

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

Distribution: *Comm. Ciasca, Comm. Field, Comm. Painter & Comm. Vincent*
Recorded By: C. Warren
Transcribed By: C. Warren

Date, Time & Place: January 5, 2014
 11:00AM
 Sta. 301, Trng. Rm.
 Special Meeting - Swearing In

Participants: *Comm. Painter, Comm. Ciasca, Comm. Field, Comm. Vincent, 2014 Officers and their families.*

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 December 2012 (Official Newspaper)
 Forwarded to the Courier Post on December 2012 (Informational Purposes Only)
 Posted on the Bulletin Board at the Township Municipal Building on December 2012

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	The meeting was brought to order by Comm. Ciasca at 11:00am with the flag salute following. Roll call was held with all Commissioners present.	-	-
2	Comm. Ciasca thanked all for coming out despite the recent weather and informed all of the emergency exits if needed.	-	-
	SWEARING IN OF 2014 OFFICERS		
3	At this time Comm. Ciasca appointed Scott B. Estelow as Department Chief. A motion was made by Comm. Vincent and seconded by Comm. Field to approve the appointment of Scott B. Estelow as Department Chief. Roll call was held and all were in agreement, Comm. Painter abstained. Motion carried. Comm. Painter gave the Oath of Office to Chief Estelow.	-	-
4	A motion was made by Comm. Vincent and seconded by Comm. Field to appoint Christopher Johnson as Assistant Chief. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Assistant Chief Johnson.	-	-
	A motion was made by Comm. Vincent and seconded by Comm. Field to appoint Ernest Hambleton and Bret Gares as Assistant Chiefs. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Assistant Chief Hambleton and Assistant Chief Gares.	-	-
5	A motion was made by Comm. Painter and seconded by Comm. Field to appoint John Irwin, V as Rescue Captain and Nick Marino, James Field and Adam Green as Captain to their respective stations. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Captains' Irwin, Marino and Green.	-	-
6	A motion was made by Comm. Field and seconded by Comm. painter to appoint Mike Rock, Joseph Field, Bruce Napier, Kurt Green and Shawn McDonough as Lieutenants' to their respective stations. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Lieutenants' Rock, Field, Green	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
7	and McDonough. A motion was made by Comm. Painter and seconded by Comm. Field to appoint Kyle Hinkel, Jeff Steere, Sr., Art Green, as Chief Engineers' of their respective stations and Andrew Mohr, Jr., Leo Kelly. and Ray Klaus as Assistant Engineers' to their respective stations. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Chief Engineer Hinkel, Steere, Sr. and Green and Asst. Engineers' Mohr, Kelly and Klaus.	-	-
8	A motion was made by Comm. Vincent and seconded by Comm. Painter to appoint Warren Lane as Captain of Fire Police, and Mike Huelsenbeck as Lieutenant of Fire Police as well as Laurence Schaefer, John Grigaitis, Howard Dickerson, Mike Kaplan, Ronald Jernigan, Bruce Gomola, Chris McCormac, Richard Neeld, Glen Stewart and Eamonn Fitzpatrick-Ruth as Fire Police Officers'. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Captain Lane and Lt. Huelsenbeck as well as Fire Police Schaefer, Dickerson, Gomola, Kaplan, Jernigan, McCormac, Neeld, Stewart and Fitzpatrick-Ruth.	-	-
9	A motion was made by Comm. Painter and seconded by Comm. Vincent to appoint Matthew Tomaszewski as Fire Official and Craig Leshner Sr. and Robert Ciasca as Assistant Fire Officials. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Fire Official Tomaszewski and Asst. Fire Official Leshner and Ciasca.	-	-
10	A motion was made by Comm. Painter and seconded by Comm. Vincent to appoint Warren Lane, Howard Nixon, Anthony Ciasca, John Irwin V, Scott Estelow, Robert M. Walker, Mike Rock and Kyle Hinkel as Inspectors' and or Investigators' as deemed. Roll call was held with all in agreement and Comm. Ciasca voting as present. Motion carried. Comm. Vincent gave the Oath of Office to Fire Inspector/ Investigators Lane, A. Ciasca, Irwin V, Estelow, Walker, Rock and Hinkel.	-	-
11	A motion was made by Comm. Vincent and seconded by Comm. Painter to appoint Mike Kaplan as Safety Officer and John Irwin, III as Training Officer. Roll call was held with all in agreement. Motion carried. Comm. Vincent gave the Oath of Office to Safety Officer Kaplan and Training Officer Irwin.	-	-
12	CLOSING REMARKS		
12	Comm. Ciasca recognized Chief Diamond for his eight years as Department Chief.	-	-
13	Past Chief Diamond stated that he became Department Chief after Chief Estelow and is now returning the position back to him and wished him best of luck over the next few years.	-	-
14	Comm. Ciasca commented on the good working relationship we have with our town council and thanked them for the many good years. The representatives from our town council expressed their thanks and best wishes to all in the fire department.	-	-
15	The Commission members each thanked all in the department for their time and dedication to the department and wished all a health and happy New year.	-	-
16	The meeting was adjourned at 11:28am	-	-

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

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

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

Date, Time & Place:

January 22, 2014
7:00pm
Regular Session

Participants: Comm. Ciasca, Comm. Painter, Comm. Thompson, Comm. Vincent, Dir. Stewart, FO Tomaszewski, R. Ciasca and 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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM January 22, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson and Comm. Vincent	-	-
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. Petition for the position of Commissioner for Deborah Painter.	-	-
	APPOINTMENTS/SWEARING IN OF OFFICERS		
7	Comm. Ciasca announced that Anthony Diamanti was scheduled to be sworn in as a certified firefighter having completed and passing fire school. Unfortunately he was unable to make the meeting due to his work scheduled. Comm. Ciasca stated that when our new firefighters become qualified we will be presenting them with their black helmet as well as swearing them into the department. He also stated that we will be doing the same when our Junior Firefighters turn eighteen and become qualified firefighters.	-	-
	NEW MEMBERS		
8	A motion was made by Comm. Painter and seconded by Comm. Thompson to accept Dean Miller as a firefighter at Station 302. Roll call was held with all in agreement. Motion carried.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	DIRECTOR'S REPORT		
9	Dir. Stewart requested approval of the following policies on a first reading: Active Firefighter, Administrative Action, Code of Ethics, Establishment of a Fire Department, Policy Development and Residency.	-	-
10	Dir. Stewart requested approval of the following By-Law: Role of the Board	-	-
11	Dir. Stewart requested approval on the employee contract for Christine Warren.	-	-
12	Dir. Stewart informed the Commission that the manufacturer of the new engine is progressing on schedule. We have been given drawings to review and will be meeting with the Pierce representative next week. The scheduled completion of the engine is mid to late June.	-	-
13	Dir. Stewart reported that we had an on duty injury while on mutual aid assignment in Florence. The workers compensation claim has been filed and the firefighter is doing well.	-	-
14	Dir. Stewart also reported that we did have a minor personal motor vehicle accident, it was not reportable to the insurance.	-	-
15	Dir. Stewart completed his report by stating that the Notice of Election notice was placed in the newspaper and a copy is in drop box, as well as we receive one petition for the open Commissioner seat.	-	-
	CHIEF ESTELOW REPORT		
16	Chief Estelow was unable to attend the meeting due to his work schedule. Comm. Ciasca questioned Asst. Chief Hambleton if he had a report, he replied that he did not have a report from Chief Estelow. FO Tomaszewski provided Asst. Chief Hambleton a copy of Chief Estelow's report. Asst. Chief Hambleton read the report as follows:	-	-
17	• A review is being held of the SOPs to bring them all up to date.	-	-
18	• Anthony Diamanti graduated from Firefighter I and Christian Haviland obtained the highest academic score.	-	-
19	• The Assistant Chief positions have been reassigned to different stations and it is progressing in a positive manner.	-	-
20	• A review of all the officers will be completed through the year and if they are not performing up to standard then they may be removed from office.	-	-
21	• The Rescue Lieutenant position is still vacant.	-	-
22	• We will be conducting a survey of the department to provide a plan for our future.	-	-
23	• Accident reporting kits have been provided to each station for each apparatus.	-	-
24	• The light bar on the Duty Chiefs vehicle has been repaired.	-	-
25	• We will be reviewing the regional response plan with District 90.	-	-
26	• The listing for those needing mandatory physicals has been posted.	-	-
27	• He reminded all that the budget/election is on February 15th from 2pm to 9pm.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	January Report		
28	FO Tomaszewski reported that during the month of December the Fire Prevention Bureau performed 17 Life Hazard and 19 Non Life Hazard inspections. A total of 25 re-inspections were completed. For 2013 the Fire Prevention Bureau performed 523 total inspections and 357 re-inspections.	-	-
29	• Public Education: We helped the Goddard School do emergency planning on December 13.	-	-
30	• Junior Firefighter Academy: The legalities and logistics are being researched.	-	-
31	• Fire Investigation: We performed two fire investigations on two car fires.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
32	<ul style="list-style-type: none"> Planning Board: The reorganization meeting was held on January 9th and we heard testimony for Lion-FGC Neck and River Road Improvements. 	-	-
	<p>December Report</p>		
33	FO Tomaszewski reported that during the month of November the Fire Prevention Bureau performed 8 Life Hazard and 23 Non Life Hazard inspections. A total of 23 re-inspections were completed.	-	-
34	<ul style="list-style-type: none"> Public Education: We held fire extinguisher training for the Masonic Home on November 12th and helped the Goddard School do emergency planning on December 13th. 	-	-
35	<ul style="list-style-type: none"> Junior Firefighter Academy: Looking into the legalities and logistics of the program. 	-	-
36	<ul style="list-style-type: none"> Fire Investigation: Dollar Tree in Silo Plaza, Sylvan Park Road, and Chateau Apts. 	-	-
37	PUBLIC SESSION - There was no discussion under Public Session	-	-
	OLD BUSINESS		
38	A discussion was held regarding the Firewatch SOP #901. FO Tomaszewski stated that Sol. Sendzik has reviewed this SOP and added statutory references, the SOP was reviewed again. FO Tomaszewski informed the Commission that we are currently and unofficially using this SOP with Acme and BCAPP. A motion was made by Comm. Vincent and seconded by Comm. Thompson to approve the Firewatch SOP #901. Roll call was held with all in agreement. Motion carried.	-	-
39	A motion was made by Comm. Vincent and seconded by Comm. Thompson to approve the employee contract with Christine Warren. Roll call was held with all in agreement with the exception of Comm. Painter who abstained from the vote. Motion carried.	-	-
40	A short discussion was held in regards to the motions for approval on the list of policies that have been reviewed by the Commission. The Commission was reminded that all policies must have two readings for approval and all procedures need only 1 reading for approval. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the following polices on 1st reading: Active Firefighter, Administrative Action, Code of Ethics, Establishment of a Fire Department, Policy Development, Residency and Role of the Board. Roll call was held with all in agreement. Motion carried.	-	-
41	Dir. Stewart stated that once completed all documents will be numbered and accessible via internet and in written format.	-	-
	NEW BUSINESS		
42	Dir. Stewart provided the Commission with policies that are in need of review and updating. Comm. Ciasca suggested that we contact our insurance carrier to review the polices in regards to Driving, Restricted Duty and Return To Duty. These will be discussed at the next Work Session.	Discuss at next Work Session	Commission
43	Dir. Stewart informed the Commission that he contacted Serve Pro per Dietz & Watson in regards to the "damage" on F3014. They informed him that they cannot do anything to fix the problem and suggested we contact Dietz & Watson's insurance carrier. He contacted our insurance carrier and an adjuster is scheduled to come out and take a look at the issue. Comm. Painter questioned if any of the turnout gear was effected. Asst. Chief Hambleton stated that the gear was sent out for cleaning.	-	-
	VOUCHERS		
44	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		
45	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the minutes of December 12, 2013 Work Session. Roll call was held with all in agreement. Motion carried.	-	-
46	REPORT OF SOL. SENDZIK - No report HEALTH AND WELFARE	-	-
47	It was reported that there was one injury at the fire in Roebling and that Ed Cook is recovering.	-	-
48	MISCELLANEOUS—No report. DEPARTMENT ACOMPLISHMENTS	-	-
49	Comm. Ciasca commented on the amount of incidents we have responded to in the last few weeks. It was reported that we had ninety nine incidents responded to in the last three weeks. He commended all those who responded for a job well done despite the high call volume in only a short length of time.	-	-
50	GOOD OF THE BOARD A discussion was held in regards to the large number of alarms that we have had that are not true alarms. Comm. Ciasca expressed his concern with minimizing the number of false alarms. Comm. Thompson questioned if we fine businesses for false alarms. FO Tomaszewski informed him that we do as per the Township Ordinance. A continued discussion ensued regarding the possibility of changing the ordinance from three false alarms to two false alarms.	Continue discussion at next Work Session	Commission
51	Comm. Thompson questioned how our daytime response has been. Asst. Chief Hambleton informed him that it has been good even though we are short staffed during the day. He also stated that the Duty Crew's are working out well and that we have some minor issues with Dist. 90 in regards to response with emergency speed versus reduced speed.	-	-
52	A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting. The meeting was adjourned at 7:56pm.	-	-

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

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

Date, Time & Place:
February 26, 2014
7:000pm
Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Ciasca, Comm. Painter, Comm. Thompson, Comm. Field, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Chief Estelow, C. Leshner Sr., C. Johnson, J. Irwin V, J. Johnson, S. Hinkel, R. Caruso, K. Hinkel, J. Field, E. Hambleton and J. Steere Sr.

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM February 26, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson and Comm. Field	-	-
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/SWEARING IN OF OFFICERS	-	-
7	A motion was made by Comm. Thompson and seconded by Comm. Field to appoint Deborah Painter as a Commissioner and James Field as Captain. Roll call was held with all in agreement with the exception of Comm. Painter who abstained. Motion carried. Sol. Sendzik gave the Oath of Office to Commission Painter and then to Captain Field. NEW MEMBERS	-	-
8	A motion was made by Comm. Field and seconded by Comm. Painter to accept Amy Sobel as a social member at Station 302, Dana Sobel as a Junior Firefighter at Station 302 and Evan LaGrange as a Junior Firefighter at Station 301. Roll call was held with all in agreement. Motion carried. DIRECTOR'S REPORT	-	-
9	Dir. Stewart reported that the bond interest in the amount of \$76,525.63 was wired this week, quotations for 2014 landscaping services have been solicited and are due	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9cont.	on March 5th and that Beverly Road Fire Co. #2 has requested permission to swap the engineer and storage room and fabricate a wall mounted hose rack.		
10	Dir. Stewart also reported that the Burlington Marketplace unveiling is scheduled for March 13th from 4pm to 6pm and we also have an outstanding insurance claim for the spotting on the diamond plate of 3014. We have received an estimate of \$35,000 which was forwarded to the insurance company. Dir. Stewart requested direction from the Commission on how to proceed as the spotting is cosmetic in nature and does not affect the function of the vehicle.	-	-
	CHIEF ESTELOW REPORT		
11	Chief Estelow read his reports as submitted:	-	-
	<u>February 2014 Report</u>		
12	SOP's – The Chiefs are going over the SOP's for the department. We are currently working on section 100 and have several proposed changes. They have been forwarded to Director Stewart.	-	-
13	Bodine Avenue Fire – We had a small fire on the second floor of the residence. After completing suppression duties Captain Green informed me that he needed a duty investigator due to the scene looking suspicious. After a few minutes the crews of Engine 3032 and Engine 3022 informed that they found a couple of books about how to make methamphetamine. Once this was determined that this was in deed “Meth Lab” we secured the scene and had to decontaminate the interior crews. Burlington County HazMat along with the NJSP responded to the scene. I received numerous compliments from the NJSP and BTPD on how well the crew did with not destroying the scene and evidence. We stayed on scene just over 12 hours. Firefighter Robert Thompson was transported to Lourdes Medical Center Willingboro and was released shortly after. There will be a critique in the near future.	-	-
14	Equipment Purchasing – It was discussed that if it is not a replacement and it's something new justification on how it will benefit the department must be provided.	-	-
15	Duty Crew – We are currently looking into improving the participation with the duty crews with spot drills. So far Relief hosted the a tower ladder drill with good participation between the stations. Next month stations 2 and 3 will have a chance to utilize the rescue on a donated car. The following month station 2 will be coming up with a spot drill.	-	-
16	SCBA Bottles – We are currently in the process of getting the bottle hydrostatic testing completed. We are sending approximately five bottles from each station out until we are finished.	-	-
17	Training Division – Seven letters were sent out to the members who did not complete their mandatory training, however we are down to six. The Training Division is moving along with other classes in the near future. There is a walk-thru drill of Chic-Fil-A on March 4 th at 1830 hours. Rope 1 and 2 sign-up's are located in the stations, all must be certified FF 1 by the class date, more info to come when available. March 3 rd there will be a highway safety course.	-	-
18	Fire Police – Captain Lane expressed concern with the tires on the Fire Police van and would like to have snow tires or if possible getting an all terrain tire. He also reported that the stripping and markings on the van are severely sun faded and will look into getting the graphics replaced.	-	-
	<u>January 2014 Report</u>		
19	Burlington County Fire Chiefs - The dinner meeting was held at Lenola Firehouse, Station 313, This was their reorganization meeting and a comedian was there for entertainment.	-	-
20	Expectation of Officers – I discussed at the Chief's Board that the officers of the department will be held to the standards that are set forth in order to get their stipends	-	-
21	Apparatus Committee – The new 3032 should be hitting the assembly line shortly and	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
21cont.	the projected completion date should be sometime in June or May. I will forward the pictures of the progress as soon as I get them.		
22	Duty Chief Vehicle – We had an issue with the emergency lights not working. The vehicle was taken down to Lights and Sirens and they had to replace the mother board.	-	-
23	Squirt 3014 – Fire and Safety replaced a module to hopefully rectify the problem with the random codes displaying on the command zone screen. Also the process has begun in reference to the diamond plate staining.	-	-
24	Westampton Fire Department – Chief Johnson separated from employment and Deputy Chief Farnsworth is acting chief.	-	-
25	Department Physicals – Department Physicals have started and the deadline is March 31 st .	-	-
26	Election – The election is February 15 th and all members are urged to come out and vote for the budget and referendum.	-	-
27	Training – The annual training has started and all members are urged to complete the training by February.	-	-
28	Rescue Division - There is a vacancy right now for Rescue Lt. I along with Director Stewart will monitor this to see if we need to open the assignment up. Right now it appears that Captain Irwin has everything under control. The rescue division will be scheduling drills in the very near future and also gathering information to see who is interested in rope rescue and swift water rescue.	-	-
29	Safety Officer – There was an incident in Florence Twp on January 13th where Station 3 was operating and Firefighter Craig Leshner Sr. was transported to the hospital. Firefighter Leshner is now home resting comfortably. We will be putting together a new Safety Committee for 2014.	-	-
30	Department Accomplishment – Firefighter I graduation was held on January 7 th and we had four firefighters graduate. Eric Anderson, Tyler Randt, Anthony Diamante, and Christian Haviland. The Burlington Township Fire Department made history with Christian Haviland being awarded the highest grade for the Firefighter I class. Nick Taylor also attended the Firefighter I class and will become certified once he has completed the Hazmat Classes.	-	-
	<u>Burlington County Fire Chiefs Meeting February 2014 Report</u>		
31	<ul style="list-style-type: none"> • Craig Augustoni received his reward for serving as president. 	-	-
32	<ul style="list-style-type: none"> • Pat Bigoss stated that the Cherry Hill rehab has a new unit with a freezer and is able to serve food. The vehicle also has lights. 	-	-
33	<ul style="list-style-type: none"> • A test of the patching system with Camden and Burlington was held and the problems have been rectified. 	-	-
34	<ul style="list-style-type: none"> • We responded to three technical rescue calls since the beginning of the year and are requesting to meet with the Burl. Co. Chiefs to explain the unit. 	-	-
35	<ul style="list-style-type: none"> • If there any changes only to the resource directory please email to Pat Bigoss. 	-	-
36	<ul style="list-style-type: none"> • We sent six units to Trenton FD and five saw fire. Ocean County New Egypt sent several units to a fire and it went well. 	-	-
37	<ul style="list-style-type: none"> • Chiefs Seminar was a very disappointing turn out and we are going to reevaluate for 2015. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
38	<ul style="list-style-type: none"> The Radio Liaison meeting for EMS, the State is coming down on ambulance codes, priority one lights siren with medics, two lights and siren, three reduced speed. 	-	-
39	<ul style="list-style-type: none"> Coordinators meet January 11th and went to the RIOC for swearing in. 	-	-
40	<ul style="list-style-type: none"> Pipeline-George Meredith is scheduling pipeline training, adjustments maybe coming. 	-	-
41	<ul style="list-style-type: none"> GRIDS-Augustoni and Bigoss reported a strike team task force for Farnsworth. Bigoss is looking to adding ladder tower teams. They are also looking for a policy for out of county response, Central will be Jim Liberatore , Wildland will be Augustoni and Wingert and Fire Police will be Perkins. 	-	-
42	<ul style="list-style-type: none"> The Air Show is May 10th and 11th and one meeting has already been held. We will use the 2012 plan and protocol asking for 5 engines, a ladder and a chief for both days. A minimum of 4 certified firefighters are to be on the apparatus. 	-	-
43	<ul style="list-style-type: none"> FM Report- No report. 	-	-
44	<ul style="list-style-type: none"> The Emergency Services Advisory Board held elections, Augustoni is the President and Danker is the Vice President. April 3 will be the next meeting. 	-	-
45	<ul style="list-style-type: none"> The Training Center starting work on the fall calendar, there will be open enrollment for the pipelines classes and the ICS Tips and tools class is a little light. 	-	-
46	<ul style="list-style-type: none"> Public Safety Director Dreby reported on the radio consultant meeting with him on a monthly basis. The timeline is 2017 to have it up and running. We had 7,811 fire calls and are looking to hire a few more operators 16-18. The backup at Briggs Rd., Mt Laurel should be down in the next few weeks. 	-	-
47	<ul style="list-style-type: none"> Radio Liaison- EMS Transport to the hospital will be Priority 1 or 2., 1 lights and sirens and 2 reduced speed. We are looking to update the process for medics being dispatched sometime while the call is being EMD, not adding medics from the 9-1-1 call. 	-	-
48	<ul style="list-style-type: none"> Fire Police Perkins reported that Wiley Johnson had a medical procedure and is doing well. They has three calls in January and the 80th anniversary dinner is approaching on April 26th, held at the Masonic Lodge on Rt. 541. Three applications were approved. 	-	-
49	<ul style="list-style-type: none"> Training Officers Associations Robertson - Four meetings will be held this year. CPR changes will be coming down in July, anywhere Virtua Paramedics are dispatched. It will include rapid compressions and longer time on scene, possibly 25 to 30 minutes. They are having a high success rate in other parts of countries. The educator of the year program is now in place. A well as a Lifetime Achievement for the training field. NJ weekend is April 27th and 28th and we are paired up with Mississippi. The cost is \$38.00 for the whole weekend and registration is open until Feb. 28th. You can join now off of the website. The next meeting is April 2nd at Endeavor EMS. 	-	-
50	<ul style="list-style-type: none"> Legislative- Corriea reported that the sprinkler bill was vetoed by the Gov. Christy and the marking for solar panels on buildings passed. And will be come part of the fire code. The marking will be SP and the fire official for that town will be notified of the solar panels. An emergency plan must be created and activated for 55 and over facilities for any type of emergency where they have to be evacuated. This will be effective immediately. 	-	-
51	<ul style="list-style-type: none"> Dinner Committee- Sold all but 26 tickets. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
52	<ul style="list-style-type: none"> Farm Fair coming up in 4 months and runs from Tuesday to Sunday, now with different hours. 	-	-
53	<ul style="list-style-type: none"> Burnett and Augustoni will be working on the bylaws to see if we are up to speed. There will be 4 meeting times a year at Country Lakes on June 11th, Florence in August, Riverside on March 12th, and Medford on November 12th. There is the possibility of a guest speaker at these meetings. 	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
	<p>FO Tomaszewski reported the following:</p>		
54	<ul style="list-style-type: none"> During the month of January the fire prevention bureau performed 8 life hazard and 18 non life hazard inspections. A total of 36 re-inspections were completed. 	-	-
55	<ul style="list-style-type: none"> Public Education: Girl Scout program on February 21st and a cooking safety program for the high school on February 14th. 	-	-
56	<ul style="list-style-type: none"> Jr. Firefighter Academy: Still looking into the legalities and logistics of the program. 	-	-
57	<ul style="list-style-type: none"> Fire Investigation: Oven fire on Handler Drive, vehicle fire on Threadleaf Terrace, vehicle fire on Rt. 130 and Dulty's Lane and a kitchen fire at Francois Court. 	-	-
58	<ul style="list-style-type: none"> Planning Board: A meeting was held on February 5th and one application was approved for a warehouse at 250 Daniels Way. 	-	-
59	<ul style="list-style-type: none"> False Alarm Reduction Initiative: A plan, ordinance change and notification sticker has been provided to the Commission for their review and discussion at the next work session meeting. 	-	-
60	<p>PUBLIC SESSION - There was no discussion under Public Session</p>	-	-
	<p>OLD BUSINESS</p>		
61	<p>A motion was made by Comm. Field and seconded by Comm. Thompson to approve on its 2nd reading the following policies: Active Firefighter, Administrative Action, Code of Ethics, Establishment of Fire Department, Policy Development, Residency and Role of the Board. Roll call was held with all in agreement. Motion carried.</p>	-	-
62	<p>Comm. Ciasca asked the Commission if they were prepared to discuss the next batch of policies for review, he raised concern over holding these till the next meeting thus getting behind on our workload. The policies were discussed.</p>	-	-
63	<p>A short discussion was held regarding the Return To Duty Policy. Dir. Stewart explained the change related to the removal of the Safety Officer to the Director due to the time element involved as well as privacy matters. Sol. Sendzik explained the need for the strict management and privacy of these records. Dir. Stewart also explained the past practice of obtaining clearance from the department physician over and above the members private physician. Sol. Sendzik reminded all that the Commission has the final determination and approval on obtaining further physician review.</p>	-	-
64	<p>A discussion was held on the Essential Firefighting Functions. A minor change was made in regards to the Driver/Operator "normally takes charge of the crew in the absence of a regularly assigned crew chief." This statement was removed.</p>	-	-
65	<p>A review of the Restricted Duty Policy. Comm. Ciasca explained that the rules and regulations for this policy will be drawn up, we are only reviewing the policy. He also explained the need for this particular policy in regards to personal illness or injury versus that which occurred in the line of duty.</p>	-	-
66	<p>A review of the Driving Policy was held. Comm. Ciasca reminded all that the rules and regulations will be drawn up and reviewed. We are only reviewing the policy itself.</p>	-	-
67	<p>A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the Return To Duty Policy, Essential Firefighting Functions, Restricted Duty Policy and Driving Policy on first reading as amended. Roll call was held with all in</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
67cont.	agreement. Motion carried. NEW BUSINESS		
68	A resolution was read by Sol. Sendzik in regards to the authorization to change the 401(k) plan trustee for the purposes of terminating the plan to Dir. Stewart. A motion was made by Comm. Field and seconded by Comm. Thompson to approve this resolution. Roll call was held with all in agreement. Motion carried.	-	-
69	Comm. Field questioned how we can make sure that towns that come in to cover us follow our policies and procedures. A short discussion was held and Chief Estelow informed him that this is covered under our mutual aid agreements. VOUCHERS	-	-
70	A motion was made by Comm. Painter and seconded by Comm. Field to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried. Comm. Ciasca commented on the recent large gas and electric bill for the month. He stated that he understands that the weather has been cold, but asked all to please do their part to try and keep the cost down by shutting off lights and keeping the bay doors closed if not being used to exit /enter the building with apparatus. MINUTES	-	-
71	A motion was made by Comm. Field and seconded by Comm. Painter to approve the minutes of January 22, 2014 regular meeting and January 5, 2014 special meeting. Roll call was held with all in agreement. Motion carried. REPORT OF SOL. SENDZIK	-	-
72	Sol. Sendzik informed the Commission that he notified the Department of Community Affairs and the tax assessor of the election results. HEALTH AND WELFARE	-	-
73	Comm. Field commented that we need to do a better job of death notifications within the department. He stated that his concern is related to making sure that the proper respect is given to our departed members at funerals. Chief Estelow stated that if he is aware of a death he has the form to send to Central for the death notification over the radio. It was suggested that the company presidents notify the department office of any deaths so that the proper notifications can be made to each station and the department chief. A short discussion was held in regards to putting together a funeral detail, Asst. Chief Johnson volunteered to put together this detail. MISCELLANEOUS	-	-
74	Comm. Field commented that a resident questioned the township council as to who is responsible for clearing snow from the hydrants. The clearing of snow from hydrants is covered under the Township ordinances. Comm. Field also stated that he was informed that the CERT Team agreed to dig out hydrants if needed. A suggestion was made to put something on our social media sites as to what the township ordinance says as well as have the duty crews assigned to this task if needed. DEPARTMENT ACOMPLISHMENTS	Place hydrant snow removal information on our social media sites	Office Staff
75	Chief Estelow reported that we had four firefighters graduate from fire school, Tyler Randt, Christian Haviland, Erik Anderson and Anthony Diamanti. He also stated that FF Haviland has the highest academic score for the graduating class. We will also have one more graduate when he completes the required hazmat awareness and operations class, Nick Taylor.	-	-
76	Dir. Stewart stated that while at the election he notice many friendly faces and we received good results from the election.	-	-
77	Comm. Ciasca commented that what was published in the newspaper about our budget was not the information that was released to the Burlington County Times.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
78	<p>GOOD OF THE BOARD</p> <p>A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting. The meeting was adjourned at 7:52pm.</p>	-	-

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

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

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

Date, Time & Place:

March 13, 2014
7:00pm
Sta. 302 , Work Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Comm. Vincent, Dir. Stewart, Sol. Sendzik, FO Tomaszewski, C. Leshner Sr., Chief Estelow 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:

Published in the Burlington County Times on January 6, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM March 13, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson, Comm. Vincent and Comm. Field	-	-
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.	-	-
	REORGANIZATION		
6	Sol. Sendzik opened the nominations for Chairman. Comm. Field nominated Comm. Ciasca, seconded by Comm. Vincent. Sol. Sendzik asked if there were any other nominations, seeing none Sol. Sendzik asked that the secretary cast the ballot.	-	-
7	Comm. Ciasca opened the nominations for Vice-Chairman. Comm. Thompson nominated Comm. Vincent, seconded by Comm. Painter. Comm. Ciasca asked that the secretary cast the ballot.	-	-
8	Comm. Ciasca opened the nominations for Secretary. Comm. Vincent nominated Comm. Thompson, seconded by Comm. Field. Comm. Ciasca asked that the secretary cast the ballot.	-	-
9	Comm. Ciasca opened the nominations for Treasurer. Comm. Painter nominated Comm. Field, seconded by Comm. Vincent. Comm. Field asked the secretary to cast the ballot.	-	-
10	Comm. Ciasca opened the nominations for Assistant Secretary/Treasurer. Comm. Thompson nominated Comm. Painter, seconded by Comm. Field. Comm. Ciasca asked the secretary to cast the ballot.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	Sol. Sendzik reviewed the following resolutions: Resolution to ratify/reaffirm polices, bylaws, rules and regulations, directives and orders, resolution naming the official newspaper as the Burlington County Times and the Camden Courier Post, resolution naming the official depository of District funds as the Beneficial Bank, NJ ARM and Merrill Lynch as well as Beneficial Bank for LEA funds and a resolution naming the date, time and place of Commission meetings. A motion was made by Comm. Vincent and seconded by Comm. Painter to approve the resolutions as recited. Roll call was held with all in agreement. Motion carried.	-	-
12	APPOINTMENTS: There were no appointments. NEW MEMBERS	-	-
13	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve Jonathan Cassidy(302) as a firefighter with the Burlington Township Fire Department. All were in favor, the motion was carried.	-	-
14	PUBLIC SESSION - There was no discussion under Public Session and the meeting was left open. OLD BUSINESS	-	-
15	Comm. Ciasca asked the Commission if they had any questions regarding the Restricted Duty Policy and the Driving Policy. He also stated that we will be putting on hold any action in regards to the Return To Duty Policy. There were no questions from the Commission. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the Return to Duty Policy, Restricted Duty Policy and Driving Policy. Comm. Ciasca reminded all that we would not be approving the Return To Duty Policy. Comm. Painter and Comm. Thompson amended their motion to all but the Return To Duty Policy. Roll call was held with all in agreement. Motion carried. NEW BUSINESS	Complete review of Return To Duty Policy	Commission
16	Comm. Ciasca stated that we are in receipt of a letter from Sta. 302 in regards to the removal of Lt. Bruce Napier for non-completion of his mandatory training and his failure to respond to a request from Capt. Field to discuss the matter. Comm. Ciasca stated that he informed Dir. Stewart that the fire company does not have the authority to remove an officer from his position but only make a recommendation to the Commission for removal. Dir. Stewart informed the Commission that he has sent a letter to Mr. Napier's last known address requesting his resignation from office.	Awaiting resignation letter from B. Napier	B. Napier
17	Comm. Ciasca stated that the Commission is in receipt of a letter from Dir. Stewart in regards to a fire apparatus plan. Dir. Stewart explained that this plan is a recommendation for the acquisition and retirement of fire apparatus over a two year period. Comm. Ciasca stated that he has been approached by the membership in regards to rumors of written offers for the old 3014 versus placing the old apparatus out to bid. He put to right that the Commission received no written offers for the old 3014 and the vehicle was placed out to auction and awarded to the highest bidder for disposal. Dir. Stewart explained that the online auctions are very successful and it is possible that the new rescue vehicle may be purchased in the same manner that the last piece of apparatus was purchased and that the auction of the old apparatus may not be an option.	-	-
18	Comm. Ciasca informed the Commission that the Knights of Columbus Shield Award is scheduled for May 15th at 7:30pm and that they will be honoring Warren Lane. He stated that he has attended this event in the past and that it is a nice event, if you are able to attend to please do so in support of Capt. Lane and our department.	-	-
19	Dir. Stewart informed the Commission that he has submitted a letter in regards to the landscaping service for 2014 for both locations. The following quotes were received, Realty Landscaping for \$11,189, Jim Dunphy's Landscaping for \$12,685 and Father Nature Landscaping for \$13,195. He recommended Realty Landscaping for \$11,189 and stated that the quotes fall under the quote threshold. Comm. Field asked if the company will remove the glass clipping from the site and not place them in the dumpster. He was informed that the clippings would be removed from the site and if a problem occurs that he would see that it is taken care of.	Contact awarded vendor	Dir. Stewart

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
20	Comm. Ciasca questioned Dir. Stewart as to who is handling the updates on the SOPs. Dir. Stewart informed the Commission that the Chiefs Board under the Chief's direction is updating the department SOPs, submitting them to the Commission for review and approval. The updated SOPs are available for review in Drop Box.	Continued review by Chiefs' Bd. & Commission	Chiefs' Bd. & Commission
21	Dir. Stewart also informed the Commission that in the Uniform SOP it was updated to change from our current 8pt Class A hats to bell hats. Comm. Ciasca voiced his concern with this change in regards to the financial cost involved versus the benefit to the department. A short discussion was held and Chief Estelow stated that the Chiefs Board recommended this change and that there are intentions of polling the membership to see if they will support this change also. Chief Estelow stated that the potential cost would be around \$5,000 and that we would phase in the bell hats.	Possible membership polling and continued discussion	Membership, Chiefs' Bd. & Commission
22	Dir. Stewart informed the Commission that the Chiefs Board is requesting that we change the Assistant Chief title to that of a Battalion Chief. The benefit to this change is that it is practical in maintaining the command structure at mutual aid events. Comm. Ciasca questioned if there is any financial impact with this change. Dir. Stewart stated that it would be minimized to the purchase of new badges and helmet shields, less that a few hundred dollars total. A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the title change from Assistant Chief to that of Battalion Chief. Roll call was held with all in agreement. Motion carried. Comm. Ciasca questioned the implementation time for this change. Chief Estelow replied that this change would be immediate.	Title change approved, implementation immediately	Chief Estelow & Dir. Stewart
23	Dir. Stewart informed the Commission that we no longer will be using a PO Box and that he is also requesting a Closed Session for the purposes of contract titles. RETURN TO OLD BUSINESS	-	-
24	Comm. Ciasca returned to Old Business to discuss the progress of the insurance claim on F3014 due to damage at the Dietz & Watson fire. Dir. Stewart stated that the matter has been turned over to a company that specializes in apparatus damage claims. It seems that at this point the damage is considered within our normal duties and is of no negligence of Dietz & Watson.	-	-
25	Comm. Ciasca requested a report from the Buildings/Grounds Committee in regards to the request from Sta. 302 for a room change and installation of hose racks. Comm. Thompson stated that the Committee met and reviewed the request and provided a history of the past use of the engineers room. He expressed the Committee's approval to change the room usage, but to purchase rolling hose racks versus the building and installation of custom hose racks. A short discussion was held in regards to hose that failed the annual testing and was never replaced. Dir. Stewart stated that we intend to purchase hose this year.	Approved to switch purposes of room. Obtain prices on hose racks	Dir. Stewart & Sta. 302
26	Comm. Ciasca questioned the progress on the false alarm reductions. Dir. Stewart reported that he spoke with Twp. Adm. Corter and was assured that there would be no problem with changing the ordinance to reflect the number of alarms and fine increase. He also stated that we will need to provide an official request for the ordinance change.	Write up ordinance & prepare official request to Council	Dir. Stewart & FO Tomaszewski
27	Comm. Ciasca reminded all that we discussed a way to recognize the membership for their hard work and diligence for responding to a large number of incidents during the last two months. He asked the Commission if anyone had any ideas in mind. It was suggested to put on a small dinner and if possible a guest speaker. Comm. Thompson suggested on hiring Deputy Fire Chief William Goldfeder as a guest speaker for the event. Chief Estelow volunteered to research a guest speaker for the event.	Make final decision on event, date, time & place. Research guest speaker	Commission & Chief Estelow
28	GOOD OF THE BOARD Sol. Sendzik informed the Commission that the DCA had released the financial disclosure forms for 2014 but recalled them due to a change. He stated that he will notify the Commission when the new forms are available for distribution and completion.	Obtain and complete/submit	Sol. Sendzik & Commission
29	Chief Estelow updated the Commission on the fiasco created in regards to the use and approval of foam from the County at the recent PSE&G fire. He stated he spoke with Steve King and he will be receiving via email the County's policy on the request and		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
29cont.	<p>payment of foam. Chief Estelow stated that this was an issue in the Florence Christmas Tree fire, Dietz & Watson as well as PSE&G. Comm. Vincent commented on an article he read in NFFA Journal on the Dietz & Watson fire. Comm. Thompson stated that soon buildings with solar panels will be required to have placards, similar to truss roofs.</p>	-	-
30	<p>Comm. Field questioned the changes to the uniform SOP. He asked if we were keeping the years of service maltese cross insignia on the sleeve. Chief Estelow stated that a discussion was held among the Chiefs Board to remove these patches. However, he would like to revisit this with the Chiefs', the intentions of keeping the maltese patches. Comm. Field suggested that we keep it as a way to recognize the members for their many years of service. It was stated that is why we have the service since pins with our name tags. All were informed that we currently do not purchase name tags or serving since pins for the firefighters. It was also mentioned that the maltese crosses should only be for years served within Burlington Twp. Fire Dept. and not years served with any other department.</p>	Further discussion to follow.	Chiefs'
31	<p>Comm. Ciasca questioned the progress with the Apparatus Committee. Dir. Stewart stated that the first meeting was held recently and that we are off to a good start. A display of rescue apparatus will be held on Thursday, March 20th at 6pm at Sta. 301. Comm. Ciasca informed all that Comm. Painter and Thompson have volunteered to be part of the committee.</p>	-	-
32	<p>A motion was made by Comm. Field and seconded by Comm. Vincent to move into closed session for the purpose of contracts. Roll call was held with all in agreement. Motion carried.</p>	-	-
7:53			

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

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

Date, Time & Place:

March 26, 2014
7:000pm
Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Ciasca, Comm. Painter, Comm. Field, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Chief Estelow, C. Leshner Sr., C. Johnson, J. Irwin V, J. Johnson, R. Caruso, K. Hinkel, E. Hambleton, G. Stewart, K. Green, R. Ciasca and RM Walker

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM March 26, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, and Comm. Field	-	-
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	-	-
8	NEW MEMBERS—None	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart informed the Commission of the following:		
9	<ul style="list-style-type: none"> • A letter was sent to the Township requesting the fire alarm ordinance be changed. 	-	-
10	<ul style="list-style-type: none"> • We have begun the process of creating a new website and the first draft has been provided for their review. 	-	-
11	<ul style="list-style-type: none"> • Information concerning a guest speaker has been provided for their review. 	-	-
12	<ul style="list-style-type: none"> • The ladder truck has been requested for use by a photographer to take an aerial photo of an event at the middle school. The event is to support an 8th grade student diagnosed with cancer. 	-	-
13	<ul style="list-style-type: none"> • We received a quote for the new F3028. The quote has been provided for their review. This will require a future resolution due to being a State contract purchase. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
14	<ul style="list-style-type: none"> We are requesting removal of the 2nd. Lieutenant at Station 302 for non performance of duties. 	-	-
	<p>CHIEF ESTELOW REPORT</p>		
	<p>Chief Estelow informed the Commission of the following:</p>		
15	<ul style="list-style-type: none"> We are Currently working on the next section (200) of the SOPs and hope to have them to the Commission for review by their next Work Session meeting. 	-	-
16	<ul style="list-style-type: none"> He reported that he is currently out of service due the recurrence of a previous injury and is scheduled to be cleared for command staff service by the department physician. 	-	-
17	<ul style="list-style-type: none"> The critique of the Bodine Avenue fire was held and we noted a few deficiencies as well as some items that had positive effects. 	-	-
18	<ul style="list-style-type: none"> The Apparatus Committee has completed two meetings with the next being scheduled for April 1st at 7pm. A few preliminary ideas were discussed and we agreed to meet with a vendor to obtain some ideas. 	-	-
19	<ul style="list-style-type: none"> The Assistant Chief title has been officially changed to Battalion Chief and both Central and the department has been notified. 	-	-
20	<ul style="list-style-type: none"> Officer evaluations have been changed from quarterly to twice a year. The first evaluation will be completed by the June Chiefs Board meeting. 	-	-
21	<ul style="list-style-type: none"> He spoke with Deputy Chief Farnsworth of Westampton and discussed the two department working together more as well as the fact that Westampton is in the process of making changes to their grids. 	-	-
22	<ul style="list-style-type: none"> An inspection sheet is being created for use by each Battalion Chief when it is their month to be Duty Chief. 	-	-
23	<ul style="list-style-type: none"> Dir. Stewart and I will be looking into grants in relation to information and technology for computers for use in the apparatus. 	-	-
24	<ul style="list-style-type: none"> We will be holding water rescue training in May. 	-	-
25	<ul style="list-style-type: none"> Battalion Chief Hambleton and FO Tomaszewski are now trained as administrators for Target Solutions. 	-	-
26	<ul style="list-style-type: none"> A walk thru drill at the Chic-Fil-A was held with a large turnout of firefighters. 	-	-
27	<ul style="list-style-type: none"> There will be some changes to the driver's recertification course, the engineers will be meeting to discuss these changes. The DT-1 form will become computerized and once a driver is trained on an engine they will be approved on all the new engines due to the standardization of the apparatus. 	-	-
28	<ul style="list-style-type: none"> Battalion Chief Hambleton and Johnson met with Dist. 90 and discussed matters relating to level one staging, minimum staffing requirements as well as joint operating procedures. 	-	-
29	<ul style="list-style-type: none"> A discussion was held regarding the lack of participation with the Duty Crew Program. Battalion Chief Hambleton will be creating a survey to see how we can improve the program. The survey will be provided to the station captains for disbursement at the company meetings. 	-	-
30	<ul style="list-style-type: none"> The Safety Committee completed the annual gear inspection with few issues. SO Kaplan will provide a completed written report in the near future. 	-	-
31	<ul style="list-style-type: none"> TO Irwin reported that there were a few NIFRS reports that are behind and that a few small issues were addressed. 	-	-
32	<ul style="list-style-type: none"> In April with the assistance of the engineers there will be a drill on Engine 3022 to train the department for the anticipated delivery of Engine 3032 as well as Sta. 301 members for the transfer of the old 3032 to replace 3012. Once completed we will be scheduling training on Squrt 3014 and tower ladder 3035. 	-	-
33	<ul style="list-style-type: none"> Vehicle extrication training was conducted on March 22nd and the turnout of participants was excellent. Training is being scheduled for swift water awareness, operations and specialist. 	-	-
34	<p>Comm. Ciasca questioned the change to the officer evaluations. He was concerned with moving from quarterly to twice a year evaluations. The change would not provide the officer the chance to make any changes to any deficiencies found in the evaluation. Chief Estelow stated that any deficiencies would be dealt with immediately.</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
35	Comm. Ciasca expressed his approval with our effort to improve our relationship with Westampton in regards to them responding into our District without being dispatched.	-	-
	Chief Estelow reported on the details of the Burlington County Fire Chiefs Assoc. monthly meeting as follows:	-	-
36	<ul style="list-style-type: none"> • A discussion was held regarding the new procedure for CPR. This can be viewed online at http://youtu.be/H0G17sH4Nvy 	-	-
37	<ul style="list-style-type: none"> • County Chief—County Chief Bigoss reported one large scale deployment on the 19th in Burlington City. We utilized the foam, command bus and field communications, all worked very well. We used about 500 to 600 gallons at PSE&G. There is no foam trailer at 313, out of service. 	-	-
39	<ul style="list-style-type: none"> • There will be upgrading to the County Mutual Aid annex by June 1st and a grid class for all new chiefs on April 26th at 7pm at the ESTC. 	-	-
40	<ul style="list-style-type: none"> • It was reported that if Fire Police are needed that each community is to start with their own and then mutual aid before calling out the County Fire Police. 	-	-
41	<ul style="list-style-type: none"> • March 15th is the start of the fire season for the forestry service, the pipeline drill is April 5th at 8:00am at the ESTC and the strike teams and task forces are making sure we have the right units for deployment if needed. The air show is filled. 	-	-
42	<ul style="list-style-type: none"> • The Emergency Services Advisory Board received only one nomination for the Lifetime Achievement Award. The person did not meet the qualifications and the award will not be awarded this year. 	-	-
43	<ul style="list-style-type: none"> • Training Center—The yearly preventive maintenance is being performed and repairing the care fire prop. The Spring catalog is out and the flashover simulator is being added. The bid is going out for the highway tanker prop. The ICS Tips and Tools class is out on March 26th at 7pm until completed. April 5th and 26th will be the designated engine pipeline drill at the ESTC. 	-	-
44	<ul style="list-style-type: none"> • Public Safety—The radio consultant group is meeting and a new tower is being installed in Bass River Twp. There were 5280 fire calls year to date and they just hired eight new operators and are looking for eight more in June. The Briggs Road backup site is waiting for the trim work and radios to be installed. 	-	-
45	<ul style="list-style-type: none"> • Radio Liaison—The goal is to move away from the TV interference and the FCC wants to move away from the 500MHZ. The 700 MHZ band will be considerably quieter. Motorola no longer has parts for our radios and the IAC channel will allow us to talk with the police department. The radio manual was turned over to Steve Taylor, and the Highway Safety Committee met earlier in the week. 	-	-
46	<ul style="list-style-type: none"> • Burl. Co. Fire Police—FP Johnson reported one incident in Burlington City and one in Lumberton. He also stated that the 85th Anniversary Dinner is April 26th and will be held at the Masonic Lodge in Burlington Twp. 	-	-
47	<ul style="list-style-type: none"> • Training Officer Assoc.—TO Robertson reported that over two hundred applicants applied to the NFA at Emmitsburg, MD. He did not know if any were from Burlington County. Also the Lifetime Achievement Award for Training was selected and the next meeting is April 2nd at 909. 	-	-
48	<ul style="list-style-type: none"> • There was not report from the Tech Committee 	-	-
49	<ul style="list-style-type: none"> • The ByLaws Committee has a draft proposal of the changes. 	-	-
50	<ul style="list-style-type: none"> • The Resource Directory deadline is April 1st. 	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
51	<p>FO Tomaszewski informed the Commission of the following:</p> <ul style="list-style-type: none"> • During the month of February the Fire Prevention Bureau performed 11 Life Hazard and 23 Non Life Hazard inspection and 23 re-inspections. 	-	-
52	<ul style="list-style-type: none"> • A public education program was provided to a church group on March 19th and the Burlington Center Emergency Services and Military Appreciation Day on March 17th. Sta. 303 will be holding their open house (same as they did last year for the public to come meet the volunteers on April 22nd. 	-	-
53	<ul style="list-style-type: none"> • We are still researching the legalities in regards to the Junior Firefighter Academy. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
54	<ul style="list-style-type: none"> We performed a fire investigation at a dwelling fire at 7 Bodine Avenue, and apartment fire at Willow Point and a vehicle fire at 2703 Mt. Holly Road. 	-	-
55	<ul style="list-style-type: none"> Planning Board met on March 5th and one application was approved for change of use and a waiver for 360 Connecticut Drive. 	-	-
56	<ul style="list-style-type: none"> We are progressing with the false alarm reduction plan, review and ordinance. 	-	-
57	<ul style="list-style-type: none"> We also have three member interested in attending the PAAI Annual Conference being held between June 9th and 13th. 	-	-
58	<p>A short discussion was held regarding the PSE&G fire in Burlington City a few weeks back. The Commission and Dir. Stewart expressed their gratitude on a job well done by FO Tomaszewski in the incident and investigation.</p> <p>PUBLIC SESSION</p>	-	-
59	<p>Comm. Ciasca opened the Public Session of the meeting and asked that those who choose to speak please stated their name and address for the record.</p>	-	-
60	<p>Robert M. Walker of 1008 Kyles Cove, informed the Commission that he previously reported months ago that Independent Fire Co. #1 will be having a 100th Anniversary open house event and questioned if the Commission had any questions regarding this matter. A question was raised if a letter was sent and it was reported that it was sent months ago. Comm. Ciasca requested that the letter be obtained. Mr. Walker stated that he would send another if needed.</p>	-	-
61	<p>Mr. Walker also expressed that he has received complaints from the membership in regards to the snow removal this winter. He question what can be done to get better service for next year. Comm. Ciasca explained that we had an unusual snowfall this winter. He also stated there were some issues related to snow not being removed from sidewalks as well as miscommunication with the companies as to snow removal responsibilities. Dir. Stewart explained the process in received quotes for this type of service and that we are obliged to take the low quote. Comm. Ciasca commented that if there are issues then they need to be documented with details to assist with preventing this in the future.</p>	-	-
62	<p>Mr. Walker also reported that he has been president of Station 301 for a year and a half now and he has not been provided the ability to view the security footage in the event of a theft or other problem. He stated that we have had three issues and could not investigate them due to not having access. Comm. Ciasca questioned if these issues were reported to Dir. Stewart, he replied that they were. Dir. Stewart stated that only one issue was reported to him. Dir. Stewart also stated that he attempted to provide access but was unable because the District network is not accessible on Station 301's computers and he has no access to the Station's network. The security system is located on the District's network.</p>	-	-
63	<p>Battalion Chief Hambleton began to comment when Comm. Ciasca asked his to please provide his address for the record. He replied that his address was 903 Salem Road, Burlington City. He stated that the previous Director provided a log into the system for him in the event that he needed to review footage and that certain Sta. 302 officers also has access to the system.</p> <p>OLD BUSINESS</p>	-	-
64	<p>Comm. Ciasca questioned if there was any response back from the insurance claim on F3014. Dir. Stewart informed him that he has had no response since his last report.</p>	-	-
65	<p>Comm. Ciasca commented on the return response fro Tiger Schmittendorf in regards to his possible agreement to be a guest speaker. Dir. Stewart stated that he will be following up on this matter.</p> <p>NEW BUSINESS</p>	-	-
66	<p>A motion was made by Comm. Field and seconded by Comm. Painter to remove 2nd. Lieutenant Bruce Napier from office due to him failure to complete his mandatory training and lack of response to incidents. Roll call was held with all in agreement. Motion carried. Dir. Stewart stated that a notice will be posted that the department is</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
66cont.	taking applications to fill this vacancy.	-	-
	VOUCHERS		
67	A motion was made by Comm. Painter and seconded by Comm. Field to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-
	MINUTES		
68	A motion was made by Comm. Painter, seconded by Comm. Field to approve the January 9, 2014 Work Session and March 13, 2014 Work Session minutes. Roll call was held with all in agreement. Motion carried.	-	-
69	REPORT OF SOL. SENDZIK - No report.	-	-
	HEALTH AND WELFARE		
70	Robert Ciasca informed the Commission that Past Chief Ed Cook was hospitalized but is now home and is doing well. Comm. Ciasca directed that we send a card to him.	-	-
71	MISCELLANEOUS—There was no discussion under Miscellaneous.	-	-
	DEPARTMENT ACOMPLISHMENTS		
72	Chief Estelow reported that we had a very good turnout of firefighters for the walk thru drill at Chic-Fil-A and the recent vehicle extrication drill held this past Saturday.	-	-
	GOOD OF THE BOARD		
73	Comm. Ciasca questioned the progress on the new apparatus. Dir. Stewart stated that we will be meeting with the vendor next week for an update.	-	-
74	A motion was made by Comm. Field and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 7:38pm.	-	-

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

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

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

Date, Time & Place:

April 10, 2014
7:000pm
Sta. 302 , Work Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Dir. Stewart, Sol. Sendzik, FO Tomaszewski, L. Daneker, J. Gares, C. Leshner Sr., R. Ciasca, C. Johnson & Chief S. Estelov

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM April 10, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson, and Comm. Field	-	-
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	APPOINTMENTS: There were no appointments.	-	-
7	NEW MEMBERS: There were no new members.	-	-
8	PUBLIC SESSION - There was no discussion under Public Session and the meeting was left open. OLD BUSINESS	-	-
9	Dir. Stewart informed the Commission that Utica Insurance Company and Fire & Safety Services have agreed on the cost to repair the damage to 3014 from the Dietz & Watson fire He stated that arrangements will be made with Fire & Safety to schedule the repairs. Comm. Ciasca thanked all for their diligence in the long process to have the vehicle looked at and for pushing the Commission forward to have the work scheduled. He also thanked Dir. Stewart for his patience in dealing with the insurance companies as well as the department.	-	-
10	A resolution was read by Sol. Sendzik to approve the repairs to 3014. A motion was made by Comm. Painter and seconded by Comm. Field to approve the resolution for the repairs to 3014. Roll call was held with all in agreement. Motion carried.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	Dir. Stewart provided the Commission with the information they needed to approve the purchase of a vehicle to replace 3028. This information was reviewed by the Commission and discussed at previous meetings. Dir. Stewart requested of the Commission the authorization to purchase a 2014 Ford F450 Chassis cab and options under the terms of the New Jersey State Contract T-2102, Vendor Contract A83559 in the amount of \$89,999.00 to State Contract vendor Winner Ford. The Commission requested that the proper legal resolution be drawn up and available at the next regular Commission meeting for approval by the Board.	Draw up resolution for purchase of vehicle	Sol. Sendzik
12	Dir. Stewart informed the Commission that Solar Concepts has completed the installation of the UV film for the bay doors at both stations. He also stated that the windows cannot be cleaned with the Windex solution or it will damage the film. The station will need to be informed of this information.	-	-
13	Dir. Stewart also informed the Commission that the 1st reading of the proposed ordinance change on false alarm fees was Tuesday at the Council meeting. The ordinance change will take two readings. Comm. Ciasca thanked Dir. Stewart and FO Tomaszewski for their work on this ordinance change.	-	-
14	Dir. Stewart advised the Commission that Independent Fire Co. #1 has provided a written letter to the Commission in regards to their 100th Anniversary Open House Celebration on June 28, 2014. Comm. Field asked if the station was in need of anything from the Commission. Committee Representative Christine Warren advised them that the station was not in need of assistance from the Commission, but that each Commissioner would shortly be receiving a personal invitation to the event.	-	-
15	Dir. Stewart also advised the Commission that Endeavor Emergency Squad will be holding a celebration in honor of their new department headquarters. This event will be on May 18, 2014 at 1:00pm in conjunction with EMS Week. The Commission has been invited to attend this event.	-	-
16	Dir. Stewart provided to the Commission a breakdown of this past winter season's snow removal costs. A short discussion was held in regards to a snow plow and the possibility of no guarantee of snow removal if we do it ourselves. Comm. Ciasca asked the Commissioners to review the information for further discussion.	Review information for further discussion	Commission
17	Comm. Ciasca commented that Dir. Stewart provided information to the Commission in regards to Tiger Schmittendorf as a guest speaker at a possible luncheon or dinner for the membership, in honor of their diligence early this year in responding to numerous incidents. He questioned if the Recruitment/Retention grant is still good. Dir. Stewart stated that the grant is until November of 2014. Dir. Stewart was directed by Comm. Ciasca to discuss this matter with the Chief Estelow and the Battalion Chiefs.	Discuss with Chiefs	Dir. Stewart
18	NEW BUSINESS FO Tomaszewski informed the Commission of a few new inspection based programs that he is considering changing to in lieu of ESP. He stated that our current program, ESP no longer works well and that Firehouse Software is also a program that does not meet our current needs. He explained a new program called "Mobil Eyes" that was developed and used by the US Navy. Mt. Laurel Fire Department currently utilizes this program. This program utilizes a tablet format and also has the ability to take photos of the actual violations. The program cost approximately \$20,000 to start, with an annual maintenance fee of \$3000. Comm. Ciasca questioned what the cost saving will be in reference to labor, paperwork and mailings. FO Tomaszewski stated that he would have to research the cost savings and report back to the Commission. GOOD OF THE BOARD	Research cost saving and report back	FO Tomaszewski
19	It was reported that the recent funeral for the police chief in Florence was held and 3035 was used to help display our large US flag at the entrance to the cemetery.	-	-
20	Dir. Stewart questioned if there was still a warranty on the roof at Sta. 301. He stated that there is a leak in the ceiling in the membership room upstairs. Comm. Ciasca informed him to contact Architect Olt to see if the warranty is still in effect or has since run out. The leak was looked at and it seems that the roof bubbled up possibly from water freezing into ice over the winter.	Contact W. Olt	Dir. Stewart

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
21	<p>CLOSED SESSION</p> <p>A motion was made by Comm. Field and seconded by Comm. Painter to move into Closed Session for the purpose of contract negotiations. Roll call was held with all in agreement. Motion carried.</p>	-	-

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

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

Date, Time & Place:

April 23, 2014
7:00pm
Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Painter, Comm. Ciasca, Comm. Vincent, Comm. Thompson, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Aud. Elliott, C. Johnson, R. Ciasca, J. Irwin V, C. Leshner Sr., S. Hinkel & J. Johnson

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM April 23, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson and Comm. Vincent	-	-
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	-	-
8	NEW MEMBERS—None	-	-
	AUDITOR'S REPORT		
9	Aud. Elliott informed the Commission that his firm has completed the financial audit for 2013 and provided a list of line item transfers to be approved. The following line items transfers are to be made as follows: Twenty thousand dollars to be transferred from line item designated "Promotions" and re-designated "Fringe Benefits." One thousand five hundred dollars to be transferred fro line item designated "Promotion" and re-designated "Professional Services." Sol. Sendzik read the resolution to approve the line item transfers and a motion was made by Comm. Vincent and seconded by Comm. Thompson to approve the resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
10	Aud. Elliott proceeded to review the final financial audit for 2013 with the Commission. He commented on the list of list of canceled projects and informed the Commission that they need to be officially canceled by referendum.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	A short discussion was held regarding the amount of bonding for the board officials. Aud. Elliott suggested that the Commission review this and consider increasing the amount of insurance regarding the bonding of the Commissioners as our figures have not changed over the many years.	Review coverage	Commission/ Dir. Stewart
12	Aud. Elliott reviewed in detail the Independent Auditor's Report and stated that the Fire District is in very good financial shape. Sol. Sendzik then read the resolution certifying compliance with N.J.S.A. 40A:5A-17. A motion was made by Comm. Vincent and seconded by Comm. Painter to approve this resolution. Roll call was held with all in agreement. Motion carried.	-	-
13	Sol. Sendzik read the resolution to accept the annual audit and authorize the publication of the synopsis pursuant to N.J.S.A. 40A:5A-16 and N.J.S.A. 40A:14-89. A motion was made by Comm. Vincent and seconded by Comm. Painter to approve this resolution. Roll call was held with all in agreement. Motion carried.	-	-
14	Comm. Ciasca thanked Aud. Elliott for another fine job and for the good advised provided over the many years.	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart read his report as follows:		
15	<ul style="list-style-type: none"> Congratulations to Firefighter Matt Schnabel for reaching his 18th birthday and his qualification as a certified firefighter. 	-	-
16	<ul style="list-style-type: none"> There is a renewed effort in cross-training on the vehicles with the upcoming vehicle transitions, all are commended for the efforts. 	-	-
17	<ul style="list-style-type: none"> Fire and Safety has been notified to proceed with the insurance claim work on F3014. 	-	-
18	<ul style="list-style-type: none"> WalMart has scheduled a grand opening for June 4th at 7am. 	-	-
19	<ul style="list-style-type: none"> Burl. Twp. Public Works Director Gary Snyder has announced his retirement effective August 1st. He has been a big held to our department and his efforts are greatly appreciated. 	-	-
20	<ul style="list-style-type: none"> I (Dir. Stewart) will be attending a two day class on the subject of Fire Department Administrative Investigations and Firefighter Discipline on June 4th and 5th in Evesham. 	-	-
	CHIEF ESTELOW REPORT		
	Battalion Chief Johnson reported in absence of Chief Estelow as follows:		
21	<ul style="list-style-type: none"> He (Chief Estelow) hopes to be released back to duty on April 30th. 	-	-
22	<ul style="list-style-type: none"> We are working on updating all the SOPs in the 200 series. 	-	-
23	<ul style="list-style-type: none"> The Apparatus Committee is making good progress. 	-	-
24	<ul style="list-style-type: none"> Our current Accountability System does not meet the current acceptable guidelines and we are looking to improve them. 	-	-
25	<ul style="list-style-type: none"> We are doing cross-training on F3032 and F3022 and are looking to improve our current drivers training approval form into a standardized form. 	-	-
26	<ul style="list-style-type: none"> We have scheduled many water related rescue classes for the month of May. 	-	-
27	<ul style="list-style-type: none"> We have purchased a new water rescue suit and are looking to make future water rescue equipment purchases if approved. 	-	-
28	<ul style="list-style-type: none"> Battalion Chief Hambleton is handling a Duty Crew Survey and should have a report soon. 	-	-
29	<ul style="list-style-type: none"> FF Brian Ticson graduated from the D.C. Fire Academy and his graduation was attended by Battalion Chief Johnson and FF Josh Johnson. 	-	-
30	Comm. Ciasca asked Battalion Chief Johnson to relay to the membership his thanks for the effort in cross-training on the vehicles.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski read his report as follows:		
31	<ul style="list-style-type: none"> During the month of March we performed 24 Life Hazard and 44 Non Life 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
32	<p>hazard inspections. A total of 30 re-inspections were completed.</p> <ul style="list-style-type: none"> Public Education: Church group on March 19th, Burlington Center Emergency Services and Military Appreciation Day on May 17th, girl scout program on May 20th and June 3rd, Relief FC #3 open house on April 22nd, freshmen community service project on April 11th and the Burlington Coat Factory on April 24th. 	-	-
33	<ul style="list-style-type: none"> Jr. Firefighter Academy: Still waiting on the legalities of the program. 	-	-
34	<ul style="list-style-type: none"> Fire Investigations: Vehicle fire on Columbus Road, dumpster fire at 2514 Mt. Holly Road, dumpster fire at 1800 Rt. 130 and a stove fire at 1508 Mt. Holly Road. 	-	-
35	<ul style="list-style-type: none"> Planning Board: The meeting scheduled for April 2nd was cancelled. 	-	-
36	<ul style="list-style-type: none"> False Alarm Reduction Initiative: Stickers and information sheets have been printed and we have started to implement the plan. 	-	-
37	<ul style="list-style-type: none"> Maintenance: Aerial testing was completed on March 28th and 29th, both 3014 and 3035 passed. The air pak flow testing and bottle hydrostatic testing was completed. The pump testing is scheduled for May 7th. 	-	-
38	<ul style="list-style-type: none"> Training: PAAI annual conference is scheduled for June 9th through the 13th. We currently have three members that will be attending. 	-	-
39	<p>FO Tomaszewski read his report in regards to the research he completed for the change over to a better inspection reporting system. In his report he commented that the current system is antiquated and there have been no updates to the system in many years. In closing he expressed that once the staff is proficient with the new system, our data entry time can be cut by as much as 30%, as well as savings in postage.</p>	-	-
40	<p>Dir. Stewart stated that he has been working with FO Tomaszewski and agrees that it is time to update our inspection system program and the ProPhoenix program can meet and exceed our needs. The initial startup cost are \$7,289.00 which includes the data transfer, set up and training. There is a maintenance fee of \$3,300.00 per year and we will also need to purchase three tablets at approximately \$400.00 a piece. Comm. Ciasca questioned if this is budgeted for. He was informed that it has been budgeted for through funds from Purchase of Assets for the program and Public Education for the tablets. FO Tomaszewski reiterated that this program will save administrative time in data entry. A motion was made by Comm. Vincent and seconded by Comm. Thompson to purchase the system. Roll call was held with all in agreement. Motion carried.</p> <p>PUBLIC SESSION</p>	Purchase ProPhoenix program	FO Tomaszkeski
41	<p>There was no discussion under Public Session and this portion of the meeting was closed.</p> <p>OLD BUSINESS</p>	-	-
42	<p>A motion was made by Comm. Thompson and seconded by Comm. Vincent to approve the resolution to purchase a Ford F-450 cab and chassis utilizing the NJ State Contract A83559 from Winner Ford in Cherry Hill.</p>	Purchase apparatus	Dir. Stewart
43	<p>Dir. Stewart advised the Commission that he has provided them with a listing of policies for review. He also stated that some polices need only updating of titles such as Board of Engineers to Chiefs Board and the addition of the position of Director. Comm. Thompson suggested that we make sure that the notations relating to State statue have not changed. Dir. Stewart will make sure that all the policies are available for review so that proper action may be taken within the next month. Dir. Stewart also asked the Commission to pay special attention to the Return To Duty Policy as it has changed.</p>	Review policies	Commission
44	<p>NEW BUSINESS—No discussion was held under New Business</p> <p>VOUCHERS</p>	-	-
45	<p>A motion was made by Comm. Painter and seconded by Comm. Vincent to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	MINUTES		
46	A motion was made by Comm. Painter, seconded by Comm. Thompson to approve the April 10, 2014 Work Session and March 26, 2014 Regular Session minutes. Roll call was held with all in agreement. Motion carried.	-	-
47	REPORT OF SOL. SENDZIK - No report.	-	-
	HEALTH AND WELFARE		
48	It was noted that both John Irwin, III and William Diamond are recovering well from their recent surgeries.	-	-
49	MISCELLANEOUS—There was no discussion under Miscellaneous.	-	-
	DEPARTMENT ACOMPLISHMENTS		
50	Comm. Ciasca commented on the few line items transfers needed this year. He thanked Dir. Stewart, the firefighters, officers and management for a job well done.	-	-
51	Comm. Ciasca also commented on the fact that we have seven high school seniors graduating this year. He suggested that maybe we contact the school to discuss recognizing their service to the department and community at their high school graduation.	Recognize FFs at high school graduation	Dir. Stewart
52	Comm. Painter commented that this week was National Volunteers Week and thanked the volunteer firefighters for their dedication to the fire service and the community. She also stated that today is Administrative Professionals Day and thanked Christine Warren and Kristin Jonaitis for their continued dedication to their profession.	-	-
	GOOD OF THE BOARD		
53	A motion was made by Comm. Thompson and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 7:56pm	-	-

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

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

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

Date, Time & Place:

May 8, 2014
7:00pm
Sta. 302 , Work Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Dir. Stewart, Sol. Sendzik, FO Tomaszewski, R. Ciasca, C. Johnson, E. Hambleton, R. Caruso, J. Irwin V, Jo. Field & E. Hoffman, Sr.

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM May 8, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, and Comm. Field	-	-
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.	-	-
	APPOINTMENTS		
6	A motion was made by Comm. Painter and seconded by Comm. Field to appoint Edward Hoffman, Sr. as 2nd. Lieutenant at Station 302. Roll call was held with all in agreement. Motion carried. At this time Edward Hoffman, Sr. was given the Oath of Office by Sol. Sendzik.	-	-
7	NEW MEMBERS: There were no new members.	-	-
8	PUBLIC SESSION - There was no discussion under Public Session and the meeting was left open.	-	-
	OLD BUSINESS		
9	Dir. Stewart informed the Commission that all of the policies have been placed in drop box for review by the Commission. These will be on the agenda for approval at the next regular session meeting in May. He stated that Sol. Sendzik, Comm. Field and Comm. Thompson have previously reviewed these documents. He also stated that the Chief's Board is also reviewing/updating the SOPs and as they are updated they will be placed in drop box for the Commission to review for final approval. All the changes to the SOP's will be in green to differentiate them from the original.	Review and approve at May 28th regular meeting	Commission

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Dir. Stewart informed the Commission that Fire Official Tomaszewski received an update on the status of the ShopRite store that is moving into the old K-Mart building. He stated that they will soon begin the removal of the asbestos and then start the demolition of approximately 90% of the building.	-	-
	Dir. Stewart informed the Commission of the following upcoming events as follows:		
11	<ul style="list-style-type: none"> • Knights of Columbus Shield Award - Thursday, May 15th at 7:30pm—Broad Street, Burlington City—Honoring Warren Lane 	-	-
12	<ul style="list-style-type: none"> • Endeavor Squad Open House—Sunday, May 18th at 1pm—1309 Rancocas Road, Burlington Twp. 	-	-
13	<ul style="list-style-type: none"> • Masonic Home, Honor Our Veterans Tree Lighting—Wednesday, May 21 at 7pm—902 Jacksonville Rd, Burlington Twp. 	-	-
14	<ul style="list-style-type: none"> • Memorial Day Ceremony—Friday, May 30th at 11:30am—Burlington Twp. Municipal Veterans Park 	-	-
15	<ul style="list-style-type: none"> • From the Xbox to the Box Alarm by Tiger Schmittendorf—Saturday, June 7th at 9am—Lunch provided—Station 301 Training/Conference Room 	-	-
16	Comm. Ciasca thanked Battalion Chief Hambleton and Dir. Stewart for reminding him of the promise the Commission made to the firefighters for their hard work at the beginning of the year. The Commission agreed to provide the firefighters with a seminar and luncheon as a thank you for their dedication in responding to an over abundance of calls over the course of six weeks of bad weather.	-	-
17	The Commission will be sponsoring a seminar and luncheon on June 7th at 9am for the firefighters. Dir. Stewart stated that Tiger Schmittendorf will be staying at Station 301 during his time with us. The seminar to be conducted is entitled From the Xbox to the Box Alarm.	-	-
18	Dir. Stewart stated that we completed our annual SCBA flow testing and pump testing and outside of some minor issues we have passed inspection. The minor issues were related to sticking valves (pump testing) and these issues have also been dealt with.	-	-
19	Dir. Stewart requested permission from the Commission to move forward with the Junior Firefighter Boot Camp Program. He stated that both he and FO Tomaszewski in conjunction with Sol. Sendzik have looked into the legalities of the program and are prepared to continue with putting together and implementing it.	-	-
	NEW BUSINESS		
20	Dir. Stewart regretfully announced the resignation of James Field as captain of Station 302 and informed the Commission that he will be posting for application for the position.	-	-
21	Dir. Stewart advised the Commission that we will be presenting three resolutions for travel to Penn State for the annual PAAI seminar. The resolutions will be presented at the May 28, 2014 regular Commission meeting.	-	-
22	Dir. Stewart informed the Commission that during our recent rainy weather the water rescue team was placed into service. Battalion Chief Johnson provided the Commission with some insight to the incidents the team was dispatched for. He stated that the team rescued three people from a flood car on Hartford Road in Mt. Laurel and were then dispatched to Lumberton for another water rescue. The team did a good job and have now been placed on the grids for water rescues in Lumberton.	-	-
23	Dir. Stewart also regretted to announce the passing of Station 303 member Primo DiNisio.	-	-
24	Dir. Stewart requested a closed session with the Commission to discuss matters related to personnel contracts.	-	-
25	Comm. Ciasca opened the floor for a motion to accept the resignation of Captain James Field. A motion was made by Comm. Painter and seconded by Comm. Field to accept the resignation as captain of Station 302 from James Field. Roll call was held with all in agreement. Motion carried.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
26	<p>A motion was made by Comm. Field and seconded by Comm. Painter to move forward with the planning and implementation of the Junior Firefighters Boot Camp program. Roll call was held with all in agreement. Motion carried.</p> <p>GOOD OF THE BOARD</p>	Plan/implement program	Dir. Stewart/FO Tomaszewski
27	<p>Comm. Ciasca all to stand for a moment of silence for the passing of Relief Fire Co. #3 member Primo DiNisio.</p>	-	-
28	<p>Comm. Field question the coverage on the dishonesty bond for the Commission and asked if the company officers are also covered by this bond. Dir. Stewart stated that he would question our insurance agent about this matter.</p>	Contact insurance agent	Dir. Stewart
29	<p>Comm. Field advised all in attendance that Richard Craft is due to come home from the hospital on Friday.</p> <p>CLOSED SESSION</p>	-	-
30	<p>A motion was made by Comm. Painter and seconded by Comm. Field to move into Closed Session for the purpose of personnel contracts . Roll call was held with all in agreement. Motion carried.</p>	-	-

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

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

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

Date, Time & Place:

May 28, 2014
7:00pm
Regular Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Thompson, Comm. Field, FO Tomaszewski, Sol. Sendzik, Chief Estelow, RM Walker, J. Johnson, J. Irwin V & 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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM May 28, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson and Comm. Field	-	-
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	-	-
8	NEW MEMBERS—None	-	-
	DIRECTOR'S REPORT		
9	Director Stewart's report was read by FO Tomaszewski as follows: • Financial Disclosure Statement information is being distributed to the Board members for input into the on-line system.	-	-
10	• The developer doing construction on Goodyear Lane will be using dirt from the pile we have on site. They indicated that they will be taking all of it, this work has been started today.	-	-
11	• Work on a new department website is progressing well and it will soon be ready for launch.	-	-
12	• I interviewed four fire department members for the summer employment position and a decision will be made soon.	-	-
13	• We unfortunately have to cancel the seminar with Tiger Schmittendorf due to	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
14	<p>lack of interest. Only five individuals signed up for the class.</p> <ul style="list-style-type: none"> Joseph Field was the only applicant for the open Captain position at Sta. 302. A letter was sent to Sta. 302 indicating same so that an election may be held. No applications were received for the open 1st. Lieutenant position. 	-	-
15	<ul style="list-style-type: none"> Applications were solicited for the open 2nd. Lieutenant position at Sta. 301. The sole applicant was Steven Hinkel and a letter was sent to Sta. 301 indicating that an election may be held for the position. 	-	-
16	<ul style="list-style-type: none"> After consultation with the solicitor, I recommend that the Board consider the creation of the position titled Fire Official UFD. 	-	-
CHIEF ESTELOW REPORT			
Chief Estelow read his report as follows:			
17	<ul style="list-style-type: none"> He did not attend the Burlington County Fire Chiefs meeting due to his work schedule. 	-	-
18	<ul style="list-style-type: none"> As of April 30th he will be back to full duty with no restrictions. 	-	-
19	<ul style="list-style-type: none"> SOP: We are currently working on section 200 which was assigned to the Chief's at their last meeting. 	-	-
20	<ul style="list-style-type: none"> Apparatus Committee: The committee has a meeting scheduled for June 10th at 7pm. We are also trying to schedule an appointment with Berlin Fire Company #1 in Camden County for more ideas. Once the committee meets, it is the hopes that we will be ready to submit to the vendors so they can work on the drawings for the vehicle. Engine 3032 is on the production line and the final inspection should be in the area of July 7th. 	-	-
21	<ul style="list-style-type: none"> Accountability System: The Chiefs Board agreed to move forward with the new system that was presented by Battalion Chief Hambleton. The system is just like ours, it will be cost effective and we will be making our own photo/ID tags. A third tag will have medical information for the first responder and this information will be sealed to meet the HIPPA Law. 	-	-
22	<ul style="list-style-type: none"> Gear: We are currently replacing three sets of turnout gear per station. At the end of the year we will see if we are able to fund a few more sets to be proactive in our gear replacement and not find ourselves in a situation for a large cost in gear replacement all at once. 	-	-
23	<ul style="list-style-type: none"> Training: The department qualified approximately 10 new drivers on engine F3022 and F3032. The department recently had six members complete the swift water specialist class. There are another six members in the swift water operations class and they hope to complete the course on June 8th. Endeavor Emergency Squad will be holding a response to terrorist bombing class on June 13th at 7pm. The Baltimore Firehouse Expo will be July 15th thru 19th, Sta. 301 is hosting a spot drill with Sta. 302 this Thursday and the month of June will be hosted by Sta. 303. 	-	-
24	<ul style="list-style-type: none"> Rescue Division: Marine 30 was utilized three times this past month. The members responded to Mt. Laurel and successfully rescued three subjects that were trapped in their car. The other two incidents were the very next day in Willingboro and Lumberton. Mt. Laurel was impressed with all of the equipment and the response they received from the Burlington Township Fire Department. 	-	-
25	<ul style="list-style-type: none"> Duty Crew: We have received several suggestion forms and we will discuss this at the next departmental meeting. 	-	-
26	<p>Comm. Ciasca expressed his disappointment that no one was interested in attending the seminar with Tiger Schmittendorf on June 7th. He reminded all that this was being provided as a thank you to the membership for their dedicated work provided earlier in the year. He stated that he does not understand the lack of interest from the membership in attending a seminar with a well known speaker in the fire service as well as a luncheon. Chief Estelow stated that the department has been doing a lot of training recently as well as various members attending other training classes outside of the department. A discussion ensued and Battalion Chief Hambleton expressed to the Commission that he overheard from the membership they were not appreciative of the class being held on an early Saturday morning.</p>	-	-
27	<p>Comm. Ciasca requested of Chief Estelow for a more formal presentation on the progress of the Rescue Apparatus at the next work session meeting.</p>	Presentation at Work Session	Chief Estelow

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski read his report as follows:		
28	<ul style="list-style-type: none"> During the month of April the Fire Prevention Bureau performed 20 Life Hazard and 45 Non Life Hazard inspections and a total of 42 re-inspections were completed. 	-	-
29	<ul style="list-style-type: none"> Vacant Building Inspections: We have started tracking and inspecting vacant commercial buildings. 	-	-
30	<ul style="list-style-type: none"> Public Education: Burlington Center Emergency Services and Military Appreciation Day is May 17th, girl scout program, May 20th and June 3rd, Wal-Mart, June 4th and June 21st, Goddard School, June 7th and Kids Camp, July 11th and 12th. 	-	-
31	<ul style="list-style-type: none"> Fire Investigations: Stove fire at Gabrielle Court on April 6th and a brush fire on April 14th. 	-	-
32	<ul style="list-style-type: none"> Planning Board: The meeting was held on May 7th and we heard one applications for a quarry operation on River Road by Woolston Construction. 	-	-
33	<ul style="list-style-type: none"> Maintenance: Hose and ground ladder testing is scheduled for the week of July 14th. 	-	-
34	<ul style="list-style-type: none"> Training: The county is holding a fatal fire investigation course on June 26th and 27th and we have two members that will be attending. 	-	-
	PUBLIC SESSION		
35	There was no discussion under Public Session and this portion of the meeting was closed.	-	-
	OLD BUSINESS		
36	A motion was made by Comm. Field and seconded by Comm. Painter to approve the resolutions for travel for Matt Tomaszewski, Robert Ciasca and Howard Nixon for P.A.A.I. Roll call was held with all in agreement, motion carried.	-	-
37	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve a resolution to create the paid position of Fire Official UFD. Roll call was held with all in agreement, motion carried.	-	-
38	A motion was made by Comm. Painter and seconded by Comm. Field to approve the following list of policies/programs as posted with the minutes (#53). Roll call was held with all in agreement, motion carried.	-	-
39	A review of the 100 section of the department SOPs was held. A short discussion was held regarding SOP 102 Junior Firefighters in regards to the proper terminology for turnout gear for Junior Members. The terminology was changed from "jacket" to "turnout coat."	-	-
40	A review of SOP 105 Smoking was held and it was agreed that the supporting legal statutes be including in the SOP for smoking.	-	-
41	A review of SOP 106 Uniforms was held and it was agreed not to include the change of the bell hat, due to the fact that no approval has been given to change our uniform hats to the bell style hat.	-	-
42	A review of SOP 109 Officer Qualifications was held and Comm. Field questioned the minimum age to hold an office. It was agreed to change the minimum age to hold an officers position at age 23.	-	-
43	A motion was made by Comm. Field and seconded by Comm. Painter to approve the changes to the 100 section of the department SOPs. Roll call was held with all in agreement. Motion carried.	-	-
44	NEW BUSINESS —There was no discussion under New Business.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
45	<p>VOUCHERS</p> <p>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.</p>	-	-
46	<p>MINUTES</p> <p>A motion was made by Comm. Field and seconded by Comm. Painter to approve the minutes of May 8, 2014 Work Session and April 23, 2014 Regular Session. Roll call was held with all in agreement. Motion carried.</p>	-	-
47	<p>REPORT OF SOL. SENDZIK</p> <p>Sol. Sendzik stated that the state comptroller completed his audit and that the report is available. He stated that the report commented on the number of legal voters versus who actually voted in the elections, thus recommending that the elections be moved to November. A short discussion followed regarding the results of the report.</p>	-	-
48	<p>HEALTH AND WELFARE</p> <p>Comm. Field commented that in the past few months we have had a few deaths in the department and that the support from this department has been poor. He also stated that there was a lack of support for Warren Lane at the Shield Award ceremony and no representation for Ed Marbet at the annual Burlington County Memorial service. Comm. Field stated that he understand that today's young members do not know our members from yesteryear. He stated that we need to find a way to make sure that we do not forget our members in passing.</p>	-	-
49	<p>MISCELLANEOUS</p> <p>Bob Walker commented that B.T.F.D. signs posted with the "Welcome to Burlington Township" signs are all faded and in need of replacement.</p>	-	-
50	<p>Comm. Thompson reminded all that this week marks 30 years since the haunted house fire at Great Adventure which resulted in 8 deaths. A short discussion followed regarding the fire codes that were developed in relation to this incident.</p>	-	-
51	<p>DEPARTMENT ACOMPLISHMENTS</p> <p>Chief Estelow reported that we rescued three people from their vehicle during the recent flooding in Mt. Laurel.</p>	-	-
52	<p>GOOD OF THE BOARD</p> <p>A motion was made by Comm. Field and seconded by Comm. Thompson to move into closed session for the purpose of contracts. Roll call was held with all in agreement. Motion carried.</p>	-	-
53	<p>Policies/Programs:</p> <p>Driving, Mentor, Active Firefighter, Administrative Action, Annual Budget Development, Annual Evaluation, Awards Program for Personnel, Bloodborne Pathogens, Building & Grounds, Code of Ethics, Commissioners Compensation, Committees, Computer, Confidential & Privacy, Criminal Background Check, Departmental Seat Belts, Director Evaluation, Discipline Corrective Action, Discipline, Drug, Dual Office holding, Electronic Mail & Internet, Emergency Apparatus & Vehicle, Emergency Response, Emergency Warning Lights, Essential Employee Identification, Financial, Fire Department Standard Operating Procedures, Fire Police, Harassment, Hazardous Materials Incident Response, Health & Safety, Health Information, Indemnification & Defense, Insurance and Accident Claims, Inventory, Legal proceedings Reimbursement, Mandatory Training & Record Keeping, Membership, Payment of Claims, Personal Protective Equipment, Personnel Qualifications & Conduct, Personnel Records, Personnel Reporting, Physical Fitness, Policy Development, Procurement, Protective Clothing & Respiratory Protection, Public Records, Public Relations, Public Use of District Facilities, Reimbursement for Losses & Expenses, Report Missing Items, Residency, Respiratory Protection, Restricted Duty, Return To Duty, Smoking, Social Media, Training & Travel, Volunteer Emergency Workers Survival & Disability, Volunteer Tuition Credit Program, Workplace Violence and Written Hazard Communication Program.</p>		

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

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

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

Date, Time & Place:

June 12, 2014
7:000pm
Sta. 302 , Work Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Sol. Sendzik, Comm. Stewart, Chief Estelow, C. Johnson, J. Krzywulak, J. Field, E. Hoffman Jr, E. Hoffman Sr., D. Sobel, J. Irwin V, E. Hambleton, N. Marino, R. Walker, S. Hinkel, H. Hinkel, M. Schanabel, K. Green, D. Counard, J. Johnson, T. Randt, R. Caruso & Jo. Field.

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM May 8, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson and Comm. Field	-	-
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.	-	-
	APPOINTMENTS		
6	A motion was made by Comm. Thompson and seconded by Comm. Painter to appoint Joseph Field as Captain at Station 302. At this time Captain Field was given the Oath of Office by Sol. Sendzik.	-	-
7	A motion was made by Comm. Painter and seconded by Comm. Field to appoint Steven Hinkel as 2nd Lieutenant of Station 301. At this time Lieutenant Hinkel was given the Oath of Office by Sol. Sendzik.	-	-
8	NEW MEMBERS: There were no new members.	-	-
9	PUBLIC SESSION - There was no discussion under Public Session and the meeting was left open.	-	-
	NEW BUSINESS		
10	Comm. Ciasca informed all that at this time the Chiefs Board would like to provide a presentation to the Board on the research completed by the Apparatus Committee on the replacement of the rescue vehicle. Chief Estelow introduced Battalion Chief Johnson who narrated the rescue apparatus presentation. The presentation consisted	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	of a slideshow of information based on the weight of the vehicle with equipment, the length of the vehicle and the type of vehicle needed. Battalion Chief Johnson provided detailed schematics of the proposed vehicle as well as supporting information as to the purpose behind certain aspects of the schematics. Comm. Thompson commented Battalion Chief Johnson and his committee for the detailed research they completed as well as the excellent presentation. Comm. Ciasca thanked him for bringing the department up to date on the needs of the Rescue Division in regards to the vehicle needed.		
11	Dir. Stewart informed the Commission that Sta. 301 has requested to permanently install the basketball net. The Commission approved the installation of the basketball net.	Install basketball net	Sta. 301
12	Dir. Stewart informed the Commission that he was just recently informed that the inspection trip for the new apparatus is June 30 thru July 2. We will be providing to the Commission at their next meeting travel resolutions for approval, we are currently working on the list of who will be attending this trip.	-	-
13	Dir. Stewart that there has been no interest from the membership in regards to the open lieutenant position at Sta. 302. He stated that he spoke with the Chiefs Board and all have agreed to keep the position open until someone is interested.	-	-
14	Dir. Stewart stated that he has completed that interviews for the open summer position and feels that we are at a point that a choice can be made.	-	-
15	Dir. Stewart reminded the Commission that we will need to hold the second reading of the resolution for the creation of the title Fire Official—UFD at the next regular meeting of the Board.	2nd Reading June 25th	Commission
16	Dir. Stewart also reminded the Board that we currently have three employees in attendance at the PAAI this week. OLD BUSINESS	-	-
17	Comm. Ciasca questioned the progress on Sta. 302's request to change the use of the engineer's room to a hose room. He stated that there were questions regarding who would be doing the installations, rolling hose racks versus static hose racks and the liability involved if not installed properly. Sta. 302's representative's were suppose to return to the facilities group with additional information regarding these questions. It was agreed that Comm. Thompson and Comm. Field would meet with the president again to find out what the final results were so that we may move with this project.	Facilities Committee to meet w/302 again.	Comm. Thompson, Field & Pres. Gares
18	Comm. Ciasca reminded the Commission that the Injury Reporting and Return To Duty Policy was held for continued review due to the seriousness and sensitivity of this matter. A short discussion was held and all agreed to make a change to read "at the direction of the Director of Fire Services or his designee. This change will be made official at the next regular Commission meeting on June 25th.	Review at June 25th meeting	Commission
19	Dir. Stewart advised the Commission that we recently had an injury with the last few weeks and that the injury was reported to the insurance company immediately. He also stated that the injured party is doing well and is back in service.	-	-
20	Dir. Stewart stated that the dirt pile at Sta. 301 is gone and the company that has taken the dirt is waiting on the weather to clear so that they may complete the final clean up work.	Final clean up to be completed	Construction company
21	Comm. Ciasca questioned if the Township Council has completed the needed steps for the increase in false alarm fines. Dir. Stewart informed him that this project has been completed and the new ordinance has been approved. He also stated that FO Tomaszewski has started to implement and educate the business owner on the changes to the alarm fees.	-	-
22	Comm. Ciasca reminded all in attendance that each year our budgets are getting tighter and tighter. He stated that recently completed an audit of our workers compensation which resulted in an increase of \$30,000 cost for coverage, not budgeted for in 2014.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
23	GOOD OF THE BOARD—There was no discussion under Good of the Board. CLOSED SESSION	-	-
24	A motion was made by Comm. Thompson and seconded by Comm. Painter to move into closed session for the purposes of contract negotiations. 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. Vincent, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

June 25, 2014
7:000pm
Regular Session

Participants: Comm. Painter, Comm. Field, Comm. Thompson, Sol. Sendzik, DFS Stewart, FO Tomaszewski, Chief Estelow, R. Ciasca, C. Leshner Sr., R.M Walker, A. Mohr, M. Rock & R. Caruso

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM July 25, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Painter, 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 APPOINTMENTS/SWEARING IN OF OFFICERS	-	-
7	A motion was made by Comm. Thompson and seconded by Comm. Field appoint Matthew Schnabel as a firefighter at Station 301 and Erik Anderson as a firefighter at Station 302. Roll call was held with all in agreement. Motion carried.	-	-
8	NEW MEMBERS—None DIRECTOR'S REPORT	-	-
9	Dir. Stewart read his report as follows: <ul style="list-style-type: none"> • Congratulations to our recent high school graduates and thank you to those firefighters who attended graduation to show their support. 	-	-
10	<ul style="list-style-type: none"> • Two firefighters are graduating from fire school this evening. Chris Dillon from Firefighter I and Eamonn Fitzpatrick-Ruth for Fire Officer I. 	-	-
11	<ul style="list-style-type: none"> • The dumpster gates at Station 302 have been replaced. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	CHIEF ESTELOW REPORT		
	Chief Estelow read his report as follows:		
12	• Burlington County Fire Chiefs—Did not attend due to work.	-	-
13	• SOPs-We are currently working on Section 200 and 300, with my work schedule and the other chiefs being tied up we have not met yet. We will be meeting in the very near future to over the SOPs.	-	-
14	• Apparatus Committee-The committee met on June 10th at 7pm. The Committee submitted what they would like to see to the vendor and they are in turn going to give us an idea with the size of the vehicle and estimate cost for the vehicle.	-	-
15	• Accountability System-The new accountability system is in. Once we get all of the medical forms in we are going to start issuing the new ID cards and training shortly after.	-	-
16	• Training-Drivers recertification dates are done as of June 21st. The list has been sent out by T.O. Irwin on who has completed the recertification. Those what have not will be unable to drive until next year, except those that are on medical leave.	-	-
17	• Rescue Training-We had seven members complete the swift water operation class on the weekend of the 8th.	-	-
18	• Firehouse Expo-Six members will be attending the Firehouse Expo in Baltimore, MD from July 15th thru the 19th.	-	-
19	• Drivers Training-We are organizing dates with the Chief Engineers for training on 3014 and 3035.	-	-
20	• Safety-We are currently investigating a driving issue during a response that occurred on the 22nd. Battalion Chief Gares is the lead on this investigation.	-	-
21	• Rescue Division-We are currently restructuring our grids for water rescue. We finally realized that the grid is not a fire grid it is an EMS grid. Chief Ekelburg has no problem submitting the changes.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski read his report as follows:		
22	• During the month of May the Fire Prevention Bureau performed 32 life hazard and 17 non life hazard inspections. A total of 60 re-inspections were completed.	-	-
23	• Vacant Building Inspection: We have started tracking and inspecting vacant commercial building. To date we have 6 buildings completed.	-	-
24	• Public Education: Girl scout program on June 3rd, Wal-Mart on June 4th and June 21st, Goddard School on June 7th, Block party on July 5th and kids Camp on July 11th and 12th.	-	-
25	• Fire Investigation: There were no fire investigations for the month of May.	-	-
26	• Planning Board: The meeting was held on June 4th and we heard one application for a martial arts school on 1805 Route 130.	-	-
27	• Maintenance: Hose and ground ladder testing is scheduled for the week of July 15th and 16th.	-	-
28	• Training: The County is running a fatal fire investigation course on June 26th and 27th. We currently have three members who will be in attendance. Penn State PAAI was another great conference attended by three members. The training report has been submitted for review.	-	-
29	PUBLIC SESSION - There was no discussion under Public Session	-	-
	OLD BUSINESS		
30	Sol. Sendzik read resolutions authorizing the creation of the paid position for Fire Official—UFD on a 2nd. Reading. A motion was made by Comm Field and seconded by Comm. Thompson to approve the resolution on 2nd reading for the creation of Fire Official—UFD. Roll call was held with all in agreement. Motion carried. Sol. Sendzik stated that the resolution will be published in the paper for the second time.	-	-
31	Sol. Sendzik read the resolution approving the Injury Reporting and Return To Duty Policy, 1st. Reading. A motion was made by Comm. Thompson and seconded by	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
32	Comm. Field to approve the Injury Reporting and Return To Duty Policy on 1st. Reading. Roll call was held with all in agreement. Motion carried.	-	-
33	Sol. Sendzik read the resolution approving the Personal Injury Reporting Procedure and Return To Duty Procedure. A motion was made by Comm. Thompson and seconded by Comm. Field to approve the Personal Injury Procedure and Return To Duty Procedure. Roll call was held with all in agreement. Motion carried.	-	-
34	Sol. Sendzik read the resolutions for travel for Firehouse Expo for John Stewart, John Irwin III, John Irwin V, Mike Kaplan, Josh Johnson and Terry Field. A motion was made by Comm. Thompson and seconded by Comm. Field to approve the resolutions for travel. Roll call was held with all in agreement. Motion carried.	-	-
35	NEW BUSINESS—There was no discussion under New Business. VOUCHERS	-	-
36	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. MINUTES	-	-
37	A motion was made by Comm. Thompson and seconded by Comm. Field to approve the minutes of June 12, 2014 and May 28, 2014. Roll call was held with all in agreement. Motion carried.	-	-
38	REPORT OF SOL. SENDZIK - No report	-	-
39	HEALTH AND WELFARE - No report.	-	-
40	MISCELLANEOUS—No report. DEPARTMENT ACOMPLISHMENTS	-	-
41	Chief Estelow congratulated all the high school graduates as well as those that graduated from fire school.	-	-
42	Chief Estelow also commented on the fact that our responses have improved and our continued responsibility towards maintaining our training.	-	-
43	Comm. Painter thanked those that showed up to the grand opening of the new Wal-Mart at 7am. She also thanked those that assisted public works with cleaning up debris. GOOD OF THE BOARD	-	-
44	There was no discussion under Good of the Board. CLOSED SESSION	-	-
45	A motion was made by Comm. Thompson and seconded by Comm. Field to move into closed session for the purpose of contract negotiations. 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. Vincent, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

July 10, 2014
7:000pm
Sta. 302 , Work Session

Participants: Comm. Field, Comm. Painter, Comm. Ciasca, Chief Estelow, FO Tomaszewski and C. Leshner Sr.

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM July 10, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter and Comm. Field	-	-
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	APPOINTMENTS: There were no appointments.	-	-
7	NEW MEMBERS: A motion was made by Comm. Field and seconded by Comm. Painter to approve Anthony Benedetto as a firefighter with Station 302. Roll call was held with all in agreement. Motion carried.	-	-
8	PUBLIC SESSION - There was no discussion under Public Session and the meeting was left open. OLD BUSINESS	-	-
9	Comm. Ciasca stated that the title change for the Fire Official—UFD was met with some issues and that these issues are in the process of being worked out.	Research	DFS Stewart
10	Comm. Ciasca also asked if the expense reports for PAAI have been turned in. He was informed that they have been and that a copy will be provided to him for his review. NEW BUSINESS	-	-
11	Fire Official Tomaszewski read DFS Stewart's report as follows: • Requesting travel resolutions for persons conducting the final inspection of the	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	new engine, July 21 thru July 23: Deborah Painter, Scott Estelow, Craig Leshner and Shawn McDonough.	-	-
12	<ul style="list-style-type: none"> Received the resignation of Mike Rock as Lieutenant and Fire Inspector. Mike is moving to Florida to further his fire service career. 	-	-
13	<ul style="list-style-type: none"> I am giving consideration to the purchase of a presentation podium for the headquarters training room. State contract cost is approximately \$1700. 	-	-
14	<ul style="list-style-type: none"> I am requesting Board approval for the purchase of a gear and equipment dryer which will be installed in the hose room at Station 301. The dryer can be used for up to six sets of gear, hose, water rescue gear or any equipment that fits within the enclosure. This will require the installation of a 220V outlet. 	-	-
15	<ul style="list-style-type: none"> The Chief's vehicle was vandalized over the July 4th weekend. The tailgate was damaged by a large rock. The insurance company has been notified and we received one estimate of \$1310 for repairs. 	-	-
16	A motion was made by Comm. Field and seconded by Comm. Painter to approve the resolutions for travel for Painter, Leshner, McDonough and Estelow. Roll call was held with all in agreement. Motion carried.	-	-
17	Comm. Ciasca informed the Board that we will hold discussion on the gear dryer until the next meeting. FO Tomaszewski stated that a tumble dryer is not recommended for gear as the unit tears the fibers apart and Chief Estelow stated that an air dryer is good for the water rescue suits that we spent funds on. Comm. Ciasca questioned if we budgeted for this purchase and are we purchasing one for each station or just Station 301.	Discuss at next meeting	Commission
18	Comm. Ciasca questioned what problem is corrected by the purchase of a \$1,700 podium. FO Tomaszewski stated that the department currently does not have a podium of any kind and that when lectures or training are held the trainer must juggle a laptop and notes or hide behind a screen and is no longer part of his audience.	Discuss at next meeting	Commission
	GOOD OF THE BOARD		
19	Comm. Ciasca asked that all rise for a moment of silence for the recent lost of firefighters from Houston and New York.	-	-
20	A long discussion ensued regarding the drivers training certification training, the "52Pt. Rule" as well as the mandatory training and its effect on our department in penalizing members. All agreed that we must have mandates to meet state training qualifications, but we also need to have volunteers who are willing to "volunteer" without being penalized for only having limited time to give to the department. Comm. Ciasca stated that one of our goals is to keep our department volunteer. The discussion continued with issues such as attitudes, feelings of position entitlements, mentoring and cliques being brought forth. Chief Estelow suggested that this be a discussion for the department membership at a departmental meeting. FO Tomaszewski informed the Commission of an approved SOP that states that three years of failing to make your "52 Points" will automatically remove you from the department. He questioned how this effects those members with twenty five, thirty or forty years in the department. Overall we need to find a happy medium to meet the needs of the department as well as keep our volunteers, volunteer. It was also agreed to continue this discussion at the next meeting.	Discussion to continue at next meeting	Commission
21	A motion was made by Comm. Field and seconded by Comm. Painter to accept the resignation of Mike Rock from the lieutenant's position at Sta. 301. Motion carried.	-	-
22	Comm. Field questioned if F3017 had lights and a siren. He was informed that according to the report it is outfitted with lights and siren.	-	-
23	A motion was made by Comm. Field and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 8:10pm.	-	-

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

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

Date, Time & Place:

August 14, 2014
7:000pm
Sta. 302 , Work Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Field, Comm. Ciasca, Comm. Thompson, Comm. Painter, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, E. Hambleton, B. Gares, J. Warren & C. Leshner

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM August 14, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson 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	APPOINTMENTS: There were no appointments.	-	-
7	NEW MEMBERS: A motion was made by Comm. Field and seconded by Comm. Thompson to approve Carl Mueller and Patricia Hammell as social members assigned to Station 302 and Walter Howard as a Junior Firefighter assigned to Station 301. Roll call was held with all in agreement. Motion carried.	-	-
8	PUBLIC SESSION - There was no discussion under Public Session and the meeting was left open. OLD BUSINESS	-	-
9	Comm. Ciasca questioned Dir. Stewart in regards to his request to purchase a podium for the conference/training room. Dir. Stewart explained that we currently do not have a podium and the one he is requesting would meet the current technical needs of today's instructors. This podium does not have a sound system but has the required set ups for computer use and is also on the State contract for a cost of \$1,693.00 and is covered under the budget line item "Other Operating Materials and Supplies." A motion was made by Comm. Field and seconded by Comm. Thompson to approve the purchase of a podium in the amount of \$1,693.00 under the NJ State Contract. Roll call was held with all in agreement. Motion carried.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Comm. Ciasca questioned Dir. Stewart on his request to purchase a gear dryer. Dir. Stewart informed the Commission that the request for this purchase was generated by the urging of the Rescue Division. He stated that today's turnout gear and water rescue suits require proper drying to prevent mold and the destruction of the materials. Dir. Stewart stated that each Commissioner was provided with a copy of the proper cleaning and care instructions for the equipment in question. Comm. Ciasca expressed his concern with the cost involved and questioned if there was another way to meet the same care, such as air drying. He was informed that air drying takes more time and the suits have to be hung on a pike pole over the two equipment room doors.	-	-
11	The Commission questioned if the department is requesting one dryer or one for each station at a cost of \$18,000. Comm. Field reminded the Board that we did not budget for this purchase. Battalion Chief Gares commented that if we had an incident that left the majority of the active members with soiled gear then we would not have any gear for them to use until theirs dried, which takes a long time. Battalion Chief Hambleton then explained to the Commission how he believes this request came about. He stated that a member walked into the suits drying on a pole over the doors and the pole almost hit him. At this time Chief Estelow was there and stated that we have to find a better way to dry the suits and suggested a dryer. Comm. Ciasca commented that maybe we need to find a better way of hanging the suits in lieu of a \$6,000 expense. Battalion Chief Hambleton stated that we looked at other options and this was the best one. Comm. Ciasca stated that he understands his concerns then asked him if it was his budget what would he do, put a clothesline up instead of a pike pole. He stated that he understands the Commission's concern about the cost involved. Comm. Painter reiterated Comm. Ciasca's question to Battalion Chief Hambleton and he stated that if the members wanted a dryer then that is what he would purchase if the funds were available.	-	-
12	The discussion continued regarding the dryer, the costs involved and how many should we consider purchasing as we have three stations as well as where the unit would be installed. Dir. Stewart stated if purchased the funds would be deducted from the "Miscellaneous Equipment" line item. No decision was made as to the purchase of a dryer.	No decision made.	Commission
13	Dir. Stewart advised the Commission that Sol. Sendzik and he has advertised for the request for proposals for the professional services.	-	-
14	Dir. Stewart also reminded the Commission of the need for a second reading of the policies that were reviewed.	-	-
15	Dir. Stewart informed the Commission that the new engine 3032 will be delivered to Sta. 303 on Friday. He also stated that 3038 was in a minor accident with an ambulance from 909 and that there will be no claim filed and we will be reimbursing the repair cost to Endeavor Squad.	-	-
	NEW BUSINESS		
16	Dir. Stewart advised the Commission that we will have a resolution prepared for the regular meeting to extend the vehicle maintenance contract.	Approval at 8/27 mtg.	Commission
17	Dir. Stewart informed the Commission that he has provided them with a copy of the Commissioners Compensation policy and requested further review as he feels some minor changes should be made. A motion was made by Comm. Field and seconded by Comm. Painter to approve the policies with the exception of the Commissioners Compensation policy. Roll call was held with all in agreement. Motion carried. Comm. Ciasca questioned Dir. Stewart if this is the end of all the policies in need of review and approvals. He advised him that this project is now completed.	Under review	Commission
18	Dir. Stewart stated that the Chiefs Board is currently reviewing the SOPs and they will be provided to the Commission for review and approval in sections.	Under review by Chiefs Bd.	Chiefs Board
	GOOD OF THE BOARD		
19	A discussion was held regarding the process of membership within the department. Comm. Field questioned how we proceed from junior or probationary member to a certified firefighter in regards to physicals, state ids and swearing in as well as final	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
19cont.	approval to begin active firefighting. Comm. Ciasca asked Dir. Stewart to set up a meeting with the station presidents to discuss this matter and come up with a solution to clarify this issue.	Dir. To set up mtg w/ Presidents	Dir. Stewart
20	Comm. Field questioned the status of those members that were hired for recruitment and retention. He understands that Mike Rock has resigned and also questioned if he is being replaced. Dir. Stewart stated that the grant runs out this November and that it would not be worth replacing Mike Rock. Comm. Field asked what the intentions were with this program when the grant ends. Dir. Stewart stated that if we continue the program then we are responsible for funding it.	-	-
21	Comm. Painter asked what progress has been made with the program and if there were any written progress reports monitoring its effectiveness. Dir. Stewart stated that he provides written quarterly reports and that John Irwin V is now the only active facilitator of the program and is working on a continual basis. CLOSED SESSION	-	-
22	A motion was made by Comm. Field and seconded by Comm. Painter to move into closed session for the purpose of contracts. Motion was carried.	-	-

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

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

Date, Time & Place:
August 27, 2014
7:000pm
Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Dir. Stewart, Sol. Sendzik, FO Tomaszewski, R. Ciasca, B. Gares, C. Leshner, T. Randt, M. Schnabel, N. Taylor, S. Fitzpatrick-Ruth and J. 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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM August 27, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Painter, Comm. Field 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.	-	-
6	CORRESPONDENCE—None APPOINTMENTS/SWEARING IN OF OFFICERS		
7	A motion was made by Comm. Painter and seconded by Comm. Field appoint Sean Fitzpatrick-Ruth and Nicholas Taylor as firefighters at Station 302. Roll call was held with all in agreement. Motion carried. Sol. Sendzik then provided the Oath of Office to both newly appointed firefighters.	-	-
8	NEW MEMBERS—None DIRECTOR'S REPORT	-	-
9	Dir. Stewart read his report as follows: <ul style="list-style-type: none"> • On Friday, August 29 the Emergency Management Coordinators and I will be going through the motions of activating the Emergency Operations Center as an exercise. 	-	-
10	<ul style="list-style-type: none"> • The preparation of the new engine 3032 is progressing well and the unit should be in service within the next two weeks. 	-	-
11	<ul style="list-style-type: none"> • The bond payment of \$261,525.63 was made on August 27, 2014. 	-	-
12	<ul style="list-style-type: none"> • Proposals for legal and auditing services are due tomorrow. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
13	<p>Comm. Ciasca commented to the public that unbeknownst to most people there are financial obligations that the District is responsible for such as the recently mentioned bond payment of \$261,525.63. He stated that at the meetings he reminds all that we need to keep a mindful eye on the budget, in part of these financial obligations. That way we can provide the department with the tools necessary, such as apparatus and equipment, to provide competent service to the tax paying community.</p> <p>CHIEF ESTELOW REPORT</p> <p>Battalion Chief Gares read Chief Estelow's report as follows:</p> <p><u>County Chief's Meeting</u></p>	-	-
14	<ul style="list-style-type: none"> • EMT Course price reduced from \$1,500 plus \$200 for books to \$750 plus \$200 for books. 	-	-
15	<ul style="list-style-type: none"> • Central's "Storm Mode"-When initiated all available personnel are to respond to their respective stations and stand by. "Service Calls" will not be dispatched. They will be placed on a list and turned over to the jurisdiction's IC and/or EOC to be dispatched locally. 	-	-
16	<ul style="list-style-type: none"> • The Exempt Firefighters Meeting that was scheduled for Bordentown is actually in Cinnaminson. <p><u>Burl. Twp. Chief's Board Mtg.</u></p>	-	-
17	<ul style="list-style-type: none"> • A minor accident involving 3038 and EMS90's vehicle occurred. A Corrective Action Memo from the Safety Committee will be sent out shortly. 	-	-
18	<ul style="list-style-type: none"> • The Rescue Division will be hosting a rope rescue class on October 4 & 5, Camden County Fire Academy will be the instructors. 	-	-
19	<ul style="list-style-type: none"> • Thanks goes out to all the members who helped with the new 3032. The first day we has so much help we didn't know what to do with everyone. I think this speaks volumes as to where we've come as a department. <p>FIRE OFFICIAL TOMASZEWSKI REPORT</p> <p>Fire Official Tomaszewski read his report as follows:</p>	-	-
20	<ul style="list-style-type: none"> • During the month of July the Fire Prevention Bureau performed 29 Life Hazard and 22 Non Life Hazard inspections. A total of 39 re-inspections were completed. 	-	-
21	<ul style="list-style-type: none"> • Public Education: Block party-July 5th, Citgo Customer Appreciation Day-July 12th, Lardner Rd. block party-July 19th, Clydesdale Drive block party-July 26th, National Night Out-August 5th, Goddard School-August 1st and Masonic Home-September 27th. 	-	-
22	<ul style="list-style-type: none"> • Fire Investigation: 1816 Columbus Road and 108 Connecticut Drive. 	-	-
23	<ul style="list-style-type: none"> • Planning Board: Was not in attendance for the August meeting. 	-	-
24	<p>PUBLIC SESSION - There was no discussion under Public Session</p> <p>OLD BUSINESS</p>	-	-
25	<p>A continued discussion was held regarding the request to purchase a gear dryer. Dir. Stewart provided a financial overview of the cost of the unit. Comm. Ciasca commented that he was unsure of were we are heading with this matter in regards to cost and the number of units requested due to having three stations. He asked if there were any alternate solutions to this potential purchase. Dir. Stewart stated that currently we could rearrange rooms and hand the gear for drying if we devised a proper and safe hanging system. Comm. Field asked if the Chief's Board discussed the matter and Dir. Stewart replied that their meeting is scheduled for Monday and that there are alternate solutions. Comm. Ciasca opened the matter up to a motion for purchase. There was no motion to purchase a gear dryer.</p>	-	-
26	<p>Sol. Sendzik read a resolution to extend the maintenance and repair agreement with Fire Apparatus Repair for one year. A motion was made by Comm. Field and seconded by Comm. Painter to approve the resolution to extend the contract with Fire Apparatus Repair contract for maintenance and repair for one year as per the original approved contract. Roll call was held with all in agreement. Motion carried.</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
27	Sol. Sendzik read a resolution to extend for one year the preventive maintenance contract with Fire & Safety Services. A motion was made by Comm. Painter and seconded by Comm. Field to approve the resolution to extend the contract for preventive maintenance service with Fire & Safety Services under the same terms and conditions of the initial contract. Roll call was held with all in agreement. Motion carried.	-	-
28	Sol. Sendzik read a resolution appointing an account clerk to assist with the administrating of the District. The resolution also indicates that Kristin Jonaitis be appointed to this position under the terms and conditions set forth in the employment contract with the Board of Fire Commissioners, Fire District No. 1, Township of Burlington. A motion was made by Comm. Painter and seconded by Comm. Field to approve the resolution as read by Sol. Sendzik appointing an account clerk and that appointment as an account clerk to be Kristin Jonaitis. Roll call was held with all in agreement. Motion carried.	-	-
29	NEW BUSINESS—There was no discussion under New Business. VOUCHERS	-	-
30	A motion was made by Comm. Field and seconded by Comm. Painter to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried. MINUTES	-	-
31	A motion was made by Comm. Painter and seconded by Comm. Field to approve the minutes of August 14, 2014-Work Session, July 10, 2014-Work Session and June 25, 2014—Regular Session. Roll call was held with all in agreement. Motion carried.	-	-
32	REPORT OF SOL. SENDZIK - No report HEALTH AND WELFARE	-	-
33	Dir. Stewart commented that District employee Chris Warren will be having minor procedure this Friday and will be back to work the following Tuesday as Monday is a holiday.	-	-
34	MISCELLANEOUS—No report. DEPARTMENT ACOMPLISHMENTS	-	-
35	It was noted that the department has worked together to prepare 3032 for service.	-	-
36	Comm. Painter congratulated FO Tomaszewski on the birth of his baby girl.	-	-
37	Comm. Field commented on the recent publicity the school has in regards to the use of an AED to help save the life of student. He questioned if the department should also have in its building an AED in the event of an emergency. He stated that he is aware that we have them on the apparatus but the public would not know were to located them. A short discussion followed regarding cost and were to place the units. Dir. Stewart was advised to research this matter and advise the Commission of his findings. 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 contract negotiations. 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. Vincent, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

September 11, 2014
7:000pm
Sta. 302 , Work Session

Participants: Comm. Field, Comm. Ciasca, Comm. Painter, Dir. Stewart, FO Tomaszewski & 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 on January 6, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM September 11, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson 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	APPOINTMENTS: There were no appointments. NEW MEMBERS	-	-
7	A motion was made by Comm. Field and seconded by Comm. Painter to place on the roles of the department Joseph Hoffman-302-Jr FF, Alfred Chesney 301-FF, Justin Steere-302-Jr FF and Derek Peck-302 Fire Police. Roll call was held with all in agreement. Motion carried.	-	-
8	PUBLIC SESSION - There was no discussion under Public Session. OLD BUSINESS	-	-
9	Dir. Stewart commented on the purchase of AEDs and Sol. Sendzik was asked to review the responsibilities and obligations the department would have in relation to them. Comm. Painter informed the Commission that the Police Department is downsizing the number of AEDs the officers carry and that there is a possibility that the fire department may be able to acquire them by transfer of ownership.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Dir. Stewart informed the Commission that he held a meeting with the Presidents to discuss the issue related to swearing in and the official certification of firefighters. He stated that upon completion of the meeting all understood that in order to be qualified to be an active firefighter with the department that you must be 18 years of age and have received and turned in your State Firefighter I certificate, at which time the Commission with officially swear the firefighter in at a Commission meeting.	-	-
11	Dir. Stewart advised the Commission of the progress in placing the new F3032 in service. He explained that the mobile radio is being installed and training has been scheduled for Tuesday evening at 303. The old 3032 is now at 301 with no equipment. The captain has scheduled Monday, Tuesday and Wednesday to mount the equipment and will be putting together a list of what needs to be completed to place the vehicle in service. We will also be swapping the tires from 3012 to old 3032 as the tires on 3012 are in better condition, as well as the emergency warning lights (LED style.) We are also considering replacing the old cover off 3012 with a new cover as the old is in bad condition.	Scheduled work days have been set and tasks are being completed in a timely fashion.	Department members/Dir. Stewart
12	Dir. Stewart discussed with the Commission the possible options for disposing of the 1993 Pierce Lance (3012.) One option is to accept certified bids after advertising and the other is to place it on GovDeals.com, and a 5% cost would be deducted from the final bid amount. We will also need to decide what the minimum bid amount would be as well as a resolution for the next meeting to authorize the selling of the apparatus. It was also stated that the old 35 foot aluminum ladder from the old 3032 would be placed on the old 3012 for sale with the truck. The current 24 foot ladder from the old 3012 will be placed on the new 3012. Dir. Stewart will provide Sol. Sendzik a list of items and information that he will need to write the resolution as well as create the required advertisement for sale. Dir. Stewart advised the Commission that he has already received one inquiry from someone in Illinois in regards to the sale of the 1993 Pierce Lane.	Resolution needed for next meeting to dispose of apparatus/ equipment no longer needed.	Sol. Sendzik/ Dir. Stewart
13	Dir. Stewart advised the Commission that he has received proposals for legal and auditing services. This matter will be discussed in closed session.	Closed session discussion	Commission
14	Dir. Stewart informed the Commission that we will need a resolution in regards to an employee contract agreement.	Resolution needed for next mtg.	Sol. Sendzik/ Dir. Stewart
15	Dir. Stewart stated that he has received a letter of resignation from Comm. Paul Vincent. A motion was made by Comm. Field and seconded by Comm. Painter to regretfully accept his letter of resignation. Motion carried.	-	-
16	Dir. Stewart informed the Commission that with the resignation of Comm. Vincent a replacement must be named as supervising officer with the Division of Pensions/ Benefits system. The Commission agreed to place Comm. Darren Thompson to the position of supervising officer for District matters with the Division of Pensions/ Benefits system.	Resolution needed for next mtg.	Sol. Sendzik/ Dir. Stewart
17	Dir. Stewart advised the Commission that the annual Appreciation Dinner for 2015 falls on Valentine's Day. The Commission agreed to keep the Appreciation Dinner date as February 14, 2015.	-	-
18	Dir. Stewart commented on the summer help this year. He stated that Erik Anderson has been a great benefit to the office and the District and that he would be staying on with us up through fire prevention week.	-	-
19	Dir. Stewart informed the Commission that he will be making arrangements with Endeavor Squad for CPR/AED training.	Schedule CPR/AED trng.	Dir. Stewart
20	Comm. Ciasca questioned the status on the utility replacement for 302. Dir. Stewart stated that we are waiting for the chassis to come in and then for the body to come in.	-	-
21	NEW BUSINESS—There was no New Business to discuss.	-	-
	GOOD OF THE BOARD		
22	Comm. Ciasca commented on the passing of past Commissioner and Department Chief Edmund Cook by stating that he was a pillar of the department and board and most certainly a good friend and will be greatly missed.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
23	<p>Comm. Field commented on the recent rumors he has heard regarding a ceremony held at Sta. 302 last week. The ceremony was geared toward the dedication of the old bus stop memorial plaque that recently became an Eagle Scout project that has now been completed. The event was not a departmental event but was more a low key ceremony with the Eagle Scouts and the VFW Post. Comm. Ciasca expressed his concern with the fact that the Commission was not advised of the ceremony although Mayor and Council were invited to the ceremony. Comm. Field indicated that President Gares was to notify Dir. Stewart of the ceremony. Dir. Stewart stated that he was never advised of the event. Comm. Field apologized and stated that it was not intentional to overlook any one person or people.</p> <p>CLOSED SESSION</p>	-	-
24	<p>A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session for the purpose of contractual matters and personnel. Motion carried.</p>	-	-

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

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

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

Date, Time & Place:
September 24, 2014
7:000pm
Regular Session

Participants: Comm. Painter, Comm. Thompson, Comm. Field, Comm. Ciasca, Dir. Stewart, Sol. Sendzik, Chief Estelow, C. Leshner, J. Field, E. Hambleton, R. Caruso, J. Johnson & J. 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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM September 24, 2014	-	-
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. 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.	-	-
	CORRESPONDENCE		
6	Thank you card from the Geertgens Family from Edgewater Park for saving their historical home and possessions from fire back in July. Dir. Stewart commented that the family was very thankful for the personal thoughtfulness of the fire service in caring for the family's personal possessions and memories.	-	-
7	APPOINTMENTS/SWEARING IN OF OFFICERS—None	-	-
8	NEW MEMBERS—None	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart read his report as follows:		
9	<ul style="list-style-type: none"> • 3014 will be going to Fire & Safety this Friday for diamond plate repair due to the damage from the Dietz & Watson fire. The vehicle will be out of service for approximately one month, but reserve engine 3021 will be placed in service during its absence. 	-	-
10	<ul style="list-style-type: none"> • Chief Estelow and I accepted a donation from a grateful homeowner from Edgewater Park whose house caught fire. The fire occurred in July and the BTFD was called for assistance. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	<ul style="list-style-type: none"> The fire department is commended for their efforts with the vehicle transition which has recently taken place. In a short period of time a new engine was placed in service which included extensive training, as well as the swapping of engines at Sta. 301. The entire project was handled in a very professional and efficient manner. 	-	-
12	<p>Comm. Field questioned if we have enough approved drivers for the old 3032, due to its replacing of 3012. Chief Estelow stated that we do and Dir. Stewart advised the Commission that we are also holding training this weekend.</p>	-	-
	<p>CHIEF ESTELOW REPORT</p>		
	<p>Chief Estelow read his report as follows:</p>		
13	<ul style="list-style-type: none"> Burlington County Fire Chiefs-Did not attend due to his work scheduled. 	-	-
14	<ul style="list-style-type: none"> SOPs-We are currently turning over sections 200 & 300 to Dir. Stewart. We will be meeting in the very near future to go over the 52 Point System and mandatory training issues that were identified at the departmental meeting. 	-	-
15	<ul style="list-style-type: none"> Apparatus Committee-The committee will be meeting one more time to finalize everything on the rescue. The new engine 3032 is in service and the old 3032 has replaced 3012. 	-	-
16	<ul style="list-style-type: none"> Accountability System-The new accountability system has been placed into service and appears to be working quite well. 	-	-
17	<ul style="list-style-type: none"> Training-A Rope Rescue class has been scheduled for October 4th and 5th and CPR training is scheduled for September 29th and 30th. 	-	-
18	<ul style="list-style-type: none"> Fire Police-The Fire Police have requested that we look into the possibility of purchasing a 4 wheel drive vehicle so they can respond when there is inclement weather. The matter was discussed at the Chiefs Board meeting, swapping 3059 for 3068. The Fire Police looked over 3059 and advised that the vehicle would suit their needs. The Chiefs Board approved the switch and 3068 will now be assigned to the Bureau of Fire Prevention with 3059 being assigned to the Fire Police Division. 	-	-
19	<ul style="list-style-type: none"> Miscellaneous-Past Commissioner and Department Chief Ed Cook passed away two weeks ago and the family has requested a firemen's funeral to be held in April. 	-	-
20	<ul style="list-style-type: none"> Squrt 3014 and 3011 attended the 200th Anniversary of the Medford Twp. Fire Department. 3011 took a 2nd place award. 	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI</p>		
21	<p>Dir. Stewart stated that Fire Official Tomaszewski is in attendance at the National Fire Academy this week and read his report as follows:</p>	-	-
22	<ul style="list-style-type: none"> During the month of August the Fire Prevention Bureau performed 19 Life Hazard and 22 Non Life Hazard Use inspections. A total of 31 re-inspections were completed. 	-	-
23	<ul style="list-style-type: none"> Public Education: National Night Out-August 5th, Goddard School-August 1st & 7th, Masonic Home-September 27th, American Asphalt-September 27th, Young School, Back To School Night-September 16th & 17th, Sears Safety Day-October 4th, Young School visitations-October 7th & 8th, Fire Prevention Open House-October 10th at Sta. 302, Goddard School-October 15th, Golden Moments, Pre-School-October 16th and Burlington Woods-October 16th. 	-	-
24	<ul style="list-style-type: none"> Fire Investigations: Car fire at IFO Weichert Realtors and a bathroom fire at Wedgewood Farms. 	-	-
25	<ul style="list-style-type: none"> Planning Board: September-Resolutions were passed for 911 Sunset Road, 1805 Route 130 and 2102 Mt. Holly Road. 	-	-
26	<p>PUBLIC SESSION - There was no discussion under Public Session</p>	-	-
	<p>OLD BUSINESS</p>		
27	<p>Sol. Sendzik read a resolution authorizing an agreement for legal services with Sendzik & Sendzik. A motion was made by Comm. Field and seconded by Comm. Thompson to approve the resolution authorizing an agreement for legal services with</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
27cont.	Sendzik & Sendzik. Roll call was held with all in agreement. Motion carried.	-	-
28	Sol. Sendzik read a resolution authorizing an agreement for auditing services with Mohel, Elliott, Bauer & Gass. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution authorizing an agreement for auditing services with Mohel, Elliott, Bauer & Gass. Roll call was held with all in agreement. Motion carried.	-	-
29	Sol. Sendzik read a resolution authorizing the appointment and re-designation of a supervising officer as Comm. Darren Thompson for the purposes of the Public Employees' Retirement System (PERS.) A motion was made by Comm. Painter and seconded by Comm. Field to approve the resolution authorizing appointment and re-designation of a supervising officer for the purposes of the Public Employees' Retirement System (PERS.) Roll call was held with all in agreement. Motion carried.	-	-
30	Sol. Sendzik read a resolution authorizing an employee contract with Fire Official Matthew Tomasewski under the conditions set forth by the Board of Fire Commissioners, Fire District No., Township of Burlington. A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the employee contract with Fire Official Matthew Tomaszewski. Roll call was held with all in agreement. Motion carried.	-	-
31	A resolution was read by Sol. Sendzik authorizing the sale of surplus personal property no longer needed for public use, on an online auction website pursuant to local finance notice 2008-9 dated April 28, 2008. A motion was made by Comm. Field and seconded by Comm. Thompson to authorize the sale of surplus personal property no longer needed for public use, on an online auction website pursuant to local finance notice 2008-9 dated April 28, 2008. Roll call was held with all in agreement. Motion carried. NEW BUSINESS	-	-
32	A short discussion was held regarding the swapping of 3059 and 3068. A motion was made by Comm. Field and seconded by Comm. Painter to approve the swapping of 3059 as the new fire police vehicle and 3068 as the new fire prevention vehicle upon the recommendation of the Chief's Board. Motion carried. VOUCHERS	-	-
33	A motion was made by Comm. Field and seconded by Comm. Painter to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried. MINUTES	-	-
34	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the August 27, 2014 Regular meeting minutes. Roll call was held with all in agreement. Motion carried.	-	-
35	REPORT OF SOL. SENDZIK - No report HEALTH AND WELFARE	-	-
36	Comm. Ciasca stated that Past Commissioner Spike Tomer is recovering from recent surgery and is doing well. MISCELLANEOUS	-	-
37	Comm. Field informed the Commission that he has been made aware that there are members who would like to attend FDIC next year. He stated that we have had problems in the past with the need for a credit card to make lodging arrangements. A short discussion followed in regards to past discussions regarding the same issue of credit cards. Sol. Sendzik reminded all that Aud. Elliott does not approve of the use of a department credit card and that he agrees with this decision. The idea of issuing either a debit card or cash card was debated. Sol. Sendzik stated that the member can use their own personal credit card and voucher the department for reimbursement or receive a cash advance. Comm. Field stated that Jim Field used a cash card this year and placed his department cash advanced on the card and was able to keep track of all	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
37cont.	his expenses. In conclusion no determination was made as to how to solve this ongoing problem. DEPARTMENT ACOMPLISHMENTS		
38	Comm. Ciasca thanked all who assisted with placing the new apparatus in service and commented on how well the department worked together to accomplish this task. GOOD OF THE BOARD	-	-
39	There was no discussion under Good of the Board. CLOSED SESSION	-	-
40	A motion was made by Comm. Field and seconded by Comm. Painter to move into closed session for the purpose of personnel matters. 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. Thompson, Comm. Painter and Comm. McDonough

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

Date, Time & Place:

October 9, 2014
7:00pm
Sta. 302 , Work Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. McDonough, FO Tomaszewski, Dir. Stewart, Chief Estelow & 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 on January 6, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM October 9, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson 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.	-	-
	APPOINTMENTS		
6	Comm. Ciasca commented that due to the resignation of Comm. Vincent we must appoint a person to fulfill the unexpired term. He thanked Comm. Vincent for his time and service to the department and explained what an asset he was to the Commission. Comm. Ciasca introduced Shawn McDonough as the new Commissioner. He attributed Shawn's youth, devotion and true interest in the future of the BTFD as reasons why he was asked to serve as a Commissioner. A motion was made by Comm. Field and seconded by Comm. Painter to appoint Shawn McDonough, as a Commissioner to fulfill the unexpired term left behind by the resignation of Comm. Paul Vincent. Roll call was held with all in agreement. Motion carried.	-	-
7	Comm. Ciasca also explained that again due to the resignation of Comm. Vincent and subsequent appointment of Shawn McDonough we must elect a new Vice-Chairman to the Commission. Comm. Ciasca opened nominations for Vice-Chairman. Comm. Painter nominated Comm. Field, seconded by Comm. Thompson. There were no other nominations and Comm. Field became the new Vice-Chairman of the Board of Fire Commissioners.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8	Comm. Ciasca opened nominations for the position of Treasurer that was voided by the election of Comm. Field to the position of Vice Chairman. Comm. Thompson nominated Comm. Painter to the position of Treasurer, seconded by Comm. McDonough. There were no other nominations and Comm. Painter was elected to the position of Treasurer.	-	-
9	NEW MEMBERS—None	-	-
10	PUBLIC SESSION - There was no discussion under Public Session. OLD BUSINESS	-	-
11	Chief Estelow informed the Commission that the Rescue Division has developed a presentation of the new rescue apparatus. Chief Estelow turned the presentation introduction over to Rescue Captain Irwin. Capt. Irwin informed the Commission that the Apparatus Committee has researched the needs of the department in regards to a new rescue vehicle and in its presentation has covered such items as a walk-in design, pump and tank as well as tandem axles for a cost of \$733,409.00. Also requested in the presentation was approximately \$40,000 in additional rescue equipment.	-	-
12	Comm. Ciasca expressed concern over the request for additional equipment. He stated that we have been able to provide the department with just about everything they have ever asked for, what is the purpose for the additional equipment. Capt. Irwin stated that they are asking for additional pumps and reels to handle rescues that are not easily accessible from the apparatus or if we have multiple scenes. He also explained that each pump can only run two tools and that on average we use at least three to four tools that are run off power from the apparatus and not portable pumps.	-	-
13	Comm. Ciasca questioned the weight of the equipment versus the apparatus, he is concerned that the total gross vehicle weight is not enough to take us into the future. A discussion ensued and it was agreed that we would need to do more research on this matter.	Additional research needed on weights	Capt Irwin, Dir. Stewart & Chief Estelow
14	Comm. Ciasca informed all in attendance that he was questioned by a taxpayer that if \$800,000 was approved for the purchase of apparatus then why do we have to try and keep the cost of the vehicle down. He explained that there are also additional costs involved in the purchase of a vehicle, we have to borrow funds to meet what has been approved. He also stated that we do not have the cash to outright pay for this vehicle and we must plan for this in our yearly budgets. He also reminded all that the department has many large purchases to make in the near future, such as air paks and a ladder replacement.	-	-
15	Dir. Stewart advised the Commission that an ad has been placed in the paper to sell the old 3012. He then stated that he is also placing it on an online governmental sales site. He explained the site to the Commission and stated that we need to decide the minimum we will accept for the apparatus. The Commission agreed the cost would be no less than \$15,000. Comm. Ciasca questioned if the department had any excess equipment we could sell or utilize on our reserve engine.	-	-
16	Comm. Ciasca reminded all that we are still researching the credit card matter to assist with reserving rooms and training purposes. He stated that it seems that each time we revisit this matter there is always an article about some town employee who misused its department credit cards and embezzled funds. NEW BUSINESS	Continued research	Commission
17	Dir. Stewart stated that he was approached by Endeavor with a request to allow them to park a unit at 302 during the hours of 7pm to 9pm. He explained that Endeavor is now covering Edgewater Park during its peak hours, they would not need access to 302. Comm. Ciasca asked Dir. Stewart to check with our insurance agent in regards to our liabilities and coverage in regards to this matter.	Check into insurance	Dir. Stewart
18	Dir. Stewart informed the Commission that we recently had twenty four members trained and certified in the use of AED and CPR. Comm. Ciasca stated that many times he is asked why we train our members in CPR, as we are a fire department and do not provide medical service. He stated that we should want our members trained as we can never know what may happen and we may need this service at anytime.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
19	Comm. Ciasca stated that there has been discussions held on the possibility of scaling down the number of officers in the department. He asked all to please keep an open mind on the matter and make decisions based on what is best for the department and not for personal gain. He explained that the Director and the Chief are continuing their research in this matter, with some concerns based on not being able to fulfill positions and the need for more training and qualifications. He stated that we hope to have a decision on the matter no later than mid next year.	Continued research	Chiefs Bd, Chief Estelow & Dir. Stewart
20	Dir. Stewart stated that we recently had an apartment fire at Bienvenue. The crews did an excellent job and there were no injuries.	-	-
21	Comm. Field stated that school visitations were held this past week and that all did a good job and thanked them for their time.	-	-
	GOOD OF THE BOARD		
22	Comm. Ciasca thanked all for their help this year during fire prevention week.	-	-
23	Comm. Ciasca announced that the Board of Fire Commissioners are very concerned with the negativity that is surrounding our department. He stated that it seems that all that is heard is people complaining about everything but yet no one offers up any solutions to the "problems." He has heard that there are members who have chosen to leave our department due to this negativity. He tasked the officers of the department that as leaders that they have as well as put forth a positive attitude about our department and its membership. In closing he stated that it is not easy to be a good leader but it is up to the leaders of our department to make this a better department. CLOSED SESSION	-	-
24	A motion was made by Comm. Painter and seconded by Comm. Thompson to move into closed session for the purposes 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. McDonough,
Comm. Thompson and Comm. Painter

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

Date, Time & Place:

October 22, 2014
7:00pm
Regular Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. McDonough, Chief Estelow, Dir. Stewart & FO Tomaszewski.

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM October 22, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Painter, Comm. Thompson, Comm. McDonough 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.	-	-
	CORRESPONDENCE		
6	1. Letter of resignation from Jeff Steere, Sr. from the position of Chief Engineer.	-	-
7	APPOINTMENTS/SWEARING IN OF OFFICERS—None	-	-
	NEW MEMBERS		
8	There were no new members to accept into the department. Comm. Ciasca stated that we have three recruits listed on the "back burner" and that maybe we should resurrect the Recruitment and Retention Group to begin reaching out to these potential members.	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart read his report as follows:		
9	<ul style="list-style-type: none"> • The 1993 Pierce Lance Pumper is listed on the auction site govdeals.com. There are currently no bids given. The closing is November 6 at 4pm. 	-	-
10	<ul style="list-style-type: none"> • Board members have been given the preliminary 2015 budget request. 	-	-
11	<ul style="list-style-type: none"> • On Tuesday, Oct 21st we responded to an apartment fire at Northgate and the 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11 cont.	crew did a great job in suppressing and extinguishing the blaze. There were no injuries.		
	CHIEF ESTELOW REPORT		
12	<ul style="list-style-type: none"> The Burlington County Fire Chiefs meeting was routine. A discussion was held regarding the upcoming training seminar with speakers Tiger Schmittendorf and Chief Frank Viscuso regarding motivating today's membership "Leadership in the Firehouse." He is urging all department members to attend this course. The date is November 15th from 8am to 3pm. 	-	-
13	<ul style="list-style-type: none"> It is the Chiefs Board's intention to have SOP Section 200 & 300 to Dir. Stewart in the very near future, along with the updated mandatory training and FF Performance Standard Operation Guideline (52Pt. Rule). 	-	-
14	<ul style="list-style-type: none"> Engine 3032 was re-lettered to read 3012 due to the apparatus change. 	-	-
15	<ul style="list-style-type: none"> Dates have been scheduled for Ebola Awareness for First Responders, the class will beheld in the auditorium at the ESTC on 10/27, 10/29 & 10/30. 	-	-
16	<ul style="list-style-type: none"> A Rope I class was held on Oct 4th & 5th. The was a miscommunication with American Asphalt and we did not gain access to their property to train. This has been rescheduled for Nov. 2nd. 	-	-
17	<ul style="list-style-type: none"> CPR/AED training was completed on Sept. 29th & 30th, with 35 members completing this training. 	-	-
18	<ul style="list-style-type: none"> We will be conducting training at the Class A building along with Burlington City Fire Department. 	-	-
19	<ul style="list-style-type: none"> Battalion Chief Hambleton & TO Irwin will be meeting in the near future to discuss the mandatory training for 2015. They will also change the accountability system training to reflect our new system. 	-	-
20	<ul style="list-style-type: none"> Dir. Stewart and I met with Fire Police Captain Lane to discuss the swapping of vehicles between 3059 and 3068. We are currently awaiting a price from a vendor for stripping and lettering needs. 	-	-
21	<ul style="list-style-type: none"> We are currently looking into purchasing the Motorola G1 pagers due to dispatch issues. 	-	-
22	<ul style="list-style-type: none"> I attended the fire prevention annual open house on October 10th at Sta. 302. It was well attended by the public and the department attendance was acceptable also. 	-	-
23	<ul style="list-style-type: none"> Sta. 301 took their antique F3011 to the Philadelphia Fire Muster and won 1st place in their respective category. 	-	-
	FIRE OFFICIAL TOMASZEWSKI		
	FO Tomaszewski read his report as follows:		
24	<ul style="list-style-type: none"> During the month of September the Fire Prevention Bureau performed 19 Life Hazard and 23 Non Life Hazard inspections. A total of 21 re-inspections were completed. 	-	-
25	<ul style="list-style-type: none"> Public Education: Sears Safety Day-Oct. 4, Young School visitations-Oct. 7 & 8, Open House-Oct. 10, Goddard School-Oct. 15, Golden Moments Pre-School-Oct. 16, Burlington Woods-Oct. 16, Young School reading-Oct. 14, KinderCare -Oct. 21, Middle School Class-Oct. 23, QPSI Wellness Fair-Oct. 24 & Dor-Lyn Pre-School-Nov. 3. 	-	-
26	<ul style="list-style-type: none"> Fire Investigation: 109 Elbow Lane, PSE&G 	-	-
27	<ul style="list-style-type: none"> Planning Board: October Planning Board, did not attend due to class at the National Fire Academy. 	-	-
28	PUBLIC SESSION - There was no discussion under Public Session	-	-
	OLD BUSINESS		
29	Dir. Stewart provided an update on the progress of the new F3018 rescue apparatus. He also provided information on the possible financing programs available.	-	-
30	Comm. Ciasca questioned if we had an answer to his question from the last meeting,	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
30cont.	<p>related to equipment weight. He was informed by Capt. Irwin that the weight of the equipment is 7,900lbs., this includes the equipment from 3018 and 3019.</p> <p>NEW BUSINESS</p>		
31	<p>A motion was made by Comm. Thompson and seconded by Comm. Painter to accept the resignation of Jeff Steere, Sr. from the position of Chief Engineer. Motion was carried.</p>	-	-
32	<p>Dir. Stewart stated that he provided the Commission with the proposed 2015 budget which included the 2% cap. He informed the Commission that the issues of concern for 2015 will be insurance, uniforms and the request to close out the capital projects. A discussion was held regarding the closing of the capital projects and what the funds could be used for. He also stated that with current policy we must now have a referendum to close out the projects as opposed to a resolution. Aud. Elliott is scheduled to attend the next meeting on November 13th. Comm. Ciasca asked the Board members to please review the budget and think about what we could use the capital projects funds for, such as apparatus.</p>	-	-
33	<p>Comm. Ciasca informed the Board that in the past we have considered the possibility of hiring a full time inspector. He asked Dir. Stewart and FO Tomaszewski to please prepare a presentation as to its benefits. A short discussion was held regarding the UFD title, civil service and job responsibilities of this position.</p> <p>VOUCHERS</p>	-	-
34	<p>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.</p> <p>MINUTES</p>	-	-
35	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the minutes of September 11, 2014, September 24, 2014 and October 9, 2014. Roll call was held with all in agreement. Motion carried.</p>	-	-
36	<p>REPORT OF SOL. SENDZIK - No report</p>	-	-
37	<p>HEALTH AND WELFARE - No report.</p> <p>MISCELLANEOUS</p>	-	-
38	<p>Comm. Painter informed the Board that the Heritage Committee has once again requested the held of the fire department at their annual tree lighting ceremony. The ceremony will be December 4th and they are requesting Santa and the fire safety house. Chief Estelow was requested see this request through.</p> <p>DEPARTMENT ACOMPLISHMENTS</p>	-	-
39	<p>Comm. Ciasca thanked those that attended the recent apartment fires and congratulated them on a job well done.</p>	-	-
40	<p>Comm. Ciasca congratulated Sta. 301 on their 1st place win for F3011 at the Philadelphia muster they attended.</p> <p>GOOD OF THE BOARD</p>	-	-
41	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting at 7:37pm. Motion carried.</p>	-	-

**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:

November 13, 2014

7:00pm

Sta. 302 , Work Session

Participants: Comm. Painter, Comm. Field, Comm. McDonough, Aud. Elliott, Sol. Sendzik, Dir. Stewart, FO Tomaszewski, Chief Estelow, R. Caruso, K. Hinkel, RM Walker, E. Hamblton, J. Irwin V, C. Leshner, J. Johnson & RJ Walker

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, 2014 (Official Newspaper)
Forwarded to the Courier Post on January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM November 13, 2014	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. McDonough, Comm. Field and Comm. Painter.	-	-
4	Flag Salute	-	-
5	Comm. Field asked all to remain standing out or respect and in memory of Jimmy Marshal from Sta. 301 who recently passed away.	-	-
6	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
7	APPOINTMENTS— None	-	-
8	NEW MEMBERS—None	-	-
10	PUBLIC SESSION - There was no discussion under Public Session, left open. OLD BUSINESS	-	-
11	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve a resolution authorizing the advertisement of the intent to purchase fire apparatus through the National Cooperative HGAC. Roll call was held with all in agreement. Motion carried.	-	-
12	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve a resolution authorizing the advertisement for lease purchase of fire apparatus. Roll call was held with all in agreement. Motion carried.	-	-
13	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve a resolution authorizing the Director and Solicitor to make application to the	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
14	Department of Community Affairs for approval of financing the purchase of fire apparatus in the amount of \$800,000.00. Roll call was held with all in agreement. Motion carried.	-	-
15	Dir. Stewart informed the Commission that the 1993 Pierce Lance has been sold at auction for \$15,000. The vehicle was picked up yesterday and is heading for Cottondale, Alabama.	-	-
16	Dir. Stewart informed the Commission that he has received snow plowing quotes for Sta. 301 and 302. The request was sent to six contractors. Two contractors responded and the quotes have been reviewed. Dir. Stewart recommended that we utilize Flagg's Pest Control for the winter season.	-	-
17	Dir. Stewart requested approval to purchase three automatic external defibrillators for public areas in the fire station. The cost for the units are approximately \$4,275 and funding is available in the budget.	-	-
18	Dir. Stewart announced to the Commission that he has received notification that former Fire Commissioner and present Burlington Township Public Safety Director Kevin Shoppas will be retiring from the police department. His retirement will be effective February 1, 2015.	-	-
19	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the purchase of three automatic external defibrillators as requested by Dir. Stewart. Roll call was held with all in agreement. Motion carried.	-	-
20	Dir. Stewart informed the Commission that he would like to propose the hiring of a new full time fire inspector after discussion the 2015 budget proposal tonight.	-	-
21	Aud. Elliott reviewed the 2015 proposed budget with the Board. He spoke on the referendum needed to close out our capital projects that have been completed. In the past we have always been able to close out capital projects by a vote at a meeting, the State now required this to be completed by way of a referendum at election time. We would need to have a referendum in the amount of \$258,328.31 and possible apply this to capital for apparatus purchase. A resolution will be drawn up for a special December 11, 2014 Work Session meeting at 6:45pm to cancel our capital projects. Aud. Elliott continued to review the budget with the Commission page by page as questions were proposed and answered. Upon completion Aud. Elliott was given the approval to continue and process the 2015 budget. Aud. Elliott informed the Commission that we are in good financial shape.	-	-
	NEW BUSINESS		
22	Dir. Stewart discussed with the Commission the need to hire a full time fire prevention specialist.. He explained that with this addition it would allow for the opportunity to respond to the needs of the public by ensuring emergency response to the majority of daytime calls and the timely completion of fire incident reports that will allow for the consistency and continuity of the analyzing of response statistics. This person will also conduct essentially all business fire inspections eliminating the cost of several part time inspectors and will also serve as an additional fire investigator. In conclusion he/she will assist the fire department operations by formulating building preplans, handle apparatus/equipment maintenance and conduct public education. A motion was made by Comm. Painter and seconded by Comm. McDonough to allow Dir. Stewart to begin the civil service process with the proposed intent of hiring a full time fire prevention specialist.	-	-
23	A letter was submitted by Dir. Stewart requesting the reappointment of Battalion Chief Ernest Hambleton. A motion was made by Comm. Painter and seconded by Comm. McDonough to reappoint Ernest Hambleton to the position of Battalion Chief to a two year term. Roll call was held with all in agreement. Motion carried.	-	-
	APPROVAL OF VOUCHERS		
24	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	<p data-bbox="329 258 553 283">GOOD OF THE BOARD</p> <p data-bbox="329 310 1065 384">25 FO Tomaszewski reported that we had a good showing of people at the fire prevention open house on October 10th. He also reminded all of the Christmas tree lighting at Green Acres on December 4th.</p> <p data-bbox="329 411 1065 485">26 A motion was made by Comm. Painter and seconded by Comm. McDonough to adjourn the meeting. Roll call was held with all in agreement. Motion carried. The meeting was adjourned at 7:46pm.</p>	<p data-bbox="1146 310 1154 327">-</p> <p data-bbox="1146 411 1154 428">-</p>	<p data-bbox="1325 310 1333 327">-</p> <p data-bbox="1325 411 1333 428">-</p>

**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:

December 11, 2014
6:45pm
Sta. 302 Special Meeting

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. McDonough, Comm. Field, Sol. Sendzik, Dir. Stewart, Aud. Elliott, Chief Estelow, C. Leshner, C. Johnson, B. Gares, C. Ciasca & E. Hoffman

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

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:45pm December 11, 2014 Special Meeting	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. McDonough, 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	OLD BUSINESS		
7	Aud. Elliott was in attendance to review the annual Fire District 2015 budget with the Commission. He thanked Dir. Stewart for his assistance in preparing the budget and with supplying the additional information requested, to meet the State's requirements. He informed the Commission that the department is in very good financial status due to good financial planning and administering of the budget over the years.	-	-
8	Aud. Elliott reviewed the budget with the Commission and stated that the tax rate will be .081 after the rate is struck in January 2015. A short discussion was held regarding the 2015 Levy Cap Summary and the Cap Bank. Aud. Elliott read and explained the 2015 Fire District Budget Message and Analysis. He informed the Commission that we are now required to disclose much more detailed information then ever before and we were able to do so with no problems.	-	-
9	Sol. Sendzik read the 2015 Fire District Budget Resolution for the fiscal year of January 1, 2015 to December 31, 2015 for a total revenue of \$2,127,121.00, which includes an amount to be raised by taxation of \$1,809,000.00. A motion was made by Comm. Field and seconded by Comm. Thompson to accept the resolution as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.	-	-
10	Sol. Sendzik informed the Commission that the scheduled date of the adoption of the		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	2015 Annual Fire District Budget will be held on January 8, 2015 at 6:45pm at Station 302. ADJOURNMENT	-	-
11	A motion was made by Comm. Field and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 7:15pm.	-	-

**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:

December 11, 2014
7:00pm
Sta. 302 Work Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. McDonough, Comm. Field, Sol. Sendzik, Dir. Stewart, Aud. Elliott, Chief Estelow, C. Leshner, C. Johnson, B. Gares, C. Ciasca & E. Hoffman

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, 2014 (Official Newspaper)
Forwarded to the Courier Post January 6, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:45pm December 11, 2014 Special Meeting	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. McDonough, 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. OLD BUSINESS	-	-
6	Dir. Stewart provided a presentation and a discussion was held regarding the alternative procurement method (HGAC) for the procurement of a rescue truck and equipment. He stated that the purchase cost for the vehicle will be \$733,406.00 with an additional \$22,000 for miscellaneous equipment to be purchased off the state contract. A motion was made by Comm. Painter and seconded by Comm. Field to authorize the publication of the notice of intent to award a contract under an alternate procurement method (HGAC). Roll call was held with all in agreement. Motion carried.	-	-
7	Aud. Elliott reviewed the list of capital projects in need of cancelation due to their completions, for a total of \$542,362.14. A short discussion was held regarding what these funds can now be used for, such as future apparatus, equipment and repairs. A motion was made by Comm. Field to cancel the completed capital projects and allocate \$500,000 to the purchase of future capital outlays and \$42,362.14 to building improvements, seconded by Comm. McDonough. Roll call was held with all in agreement. Motion carried.	-	-
8	Comm. Ciasca stated that he is aware that at times it seems if the Commission is not moving fast enough on some purchases. He asked all to please understand that by law we must meet certain regulations as we utilize public funds for these purchases. He	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8cont.	stated that the State has regulations that must be met and meeting these terms takes time. Sol. Sendzik commented that Dir. Stewart is allowed by law to be able to purchase the new apparatus after January 8, 2015.	-	-
9	Comm. Ciasca thanked the office for their assistance in gathering the required information for this years budget proposal. He also thanked Chief Estelow and the Chiefs Board for their assistance.	-	-
	NEW BUSINESS		
10	A motion was made by Comm. Field and seconded by Comm. Thompson to approve the membership of Michael Broyer and Charles Tamblyn. Roll call was held with all in agreement. Motion carried.	-	-
11	Comm. Ciasca announced that the Commission is in receipt of a resignation letter from Captain Nick Marino. A motion was made by Comm. Painter and seconded by Comm. McDonough to accept the letter of resignation from Capt. Marino. Roll call was held with all in agreement. Motion carried. Comm. Ciasca commented that over the years many things occur in our personal and professional lives that require us to make changes that affect our service in the fire department. He also stated that this is not a reason to disqualify members from volunteering what time they can and we should be thankful for what can be given.	-	-
12	Sol. Sendzik reviewed the 2015 meeting schedule with the Commission as they are to be published and posted in the Burlington County Times, Courier Post and the Burlington Township Municipal Complex. Comm. Ciasca informed the Board that he is aware that Planning Board is looking to move their monthly meeting to the second Thursday of each month which coincides with our Work Session meeting. He stated that FO Tomaszewski will then be unable to attend one of the meetings due to this change. After some consideration regarding the meeting conflict a motion was made by Comm. Field and seconded by Comm. Painter that the Board of Fire Commissioners not make any changes to their 2015 meeting scheduled. Roll call was held with all in agreement. Motion carried.	-	-
13	Dir. Stewart advised the Commission of a request of the Rescue Division to purchase a Holmatro large ram for a cost of \$4,400. A short discussion was held and Dir. Stewart informed the Commission that the funds are available in the 2014 budget. A motion was made by Comm. Field and seconded by Comm. Painter to purchase one Holmatro 4332 large ram at a cost of \$4,400. Roll call was held with all in agreement. Motion carried.	-	-
14	Dir. Stewart informed the Commission that 3035 has a cracked front rim that needs to be replaced. He stated that in order to replace the rim he has to purchase two rims, one for each front tire to balance the vehicle correctly. Dir. Stewart was given the approval to replace the front rims as needed to keep the vehicle in service.	-	-
15	Dir. Stewart informed the Commission that he is in need of a closed session meeting to discuss requested contract negotiations. He reminded the Commission that due to how the holidays fall we may not have a regular meeting this month.	-	-
	VOUCHERS		
16	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.	-	-
	GOOD OF THE BOARD		
17	A motion was made by Comm. Field and seconded by Comm. McDonough to move into closed session for the purposes of contract negotiations. Roll call was held with all in agreement. Motion carried.	-	-