>	-	-
24	<p>Chief Leshner also reported that letters have been sent to those members that have not completed their mandatory training. Those that have not completed or scheduled their mandatory physicals will be notified within the next two weeks.</p>	-	-
25	<p>Chief Leshner reported that recruitment and retention of membership is also being looked into. He has spoken with Mary Ann Bell with the township school system to</p>		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
25cont.	discuss recruitment in the school during the lunch hour as well as the possibility of an Explorer Program or Firefighter for the Day Program.	Research	Chief Leshner
26	Chief Leshner commented that we are also looking at the apparatus replacement program with the possibility of a long term replacement plan and the refurbishment of 3035. He stated that he is aware of the financial burden that will be upon us in the near future with apparatus replacement, radio purchases and SCBA replacement.	Research	Chief Leshner
27	NEW BUSINESS—There was no New Business to discuss. APPROVAL OF VOUCHERS	-	-
28	A motion was made by Comm. Thompson and seconded by Comm. Field to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried. APPROVAL OF MINUTES	-	-
29	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the minutes of the February 24, 2016 Regular meeting and March 10, 2016 Work Session meeting. Roll call was held with all in agreement. Motion carried. REPORT OF SOL. SENDZIK	-	-
30	Comm. Ciasca commented on the OPRA Act and its relation to the fire district and the fire companies in regards to the recent Appellate Court decision. He stated documents such as minutes, constitutions and by-laws, polices and possibly financial records could be effected. Robert Ciasca questioned if the companies would still be allowed to continue with fundraising activities. It was stated that the companies can continue with their fundraising activities but have to be accountable for the funds collected and how they are allocated. Sol. Sendzik provided a more legal aspect to the courts decision and its effect on volunteer fire companies. HEALTH AND WELFARE	-	-
31	There was no comments made under Health and Welfare. MISCELLANEOUS	-	-
32	There was discussion under Miscellaneous. DEPARTMENT ACCOMPLISHMENTS	-	-
33	The Commission commented on making Dominic Mazzio's dream of becoming a firefighter a reality in his honorary membership into the B.T.F.D.	-	-
34	Comm. Ciasca thanked Dir. Stewart, FO Tomaszewski and AFO Irwin for their work in making the availability of our SOPs and other important information easily retrievable to our membership. He also thanked them for the demonstration on the new inspection program that was provided at tonight's meeting. GOOD OF THE BOARD	-	-
35	There was no discussion under Good of the Board. A motion was made by Comm. Painter and seconded by Comm. Field to adjourn the meeting. Motion carried.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: D. Painter

Transcribed By: C. Warren

Date, Time & Place:

April 14, 2016

7:00pm

Sta. 302, Work Session

Participants: Comm. Field, Comm. Painter, Comm. Thompson, Dir. Stewart, Chief Leshner & Sol. Sendzik

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post January 6 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm April 14, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Thompson, Comm. Field & Comm. Painter.	-	-
4	Flag Salute was held & the location of emergency exits were pointed out to those in attendance.	-	-
	APPOINTMENTS:		
5	There were no appointments to be made.	-	-
	NEW MEMBER(S)		
6	A motion was made by Comm. Field and seconded by Comm. Thompson to accept Patrick Falkenstein as a Junior Firefighter assigned to Station 301. Roll call was held with all in agreement. Motion carried.	-	-
	PUBLIC SESSION		
7	Comm. Painter opened the meeting to the public. There was no comment from the public and the Public Session was left open.	-	-
	OLD BUSINESS		
8	Dir. Stewart reported that the apparatus inspection trip was successful despite the fact that due to the weather the airline flight coming home was canceled and we had to spend an extra day away until we could get a flight home. He stated that we found a few items incorrect with the apparatus, these were rectified at that time with no cost to the District. He also stated that had some credits on various items and also found items that we missed, we made the necessary changes such as a back up camera as well as a few metal partitions here and there.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9	Dir. Stewart advised that the apparatus will be at Fire and Safety for its final preparations and the installation of the turtle tiles in the compartments. It should then be in Burlington Township by Thursday, April 21st, then to ESI to have the hydraulic tools installed. He noted that currently it is on our insurance as we are going through the process of getting a title of origin and registration completed.	-	-
10	Dir. Stewart informed the Commission that Stokelys donated some wood to the department. The membership is currently working to turn this wood into cribbing so that it is ready by the time the apparatus is placed in service.	-	-
	NEW BUSINESS		
11	Dir. Stewart advised that Commission that he has received a resignation letter from Lt. Andrew Baldinger. He stated that Lt. Baldinger is resigning his position as lieutenant as well as an interior firefighter due to health reasons. A motion was made by Comm. Field and seconded by Comm. Thompson to accept Lt. Baldinger's resignation. Roll call was held with all in agreement. Motion carried.	-	-
12	Dir. Stewart informed the Commission that we will need a resolution at the next meeting to provide authorization for the online auction of the 1989 Pierce Lance Rescue, the 1994 International as well as an old copier no longer used by the department. He stated that the Burlington Township Police Department has shown interest in the 1994 International but no formal request has been made. He advised that if a request is received then the apparatus can be removed from the online auction. Comm. Thompson questioned who the online auction company was and Dir. Stewart informed him that it is called GovDeals.com and is used for the auction of municipal government surplus and is very successful.	Resolution to authorize online auction needed for next meeting	Sol. Sendzik/ Dir. Stewart
13	Dir. Stewart provided the Commission with an update on the activities of the Apparatus Committee. He stated that they have completed the specifications for the new 3012 and the only difference between these specifications and the previous engines is that of items that no longer exist or Pierce has changed. He commented that the light bar is no longer made and the command zone that sits by the driver has been changed by Pierce. However, we did add a small air compressor to keep the air up in the apparatus, just as we did in the rescue truck. The cost for these changes are minimum. Dir. Stewart stated his intentions are to again use HGAC as he explained its process to the Commission.	-	-
14	Dir. Stewart advised the Commission that the SOP for Apparatus Recertification has been updated to include clarification regarding failure guidelines, engine/aerial operators and re-qualifying engine and aerial operators. Chief Leshner stated that it has been approved by the Chiefs Board. A motion was made by Comm. Field and seconded by Comm. Thompson to approve SOP# 405 Apparatus Recertification. Roll call was held with all in agreement. Motion carried.	-	-
15	Dir. Stewart advised the Commission that he received an email from Aud. Elliott in regards to the audit. He stated that the audit is completed but the State has made a change and this change causes the audit to be completed in whole at a later time. The State has extended the filing period because of this change. The change concerns pensions and Aud. Elliott is awaiting the State to release the pension report to complete the audit for submittal.	-	-
16	Dir. Stewart informed the Commission that American Custom Drying has approached the department about some storage units (Seaboxes) they would like to donate to us if we can use them. He commented that we are running out of storage space and these units would help ease the problem. A discussion ensued regarding the type of storage unit, its placement, its looks, ordinances that may effect it and such. A concern was raised as to its placement regarding the timeline of the resurfacing of the new training pad. The Commission gave Dir. Stewart permission to continue to research this issued and report back at the next meeting.	Permission given to continue research on additional storage	Dir. Stewart
17	Dir. Stewart stated that we should look into reviewing the Appreciation Dinner and try to improve upon it. He stated that there have been some comments about the awards taking too long and that the officers are not commended by awards for their job as officers. It was agreed that we should get together and discuss the affair and find the best ways to improve upon it. It was also agreed that the recent venue change was a fine improvement to start with.	Review and improve next dinner	Commission/ Dir. Stewart & C. Warren

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
18	<p>Dir. Stewart reminded all that the Financial Disclosure Forms are due and can be completed online. He stated that the State is becoming more strict on its timeline for submittal of the forms and fines will be assessed.</p> <p>GOOD OF THE BOARD</p>	-	-
19	<p>Comm. Field commented that there was a good article in Firehouse Magazine written by Michael Wilbur regarding the things that emergency vehicle drivers should be aware of. He stated that it also defined what an emergency is as well as the types of responses that fire departments encounter. Comm. Field stated that he feels our department does very well in how we respond to incidents and how we categorize what an emergency response is and how we will respond. Chief Leshner stated that we recently reviewed our SOP regarding same and made appropriate changes to our responses.</p>	-	-
20	<p>Comm. Field also commented on a recent helicopter landing zone site response. He questioned the safety of landing at a school during school hours. Chief Leshner replied that he is aware that the helicopter was called for an 18 month old child and that they were contacted by EMS. He also stated that later EMS as well as the school district contacted him in regards to the matter and its poor choice as a helicopter landing zone, during school hours. He expressed to the school district that he agrees that the helicopter should not have landed at the school during school hours and that he would be investigating the matter. He stated that he is currently investigating this incident and still needs to speak with the fire department officer in charge of that incident. He does know that EMS called for the helicopter as well as advising where it was to land. He commented that there is a landing zone on Bustleton Road that should have been used instead of the school landing zone during school hours. Dir. Stewart advised that at times it is a rush between the fire department response to set up a landing zone versus the helicopter landing time, as both are dispatched at the same time.</p>	Investigation being conducted	Chief Leshner
21	<p>Comm. Painter reminded all that this week is National Volunteer Week. She stated that on behalf the of the Board of Fire Commissioners she thanked our volunteers for their time and dedication to their profession. She also thanked them for their time in advancing their training skills and the extra hours it entails, in the name of protecting our residents, our community and those that travel through it.</p> <p>ADJOURNMENT</p>	-	-
22	<p>A motion was made by Comm. Field and seconded by Comm. Thompson to adjourn the meeting. The meeting was adjourned at 7:39pm.</p>	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

April 27, 2016
7:00pm
Regular Session

Participants: Comm. Ciasca, Comm. Field, Comm. Thompson, Dir. Stewart, Sol. Sendzik, FO Tomaszewski, Chief Leshner, Pres. R. Ciasca, Resc. Capt. Irwin & C. Fisher

Open Public Meeting Act:

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In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM March 23, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field and Comm. Thompson	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: None	-	-
7	APPOINTMENTS: None NEW MEMBER(S)	-	-
8	A motion was made by Comm. Thompson and seconded by Comm. Field to approve Hayley Hunter as a Junior firefighters with Station 301. Roll call was held with all in agreement. Motion carried. DIRECTOR'S REPORT	-	-
9	Dir. Stewart submitted his report as follows; <ul style="list-style-type: none"> • I would like to commend our Fire Official Matthew Tomaszewski and Fire Prevention Specialist John Irwin, V, a few months ago they provided kitchen safety and fire extinguisher training to the school district food service employees. I have been informed that the training they provided was deemed extensive enough to qualify for continuing education credits for the food service workers. The food service workers are required to receive a certain number of training hours each year and the training provided by the fire department helped them reach their quota. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	<ul style="list-style-type: none"> The annual hose, ladder and pump testing has been completed with no major issues. The summary is available in Dropbox. 	-	-
11	<ul style="list-style-type: none"> The RFP for the paving of the training pad is ready to be advertised. 	-	-
12	<ul style="list-style-type: none"> The new rescue was delivered. Work has started on equipment mounting. The vehicle is presently at ESI for mounting of hydraulic tools and pumps. It is scheduled for return to the station tomorrow morning. 	-	-
13	<ul style="list-style-type: none"> A draft of a Digital Imagery SOP is in Dropbox for discussion at the next Work Session meeting. 	-	-
14	<ul style="list-style-type: none"> In Dropbox is a recent court ruling concerning OPRA 	-	-
15	<p>Sol. Sendzik explained the recent court ruling on OPRA. He stated that we must provide the information to the recipient, but it does not require the department to create a new document to meet the recipients information request. OPRA does not require any creation of new documents to meet a request for information, only current existing documents have to be provided.</p> <p>CHIEF LESHNER'S REPORT</p> <p>Chief Leshner submitted his report as follows:</p>	-	-
16	<ul style="list-style-type: none"> All SOPs have been placed on the Target Solutions website for the members review. I'd like to commend the Chief's Board for their diligence to get this project completed and to Dir. Stewart and Comm. Painter for their review and format standardization of the SOPs. 	-	-
17	<ul style="list-style-type: none"> A new Digital Imagery SOP was reviewed and approved by the Chief's Board at our April meeting for presentation to the Director and Commission. 	-	-
18	<ul style="list-style-type: none"> The Apparatus Committee has met and finalized the 3012 replacement and long term apparatus replacement schedule. The Committee obtained information on the potential of refurbishing 3035. Based on estimated cost versus extended serviceability, we are currently recommending against refurbishment based on the good condition of the truck. We will attempt to extend replacing the ladder until it is 25 years old (estimated 2024.) The committee is currently looking at the potential replacement of 3038. 	-	-
19	<ul style="list-style-type: none"> 2015 Firefighter of the Year Josh Johnson will be honored at the Knights of Columbus in Burlington City on Wednesday, May 11, 2016 at 7:30pm. Members are urged to attend in their Class A uniform. 	-	-
20	<ul style="list-style-type: none"> The next department meeting will be Tuesday, May 31st at 7pm at Sta. 301. 	-	-
21	<p>Comm. Ciasca asked Chief Leshner if the Commission could receive a copy of the Chief's Board agenda in the event they might have anything they would like addressed by the Board. Chief Leshner stated that he would provide this agenda each month as requested.</p> <p>FIRE OFFICIAL TOMASZEWSKI REPORT</p> <p>Fire Official Tomaszewski submitted his report as follows:</p>	-	-
22	<ul style="list-style-type: none"> During the month of February the Fire Prevention Bureau performed 78 Life Hazard and Non-Life Hazard inspections. 	-	-
23	<ul style="list-style-type: none"> Public Education: BCCAP-April 28th, ICE-April 28th, Rimtec-May 11th, Boy Scouts-April 20th and Kids Camp-July 11-15th. 	-	-
24	<ul style="list-style-type: none"> Fire Investigations: March 31st-20 Knightwood Road, bedroom fire, March 15th-Dulty's Lane, truck fire, March 16th-Hackmore Street, lightening strike, March 22nd-601 Fountain Avenue, appliance fire, March 29th-3 LaClede Drive, hot water heater. 	-	-
25	<ul style="list-style-type: none"> Planning Board: April Planning Board meeting was canceled. The next meeting is scheduled for May 12, 2016. <p>PUBLIC SESSION</p>	-	-
26	<p>Comm. Ciasca opened the meeting to the public. There was no comment from the public and the public session was closed.</p> <p>OLD BUSINESS</p>	-	-
27	<p>A short discussion was held regarding the sale of apparatus and equipment no longer</p>		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
27cont.	<p>needed for fire service purposes. Dir. Stewart stated that he was advised that the police department is interested in the '94 International truck, no formal request has been made at this time. He stated that this truck is part of the online auction along with the '89 Pierce Lance and other miscellaneous equipment. It was confirmed that if the Commission decided to make an agreement with the police this unit can be pulled from the online auction. Comm. Ciasca stated that he is concerned with handing over this vehicle when we need to fund radios, scba and apparatus that must be replace in the very near future. He stated we need to find a way to bring funding in to pay for future expenses without the need to burden the taxpayers. Comm. Thompson stated that it is possible we could receive anywhere from \$12,000 to \$30,000 from the sale of the apparatus, this would help with future purchases. Comm. Field commented that at times the department has been called out to assist the police in their duties with the use of lighting and sometimes manpower at accidents. If the apparatus was provided to the police then this could alleviate the need for our volunteers. He also agreed with the idea that selling the apparatus would assist us in funding our future purchases. A resolution was read by title to approve the use of an online sale of District owned property no longer needed for District purposes. A motion was made by Comm. Field and seconded by Comm. Thompson to approve the resolution to place the two vehicles and miscellaneous equipment up for sale on an online auction site. Roll call was held with all in agreement. Motion carried.</p> <p>NEW BUSINESS</p>	Place online auction for the sale of fire apparatus and misc. equipment	Dir. Stewart
28	<p>There was no New Business to discuss.</p> <p>APPROVAL OF VOUCHERS</p>	-	-
29	<p>A motion was made by Comm. Field and seconded by Comm. Thompson to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.</p> <p>APPROVAL OF MINUTES</p>	-	-
30	<p>A motion was made by Comm. Field and seconded by Comm. Thompson to approve the minutes of the March 23, 2016 regular meeting. Roll call was held with all in agreement. Motion carried.</p> <p>REPORT OF SOL. SENDZIK</p>	-	-
31	<p>There was no report from Sol. Sendzik.</p> <p>HEALTH AND WELFARE</p>	-	-
32	<p>It was reported that Andrew "Buck" Baldinger was hospitalized.</p>	-	-
33	<p>Comm. Ciasca thanked all those who reached out to him during his recent hospital stay. He commented on how those thoughts expressed from well wishers brightened his day during this time.</p> <p>MISCELLANEOUS</p>	-	-
34	<p>There was no discussion under Miscellaneous.</p> <p>DEPARTMENT ACCOMPLISHMENTS</p>	-	-
35	<p>The Commission thanked all those involved in obtaining the new apparatus and commended them on a job well done.</p>	-	-
36	<p>The Commission also thanked Chief Leshner on the continued work on updating the SOPs and commended him and those that assisted him on a job well done.</p> <p>GOOD OF THE BOARD</p>	-	-
37	<p>Comm. Field wished the office staff a happy Administrative Professional's Day today.</p>	-	-
38	<p>Comm. Ciasca commented that our newest member Dominic Mazzio has been around to help with the upkeep of the station.</p>	-	-
39	<p>The meeting was adjourned at 7:41pm.</p>	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

May 12, 2016
7:00pm
Sta. 302, Work Session

Participants: Comm. Ciasca, Comm. Field, Comm. Painter, Dir. Stewart, Chief Leshner, Deputy Chief Irwin, III, Pres. R. Ciasca, Pres. L. Daneker, Capt. J. Field, Capt. J. Irwin, V, Lt. J. Johnson & Lt. C. Fisher

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Forwarded to the Courier Post January 6 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm May 12, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field & Comm. Painter.	-	-
4	Flag Salute	-	-
	APPOINTMENTS		
5	A motion was made by Comm. Field and seconded by Comm. Painter to appoint Charles Fisher as 2nd. Lieutenant of Station 301. Roll call was held with all in favor. Motion carried. Comm. Ciasca gave the Oath of Public Office to 2nd. Lieutenant Charles Fisher.	-	-
	NEW MEMBER(S)		
6	There were no new members to bring in. Comm. Ciasca questioned the status of the Recruitment & Retention committee's work. Chief Leshner and Dir. Stewart advised that the committee has met a few times.	-	-
	PUBLIC SESSION		
7	Comm. Ciasca opened the meeting to the public. There was no comment from the public.	-	-
	OLD BUSINESS		
8	Dir. Stewart informed the Commission that all the equipment has been installed on the new 3018 and it is currently in service. He also stated that there is an issue with a vibration in the steering and it is being looked into. He also stated a drivers training session was held with a good turnout of drivers. Comm. Ciasca thanked all involved in getting the rescue outfitted with its equipment and placing the vehicle in service so quickly.	Mechanical issued being looked into by Fire & Safety	FO Tomaszewski & Fire & Safety

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9	Dir. Stewart advised the Commission of the online auction advertising. The old 3018 ('89 Pierce Lance) and the original 3018 ('94 International) will be placed on this online auction as well as other equipment. He stated that before this is done he would like to fix one mechanical issue on the rescue, so as to avoid a potential problem. He also stated that he has not received any request from the police department for the vehicle.	Make mechanical repairs then place online auction.	Dir. Stewart & repair
10	Dir. Stewart informed the Commission that he has provided to them in Dropbox the HGAC process for the purchase of the next engine. He explained to them that this will require the need to pass a few resolutions. The first being a resolution to approve an alternate form of purchasing, this being HGAC. This resolution will be held at the next regular meeting of the Commission. Comm. Ciasca commented to those in attendance the need for the Commission to question such purchases. He explained that upon review of the provided information that there is a significant cost difference between a 1250gpm pump to a 2000gpm pump and the Commission would not be a responsible board if they did not question such matters. He explained that the Commission is not trying to cause problems by asking questions, but just being diligent in their responsibilities, as Commissioners serving in the public interest and that of its firefighters.	Resolution to approve alternated method of purchasing fire apparatus/ equipment	Sol. Sendzik (resolution) & Commission (approval)
11	Dir. Stewart commented that at least 8 bids have been requested for the paving project at Station 301. The bids received are scheduled to be opened on Wednesday, May 18th at 3pm.	Bid opening May 18th @ 3pm	Dir. Stewart
12	Dir. Stewart stated that we currently use school maintenance to handle repairs in our stations. He stated that upon researching the "agreement" for these services we found that it may never have been written and or executed but was a "hand shake" agreement. We did find in our minutes the approval to utilize the school services as well as written report of the cost involved in this service. Comm. Field commented that he believes this agreement was evolving at the same time as our Past Director of Fire Services was at the end his employment with the District, so an actual agreement may not have been generated. Dir. Stewart stated that the school agrees to continue these services therefore we will need to generate an actual written agreement for such services. He also stated that the school could not find a copy of any past agreement.	Prepare agreement with school for maintenance / repairs service	Dir. Stewart & Sol. Sendzik
13	Comm. Field commented that he spoke with Dir. Stewart in regards to the dumpster at Station 302. Dir. Stewart stated that he will contact Public Works Dir. Fazekas to see if they can repair the hole in the dumpster.	Contact Dir. Fazekas	Dir. Stewart
NEW BUSINESS			
14	Dir. Stewart provided the Commission with a draft of a Digital Imagery SOP. He then explained the need for this SOP. He stated that we recently had an issue related to a member taking photos with a phone at a scene that involved a school bus accident with children involved. He stated that the issue was looked into and we found that we had no SOP to deal with this type of situation. This Digital Imagery SOP covers what is and is not appropriate for distribution as well as devices, personnel, image control and any allowable exceptions. Comm. Ciasca questioned "3a" of the proposed SOP relating to recording of meetings. Dir. Stewart stated that he will clarify "3a" with Sol. Sendzik. The Commission will take action on this SOP at their next regular meeting of May 25th.	Place on May 25th Regular Commission meeting for approval	Dir. Stewart
GOOD OF THE BOARD			
15	Comm. Painter congratulated Rescue Lt. Johnson for his Knights of Columbus Shield Award presented to him on Wednesday night by the Knights of Columbus-Burlington. She also thanked all those members that attend the ceremony to support Rescue Lt. Johnson on this achievement.	-	-
16	Comm. Field thanked all those that assisted with installing the equipment on the new rescue and placing the vehicle in service as quick as they could. He commended then on the fine job that the did.	-	-
17	Comm. Ciasca congratulated Rescue Lt. Johnson as the recipient of the Shield Award this year. He also thanked newly appointed 2nd. Lt. Fisher for taking on his position at lieutenant and thanked all those that help with placing 3018 in service.	-	-
18	The meeting was adjourned at 7:39pm	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

May 25, 2016
7:00 pm
Regular Session

Participants: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, Comm McDonough, Dir. Stewart, FO Tomaszewski, Chief Leshner, Sol. Sendzik, FI Irwin, V, Pres. R. Ciasca, Deputy Chief Irwin, III & J. Johnson.

Open Public Meeting Act:

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In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

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Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM May 25, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field and Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: 1. NJ Assoc. of Fire Districts meeting minutes 2. Thank you letter from the US Immigration & Customs Enforcement	- -	- -
7	APPOINTMENTS: There were no appointments.	-	-
8	NEW MEMBER(S): There were no new members.	-	-
9	DIRECTOR'S REPORT Dir. Stewart submitted his report as follows: • Rescue 3018 is at a tire shop for inspection of tires and balancing. Hopefully this will take care of the issue of shaking at 55—60mph. It should return on Thursday, May 26th. Once we are satisfied the auction of the old vehicles will be advertised.	-	-
10	• On Wednesday, May 18th we received proposals for the regrading and paving of the training pad at 301. The results are listed in a memo in Drop Box. I am recommending we award the contract to Richard T. Barrrett Paving of Trenton for \$22,397.00.	Award contract	Commission
11	• The snow storm of January 22nd to January 24th has been declared a disaster and we may be eligible for reimbursement for several expenses including snow plowing at the stations, standby crew	Submit request for reimbursement	DFS Stewart

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	CHIEF LESHNER'S REPORT		
	Chief Leshner submitted his report as follows:		
12	<ul style="list-style-type: none"> Digital photo SOP that was approved at our last meeting has been forwarded through the Director to the Commission for action at their 5/25/16 meeting. 	Seeking Commission approval	Commission
13	<ul style="list-style-type: none"> SOP Review: While reviewing our SOPs it was found that several important issues had been removed or discarded including the Mandatory Physical Program and four safety related SOPs. A proposed new medical surveillance SOP was put together and the four safety related SOPs were reviewed and revised by the Safety Committee. SOPs were reviewed and approved at the May Chief's Board meeting and are being forwarded to the Director for review and transfer to the Commission for the June Work Session. 	Seeking Commission approval	Commission
14	<ul style="list-style-type: none"> All approved grid changes have been forwarded to Paul Matlack for updating in the Central computer. 	-	-
15	<ul style="list-style-type: none"> The Apparatus Committee met with a representative from Pierce and is scheduled to meet with a representative from Rescue One for the potential replacement of 3038 on 6/1. Captain Lane has also requested that we look into a replacement for 3068. 	-	-
16	<ul style="list-style-type: none"> The 2015 Firefighter of the Year, Josh Johnson was honored at the Knights of Columbus in Burlington City on Wednesday, May 11th at 7:30pm. He thanked those members that were in attendance. 	-	-
17	<ul style="list-style-type: none"> 3018 is in service, I'd like to thank Capt. Irwin, Lt. Johnson and all members who assisted in placing the unit in service in a short period of time. 	-	-
18	<ul style="list-style-type: none"> I have met with Westampton Deputy Chief Farnsworth relating to complaints and issues between the two departments which have been ongoing for along period of time. He has added 301 to several areas of their town and we are working on scheduling dates for the members to meet and show the new rescue in an attempt to foster a better working relationship. 	Schedule dates	Chief Leshner
19	<ul style="list-style-type: none"> The next Department meeting will be Tuesday, May 31st at 7pm at Sta. 301. 	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski submitted his report as follows:		
20	<ul style="list-style-type: none"> During the month of April the Fire Prevention Bureau performed 66 Life Hazard and Non-Life Hazard inspections. A total of 30 re-inspections, complaint and permit inspections were completed. 	-	-
21	<ul style="list-style-type: none"> Public Education: BCCAP-April 28th, ICE-April 28th, Rimtec-May 11th, Boy Scouts-April 20th, Goddard School-May 21st and Kids Camp-July 11-15th. 	-	-
22	<ul style="list-style-type: none"> Fire Investigations: April 28th-109 Elbow Lane-building fire, April 12th- 14 Tattersall Drive-trash can fire, April 20th-1701 Salem Road-kitchen fire, April 21st-Rancocas & Sunset Rds.-vehicle fire, April 22nd-2002 Mt. Holly Road-appliance fire and April 28th-Sunset & Salem Rds-brush fire. 	-	-
23	<ul style="list-style-type: none"> Planning Board May: Drs. Eye Care was approved for an addition. The Masonic Home Charity Foundation General Development Plan was approved to build 62 age restricted duplex units and 106 apartments. Site plans will be submitted for each phase of construction. The next meeting is scheduled for June 9th. 	-	-
24	<ul style="list-style-type: none"> Continuing Education: The PAAI annual training conference will be June 13th thru June 17th. Investigators K. Hinkel, J. Irwin, V and R. Ciasca will be attending the conference. This years topics include post blast investigation, death scene documentation, fire affects on the body, fire protection systems, report writing and curriculum vitae. 	-	-
	PUBLIC SESSION		
25	There was no comment or discussion under Public Session.	-	-
	OLD BUSINESS		
26	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the Digital Imagery SOP as proposed. Roll call was held with all in agreement. Motion carried. Sol. Sendzik explained that this includes the recording of private meetings and that those involved must be aware and permission must be given by the presiding person.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
27	Sol. Sendzik explained in detail the resolution for the use of HGAC to purchase fire apparatus, which led to no questions or concerns for same. A motion was made by Comm. Field and seconded by Comm. Thompson to approve a resolution for an alternate form of purchasing for fire apparatus namely HCAG. Roll call was held with all in agreement. Motion carried.	-	-
28	A resolution was read by Sol. Sendzik to authorize a contract award for the training pad paving. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution to Authorize a Contract Award for the Training Pad Paving. Roll call was held with all in agreement. Motion carried.	-	-
	NEW BUSINESS		
29	There was no New Business discussed.	-	-
	APPROVAL OF VOUCHERS		
30	A motion was made by Comm. Field and seconded by Comm. McDonough to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-
	APPROVAL OF MINUTES		
31	A motion was made by Comm. Painter and seconded by Comm. Field to approve the minutes of April 27, 2016 Regular Session and May 12, 2016 Work Session minutes. Roll call was held with all in agreement. Motion carried.	-	-
	REPORT OF SOL. SENDZIK		
32	Sol. Sendzik reported that in accordance with the law in regards to the OPRA act the Board is not required to create new documents to meet the needs of an OPRA request.	-	-
33	Sol. Sendzik also advised the Board that no certification is needed for the Board to pay their utilities. A purchase order can be created but is not required to be signed off on by the utility vendor and the Board can pay on the purchase order/invoice only, no certification is needed for payment.	-	-
	HEALTH AND WELFARE:		
34	It was reported that members Andrew Baldinger, Brian Massimi and Kurt Brock are all recovering from a recent illness.	-	-
35	MISCELLANEOUS: No report.	-	-
	DEPARTMENT ACCOMPLISHMENTS		
36	Eamonn Fitzpatrick-Ruth and Eric Anderson were thanked for taking the time to review our EMS bags, bringing them up to date by removing all expired items and replacing them with new.	-	-
37	Rescue Captain John Irwin, V and Rescue Lt. Josh Johnson were thanked for their work in the smooth and quick transition from the old rescue to the new rescue, thus placing the new unit in service quickly.	-	-
	GOOD OF THE BOARD		
38	There was no discussion under Good of the Board.	-	-
	CLOSED SESSION		
39	A motion was made by Comm. Field and seconded by Comm. Painter to move into Closed Session for the purpose of litigation and personnel. Roll call was held with all in agreement. Motion carried.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Date, Time & Place:

June 22, 2016
7:00 pm
Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Ciasca, Comm. Field, Comm. Painter, Sol. Sendzik, Dir. Stewart, FO Tomaszewski, Chief Leshner, FI Irwin, V, Pres. Ciasca and Aud. Elliott

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM June 22, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field and Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	At this time Auditor Elliott reviewed the annual audit with the Board of Fire Commissioners. He explained that this year the audit was much more difficult to complete and was held up due to the State releasing the actuary report late. However they gave the Fire District's additional time due to this issue. Aud. Elliott reviewed the report page by page with the Commission and highlighted on certain areas relating to pensions, deferred inflows and outflows of resources and the general obligation bonds. A short discussion was held regarding the deferred inflows and outflows of resources and pensions. Aud. Elliott read and explained page 30 and 31 of the audits in regards to the Independent Auditors Report on the Internal Control over Financial Reporting. He also commented that there were no line item transfers to be approved in the budget.	-	-
7	A motion was made by Comm. Field and seconded by Comm. Painter to approve a resolution accepting the annual audit and authorizing publication of the synopsis pursuant to N.J.S.A. 40A:5A16 and N.J.S.A 40A:1489. Roll call was held with all in agreement. Motion carried.	-	-
8	A motion was made by Comm. Field and seconded by Comm. Painter to approve a resolution certifying compliance with N.J.S.A. 40A:5A-17 with the Independent Auditors Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards as well as group affidavit signed by the Commission. Roll call was held with all in agreement. Motion carried.	-	-
9	Commissioner Ciasca thanked Aud. Elliott for his work on preparing the audit as well	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9cont.	as Dir. Stewart and the office staff for overseeing the budget and being able to make sure that we needed no line item transfers this year.		
10	CORRESPONDENCE: 1) Thank you letter from the B.T.H.S. Scope Program	-	-
11	APPOINTMENTS: A motion was made by Comm. Painter and seconded by Comm. Field to appoint Walter Howard as a NJ State Certified Firefighter with the Burlington Township Fire Department. Roll call was held with all in agreement. Motion carried.	-	-
12	NEW MEMBER(S) A motion was made by Comm. Painter and seconded by Comm. Field to approve the membership of Michael Taylor, Jr.- Probationary Firefighter, Sta. 301, Sara Walters - Probationary Firefighter, Sta. 301 and Lucas Britton—Junior Firefighter, Sta. 301. Roll call was held with all in agreement. Motion carried.	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart submitted his report as follows;		
13	<ul style="list-style-type: none"> The online auction of 4 items has completed. The results are listed in a separate memo. 	-	-
14	<ul style="list-style-type: none"> The process of decommissioning the hazmat de-con trailer has begun. Some equipment will be dispersed within the department. Burlington County Hazmat Team has been given the opportunity to look at the equipment to see if it fits their needs. The Burlington Township Public Works Department is interested in the trailer. The trailer was given to use by the Police Department. I recommend a resolution transferring ownership of the trailer to the Township of Burlington 	-	-
15	<ul style="list-style-type: none"> Once the paving of the training pad is complete I would like to get some external storage for several items. I visited the Sea Box Company in Cinnaminson and they have storage boxes available. 	-	-
16	<ul style="list-style-type: none"> We had a minor accident with 3012, the front bumper versus a concrete barrier. There were no injuries. 	-	-
17	<ul style="list-style-type: none"> Several proposed SOP's are available in Drop Box for review. 	-	-
18	A short discussion was held regarding an alcohol and drug screening SOP and it was suggested we research this with Sol. Sendzik.	Research	DFS Stewart/ Sol.Sendzik
	CHIEF LESHNER'S REPORT		
	Chief Leshner submitted his report as follows:		
19	<ul style="list-style-type: none"> The Apparatus Committee met on June 1st with a representative from Rescue One for the potential replacement of 3038. A proposed specification for review and consideration is being created. 	-	-
20	<ul style="list-style-type: none"> The Department was approached by a representative of the County Technical Rescue Team seeking to meet with us for water and ice rescue capabilities. Department representatives met with Chief Steve Scholey and Carl Bittenbender on June 10th and provided input into our department's capabilities. They were impressed with the equipment and training of our personnel. They sought the availability of the rescue and/or the ladder to assist during their responses. To respond to rumors, at this point there has been no commitment from either side on adding us to the County Team. 	-	-
21	<ul style="list-style-type: none"> I'd like to thank and recognize those members for their support during the birthday parade for Dominic Mazzio on June 11th, (5 mutual aid departments also participated). Also for the June 18th Officer Down motorcycle run with 3035 and the Fire Official's door to door visitation in Chateau. 	-	-
22	<ul style="list-style-type: none"> We've received the inventory of the de-con trailer and are in the process of removing equipment that has continued benefit to the department. I've also reached out to the County Emergency Management Coordinator seeking their potential needs should the Fire District approve of the disposition of equipment. 	-	-
23	<ul style="list-style-type: none"> Recruitment and Retention committee is meeting on Tuesday, June 28th. The officers have been asked to assure that their representatives are in attendance. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
23cont.	based on the committee being unable to progress due to lack of participation. New members will be sought should the current members remain inactive.		
24	Comm. Ciasca commented that the Recruitment & Retention Committee is the most important committee for the future of our department. He agreed with Chief Leshner that if those on the committee are not going to participate then they need to resign or be removed and replaced.	Possible replacement of members	Chief Leshner
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski submitted his report as follows:		
25	<ul style="list-style-type: none"> During the month of May the Fire Prevention Bureau performed 47 Life Hazard and Non-Life Hazard inspections. A total of 30 re-inspections and 2 complaint inspections were completed. 	-	-
26	<ul style="list-style-type: none"> Public Education: Mazzio parade on June 11th, CERT Team on June 13th, Faith Deliverance Church on June 14th, Chateau Apts on June 18th, Clydesdale Drive Block party on June 25th, Kids Camp on July 11 thru 15th, Chuck-E-Cheese on July 20th and Rancocas Estates Block party on September 3rd. 	-	-
27	<ul style="list-style-type: none"> Fire Investigations: Vehicle fire on Mt. Holly Rd. & Rt. 541 on May 3rd, kitchen fire at 1701 Salem Road on May 3rd., apartment fire at Etoile Court on May 9th and a vehicle fire on Devlin Avenue on May 21st. 	-	-
28	<ul style="list-style-type: none"> Planning Board: June—Cedar Properties site place was approved for 19,600sq. ft. retail shopping center at Wedgewood Village, American Custom Drying was approved to make an addition to their office space, build a pole barn and a 5,000 sq. ft. warehouse. The next meeting is scheduled for July 14th. 	-	-
	PUBLIC SESSION		
29	There as no discussion under Public Session and it was left open.	-	-
	OLD BUSINESS		
30	A motion was made by Comm. Field and seconded by Comm. Painter to approve travel resolutions for Kyle Hinkel, Robert Ciasca and John Irwin, V in the amount of \$300 each for attendance at PAAI. Roll call was held with all in agreement. Motion carried.	-	-
31	A motion was made by Comm. Field and seconded by Comm. Painter to approve a resolution notifying the public of the Board's intent to contract with Pierce Mfg. for a Pierce Impel Triple Combination pumper pursuant to N.J.S.A. 52:34-6.2 (B)(3) under HGAC. Roll call was held with all in agreement. Motion carried.	-	-
	NEW BUSINESS		
32	A motion was made by Comm. Field and seconded by Comm. Painter to dispose of the hazmat trailer. Roll call was held with all in agreement. Motion carried.	-	-
33	A motion was made by Comm. Field and seconded by Comm. Painter to approve the following SOPs: Driver Training Requirements, Driver Suspension, Motor Vehicle Accidents, Personal Accountability System Procedures and Firefighter Medical Surveillance. Roll call was held with all in agreement. Motion carried.	-	-
34	Dir. Stewart advised the Commission that he looked into some outside storage units and has provided photos and a cost breakdown for the units. Comm. Ciasca commented that though he is not against outside storage he is concerned with how it will look and if it is or is not going to be permanent. A short discussion followed regarding its placement, storage units/shed or pole barn structure and any ordinances relating to either structure. It was agreed that further discussion on the subject will be held at the next meeting.	Further discussion at next meeting	Commission/ DFS Stewart
	APPROVAL OF VOUCHERS		
35	A motion was made by Comm. Field and seconded by Comm. Painter to approve the vouchers for payment as submitted. Roll call was held with all in agreement. Motion carried.	-	-
36	APPROVAL OF MINUTES: None	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
37	REPORT OF SOL. SENDZIK: No report.	-	-
38	HEALTH AND WELFARE: No report.	-	-
39	MISCELLANEOUS: No report.	-	-
	DEPARTMENT ACCOMPLISHMENTS		
40	Comm. Ciasca thanked all those that have supported and continue to support our member Dominic Mazzio, especially during his recent birthday celebration. He also commented on the Trenton Thunder game and its support of pediatric cancer in reference to Dominic.	-	-
41	Comm. Ciasca commented that we should look into other means of support for other causes such as cancer and diabetes. He stated that one fire company raised funds by shaving their heads.	-	-
	GOOD OF THE BOARD		
42	A motion was made by Comm. Field and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 8:23pm	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

July 27, 2016
7:00 pm
Regular Session

Participants: Comm. Painter, Comm. Field, Comm. McDonough, Comm. Thompson, DFS Stewart, FO Tomaszewski, Chief Leshner, FI Irwin V, Deputy Chief Irwin, III, Sol. Sendzik, Jo. Field, K. Mullen, Ji. Field, W. Howard, K. Hinkel & E. Hambleton

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM July 27, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Field, Comm. Thompson, Comm. McDonough and Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Painter directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: 1) Letter from Mt. Laurel Fire Dept. thanking the B.T.F.D. for their assistance at a vehicle/structure fire on Wednesday, June 22nd.	-	-
7	PRESENTATIONS: At this time Comm. Painter presented to Fire Official Matthew Tomaszewski his certificate of achievement in attaining the Executive Fire Officer Program Certification. She congratulated him on his achievement and thanked him for the many hours he put in to attain this certification. Comm. Field commented that FO Tomaszewski spent a lot of time to reach this goal including time away from his family spent at school. He stated that the National Fire Academy even sent out questionnaires to the Commission in relation to his certification. He thanked and congratulated FO Tomaszewski on this achievement.	-	-
8	APPOINTMENTS: There were no appointments	-	-
9	NEW MEMBER(S): There were no new members to bring into the department.	-	-
10	PUBLIC SESSION: Left open Kevin Mullen from Dist. 40 expressed how thankful they are for allowing the use of B.T.F.D. reserve apparatus. The mutual friendship between Burlington Township and Florence fire departments helped Florence out in a tremendous way by being able to	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	<p>continue to provide proper service to the residents of Florence and its surrounding communities. Their apparatus should be back in service by tomorrow as they were waiting on parts. Chief Leshner and Dir. Stewart stated that when the request was made they agreed to make sure that our mutual aid department was taken care of.</p>	-	-
	<p>DIRECTOR'S REPORT</p>		
11	<p>Dir. Stewart submitted his report as follows:</p>	-	-
	<ul style="list-style-type: none"> • The training pad paving is complete. Dir. Stewart stated that the training pad turned out better than he had anticipated it would be. He also stated that he will speak with Aud. Elliott to see if we can utilize the funding for the training pad paving to fund the asphalt repairs. The cost are \$11,500. A motion was made by Comm. McDonough and seconded by Comm. Thompson to approve the use of capital funds pending Aud. Elliott's approval. Roll call was held with all in agreement. 	-	-
12	<ul style="list-style-type: none"> • The old 3018 is scheduled for pickup around August 11th or 12th. The fire chief from Buenos Aires, Argentina that will be utilizing the apparatus asked if we could hold on to it a little longer until the proper arrangements could be made to transfer it. Comm. Painter asked is payment for it had been received. Dir. Stewart stated that we have already received payment for the apparatus and holding the apparatus a few extra days is not a problem. 	Awaiting p/u	Mar Chiquita, Buenos Aires, Argentina
13	<ul style="list-style-type: none"> • We will be hosting a drive thru clinic on October 1st. Dir. Stewart stated that this was very successful last year and it was requested to be held again. 	-	-
14	<ul style="list-style-type: none"> • The front end shake on the new 3018 has been resolved. It involved an adjustment of the drive shaft angle. 	-	-
15	<ul style="list-style-type: none"> • We received a check from the State in the amount of \$875.22 for unclaimed property. 	-	-
16	<ul style="list-style-type: none"> • I am soliciting quotes for seal coating the asphalt at Stations 301 and 302. 	-	-
17	<ul style="list-style-type: none"> • The reserve engine was lent out to District 40 due to both of their apparatus being out for repairs. 	-	-
18	<p>Comm. Field commented that the pre-emption device at the corner of Beverly Road and Rt. 130 is no longer working and it looks as if the box has been moved. Dir. Stewart stated that he would contact the County with the hopes of having it repaired.</p>	Contact County for repair	Dir. Stewart
	<p>CHIEF LESHNER'S REPORT</p>		
	<p>Chief Leshner submitted his report as follows:</p>		
19	<ul style="list-style-type: none"> • Thanks to FO Tomaszewski and the administrative staff for their work to secure the Federal Grant for the airparks. The SCBA Committee in conjunction with the Training Committee will be continuing to work to finalize their recommendations for Director Stewart and the Commission's approval. 	-	-
20	<ul style="list-style-type: none"> • I'd like to thank and recognize those members for their support of several department events over the past month, including Kids Camp, Pediatric Cancer Motorcycle Run, block party and birthday party attendance and continuous ongoing training events. 	-	-
21	<ul style="list-style-type: none"> • Approved landing zones were placed into an electronic format which are uploaded into the iPads in the apparatus, thanks to FPS Irwin for his work on this project. They were also sent to the Township for update of the Emergency Operation Plan which has not been updated in several years. 	-	-
22	<ul style="list-style-type: none"> • Equipment from the de-con trailer that has continued benefit to the department has been removed and distributed. The County Emergency Management Coordinator is interested in the remainder of equipment for their potential use. 	-	-
23	<ul style="list-style-type: none"> • I have calculated the results of the survey that was completed at the department meeting in June. The results show satisfactory results and improvement in several areas. 	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
	<p>Fire Official Tomaszewski submitted his report as follows:</p>		
24	<ul style="list-style-type: none"> • During the month of June the Fire Prevention Bureau performed 47 Life Hazard and Non-Life Hazard inspections. A total of 31 re-inspections and 2 complaint inspections were completed. 	-	-
	<ul style="list-style-type: none"> • Public Education: Mazzio parade-June 11th, CERT Team-June 13th, Faith 		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
26 27	<p>Deliverance Church-June 14th, Chateau Apts-June 18th, Clydesdale Dr. block party-June 25th, Kids Camp-July 11th-15th, Chuck E. Cheese-July 20th, Orly Way birthday party-Aug. 14th and Rancocas Estates block party-September 3rd.</p> <ul style="list-style-type: none"> • Fire Investigations: There were no fire investigations conducted in June. • Planning Board: The July Planning Board meeting was canceled. The next meeting is scheduled for August 11, 2016. 	-	-
	<p>OLD BUSINESS</p>		
28	<p>A resolution was read by Sol. Sendzik to authorize the contract award to Pierce Mfg. for one Pierce Impel Pumper for the cost of \$589,813.00 thru HGAC. Comm. Field motions to accept the resolutions as read by Sol. Sendzik, seconded by Comm. Thompson. Roll call was held with all in agreement. Motion carried.</p>	-	-
29	<p>A resolution was read by Sol. Sendzik to accept the FEMA Grant Award in the amount of \$358,500.00 for the purchase of SCBA. This includes the Fire District matching funds of 10% in the amount of \$35,850.00. A motion made by Comm. McDonough and seconded by Comm. Field to approve this resolution as written. Roll call was held with all in agreement. Motion carried.</p>	-	-
30	<p>A continued discussion was held regarding additional storage to be placed outside on or around the training pad at Station 301. Dir. Stewart provided to the Commission information and prices on pole barns. He also informed the Commission that if we choose a pole barn that would suit our needs it would cost around \$25,000. He also stated that it will also create the need for ground work preparation, concrete and electrical service installations. Comm. Painter questioned if we had the property to install a pole barn. Dir. Stewart stated that he has staked out an area that would be suitable. It was agreed that continued discussion would be held at the next meeting and no decision was agreed upon at this time.</p>	Discussion to be continued at next meeting	Commission /Dir. Stewart
31	<p>NEW BUSINESS: There was no New Business to discuss.</p>	-	-
	<p>APPROVAL OF VOUCHERS</p>		
32	<p>A motion was made by Comm. Field and seconded by Comm. McDonough to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.</p>	-	-
	<p>APPROVAL OF MINUTES</p>		
33	<p>A motion was made by Comm. Field and seconded by Comm. McDonough to approve the minutes of April 14, 2016 Work Session, May 26, 2016 Regular Session and June 22, 2016 Regular Session. Roll call was held with all in agreement. Motion carried.</p>	-	-
	<p>REPORT OF SOL. SENDZIK</p>		
34	<p>Sol. Sendzik stated that prior to loaning District apparatus to Dist. 40 we made sure that a proper certificate of insurance coverage was obtained.</p>	-	-
	<p>HEALTH AND WELFARE:</p>		
35	<p>Comm. Painter commented that department member/past Captain of Station 301 Brian Chase is very ill. She informed all that if anyone is interested in sending a get well card can obtain his address from Chris Warren at the District office. Brian Chase now lives in Florida.</p>	-	-
36	<p>MISCELLANEOUS: There was no discussion under Miscellaneous.</p>	-	-
	<p>DEPARTMENT ACCOMPLISHMENTS</p>		
37	<p>Comm. Painter congratulated FO Tomaszewski on his obtaining his Executive Fire Officers certification.</p>	-	-
38	<p>Comm. Painter thanked all those that assisted with the first Emergency Services Youth Academy that consisted of the fire, police and EMS departments. She stated that the reaction from the kids was that they enjoyed it. She also stated that during the academy graduation Chief Leshner pushed the recruitment issue for our department.</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
39cont.	Dir. Stewart stated that Deputy Chief Irwin has a short report on the activities of the Recruitment & Retention Committee. Deputy Chief Irwin informed the Commission that the committee will be designing and erecting membership drive signs to be posted in eight different locations throughout Burlington Township. He also stated that we are having banners professionally created for use at public events as well as posted at the Burlington Township compost site and Sta. 301. Sta. 303 will advertise on their new marquee after it is installed. Mike Harasym will attempt to attend the opening of the high school to distribute recruitment information, Chief Leshner will contact Mary Ann Bell to obtain school approval.	Create signs & install. Contact school	Recruitment & Retention Committee Chief Leshner
40	Comm. Painter stated that the AFG Grant from FEMA for \$358,500.00 for the purchase of SCBA is a great achievement and she thanked all those who assisted with putting the grant together. A short discussion was held regarding press releases regarding the grant. Dir. Stewart stated that there were three press releases in the news. Dir. Painter suggested that we do something on our own to advise our community of this achievement. FO Tomaszewski suggested we use Nixle to get the information out. Comm. Painter asked all to think about ideas and we would continue this discussion at the next meeting.	Continued discussion at next meeting	Commission /Dir. Stewart
41	A motion was made by Comm. McDonough and seconded by Comm. Field to approve up to \$1,000 for the Recruitment & Retention Committee to purchase supplies for their membership drive signs. Motion carried.	-	-
42	FO Tomaszewski congratulated newly NJ State Certified Firefighter Walter Howard on battling his first fire, a street sweeper.	-	-
	GOOD OF THE BOARD		
43	A motion was made by Comm. Thompson and seconded by Comm. McDonough to adjourn the meeting. Roll call was held with all in agreement. Motion carried. The meeting was adjourned at 7:36pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:
August 24, 2016
7:00 pm
Regular Session

Participants: Sol. Sendzik, Dir. Stewart, FO Tomaszewski, Pres. R. Ciasca, Res. Lt. J. Johnson, Chief C. Leshner, Res. Capt. J. Irwin, V & Deputy Chief J. Irwin, III

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM August 24, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Painter, Comm. Thompson and Comm. Ciasca	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	NEW BUSINESS		
6	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the travel resolutions to attend Firehouse Exposition in Nashville, TN between October 19th and 23rd for the following attendees: Comm. Terry Field, Captain Joseph Field, Asst. Engineer James Field, Lt. Steven Hinkel, FF Tyler Randt, Deputy Chief John Irwin, III, Rescue Captain John Irwin, V, Fire Official Matt Tomaszewski and Dir. John Stewart. Roll call was held with all in agreement. Motion carried.	-	-
7	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution appointing the District's Attorney as Sendzik & Sendzik. Roll call was taken with all in agreement. Motion carried.	-	-
8	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution appointing the District's Auditor as Mohel, Elliott, Bauer & Gass. Roll call was held with all in agreement. Motion carried.	-	-
	VOUCHERS		
9	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	MINUTES		
10	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the minutes of July 27, 2016 regular meeting. Roll call was held with all in agreement with the exception of Comm. Ciasca who abstained. Motion carried.	-	-
	CORRESPONDENCE:		
11	1) Letter from Deputy Chief Irwin regarding his interest in continuing on as Deputy Chief.	-	-
	2) NJ State Association of Fire Districts June 4, 2016 Quarterly Meeting Minutes.	-	-
11	3) Letter from Pierce Mfg. to Dir. Stewart re: Thank you for the order of the Pierce Impel Pumper.	-	-
11	4) Invitation to Fountain Woods Elementary School's Hero's Day Commemoration scheduled for Monday, September 12, 2016.	-	-
12	A motion was made by Comm. Painter and seconded by Comm. Thompson to accept the correspondence as read by Comm. Painter. Motion was carried.	-	-
13	APPOINTMENTS: There were no appointments	-	-
	NEW MEMBER(S):		
14	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve Kyle Leinheiser and Raymond Harney (pending physical) as Junior Firefighters assigned to Station 301. Roll call was held with all in agreement. Motion carried.	-	-
	DIRECTOR STEWART'S REPORT		
	Dir. Stewart submitted his report as follows:		
15	<ul style="list-style-type: none"> • Received a letter from Pierce Manufacturing confirming our order for a new replacement engine. 	-	-
16	<ul style="list-style-type: none"> • Seal coating and asphalt crack repair at 301 and 302 is complete 	-	-
17	<ul style="list-style-type: none"> • We hosted a FEMA Grant Workshop at Fire District Headquarters yesterday, August 23rd. 	-	-
18	<ul style="list-style-type: none"> • I will be attending a two day course on FEMA Grant Management next week. 	-	-
19	<ul style="list-style-type: none"> • I am asking that the Board review our smoking policy in light of some recent complaints which I have received. 	-	-
20	A short discussion followed in regards to the smoking policy and if this will include other tobacco products such as chewing tobacco and the new vapor cigarettes. Dir. Stewart stated that this will also be looked into as their have been complaints regards "spit bottles" related to the chewing tobacco. The Commission directed Dir. Stewart to sit with the company representatives to discuss this matter and report back. It was also commented that some smokers will open the bay doors to stand outside despite the weather conditions thus allowing the heat to escape outside and at times the cigarette smoke to blows back into the fire station, which defeats the purpose of smoking outside. The disposal of cigarette butts was also discussed despite the availability of disposal units for such purpose. It was agreed that the proper research would be done to develop a proper smoking policy to meet the department needs as well as the health needs of its membership.	Continue with research to develop a SOP regarding the use of tobacco products and such	Dir. Stewart/ Company Representatives
	CHIEF LESHNER'S REPORT		
	Chief Leshner submitted his report as follows:		
21	<ul style="list-style-type: none"> • The SCBA Committee in conjunction with the training committee are evaluating the new Honeywell pack and MSA this Saturday and continuing its work to finalize their recommendation for the Director and District approval. 	Finalize report on SCBA	SCBA Committee
22	<ul style="list-style-type: none"> • I'd like to thank and recognize the members for their support of several department and mutual aid events over the past month, including National Night Out, Burlington City, Westampton and Willingboro community events and several department training events. 	-	-
23	<ul style="list-style-type: none"> • The results of the member survey that was completed at the department meeting in June is in your Drop Box. 	-	-
24	<ul style="list-style-type: none"> • The Apparatus Committee is continuing its work on the potential replacement of 3038. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
25	Comm. Thompson questioned if the SCBA demo paks are available. He was advised by Chief Leshner that we have three available paks for review.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski submitted his report as follows:		
26	<ul style="list-style-type: none"> During the month of July the Fire Prevention Bureau performed 40 Life Hazard and Non-Life Hazard inspections. A total of 29 re-inspections and 4 complaint inspections were completed. 	-	-
27	<ul style="list-style-type: none"> Public Education: Kids Camp-July 11-15, Chuck-E-Cheese-July 20th, National Night Out-August 2nd, Orly Way Birthday Party-August 14th, Ridgewood Way Block Party-August 27th, Rancocas Estates Block Party-September 3rd, Fire Prevention Week Open House-October 8th. 	-	-
28	<ul style="list-style-type: none"> Fire Investigation: Kitchen fire at 1130 Sunset Road on July 12th, Dryer fire at 14 Longwood Drive on July 14th, Lawnmower fire at 19 Spruce Road on July 17th, Heater fire at 109 Elbow Lane on July 18th and a Kitchen fire at 1508 Mt. Holly Road on July 25th. 	-	-
29	<ul style="list-style-type: none"> Planning Board: The site plan for Matrix Realty was approved to build a 531,000 sq. ft. warehouse at Pearl Street and River Road. The next meeting is scheduled for September 8, 2016. 	-	-
30	Comm. Ciasca questioned all the incidents at American Custom Drying and if there is anything that can be done to decrease the number of calls at this location. FO Tomaszewski stated that all these calls have been different in nature. Comm. Ciasca was concerned that it might be possible that the facility is not being run in a safe manner and we might want to look into it. Comm. Thompson commented that the facility is also a form of experimental lab to dry liquid products. He also stated that there could be a "housekeeping" issue with the build up of dust and other particles on various surfaces in the facility. Comm. Ciasca requested that FO Tomaszewski look into a way to decrease the number of incidents at this location if possible.	Look into solutions to decrease incidents at American Custom Drying	FO Tomaszewski
31	FO Tomaszewski also advised the Commission that he would like to change the annual fire prevention open house from Friday night to Saturday. He stated that we may attract more people on a Saturday as opposed to Friday as other department also have their open house on Friday night. The date would be October 8th at Sta. 301.	Fire Prevention Open House scheduled for Oct. 8th	FO Tomaszewski
32	PUBLIC SESSION: There was no comment under Public Session and it was closed.	-	-
	OLD BUSINESS		
33	The Commission continued their discussion from their previous meeting regarding exterior storage solutions. Dir. Stewart reminded them that he has provided them the information regarding a pole barn as well as the "Sea Boxes" storage containers. He also informed the Commission that the pole barn cost does not include other elements such as a concrete pad and electrical service. Comm. Painter stated that she prefers that we look more toward the pole barn due to the fact that it will look better and probably hold up better over the years. Dir. Stewart stated that he spoke with Mike Wright and he has no concerns with the installation of a pole barn. He also reminded the Commission that this is not an emergency purchase and we can wait to properly budget for it if we choose. Comm. Ciasca stated that he would like the Facilities Committee to review this project and asked Dir. Stewart to work with them to come to the best solution to our problem, the Board would like something more applicable and aesthetic to our surroundings.	Research/ Review viable options for exterior storage solution	Dir. Stewart/ Facilities Committee
34	REPORT OF SOL. SENDZIK: No report	-	-
	HEALTH AND WELFARE:		
35	Comm. Ciasca asked for a moment of silence in respect to the passing of B.T.F.D. Station 301 Life Member, Past Captain and Past President Brian Chase who passed away on Sunday, August 14th.	-	-
36	MISCELLANEOUS: There was no discussion under Miscellaneous.	-	-
	DEPARTMENT ACCOMPLISHMENTS		
37	Comm. Ciasca thanked Chief Leshner for the recent survey results and that our	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
37cont.	membership responded to the survey in the positive manner. The results were pleasant to review.		
38	GOOD OF THE BOARD: No discussion was held. CLOSED SESSION	-	-
39	A motion was made by Comm. Painter and seconded by Comm. Thompson to move into closed session for the purpose of personnel. Roll call was held with all in agreement. Motion carried.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:
September 28, 2016
7:00 pm
Regular Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Thompson, Sol. Sendzik, DFS Stewart, FO Tomaszewski, Chief Leshner, Deputy Chief Irwin III & Res. Capt. Irwin V

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM September 28, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present:	-	-
4	Flag Salute	-	-
5	Comm. Ciasca asked all to remain standing in a moment of silence for Station 303 member and Past Burlington City Chief Marty Jasinski.	-	-
6	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	CORRESPONDENCE:		
7	a) Thank you note from Dentsply Prosthetics re: Safety Training.	-	-
8	APPOINTMENTS: There were no appointments	-	-
9	NEW MEMBER(S): There were no new members	-	-
	DIRECTOR STEWART'S REPORT		
	Dir. Stewart submitted his report as follows:		
10	<ul style="list-style-type: none"> • The Township has asked that we send representatives to the Council Meeting on October 18th in order to help them meet their best practices requirements of the State. 	-	-
11	<ul style="list-style-type: none"> • We received a letter from Insurance Services Office (ISO) indicating that they wish to review the department. They last visited 5 years ago. We are preparing the required information and we will be meeting with the ISO representative on October 7th. 	-	-
12	<ul style="list-style-type: none"> • A Health Department Drive-Thru Flu Clinic will be held this Saturday from 		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
12 cont.	9am to 12pm. First Responders may walk in at 8:30am prior to the start of the clinic for a flu shot.	-	-
13	<ul style="list-style-type: none"> Fire Police vehicle 3068 received some damage to the body on the passenger side. The location and time of the damage cannot be determined. The repair cost is less than our deductable. 	Repair vehicle	Dir. Stewart
14	<ul style="list-style-type: none"> A car leaving a parking space backed into 3014 at a call on September 26th, very minor scratch to the chrome trim on the driver's side rear compartment. 	-	-
15	<ul style="list-style-type: none"> In dropbox is a proposed smoking/tobacco use policy for discussion. 	-	-
16	<ul style="list-style-type: none"> I would request to meet with a Board Committee and maybe the fire company presidents concerning the Appreciation Dinner awards and program. 	Review to be held.	Commission Reps./Dir. Stewart/Fire Co. Presidents
17	<ul style="list-style-type: none"> A reminder that we will be going back to two meetings per month starting in October. 	-	-
18	There were no questions from the Commission in regards to Dir. Stewart's report.	-	-
	CHIEF LESHNER'S REPORT		
	Chief Leshner submitted his report as follows:		
19	<ul style="list-style-type: none"> I attended each of the station meetings in September to provide updates and to respond to any issues, concerns and/or rumors. 	-	-
20	<ul style="list-style-type: none"> The SCBA Committee in conjunction with the Training Committee presented the membership of the department with the new Honeywell and MSA packs on Saturday, September 27th. The members had the opportunity to use both packs in order to provide input into which pack they felt we should purchase. Upon completion all members were asked to complete surveys during which time it was a unanimous decision to recommend the MSA pack. 	-	-
21	<ul style="list-style-type: none"> The Apparatus Committee is continuing to work on the potential replacement of 3038 and has obtained information from two vendors. The Committee will meet on October 4th in order to review the documentation that was received and also to review the final specifications for the replacement of 3012. 	-	-
22	<ul style="list-style-type: none"> I was invited and attended a Secured Waters Workshop that was sponsored by the County Office of Emergency Management. The group is tasked with identifying and developing Emergency Operations Procedures aimed at increasing safety and security of the Burlington County Port community. 	-	-
23	<ul style="list-style-type: none"> I'd like to thank the Commissioners and members who represented our Department at Past Chief Jasinki's funeral with special thanks to Capt. Hinkel and Vice-President Walker for the use of 3011 to carry him to his final resting place. 	-	-
24	<ul style="list-style-type: none"> The next Departmental meeting will be held on Tuesday, November 1st at 7pm. 	-	-
25	Comm. Ciasca asked if we have replaced our Apparatus Committee chairman, due to resignation. He was informed that Chief Leshner is currently holding this position. Comm. Ciasca also asked that the Commission be advised when various committee meeting are held.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski submitted his report as follows:		
26	<ul style="list-style-type: none"> During the month of August the Fire Prevention Bureau performed 48 Life Hazard and Non-Life Hazard inspections. A total of 32 re-inspections and 1 complaint inspection were completed. 	-	-
27	<ul style="list-style-type: none"> Public Education: National Night Out-August 2nd, Orly Way-Birthday Party-August 14th, Ridgewood Way Block Party-August 27th, Rancocas Estates Block Party-September 3rd, Prince Associates-September 29th, OTC-September 29th, Back To School Night-September 20th & 27th, Fire Prevention Week Open House-October 8th, Goddard School-October 5th, Golden Moments -October 11th, Mayor's Health Fair-October 15th, Homecoming Parade-October 22nd and BT Schools Craft Show-November 19th. 	-	-
28	<ul style="list-style-type: none"> Fire Investigations: Oven fire on August 28th at #17-19th Street and a brush fire on August 23rd at 1130 Sunset Road. 	-	-
29	<ul style="list-style-type: none"> Planning Board: September Planning Board, the regular meeting was cancelled. In October there will be a special meeting on the 6th and the regular meeting on the 13th. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
30	The Commission congratulated FO Tomaszewski on the birth of his son, Matthew.	-	-
	PUBLIC SESSION:		
31	There was no comment from the Public and this portion of the meeting was left open.	-	-
	OLD BUSINESS		
32	A discussion was held with regards to the storage boxes versus a pole barn to be located alongside the training pad at Station 301. After discussions at previous meetings and a meeting held with the Facilities Committee it was agreed to recommend the pole barn due to aesthetic purposes, durability and maintenance concerns. It was also agreed that if possible and the funds are available to use the 2016 budget funding. If funding is not currently available then we should consider budgeting the funds in our future budgets. The current shed will be disposed of and Station 301 will be allowed to store their items in the pole barn. Comm. Ciasca questioned if the size of the pole barn versus our needs were reviewed. Comm. Thompson stated that this was investigated we also looked at utilizing the pole barn storage unit for excess equipment currently stored at the other stations. Dir. Stewart stated that the cost of the pole barn will probably be considered in the capital projects line item in the upcoming budget.	Propose cost in 2017 budget to be discussed.	Commission/ Dir. Stewart
	NEW BUSINESS		
33	Dir. Stewart questioned the Commission's wishes in regards to the proposed smoking policy. The Commission reviewed the policy and a motion was made by Comm. Painter and seconded by Comm. Thompson to approve the smoking policy as proposed. Roll call was held with all in agreement. Motion carried. Dir. Stewart stated that he will meet with the company presidents in regards to acceptable smoking areas on our property. These areas will be away from the building. Comm. Ciasca commented on how smokers will open the bay doors and stand just outside or on the edge of being in the building, in bad weather, to smoke. He commented that this allows heat to leave the building and the smoke is carried inside the building, defeating the purpose of smoking outside.	Smoking Policy approved	Dir. Stewart
	VOUCHERS		
34	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-
	MINUTES		
35	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve August 24, 2016 regular meeting minutes. Roll call was held with all in agreement. Motion carried.	-	-
	REPORT OF SOL. SENDZIK		
36	Sol. Sendzik reported that the Local Finance Board has released the 2017 Budget forms and guidelines. He commented that he sent them to Auditor Elliott.	-	-
	HEALTH AND WELFARE:		
37	It was reported that Sam Leone, a retired firefighter from Sta. 301 was ill and admitted to the hospital. He is recovering well and has since returned home from the hospital.	-	-
	RETURN TO OLD BUSINESS		
38	Comm. Ciasca questioned the status of the concrete ramp condition at Sta. 302. He was informed by Dir. Stewart that the matter has been looked over by the Facilities Committee and it may cost almost \$5,000 to replace. Comm. Thompson stated that it needs to be investigated further to decide the best course of action to repair the deterioration.	Continued investigation into best course of action on the concrete ramp.	Facilities Committee/Comm. Thompson & Field/ Dir. Stewart
	MISCELLANEOUS		
39	There was no discussion under Miscellaneous.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	DEPARTMENT ACCOMPLISHMENTS		
40	Comm. Ciasca thanked Chief Leshner and Deputy Chief Irwin for their assistance to District 90 regarding the funeral of Marty Jasinski.	-	-
	GOOD OF THE BOARD		
41	Dir. Stewart stated that while at the annual NJ State Firemen's Convention in Wildwood this year he attended the State Board of Fire Districts meeting. He commented that the major source of discussion was the Cherry Hill Fire Department's denial by the State to obtain approval to repair/replace their burn building.	-	-
	CLOSED SESSION		
42	Dir. Stewart stated that there is a need for a Closed Session meeting for the purpose of contract negotiations. However, it is recommended that a full board be present for the discussion. No Closed Session was held at this time as the full board was not present.	Waiting for a full board meeting.	Commission/ Dir. Stewart
43	The meeting was adjourned at 7:30pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

October 13, 2016
7:00pm
Sta. 302, Work Session

Participants: Comm. Field, Comm. Thompson, Comm. Painter, DFS Stewart, Chief Leshner, Deputy Chief Irwin III and R. Ciasca

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

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Forwarded to the Courier Post January 6 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm October 13, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Field, Comm. Thompson & Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Painter directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	APPOINTMENT: There were no appointments.	-	-
	NEW MEMBER(S): There were no new members.	-	-
7	PUBLIC SESSION		
8	There was no discussion under Public Session. Public Session was left open.	-	-
	OLD BUSINESS		
9	There was discussion under Old Business	-	-
	NEW BUSINESS		
10	Dir. Stewart thanked all who planned and participated in the Fire Prevention Open House as well as all the other Fire Prevention Week activities, they were a great success.	Commission to take official action at their next meeting	Commission
11	Dir. Stewart also advised the Commission that FO Tomaszewski has expressed a desire to enroll in the NJ Certified Public Manager Program in 2017. He stated that as Director he supports this request as it will benefit the department now as well as in the future. The Commission will review this request and take action at the regular		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11 cont.	Commission meeting on October 26th.		
12	Dir. Stewart advised the Commission that he has provided the proposed 2017 budget for their review and discussion at the next meeting. He commented on the Capital Budget items: Replacement of 3038 for a cost of \$360,000 and the possible purchase of a Ford F-350 for a cost of \$75,000. He also stated that the major changes in the budget are related to contractual salary increases and insurance as well as our share of the grant funds for the SCBA purchase.	Review & Discuss at next meeting	Commission/ Dir. Stewart
13	Dir. Stewart also advised that we are still looking into the deteriorating concrete ramp at Station 302. Once the investigation is completed a recommendation will be provided to the Commission for review and discussion.	Active investigation	Dir. Stewart/ Comm. Field
GOOD OF THE BOARD			
14	Comm. Painter thanked all the members of the department that assisted with all the Fire Prevention Week activities as well as the annual Open House that was held on Saturday, October 8th.	-	-
15	Chief Leshner advised the Commission that Past Chief Liberatore has been selected to receive that Lifetime Achievement Award posthumously from the County. The presentation date is October 26th which is also the Commission's regular monthly meeting. We would like to be able to support this presentation despite the fact that it interferes with our previously scheduled monthly Commission meeting, he intends to make his dissatisfaction know to the County.	-	-
CLOSED SESSION			
16	A motion was made by Comm. Field and seconded by Comm. Thompson to move into Closed Session for the purpose of client-attorney matters. Motion carried.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren

Transcribed By: C. Warren

Date, Time & Place:

November 10, 2016

7:00pm

Sta. 302, Work Session

Participants: Comm. Thompson , Comm. Painter, Comm. Ciasca, DFS Stewart, Sol. Sendzik, Aud. Elliott, Chief Leshner, Deputy Chief Irwin III, Res. Capt. Irwin, V and R. Ciasca

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

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Forwarded to the Courier Post January 6 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm November 10, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Thompson & Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	APPOINTMENT: There were no appointments.	-	-
7	NEW MEMBER(S): There were no new members.	-	-
	PUBLIC SESSION	-	-
8	There was no discussion under Public Session. Public Session was left open.	-	-
9	Aud. R. Elliott was in attendance to provide the Commission with a review of the proposed 2017 Fire District budget he has been working on with Dir. Stewart. He reviewed the budget page by page and in the end explained that the tax rate would increase from .085 to .088 due to the capital budget items. He stated that we should have a referendum for the capital projects. A discussion followed regarding the capital projects and our vehicle purchase cost. Comm. Ciasca questioned why we should borrow funds if we can save for our capital projects, Aud. Elliott responded that it depends on were we want our tax rate to be. Aud. Elliott explained that we have already put away \$360,000 for vehicle purchase but need the approval to utilize the funds. He commented that the tax increase would cost the average household a total of a \$12 increase. The Board continued to discuss the tax rate and agreed to make sure that they keep it under .090, as it stands in the 2017 budget it is .088.	-	-
10	Comm. Ciasca questioned what capital projects are we looking to fund in the near future. Dir. Stewart replied we will need to replace our Thermal Imaging Cameras,	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10 cont.	the Chief's vehicle as well as the major purchase of the replacement for the ladder truck, F3035.		
11	Sol. Sendzik explained to the Commission that they will need to hold a special meeting to obtain approval to place the capital projects in the 2017 budget. This meeting is scheduled for December 3rd from 2pm to 9pm, due to the need for a public vote on the issue. The voting will be on a paper ballot and the meeting will be publically advertised in the proper locations as well as the newspaper as required by law. Sol. Sendzik continued to explain how this meeting will be held as it is from 2pm to 9pm.	-	-
12	A special meeting to introduce the budget will be held on December 8, 2016 at 6:45pm with the Work Session meeting to follow at 7pm. The adoption of the 2017 budget will be held at the January 12, 2017 Work Session meeting at 6:45pm. The Commission thanked Aud. Elliott for his continued work on preparing our budgets over the years. Aud. Elliott thanked Dir. Stewart for his assistance in developing and working with him on the proposed 2017 budget. OLD BUSINESS	-	-
13	Dir. Stewart stated that we have received the grant for the purchase of SCBA and would like approval from the Commission to begin the process of procurement. He stated that he already has received HGAC pricing and FEMA has approved it. The Commission questioned Aud. Elliott if he had any issues with beginning the process, he responded that he was in agreement with beginning this process for SCBA.	Begin process	Dir. Stewart
14	A resolution was read Authorizing the Intent to Use an Alternate Procurement Method (HGAC) for the purpose of purchasing Self Contained Breathing Apparatus (SCBA). A motion was made by Comm. Thompson and seconded by Comm. Painter to approve this resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
15	Dir. Stewart informed the Commission that the concrete work at Station 302 has been completed. NEW BUSINESS	-	-
16	A resolution was read regarding the employee contract renewal for the Senior Clerk Typist. A motion was made by Comm. Thompson and seconded by Comm. Ciasca to approve this resolution. Roll call was held with all in agreement, Comm. Painter abstained from the vote. Motion was carried. GOOD OF THE BOARD	-	-
17	Comm. Painter commented on Past Chief Jim Liberatore receiving the Lifetime Achievement Award from the County. She stated that the presentation was bittersweet and that Robert Walker returned from his vacation to receive the award in Chief Liberatore's memory. She commented that she is very proud of our department and the support they showed at this presentation.	-	-
18	Chief Leshner commented that the County Chiefs moved their January dinner meeting to the same night as the Commissioner's meeting. He stated that due to this change some members will not be able to attend the event, they are needed at the Commission meeting instead.	-	-
19	Comm. Ciasca asked the Commissioners if they felt we were in need of having the November 23rd regular meeting. The Commission agreed that the meeting was not needed, being the day before Thanksgiving. The November 23rd Commission regular monthly meeting was canceled.	-	-
20	CLOSED SESSION — There was no Closed Session ADJOURNMENT	-	-
21	A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting. The meeting was adjourned at 8:11pm	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

December 3, 2016
2pm to 9pm
Sta. 301, Special Meeting

Participants: Comm. Ciasca, Comm. Field, Comm. Painter, Comm. Thompson and Comm. McDonough

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

1. Filed written notice with the Clerk of the Township of Burlington on November 16, 2016
2. Published in the Burlington County Times on November 18, 2016
3. Posting official notice in the following places: Burlington Twp. Municipal Complex, Burlington Twp. Police Department, Board of Fire Commissioners-District Office, Burlington Twp. Recreation Department and Burlington Twp. Green Acres Park
4. Filed written notice with the members of this body

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 2:00pm	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Painter, Comm. Thompson & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	OLD BUSINESS—There was no Old Business to discuss. NEW BUSINESS	-	-
7	The polls were opened for a special election held between the hours of 2:00pm and 9:00pm, or longer if necessary, to determine whether the Board of Fire Commissioners of Fire District No. 1, Township of Burlington, County of Burlington, State of New Jersey shall raise funds for a utility/cascade truck in an amount not to exceed three hundred sixty thousand dollars (\$360,000), a pickup truck with utility body in an amount not to exceed seventy-five thousand dollars (\$75,000), a storage building in an amount not to exceed thirty thousand dollars (\$30,000), and SCBA replacement in an amount not to exceed three hundred ninety four thousand three hundred fifty dollars (\$394,350) and, at said meeting, the legal voters shall determine, by election ballot, the amounts to be raised for the above projects pursuant to N.J.S.A. 40A:14-84. The amounts determined to be raised at said time and place shall be included in the next annual budget of the Fire District under the section for capital appropriations.	-	-
8	The elections results were as followed:		
8a	38 legal voters voted in the affirmative and 8 voted in the negative on the capital project entitled utility/cascade truck.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8b	38 legal voters voted in the affirmative and 8 voted in the negative on the capital project entitled pickup truck with utility body.	-	-
8c	37 legal voters voted in the affirmative and 8 voted in the negative on the capital project entitled storage building.	-	-
8d	43 legal voters voted in the affirmative and 2 voted in the negative on the capital project entitled SCBA replacement.	-	-
9	<p>A motion was made by Comm. Field and seconded by Comm. Thompson , that a Resolution Authorizing Capital Projects—\$360,000.00—utility/cascade truck, \$75,000.00—pickup truck with utility body, \$30,000.00—storage building and \$394,350.00—SCBA replacement be adopted. Roll call was held with all in agreement. Motion was carried.</p> <p>ADJOURNMENT</p>	-	-
10	A motion was made by Comm. Painter and seconded by Comm. McDonough to adjourn the meeting. The meeting was adjourned at 9:17pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

December 8, 2016
6:45pm
Sta. 302, Special Meeting

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Sol. Sendzik, Aud. Elliott, Dir. Stewart & R. Ciasca

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times (Official Newspaper)
Forwarded to the Courier Post (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:45pm December 8, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Painter, Comm. Ciasca & Comm. Field	-	-
4	Flag Salute	-	-
5	Comm. Painter directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise. OLD BUSINESS	-	-
6	Aud. Robert Elliott was in attendance at the meeting to provide an introduction to the 2017 Fire District budget. Aud. Elliott reviewed the budget page by page with the Commission. He proceeded to read the budget information to include the amount to be raised by taxation as \$1,948,000 with total appropriations of \$3,161,671 as well as the tax rate of .088. He commented on the capital appropriation funds to include projects regarding the replacement of SCBA, replacement of the utility/cascade truck, a pickup truck with a service body, a storage facility as well as reserve for future apparatus.	-	-
7	The meeting was opened to the public for comments or questions. There was no comment or questions from the public.	-	-
8	A resolutions was read by Sol. Sendzik regarding the introduction and approval of the 2017 Fire District budget as explained by Aud. Elliott. A motion was made by Comm. Field and seconded by Comm. Painter to approve this resolution. Roll call was held with all in agreement. Motion carried.	-	-
9	Sol. Sendzik and Aud. Elliott both commented to the Board at how well run the District is compared to other departments. Aud. Elliott stated that Dir. Stewart does a great job each year in helping to develop and prepare the budgets.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Comm. Ciasca and Comm. Field thanked Aud. Elliott and Dir. Stewart for their continued hard work on the preparation of each years budget, as they become more and more difficult to process. NEW BUSINESS	-	-
11	There was no New Business to discuss.	-	-
12	A motion was made by Comm. Field and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 7:00pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:

December 8, 2016
7:00pm
Sta. 302, Work Session

Participants: Comm. Painter, Comm. Field, Comm. Ciasca, Sol. Sendzik, Dir. Stewart & R. Ciasca

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post January 6 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm December 8, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Painter, Comm. Field & Comm. Ciasca	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	APPOINTMENT: There were no appointments.	-	-
7	NEW MEMBER(S): There were no new members.	-	-
8	PUBLIC SESSION—There was no comment from the public. OLD BUSINESS	-	-
9	A resolution was read by Col. Sendzik notifying the public of the Board's intent to contract with Witmer Public Safety Group, Inc. for Self Contained Breathing Apparatus buy use of HGAC. A motion was made by Comm. Painter and seconded by Comm. Field to approve this resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
10	Comm. Ciasca thanked Dir. Stewart and the staff for their work on the grant to obtain the funds to replace our aging SCBA. This grant will save the Fire District approximately \$120,000.	-	-
11	Dir. Stewart advised the Commission that this was the first step, we will need to award the contract at the next meeting, in the amount of \$382,000.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	NEW BUSINESS		
12	Dir. Stewart informed the Commission that Chief Leshner attended a seminar today at the county regarding active shooters. It is his intention to bring this information to our department for training purposes.	-	-
13	Dir. Stewart stated that Fire Official Tomaszewski is at Planning Board tonight and the discussion is in part to the Masonic Home expansion.	-	-
14	Dir. Stewart also informed the Commission that John Irwin, V is currently providing a public education program to the area cub scouts tonight.	-	-
15	Dir. Stewart advised the Commission that 2017's Swearing In falls on January 1st, New Year's Day. Therefore we will hold it the following Sunday, January 8th so as not to interfere with the holiday.	-	-
16	Dir. Stewart stated that he spoke with Ed Miller from Pierce and was advised that the apparatus is ahead of schedule and is set to be delivered in April instead of June. This will cause the final inspection trip to be held sometime in late March.	-	-
	HEALTH/WELFARE & SICKNESS REPORT		
17	It was reported that Fire Official Tomaszewski has returned back at work and member Brian Massimi is back home from his hospital stay.	-	-
18	MISCELLANEOUS—No report	-	-
19	DEPARTMENT ACCOMPLISHMENTS—No report	-	-
	GOOD OF THE BOARD		
20	Comm. Painter reported that Ed Hoffman, Jr. has been appointed as a police officer with the Cherry Hill Police Department since his graduation from the Gloucester Police Academy.	-	-
21	CLOSED SESSION — There was no Closed Session	-	-
	ADJOURNMENT		
22	A motion was made by Comm. Painter and seconded by Comm. Field to adjourn the meeting. The meeting was adjourned at 7:25pm.	-	-

**TOWNSHIP OF BURLINGTON
BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1**

Distribution: Comm. Ciasca, Comm. Field, Comm. McDonough, Comm. Thompson and Comm. Painter

Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place:
December 28, 2016
7:00 pm
Regular Session

Participants: Comm. Painter, Comm. Thompson, Comm. Field, Comm. McDonough, Sol. Sendzik and FO Tomasewski

Open Public Meeting Act:

The New Jersey Open Public Meeting, N.J.S.A 10:46-6 seq., was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with provisions of the Act, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington has caused notice of this meeting to be published by having the date, time, place and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times on January 6, 2016 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2016
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM December 28, 2016	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Painter, Comm. Thompson, Comm. Field and Comm. McDonough	-	-
4	Flag Salute	-	-
5	CORRESPONDENCE a) Letter from Relief Fire Co. #3 re: 2017 Officers b) NJ State Fire District's Assoc. meeting minutes	-	-
6	APPOINTMENTS— There were no appointments to be made.	-	-
7	NEW MEMBER(S) - There were no new members to approve.	-	-
8	DIRECTOR STEWART'S REPORT—There was no report from Dir. Stewart CHIEF LESHNER'S REPORT Chief Leshner submitted his report as follows:	-	-
9	<ul style="list-style-type: none"> • Burlington County Prosecutor's Active Shooter Program-We have met with the Township Police Department regarding our involvement in active threats within the township and training is planned for spring of 2017. 	-	-
10	<ul style="list-style-type: none"> • I attended the County Active Shooter Awareness training on December 8th. A County Rescue Task Force will be made up of EMTs from local departments with mandatory training and equipment requirements. (Equipment \$1500.00 per member, 909 has committed approximately 20 personnel) Fire departments will act in a support role and work only in the cold zone. All fire department personnel will be required to be trained to the awareness level. 	-	-
11	<ul style="list-style-type: none"> • Apparatus Committee: Delivery date for 3012 has been pushed up to early April. The capital budget approval has been accomplished, the committee will be meeting in January to review and finalize specifications for 3038's 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
12	<p>replacement.</p> <ul style="list-style-type: none"> The next Departmental meeting will beheld on January 31, 2017 at 7pm at Sta. 301. 	-	-
13	<ul style="list-style-type: none"> I'd like to thank the Commission, officers and members for their support this past year and hope that we can continue to make progress through 2017. 	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
	<p>Fire Official Tomaszewski submitted his report as follows:</p>		
14	<ul style="list-style-type: none"> During the month of November the Fire Prevention Bureau performed 45 Life Hazard and Non-Life Hazard inspections. A total of 35 re-inspections and 2 complaint inspections were completed. 	-	-
15	<ul style="list-style-type: none"> Public Education: Dory-Lyn-November 2nd, Masonic Home-November 7th Disaster Drill and Extinguisher Training, BT Schools-November 19th craft show, Food Pantry 5K-December 3rd, Chick-Fil-A-December 6th and the Burlington Twp. Annual Tree Lighting-December 1st. 	-	-
16	<ul style="list-style-type: none"> Fire Investigations: There were no fire investigations in the month of November. 	-	-
17	<ul style="list-style-type: none"> Planning Board: December Planning Board-December 8th, site plan and minor sub-division was approved for the Masonic Village of Burlington, The final site plan was approved for HGMG Transload. 	-	-
18	<p>PUBLIC SESSION: There was no public and the Public Session was left open.</p>	-	-
	<p>OLD BUSINESS</p>		
19	<p>A resolution was read by Sol. Sendzik awarding a contract to Witmer Public Safety Group, Inc. through the use of the HGAC procurement for breathing apparatus. A motion was made by Comm. Field and seconded by Comm. McDonough to approve the resolution with Witmer Public Safety Group, Inc.. Roll call was held with all in agreement. Motion carried.</p>	-	-
20	<p>A resolution was read by Sol. Sendzik authorizing the notice of public meetings. A motion was made by Comm. Field and seconded by Comm. McDonough to approve the resolution authorizing the notice of public meetings. Roll call was held with all in agreement. Motion carried.</p>	-	-
21	<p>A resolution was read by Sol. Sendzik to establish a temporary budget for 2017. A motion was made by Comm. McDonough and seconded by Comm. Thompson to approve the resolution to establish a temporary budget for the year 2017 for a total of \$234,368.12. Roll call was held with all in agreement. Motion carried.</p>	-	-
22	<p>NEW BUSINESS—There was no New Business to discuss</p>	-	-
	<p>VOUCHERS</p>		
23	<p>A motion was made by Comm. McDonough and seconded by Comm. Field to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.</p>	-	-
	<p>MINUTES</p>		
24	<p>A motion was made by Comm. McDonough and seconded by Comm. Thompson to approve the minutes of November 10, 2016 Work Session, December 8, 2016 Special Meeting, December 8, 2016 Work Session and December 3, 2016 Special Meeting. Roll call as held with all in agreement. Motion carried.</p>	-	-
25	<p>REPORT OF SOL. SENDZIK—There was no report from Sol. Sendzik</p>	-	-
26	<p>HEALTH AND WELFARE– There was no report under Health & Welfare</p>	-	-
27	<p>MISCELLANEOUS: There was no discussion under Miscellaneous.</p>	-	-
	<p>DEPARTMENT ACCOMPLISHMENTS</p>		
28	<p>Comm. Painter stated that she attended the last Chiefs Board meeting and commented on how Chief Leshner handled the possibility of some past members returning to the</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
28cont.	department from Burlington City. She reiterated the idea that we need to put the past in the past and not judge people for their past decisions. We need to welcome them back and hope that it benefits the department and our community.		
29	GOOD OF THE BOARD: No discussion was held.	-	-
30	CLOSED SESSION—There was no Closed Session ADJOURNMENT	-	-
31	A motion was made by Comm. McDonough and seconded by Comm. Field to adjourn the meeting, motion carried. The meeting was adjourned at 7:12pm.	-	-