

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

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

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

Date, Time & Place:
January 4, 2015
11:00am
Swearing In

Participants: Scott Estelow, Chris Johnson, John Irwin V, Kyle Hinkel, Joe Field, Adam. Green, Steven Hinkel, Ryan Caruso, Ed Hoffman Sr., Kurt Green, Leo Kelly, Art Green, Andy Mohr, Ray Klaus, Warren Lane, Mike Huelsenbeck, Bill Schaefer, John Grigaitis, Howard Dickerson, Ronald Jernigan, Mike Kaplan, Chris McCormac, Derek Peck, FO Tomaszewski, Robert Ciasca, Craig Leshner, John Irwin, III, Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, Comm. McDonough and Mayor Carlin

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 11:00am January 4, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca welcomed all who attended the annual swearing in of B.T.F.D. officers and also thanked all the family members for their supporting our firefighters. He then directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
	SWEARING IN OF 2015 OFFICERS		
6	At this time Comm. Ciasca appointed Scott B. Estelow as Department Chief. A motion was made by Comm. Field and seconded by Comm. McDonough to approve the appointment of Scott B. Estelow as Department Chief. Roll call was held with all members in agreement, with the exception of Comm. Painter who abstained from the vote. Motion carried. Chief Estelow was given the Oath of Public Office by Comm. Thompson.	-	-
7	A motion was made by Comm. Painter and seconded by Comm. McDonough to appoint Christopher Johnson, Bret Gares and Ernest Hambleton as Battalion Chiefs. Roll call was held with all in agreement. Motion carried. Christopher Johnson was given the Oath of Public Office by Comm. Thompson. (Bret Gares and Ernest Hambleton were absent)	-	-
8	A motion was made by Comm. Painter and seconded by Comm. McDonough to appoint John Irwin, V as Rescue Captain and Kyle Hinkel, Joseph Field and Adam Green as Station Captains. Roll call was held with all in agreement, with the exception of Comm. Field who abstained. Motion carried. John Irwin, V, Kyle	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8cont.	Hinkel, Joseph Field and Adam Green were given the Oath of Public Office by Comm. Thompson.		
9	A motion was made by Comm. Field and seconded by Comm. Painter to appoint Steven Hinkel, Ryan Caruso, Edward Hoffman, Sr., Kurt Green and Shawn McDonough as Lieutenants. Roll call was held with all in agreement with the exception of Comm. McDonough who abstained. Motion carried. Steven Hinkel, Edward Hoffman, Sr., Kurt Green and Shawn McDonough were given the Oath of Public Office by Comm. Thompson. (Ryan Caruso was absent)	-	-
10	A motion was made by Comm. Field and seconded by Comm. McDonough to appoint Leo Kelly and Art Green as Chief Engineers, Andrew Mohr, Jr and Raymond Klaus as Assistant Engineers. Roll call was held with all in agreement. Motion carried. Leo Kelly, Art Green and Raymond Klaus were given the Oath of Public Office by Comm. Thompson. (Andrew Mohr, Jr. was absent)	-	-
11	A motion was made by Comm. Painter and seconded by Comm. Field to appoint Warren Lane as Captain of Fire Police, Mike Huelsenbeck as Lieutenant of Fire Police and Laurence Schaefer, John Grigaitis, Howard Dickerson, Ronald Jernigan, Mike Kaplan, Bruce Gomola, Eamonn Fitzpatrick-Ruth, Chris McCormac, Richard Neeld, Derek Peck and Glen Stewart as Fire Police Officers. Roll call was held with all in agreement. Motion carried. Warren Lane, Mike Huelsenbeck, John Grigaitis, Howard Dickerson, Ronald Jernigan, Mike Kaplan, Chris McCormac and Derek Peck were all given the Oath of Public Office by Comm. Thompson. (Bruce Gomola, Eamonn Fitzpatrick-Ruth, Richard Neeld and Glen Stewart were absent.)	-	-
12	A motion was made by Comm. Painter and seconded by Comm. McDonough to appoint Matthew Tomaszewski as Fire Official and Robert Ciasca and Craig Leshner as Assistant Fire Officials. Roll call was held with all in agreement. Motion carried. Matthew Tomaszewski, Robert Ciasca and Craig Leshner were given the Oath of Public Office by Comm. Thompson.	-	-
13	A motion was made by Comm. Field and seconded by Comm. McDonough to appoint Warren Lane, Kyle Hinkel, Anthony Ciasca, Howard Nixon, John Irwin, V, Scott Estelow and Robert M. Walker as Fire Investigators and/or Fire Prevention Specialists. Roll call was held with all in agreement with the exception of Comm. Ciasca who abstained. Motion carried. Warren Lane, Kyle Hinkel, Anthony Ciasca, Howard Nixon, John Irwin, V, and Scott Estelow were given the Oath of Public Office by Comm. Thompson. (Howard Nixon and Robert M. Walker was absent)	-	-
14	A motion was made by Comm. Painter and seconded by Comm. Thompson to appoint Mike Kaplan as Safety Officer and John Irwin, III as Training Officer. Roll call was held with all in agreement. Motion carried. Mike Kaplan and John Irwin, III were given the Oath of Public Office by Comm. Thompson.	-	-
15	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve a resolution to establish a temporary budget for the fiscal year 2015. Roll call was held with all in agreement. Motion carried.	-	-
	CLOSING REMARKS		
16	Comm. Ciasca introduced Mayor Brian Carlin. Mayor Carlin thanked all the members and officers of the department for their hard work and devotion to the department. He commented on the mix of young and older members in the department and how we continue to learn from one another over the years. He closed by stating how proud he is that our department is one of the best fire departments in Burlington County and thanked all the family members for their support over the years.	-	-
17	Comm. Field thanked all that attended and wished all a happy and healthy new year.	-	-
18	Comm. Thompson wished all a fire safe year and thanked all the members for their continued support of the department.	-	-
19	Comm. Painter congratulated all the officers and thanked their families for allowing them to volunteer their time to the department and community. She wished all a safe and happy new year.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
20	Comm. McDonough wished all a happy new year and thanked all for volunteering.	-	-
21	Comm. Ciasca commented that we responded to 957 incidents this past year and stated that this is a great accomplishment that we were able to do it in a safe manner. He congratulated Junior Firefighter Walter Howard on becoming a member of the National Honor Society and congratulated FF Jen Diamond, FF Dana Sobel, FF John Kzywulak and FF Evan LaGrange on recently graduating from Firefighter I. He also thanked all the officers and members for volunteering their time to the department and the community.	-	-
22	A motion was made by Comm. Painter and seconded by Comm. Field to adjourn the meeting. The meeting was adjourned at 11:30am.	-	-

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

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

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

Date, Time & Place:

January 8, 2015
6:45pm
Sta. 302, Special Meeting

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Comm. McDonough, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Aud. Elliott, C. Leshner, E. Hambleton, J. Field, T. Randt, N. Taylor, S. Fitzpatrick-Ruth, C. Johnson, RM Walker, B. Gomola, A. Mohr & 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 December 17, 2014 (Official Newspaper)
Forwarded to the Courier Post on December 17, 2014 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on December 17, 2014

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:45pm January 8, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	OLD BUSINESS		
7	Comm. Ciasca introduced Aud. Elliott who thanked Sol. Sendzik and Dir. Stewart for their assistance in providing the additional information now needed to complete our annual budget. He informed the Commission of the conversations held with the State regarding operations offset and revenues offset among other matters. He then commented that Burlington Township is one of the best administered fire districts that he represents. The budget was then reviewed and the additional questions explained to all in attendance.	-	-
8	Comm. Ciasca opened the meeting to the public for questions or concerns relating to the 2015 budget as proposed and reviewed. There was no questions from the public. A resolution was read by Sol. Sendzik to adopt the 2015 budget. Comm. Painter motioned to adopt the 2015 budget, seconded by Comm. Field. Roll call was held with all in agreement. Motion carried.	-	-
9	Sol. Sendzik commented that he and Aud. Elliott help prepare several fire district budgets. He stated that the way the budget is prepared today has changed considerably over the years. He suggested that in 2015 we become more proactive in preparing for the 2016 budget as more things are now being requested to support budgets.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Comm. Ciasca thanked all who were instrumental in preparing the 2015 budget, especially due to the fact that the State is now requesting more information than ever before.	-	-
11	Comm. Field motioned to adjourn the meeting, seconded by Comm. Painter. The meeting was adjourned at 7:13pm	-	-

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

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

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

Date, Time & Place:

January 8, 2015
7:00pm
Sta. 302, Work Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Comm. McDonough, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Aud. Elliott, C. Leshner, E. Hambleton, J. Field, T. Randt, N. Taylor, S. Fitzpatrick-Ruth, C. Johnson, RM Walker, A. Mohr, R. Caruso, Robert Ciasca, Bret Gares and Howard Nixon

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

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Posted on the Bulletin Board at the Township Municipal Building

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:15pm January 8, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	At this time Comm. Thompson gave the Oath of Public Office to Battalion Chiefs Ernest Hambleton and Bret Gares, Fire Prevention Specialist Robert M. Walker, Lieutenant Ryan Caruso, Assistant Engineer Andrew Mohr and Fire Prevention Specialist/Investigator Howard Nixon. NEW BUSINESS	-	-
7	Comm. Ciasca commented on the fact that preparing budgets and purchasing fire apparatus is becoming a much more difficult process than in the past. He stated that there are now many laws and purchasing regulations that we must abide by today. Sol. Sendzik commented that we may want to look at refinancing our bonds, but may need approval from the DCA. A discussion ensued with the conclusion that we may be able to save \$161,000. OLD BUSINESS	Look into refinancing	Commission/ Dir. Stewart
8	Dir. Stewart informed the Commission that we have received the bid results for lease purchasing. He stated that we received a bid from OSH Kosh Capital and TD Bank and that both he and Sol. Sendzik have reviewed and compared the two. He explained that there were differences between the two including discounts. Sol. Sendzik stated that both bids met the bid specifications with regards to documentation. Comm. Ciasca commented to the Commission and the public that would be responsible for a yearly payment of \$85,000 if we award the bid to TD Bank. A motion was made by Comm. McDonough and seconded by Comm. Field to adopt a resolution to award the	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8cont.	bid to TD Bank for the purchase of a new rescue truck and additional equipment. Roll call was held with all in agreement. Motion carried.		
9	A discussion was held regarding the alternate procurement method. It was reported that Pierce Mfg. has turned over all the required documents. A motion was made by Comm. Field and seconded by Comm. Thompson to enter into a contract with Pierce Mfg. in the amount of \$733,409. Roll call was held with all in agreement. Motion carried.	Enter into contract w/ Pierce Mfg.	Sol. Sendzik/ Dir. Stewart
10	Comm. Ciasca stated that he has spoken with Dir. Stewart in regards to the return of 3014 that has been out of service due to repairs. Dir. Stewart commented that he has spoken with Fire & Safety and was informed that the truck should be completed by next week, there has been an issue with the welder doing the repairs. Comm. Ciasca stated that if it is not returned by next week then contact shall be made with Pierce Mfg.	Have truck returned ASAP	Dir. Stewart
11	Dir. Stewart informed the Commission that he had a meeting at the shop where the work is being done on the new utility. He provided pictures of the chassis and body for the Commission to review and that we have marked out the areas where the lights and outlets will be installed.	-	-
12	A short discussion was held regarding the gym policy and the way we provide training on the equipment. It was suggested that we look into in house equipment training instead of the YCMA. We currently utilize the YMCA to train our members on the use of the equipment before they are allowed to use the gym. However, we do not know when someone is trained until we receive an invoice to the fact or the member notifies the office they have been trained. Comm. Ciasca requested that we also have someone come in and service the equipment, as some of the equipment is out of service.	Service gym equipment	Dir. Stewart
13	Dir. Stewart informed the Commission that he has provided them legislation to review in regards to PERS and PFRS.	-	-
14	Comm. Ciasca commented that the State has been very demanding this year during the budget process. They have requested documentation relating to contracts, policies, regulations and procedures. He stated that we have started a process of reviewing and improving our rules, regulations, polices and procedures as well as our SOPs and we need to continue this process and not allow it to become stagnant.	Continue review process	Commission/Dir. Stewart/Chiefs Board
NEW MEMBERS			
15	A motion was made by Comm. Painter and seconded by Comm. Field to approve the membership of Ed Stempinski, probationary firefighter at Station 302. Roll call was held with all in agreement. Motion carried.	-	-
PUBLIC SESSION			
16	There was no comment from the public.	-	-
NEW BUSINESS			
17	Sol. Sendzik stated that we need to approve a temporary budget for 2015. Comm. Ciasca stated that we approved this at the January 4, 2015 meeting. A motion was made by Comm. Painter and seconded by Comm. Field to reaffirm the motion to approve a temporary 2015 budget of 14% of the operating budget. Roll call was held with all in agreement. Motion carried.	-	-
GOOD OF THE BOARD			
18	Comm. Painter and Comm. Field attended the Firefighter I graduation and commented that it was well attended by member of the Burlington Township Fire Department	-	-
19	Comm. McDonough and Comm. Ciasca attended the Burlington Township Council swearing in of our Fire Police members. They both commented that this was also well attended by our membership .	-	-
20	A motion was made by Comm. Painter and seconded by Comm. Field to adjourn the meeting. The meeting was adjourned at 7:47pm.	-	-

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

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

Recorded By: D. Painter

Transcribed By: C. Warren

Date, Time & Place:

January 28, 2015

7:000pm

Regular Session

Participants: Comm. Ciasca, Comm. Painter, Comm. McDonough, Comm. Field, Comm. Thompson, Sol. Sendzik, Chief Estelow, Dir. Stewart, FO Tomaszewski, R. Neeld

Open Public Meeting Act:

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

Published in the Burlington County Times on January 6, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM January 28, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, and Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE <ul style="list-style-type: none"> • Letter from Relief Fire Co. #3 re: New member-Derek Peck • Notice of Retirement celebration event for PSD Kevin Shoppas on Feb. 4, 2015. 	-	-
7	APPOINTMENTS A motion was made by Comm. Thompson and seconded by Comm. Field to appoint Andrew Mohr, Jr. to the position of Chief Engineer at Station 301. Roll call was held with all in agreement. Motion carried.	-	-
8	At this time previously appointed Fire Police Officer Richard Neeld was given the Oath of Office and congratulated on his position.	-	-
9	NEW BUSINESS At this time Comm. Ciasca introduced Ron Ianole who previously was our bond counsel in the past. He explained that Mr. Ianole has looked into the refinancing of our bonds and is here to provide us with much needed information to assist us in saving funds. Mr. Ianole explained in explicit detail the process in refinancing our bonds and that we could gain a savings of approximately \$156,000.00. He also	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	<p>informed the Commission that we currently meet all the State requirements needed to refinance our bonds and it would be in best interest of the Commission to seriously consider the savings in regards to these public funds. Comm. Ciasca thanked Mr. Ianole for time and experience in assisting our department in this matter.</p>	-	-
	<p>NEW MEMBERS—None</p>	-	-
	<p>DIRECTOR'S REPORT</p> <p>Director Stewart read his report as follows:</p> <ul style="list-style-type: none"> • 3014 has returned from Fire & Safety and is in service. • The new 3028 is in production. The body was painted early this week. • The purchase order for the rescue truck was mailed to Fire & Safety. The application was made to the State Local Finance Board for the February 11th meeting. The Lease Purchase contract will be executed upon Local Finance Board approval. • The AEDs have been installed at each fire station. • He thanked the crews who slept overnight at the stations during the recent winter storm. • He regretted to announce the passing of Ed Markiewicz who was the past treasurer of Station 303. No arrangement have been made yet. <p>Comm. Ciasca requested a moment of silence in memory of Ed Markiewicz.</p>	- - - - - -	- - - - - -
	<p>CHIEF ESTELOW REPORT</p> <p>Chief Estelow read his report as follows:</p> <ul style="list-style-type: none"> • The Chiefs Board meeting was canceled due to the winter storm and has been rescheduled. • The Burlington County Fire Chiefs Assoc. held their annual re-organization. • A committee has been put together with Batt. Chief Johnson as chairman to look into SCBA as a preplan in the event we receive a grant. They have also spoken with other departments to evaluate the SCBA they are using currently. A discussion regarding this matter has been held with Dir. Stewart to keep him advised. • The Chiefs Board has discussed the future of the active 911 system. • A list has been posted for those in need of uniforms. • Section 200 of the department SOPs will be provided to the Commission in February for their review. • We had four Firefighter I graduates: Dana Sobel, Evan LaGrange, Jen Diamond and John Kryzwulak. • We also had a member make the National Honor Society, Walter Howard. • He thanked the crews that manned the station during the winter storm. • He also advised the Commission that he will be on vacation from February 5th thru the 11th and Batt. Chief Gares will be in charge. 	- - - - - - - - -	- - - - - - - - -
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p> <ul style="list-style-type: none"> • During the month of December the Fire Prevention Bureau performed 18 Life Hazard and 19 Non Life Hazard inspections. A total of 25 re-inspections. The year 2014 the Fire Prevention Bureau performed 223 Life Hazard and 326 Non Life Hazard inspections and a total of 410 re-inspections were completed. • Public Education: Dor-Lyn pre-school-Nov. 3rd, Masonic Home-Nov. 14th, Lutheran Social Ministries-Nov.4th, Burlington Center Santa arrival-Nov. 28th, Christmas Tree Lighting-Dec. 4th and the Food Pantry 5K Run. There were a total of 68 public education events for 2014. • Fire Investigations: No fire investigations were performed in the month of December. There were 28 fire investigations for 2014. • Planning Board: December—Exteter Property Group 449 Commerce Drive and Dolan 15 Campus Drive approved as a redevelopment zone. Testimony was 	- - -	- - -

**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:

February 12, 2015

7:00pm

Sta. 302, Work Session

Participants: Comm. Field, Comm. Ciasca, Comm. Thompson, Comm. McDonough, Dir. Stewart, Sol. Sendzik, C. Leshner, Sr., R. Ciasca, L. Kelly, J. Steere, Sr., R. Johnson & J. Irwin V

Open Public Meeting Act:

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

Published in the Burlington County Times January 6, 2015 (Official Newspaper)
Forwarded to the Courier Post January 5, 2015 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 6, 2015

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm February 12, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	NEW MEMBERS		
6	A motion was made by Comm. Field and seconded by Comm. McDonough to accept David Hunter as a Junior Firefighter assigned to Station 302. Roll call was held with all in agreement. Motion carried.	-	-
	PUBLIC SESSION		
7	There was no discussion under Public Session and it was left open.	-	-
	OLD BUSINESS		
8	A discussion was held regarding the refinancing of our bonds. A resolution was read by Sol. Sendzik, a motion was made by Comm. Field and seconded by Comm. Thompson to approve the resolution to Authorize the Start of Bond Refinancing Process. Roll call was held with all in agreement. Motion carried.	-	-
9	Continued discussion was held regarding the refinancing of the bonds and its relation to proper bond counsel. A motion was made by Comm. Thompson and seconded by Comm. Field to approve a resolution to name McManimon, Scotland & Baumann, LLC as the authorized bond counsel. Roll call was held with all in agreement. Motion carried.	-	-
10	A motion was made by Comm. Field and seconded by Comm. Thompson to approve	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	a resolution Determining the Form and Other Details of an Amount Not to Exceed \$3,100,000.00 Principal Amount of Fire District Refunding Bonds of the Board of Fire Commissioners of Fire District No. 1, Twp of Burl., Co. of Burl., State of NJ and Providing for the Sale of Such Bonds. Roll call was held with all in agreement. Motion carried.	-	-
11	A discussion was held regarding issues related to the training on the gym equipment by the YMCA. Chief Eng. Kelly informed the Board of the issues in making appointments with the YMCA to obtain gym equipment use training. He stated that he is acceptable to the idea of becoming the key person to provide gym equipment training for our department membership.	-	-
12	Dir. Stewart updated the Commission on the progress of the purchase of the rescue vehicle. He stated that he along with Sol. Sendzik met with the Local Finance Board regarding a hearing on the requested purchase. He stated that they had a few questions which were answered to their acceptance and the purchase of approved.	-	-
13	Dir. Stewart informed the Commission that our department is in much better shape then most when it comes to meeting the requirements of State regulations.	-	-
14	Dir. Stewart advised the Commission that he has provide photos on Drop Box of the progress on the new 3028 and that the project is progressing positively.	-	-
	NEW MEMBERS		
15	Dir. Stewart stated that there is an opening for the position of 2nd. Lieutenant at Station 302. He has posted the opening and hopes to have a recommendation for the Commission by the next regular meeting.	Recommend. at next meeting.	Dir. Stewart
16	A short discussion was held regarding the proposed update to Section 200 of the department SOPs. Comm. Field recommended that add an SOP to cover the use/maintenance of the AED's now installed at the stations.	Write AED SOP	Dir. Stewart
17	Dir. Stewart informed the Commission of the request by the Burlington County Health Department to hold a drive thru flu clinic at Sta. 301 in October. He stated that a meeting has been scheduled with Comm. Painter, Twp. Adm. Corter, Burlington County Heath Department and himself to discuss the matter in detail.	-	-
18	Dir. Stewart also informed the Commission of a request of the Burlington County Fire Chiefs Association to hold a barbeque during their monthly meeting scheduled for July at Station 301. The barbeque would be held outside.	-	-
	GOOD OF THE BOARD		
19	Comm. Field commended those members who participated in a recent ice rescue drill held at Sherman's Pond. He stated that it was a good drill.	-	-
20	Dir. Stewart commented on an article in the paper relating to the Open Public Records Act and its relation to volunteer fire companies. He provided a copy of the article to each Commissioner.	-	-
21	A motion was made by Comm. Field and seconded by Comm. Thompson to adjourn the meeting. The meeting was adjourned at 7:21pm.	-	-

**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:

March 12, 2015
7:00pm
Sta. 302 , Work Session & Reorganization

Participants: Comm. Ciasca, Comm. Field, Comm. Painter, Comm. McDonough, Comm. Thompson , Dir. Stewart, Sol. Sendzik, R. Ciasca, J. Irwin V and L. Kelly

Open Public Meeting Act:

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

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

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Forwarded to the Courier Post on January 5, 2015 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM March 12, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. Thompson, Comm. McDonough 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. McDonough and seconded by Comm. Field to appoint John Cassidy as 2nd Lieutenant at Station 302. Roll call was held with all in agreement. Motion carried. Comm. Thompson gave the Oath of Office to 2nd. Lieutenant John Cassidy.	-	-
	REORGANIZATION		
7	Sol. Sendzik congratulated Comm. Field, Comm. McDonough and Comm. Thompson on their re-election as Commissioners. At this time Sol. Sendzik gave the Oath of Office to Comm. Field, Comm. McDonough and Comm. Thompson.	-	-
8	Sol. Sendzik opened the nominations for Chairman. Comm. McDonough nominated Comm. Ciasca, seconded by Comm. Thompson. Sol. Sendzik asked if there were any other nominations, seeing none Sol. Sendzik asked that the secretary cast the ballot.	-	-
9	Comm. Ciasca opened the nominations for Vice-Chairman. Comm. Painter nominated Comm. Field, seconded by Comm. Thompson. Comm. Ciasca asked if there were any other nominations, seeing none he asked that the secretary cast the ballot.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Comm. Ciasca opened the nominations for Secretary. Comm. Field nominated Comm. Thompson, seconded by Comm. McDonough. Comm. Ciasca asked if there were any other nominations, seeing none he asked that the secretary cast the ballot.	-	-
11	Comm. Ciasca opened the nominations for Treasurer. Comm. McDonough nominated Comm. Painter, seconded by Comm. Field. Comm. Ciasca asked if there were any other nominations, seeing none he asked that the secretary cast the ballot.	-	-
12	Comm. Ciasca opened the nominations for Assistant Secretary/Treasurer. Comm. Field nominated Comm. McDonough, seconded by Comm. Painter. Comm. Ciasca asked if there were any other nominations, seeing none he asked that the secretary cast the ballot.	-	-
13	A motion was made by Comm. Field and seconded by Comm. Painter to approve a resolution to ratify/reaffirm policies, bylaws, rules and regulations, directives and orders as set forth by the Board of Fire Commissioners. Roll call was held with all in agreement. Motion carried.	-	-
14	A motion was made by Comm. Painter and seconded by Comm. Field to approve a resolution naming the official newspaper as the Burlington County Times and the Camden Courier Post. Roll call was held with all in agreement. Motion carried.	-	-
15	A motion was made by Comm. Painter and seconded by Comm. Field to approve a resolution naming the official depository of Commission funds as Beneficial Bank, Merrill Lunch, NJ ARM and Beneficial Bank for LEA funds. Roll call was held with all in agreement. Motion carried.	-	-
16	A motion was made by Comm. Field and seconded by Comm. Painter to approve a resolution to name all the current Commissioners as well as Director of Fire Services John J. Stewart, Jr. as a signatures on all Commission financial accounts. Roll call was held with all in agreement. Motion carried.	-	-
17	A motion was made by Comm. Thompson and seconded by Comm. Painter to approve a resolution naming the dates, times and location of all the Board of Fire Commission meetings. Roll call was held with all in agreement. Motion carried.	-	-
18	Comm. Ciasca commented that our efforts to recruit new members, update SOPs and set target dates for these and other matters need to improve.	-	-
19	PUBLIC SESSION - There was no discussion under Public Session OLD BUSINESS	-	-
20	Comm. Ciasca questioned the progress on the updates of the department SOPs. He reminded all that Section 200 was scheduled for review in early February.	-	-
21	Comm. Ciasca questioned the progress on the requested fee changes made to town council. Dir. Stewart stated that he spoke with Twp. Administrator Corter and has scheduled a meeting with him next week to go over the requested fee changes.	-	-
22	Comm. Ciasca questioned the progress on the Recruitment/Retention Committee. He was informed by Comm. Field that two meetings were scheduled and then canceled due to a snow storm and the preparations for Chief Liberatore's funeral.	-	-
23	Comm. Ciasca questioned the progress on the reorganization of the officers needs and reviews. He was informed that this matter is being looked into and time is being scheduled to start the process of review which will include duties and responsibilities.	-	-
24	It was questioned by Comm. Painter if our policies were available on our department website. Dir. Stewart informed her that all our policies are available on the District's official website.	-	-
25	Dir. Stewart updated the Commission on the lease purchasing agreement with TD Bank. He stated that he has received the resolution back from TD Bank and an escrow account has been created and is earning interest.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
26	A discussion was held with Sol. Sendzik and the Commission in regards to the proposed project financing. He also stated that Aud. Elliott has also reviewed the financial documents relating to the financing. A motion was made by Comm. McDonough and seconded by Comm. Thompson to adopt the resolution Certifying Review of Findings and Recommendations. Roll call was held with all in agreement. Motion carried.	-	-
27	Sol. Sendzik informed the Commission of the recent decision letters regarding Open Public Records Act and its effects on fire companies and our financial support. He explained in detail the legalities for volunteer fire companies if the decision is in favor of the OPRA act. Sol. Sendzik suggested that the Commission be proactive and inform their volunteer fire companies of the recent discussions being held and its effect on them. Comm. Ciasca commented that we should request the company presidents to attend the next Commission meeting so that Sol. Sendzik can advise them of the information in terms that are understandable to the average person, in lieu of legal terminology. The next meeting is scheduled for March 23rd.	Advised Presidents of next meeting and request their attendance	Dir. Stewart
28	A discussion was held regarding the bond refinancing schedule document. Comm. Ciasca stated that the savings would be in the amount of \$104,000.00 or approximately ten to twelve thousand dollars per year saving per budget.	-	-
29	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Letter from Josh Johnson, Chairman-Membership Room Committee of Independent Fire Co. #1 re: Request to make alternations to current membership room on second floor. • Sympathy card from Cinnaminson Fire Department in regards to Chief Liberatore's passing. • NJ State Association of Fire District meeting minutes. • Letter from McCollisters re: Donation to the department. <p>NEW BUSINESS</p>	- - - -	- - - -
30	Dir. Stewart stated that he has received bid proposals for landscaping at both District locations. The low proposal was from Bailey Landscaping, Delran.	-	-
31	Dir. Stewart informed the Commission of the proposals for review for our annual pump, ground ladder, hose and aerial testing. The low proposal for aerial testing was from UL and all other testing was from Fire Flow.	-	-
32	Dir. Stewart informed the Commission that he met with the Burlington County Health Department in reference to a drive thru flu shot clinic. He stated that they would like to use Station 301 on Saturday, October 24th from 9am to 12pm as a drive thru flu clinic, with the expectation of 200 vehicles. They would utilize two of our drive thru bays to administer the flu shots while the persons were in their vehicles. They would supply all the necessary personnel and equipment and the B.T.F.D. and other organizations would be responsible for the initial setup and clean up at the end of the event.	-	-
33	Dir. Stewart stated that he is in need of a resolution to sell the old 3028 when the new vehicle is in service. He advised the Commission that the new vehicle is in final detail and then to Winner Ford for the radio and graphics installation.	-	-
34	<p>Dir. Stewart reported that FO Tomaszewski could not attend the meeting due to Planning Board. His report was read as follows:</p> <ul style="list-style-type: none"> • During the month of January the Fire Prevention Bureau performed 7 life hazard and 17 non life hazard inspections. A total of 30 re-inspections were completed. • Public Education: Smoke detector inspection on 1/21 and 2/11, Boy Scout Program on 2/5. • Fire Investigations: Dumpster fire on Fountain Ave and an apartment fire at Willow Pointe • Planning Board: February-Wilson Surf and Islamic Academy of Burlington County requested another continuance until March 12th. A site plan waiver was 	- - - -	- - - -

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
34cont.	approved for PSE&G improvements to the Burlington switching station.		
35	Dir. Stewart informed the Commission that Inspector Nixon is ill and is at Lourdes in Camden.	-	-
36	Comm. Ciasca informed the Commission that Bob Ciasca is also doing well as he is healing from recent surgery.	-	-
37	Comm. Ciasca reminded all of their Financial Disclosure Statements and that they are available online.	-	-
38	Comm. Field informed the Commission that Richard Johnson from Sta. 302 suffered from a few broken fingers from a recent fall and that Past Commissioner Bill McGee had fallen ill and required surgery and is on the mend.	-	-
	GOOD OF THE BOARD		
39	Comm. Field commended Dir. Stewart on his efforts to make sure that our membership received their Class A uniforms in time for Past Chief Liberatore's funeral. He also reminded all that we will be soon having a memorial service for Past Chief Edmund Cook in April.	-	-
40	The Commissioners commented on a job well done by our department members in providing Past Chief Liberatore a respectful funeral service and burial.	-	-
41	Comm. Ciasca commented that it was an unheard of effort by our department for all that needed to be accomplished, how well it came together in conjunction with the public works department and the police department. He stated that we should attend the next town council meeting and express our sincere thanks to them for the assistance provided. Dir. Stewart stated that he sent a letter of thanks to council as well as the school board for their assistance.	-	-
42	A motion was made by Comm. Field and seconded by Comm. McDonough to move into closed session for the purpose of 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

March 25, 2015
7:000pm
Regular Session

Participants: Comm. Ciasca, Comm. Painter, Comm. McDonough, Sol. Sendzik, Chief Estelow, Dir. Stewart, FO Tomaszewski, C. Leshner Sr., L. Kelly, D. Sobel, J. Johnson, R. Caruso & A. Mohr

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, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM March 25, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, and Comm. McDonough	-	-
4	Flag Salute		
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Letter from Relief Fire Co. #3 to the Commission re: Invitation to participate in the upcoming housing of 3032 and the dedication of their new memorial garden on May 16, 2015. • Letter from Relief Fire Co. #3 to the Commission re: Christinan Haviland membership status change active member. • Burlington Township Lodge #84 Annual FOP Golf Tournament, July 19, 2015. 	-	-
7	<p>APPOINTMENTS</p> <p>At this time previously appointed Chief Engineer Andrew Mohr, Jr. was given the Oath of Office by Sol. Sendzik.</p>	-	-
8	A motion was made by Comm. McDonough and seconded by Comm. Painter to appoint Jen Diamond, Dana Sobel and Evan LaGrange as certified firefighters. Roll call was held with all in agreement. Motion carried. Firefighters Sobel and LaGrange were given the Oath of Office by Sol. Sendzik. Comm. Ciasca thanked both firefighters for graduating as NJ State certified firefighters and serving under the Burlington Township Fire Department.	-	-
9	NEW MEMBERS—None	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	DIRECTOR'S REPORT		
10	<ul style="list-style-type: none"> Dir. Stewart reported that on the progress of the new 3028. He stated that due to a required quality check on the unit they found a bad circuit board light that needed to be replaced. He stated that he currently does not have an expected delivery date due to this unexpected delay. 	-	-
11	<ul style="list-style-type: none"> Dir. Stewart also requested of the Commission a closed session due to contract negotiations. 	-	-
	CHIEF ESTELOW REPORT		
	Chief Estelow read his report as follows:		
12	<ul style="list-style-type: none"> County Chiefs Report – I was unable to attend due to a late urgent call that kept me on duty until 2030 hours. No other chief attended the meeting. 	-	-
13	<ul style="list-style-type: none"> Apparatus – 3018 will be online sometime in June with a projected completion in the area of February 2016. 3028 hopefully should be completed in the very near future. Once completed it will go out for lettering and striping. 	-	-
14	<ul style="list-style-type: none"> Uniforms – The majority of our members now have both uniforms Class A and Class B (Duty Crew). We are still currently seeking if there are any other members in need of a uniform. 	-	-
15	<ul style="list-style-type: none"> SOP's – The Chiefs Board is looking to have them all completed by the end of June. 	-	-
16	<ul style="list-style-type: none"> Mandatory Training – All of the mandatory training is completed and letters will be going out to 10 members who are not certified. 	-	-
17	<ul style="list-style-type: none"> SCBA – Battalion Chief Johnson formed a committee and they are starting the process of looking into the different air paks. They have also met with our mutual aid companies to get input on the current paks they utilize. 	-	-
18	<ul style="list-style-type: none"> Training - We are waiting on dates for high voltage lines and solar panel training. An ice rescue drill was recently held and a lot was learned, walked the lake and found access points for use in case of an actual rescue scenario. We had approximately 35 applications submitted to the District office for various training classes. 	-	-
19	<ul style="list-style-type: none"> Safety – No incidents to report. Gear inspection tentatively is scheduled for April 11th. 	-	-
20	<ul style="list-style-type: none"> Libertore Funeral – I would like to personally thank the entire membership for coming together to give a proper send off to Past Chief Jim Libertore. It was good to see “Three Working as One” as Chief Libertore always preached. 	-	-
21	<ul style="list-style-type: none"> Memorial Service Chief Cook's—Services will be held on Saturday April 18th at Station 301. Visitation will be from 1000 until 1100 hours with the memorial service at 1100 hours. Burial will follow at Lakeview Cemetery located in Cinnaminson Twp. Myself along with Past Chief Robert Ciasca are working on the details. 	-	-
22	Comm. Ciasca reminded Chief Estelow that when the revisions of the SOPs are available for review to please forward them to the Commission and the Director as soon as possible. He explained that he does not want the department be in a position where there are too many SOPs to review at once thus impeding a progressive review.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
23	<ul style="list-style-type: none"> During the month of February the Fire Prevention Bureau performed 11 Life Hazard and 23 Non Life hazard inspections. A total of 16 re-inspections and 8 complaint inspections were completed 	-	-
24	<ul style="list-style-type: none"> Public Education: Extinguisher training on 3/18/15 	-	-
25	<ul style="list-style-type: none"> Fire Investigation: Vehicle fire 2/3/15 1900 Mt. Holly Road, Truck Fire 2/22/15 McCollister's and again on 2/24/15. 	-	-
26	<ul style="list-style-type: none"> Planning Board: March Planning Board-Islamic Academy of Burlington County requested another continuance until April 9th meeting. An application was approved for a minor sub-division for Sherwood Forest Homes, 42 Pinewald Lane. There will be 2 homes on this property with approximately a 200 foot 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
26cont.	long driveway. The deed to these properties will be memorialized to exempt the Burlington Twp. Fire Department and Burlington Township from any damage to the driveway caused by apparatus during any emergency response.	-	-
27	<ul style="list-style-type: none"> • Legislation: On March 16, 2015 the proposed bill requiring sprinklers in new construction in 1 and 2 family dwellings was passed by both houses and are currently sitting with Gov. Christie. 	-	-
28	<p>PUBLIC SESSION—There was no discussion under Public Session.</p> <p>OLD BUSINESS</p>	-	-
29	A short discussion was held regarding the selling of the old 3028. A resolution was read by Sol. Sendzik to authorize the selling on GovDeals.com of the old 3028 once the new 3028 replacement has been received. A motion was made by Comm. McDonough and seconded by Comm. Painter to approve this resolution to sell the old 3028 on GovDeals.com at the appropriate time. Roll call was held with all in agreement. Motion carried.	-	-
30	Comm. Ciasca reminded all of the conversation held at the last meeting in relation to OPRA and its future effect on the fire companies. Sol. Sendzik was requested to be prepared to provide an overview of the situation at the next work session meeting for the benefit of the fire companies and their presidents. Dir. Stewart will contact the presidents to advise them of this meeting and request their attendance at this beneficial meeting.	Contact presidents to request their attendance at next meeting	Dir. Stewart
31	<p>NEW BUSINESS—There was no New Business to discuss.</p> <p>VOUCHERS</p>	-	-
32	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.	-	-
33	<p>REPORT OF SOL. SENDZIK - There was no report from Sol. Sendzik</p> <p>HEALTH AND WELFARE</p>	-	-
34	It was reported that Insp. Howard Nixon and Capt. Kyle Hinkel are both recovering from recent surgery and doing well.	-	-
35	It was also reported that Independent Fire Co. firefighter Dan Cunningham is a new father to a set of twins, boy and a girl and all are doing well.	-	-
36	<p>MISCELLANEOUS—There was no report under Miscellaneous.</p> <p>DEPARTMENT ACOMPLISHMENTS</p>	-	-
37	Comm. Ciasca thanked all those who attended and assisted in the final tribute to Chief Jim Liberatore.	-	-
38	Comm. Ciasca commented on the joint training with the police department in regards to dealing with and responding to meth labs incidents. He stated that the training was well received.	-	-
39	<p>GOOD OF THE BOARD</p> <p>A motion was made by Comm. Painter and seconded by Comm. McDonough 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. Painter, Comm. McDonough, Comm. Thompson & Comm. Field

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

Date, Time & Place:

April 9, 2015
7:00pm
Sta. 302, Work Session

Participants: Comm. Painter, Comm. McDonough, Comm. Field, Comm. Ciasca, Sol. Sendzik, Dir. Stewart, FO Tomaszewski, Chief Estelow, L. Daneker, J. Irwin V, C. Leshner Sr., R. Ciasca, T. Randt & 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 January 6, 2015 (Official Newspaper)
Forwarded to the Courier Post January 6, 2015 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 5, 2015

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm April 9, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	NEW MEMBERS		
6	A motion was made by Comm. Painter and seconded by Comm. Field to approve Christina Dezuani, FF Station 301 and Hunter Schaefer, Social Member Station 302. Roll call was held with all in agreement. Motion carried.	-	-
7	PUBLIC SESSION—There was no discussion under Public Session.	-	-
	OLD BUSINESS		
8	Dir. Stewart informed the Commission that the bond refinancing is progressing positively and we have been graded just below the best grading possible by Standard & Poors. We should be closing within the next ten days and we will be saving more in funds than we had originally anticipated. Comm. Ciasca commended all those involved in the handling of our finances for their work in being able for us to obtain such a high rating.	-	-
9	Dir. Stewart stated that he has spoken with the Burlington Township Council in regards to our request for a fee increase under the Bureau of Fire Prevention fee ordinance. He stated that they only has one question concerning the largest fee increase requested. He explained that in essence it will not affect us as it refers to businesses that the State fees will only apply and that we currently do not have any of those types of large retail life hazard business in Burlington Township.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Comm. Ciasca asked if there was any report on 3028. Dir. Stewart stated that there was no report.	-	-
11	Comm. Ciasca informed the Board that he was approached by Josh Johnson of Independent Fire Company in regards to the letter he sent related to the request to make improvements on the membership room. Mr. Johnson questioned why the Commission has not notified him of any decision in regards to their request. Comm. Ciasca informed him that he has spoken with the District's legal advisor in regards to its effect on permits, contracting laws and insurance among other matters. He advised Mr. Johnson that once the Commission has received the answers they need then they will reach out to him, as the company's contact person, with the results of their research.	Will advise 301 of decision upon final results of research by Commission	Commission
12	Comm. Field commented that the Recruitment and Retention Committee has finally met and has decided to revisit the results of Tiger Schmittendorf's report and try to bring his recommendations up to date. He also stated that the Chief also assigned various individuals certain job tasks to complete.	Review T. Schmittendorf's report.	Recruitment/ Retention Committee
13	Comm. Ciasca questioned the officers needs review. Dir. Stewart informed him that he has reached out to the companies for representatives for this task. Craig Leshner, Sr. will represent Sta. 303, Robert Ciasca will represent Sta. 301 and he is currently waiting for a representative for Station 302 from Pres. Gares. We will also assign a facilitator to make sure that the group does not become stagnant and that we maintain continued progress. Dir. Stewart stated that he will contact Pres. Gares and obtain Sta. 302's choice within the next few days.	Obtain 302 representative	Dir. Stewart
NEW BUSINESS			
14	Dir. Stewart informed the Commission that the bench press at Sta. 301's gym is broken and he has obtained a price for a replacement. He stated that he did have a professional come look at the machine and found that it is not able to be fixed and that the brand machine is no longer produced and parts are not available. He stated he priced out a replacement unit at a cost of \$2,204.00.	Purchase new machine as a replacement	Dir. Stewart
15	Dir. Stewart also informed the Commission that he looked into the Board of Public Utilities Municipal Building Audit Program. He commented that he would like to take advantage of this tool and it would require the requesting of proposals. Comm. Ciasca questioned if were obligated to make any changes based on the outcome of the final audit and was informed that we were not bound to make any changes. The Commission agreed to allow the request for "RFP's for this energy audit.	Begin process to request "RFPs" for energy audit	Dir. Stewart
16	Comm. Ciasca commented in relation to a energy audit program that we need to be more coherent with our own actions in regards to our increasing monthly gas and electric bills, one month our bill was approximately \$7,000. He understands that this winter has been cold but it does not help our situation when we leave open bay doors just to smoke a cigarette. He stated that a reasonable request was made to improve this issue and it has been ignored possibly out of plain disrespect to the Board of Commissioners or that those in question just do not care, as they do not have to pay the bill anyhow. He commented that if need be to rectify this particular matter the whole property can be made no smoking.	-	-
17	Dir. Stewart also informed that Commission that he has looked into the cost of our current online backup and storage of files vendor, File Bank. He commented that after speaking with the office staff as well as File Bank he recommends terminating our service with them at a cost of \$1,500. However it will save us \$3,000 per year. He also explained that the office staff has agreed with reviewing the files on storage and determining in conjunction with State law records retention what we can destroy versus what we should retain.	Terminate service with File Bank for storage of documents.	Dir. Stewart
18	Dir. Stewart informed the Commission that there is an open position for Assistant Engineer at Station 301 and he already has one application that has been submitted for the position. He will be posting the position for two weeks to see if there is any other interest in the position before making any recommendations to the Commission.	Post open Asst. Eng. Position @ 301	Dir. Stewart
19	Dir. Stewart advised the Commission of a request of the Chiefs Board to increase the stipend for the Duty Crews from \$5 to \$15, to cover the cost of food. Comm. Ciasca questioned if we were having any problem filling the duty crews and was advised by		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
19cont.	<p>Chief Estelow that we were. Comm. Ciasca questioned the possibility of reviewing the program, currently have two daytime paid personnel on staff available to man apparatus thus only requiring an additional two volunteers. He questioned his concern over money being the incentive and when the increases are no longer enough incentive, what is the next solution. Comm. Ciasca stated that Dir. Stewart is currently working on response time data to see at what times we are lacking in response and stated that constantly approving increases in stipends is not always the answer, thought he is not against an increase when justified. A short discussion was held on how Delran Fire Department maintains its Duty Crew Program as experienced by a few members also active with this department. Comm. Ciasca requested that further discussion be held at our next meeting scheduled for April 22.</p> <p>GOOD OF THE BOARD</p>	Review current Duty Crew Program for further discussion at next meeting.	Chiefs Board/ Director/Commission
20	Comm. Ciasca commented on the thank you note for the fruit basket the Board sent to Inspector Howard Nixon on his recent illness. Inspector Nixon is doing very well and sends his thanks and appreciation.	-	-
21	Comm. McDonough stated that he has spoken with Capt. Kyle Hinkel in regards to his recent surgery and that he is improving with time.	-	-
22	Chief Estelow reminded all of the memorial service that will be held for Chief Edmund J. Cook on Saturday, April 18th at 10am at Station 301. He stated a short memorial service will be held at Station 301 with Chief Cook's final interment at the Lakeview Memorial Park and then back to 301 for a small luncheon. All are encourage and invited to respectfully pay their final respects to a well deserving member and Chief of the Burlington Township Fire Department.	-	-
23	Comm. Ciasca thanked Josh Johnson for his concern over the Commission's position on Independent's request for improvements to the membership room. Comm. Ciasca explained that they are looking into the matter and its relation to insurance, liabilities and contracting laws that must be abided by in accordance with proper law.	-	-
24	Comm. Ciasca commented that recently as well as in the past many negative comments have been made about our department about and by its members. He reminded all that these comments are detrimental to the well being of our department and its positive outstanding reputation within the community. He also stated that the sign of a strong leader is to accentuate positive attributes and work on the negative in order to improve the department as a whole, leaders who continue to complain are not strong reliable leaders.	-	-
25	Comm. Ciasca also commended the department on the fine job they do in maintaining and improving their fire service training skills However, he added that we need to improve our skills in the leadership and management areas. He suggested we look into more officer development training for our current and future officers. We must learn how to positively manage and lead people in our department with positive reinforcement and not negative attitudes and constant complaining, especially since we are one of the best equipped and trained volunteer departments in the State of NJ.	Research management and leadership courses to improve our leadership skills	Dir. Stewart/Chief Estelow/Chiefs Board/Trng. Officer Irwin
26	<p>At this time Sol. Sendzik upon request of the Commission took the time to explain to those in attendance at the meeting how current legal cases relating to the Open Public Record Act (OPRA) may in the near future affect the volunteer fire companies. He explained that if legislation is passed the fire company meetings may become open to the public and company records may be eligible for public review if requested under OPRA. He commented that just like the Board of Fire Commissioners must have transparency of their records, meet the Open Public Meetings Act as well a meet the requirement of the local public contracting laws, the same may be requested of the fire companies. Sol. Sendzik stated that now is the time for the companies in conjunction with the Fire District to become proactive in preparing for what could be the inevitable. Sol. Sendzik informed all that it looks as if an answer to this matter is approximately three to fours months away and is being based upon two different cases. He also stated that if anyone has any questions relating to this matter that he is available to assist if needed. Pres. Craig Leshner of the Relief Fire Co. #3 questioned if the department has a template of the OPRA requirements, Sol. Sendzik stated that he would see to it that he received a copy of those requirements.</p> <p>CLOSED SESSION</p>	-	-
27	A motion was made by Comm. McDonough 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

April 22, 2015
7:000pm
Regular Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Comm. McDonough, Sol. Sendzik, Dir. Stewart, Aud. Elliott, FO Tomaszewski, Chief Estelow, R. Ciasca, R. Caruso, E. Hambleton & 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, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM April 22, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present:	-	-
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 Robert Walker and The Liberatore Family.	-	-
7	• Letter from Relief Fire Co. #3 re: Richard Kerr accepted as an active member	-	-
8	APPOINTMENTS —There were no appointments to be made.	-	-
	NEW MEMBERS		
9	A motion was made by Comm. Painter and seconded by Comm. Field to approve Mark Williams as a Probationary Firefighter with Station 302. Roll call was held with all in agreement. Motion carried.	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart read his report as submitted:		
10	• The new gym equipment has been installed at Station 301.	-	-
11	• Pump tests have been completed. All vehicles passed with a few minor maintenance issues to be taken care of.	-	-
12	• Annual hose & ladder testing is being conducted this week.	-	-
13	• Interviews for Fire Prevention Specialist are scheduled for next Wednesday.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
14	<ul style="list-style-type: none"> The registration fee ordinance update was passed on first reading by Burlington Township Council last Tuesday, second reading is scheduled for Tuesday April 28. 	-	-
15	<ul style="list-style-type: none"> The auction for bond refinancing was held and closing is scheduled for April 29. Indications are that our annual savings is approximately \$10,000. 	-	-
<p>CHIEF ESTELOW REPORT</p>			
<p>Chief Estelow read his report as submitted:</p>			
<p>County Chiefs Meeting:</p>			
16	<ul style="list-style-type: none"> There was a WUI Drill on 3/19 in Washington Twp which the fire coordinators attended. The County Coordinators met on April 1st and discussed the following: Participation on special task forces, WUI adjustments, tender task force adjustments and drill plan for the fall, pipeline revisions targeting 3 pipelines and ladder and tower strike teams, they are finalizing. Tower 3035 will be on a strike team, waiting to hear which one, at which time I will inform the department. 	-	-
17	<ul style="list-style-type: none"> Regional meeting being planned for late April or early May. Agenda items as follows: Rail response plan from the division, Papal visit, and division update. 	-	-
18	<ul style="list-style-type: none"> They are waiting for the schedule for the tender strike team drill in Trenton. There were 13 working fires for the month of March with a 2 alarm fire in Hainesport on March 3rd. 	-	-
19	<ul style="list-style-type: none"> They interviewed deputy coordinator candidates 3/18 and 4/1. They expect to complete the selection prior to the end of the month. 	-	-
<p>B.T.F.D. Chiefs Report:</p>			
20	<ul style="list-style-type: none"> Apparatus – No news as of yet for Rescue 3018. 3028 hopefully should be completed in the very near future, after it is done it will go out for lettering and striping. 	-	-
21	<ul style="list-style-type: none"> SOP's – Meeting scheduled for this Sunday. 	-	-
22	<ul style="list-style-type: none"> SCBA – The committee has met with two vendors and their representatives. They are waiting to get some sample packs so the department can try them out at the fire academy, waiting on dates. 	-	-
23	<ul style="list-style-type: none"> Training – The next few months are going to be busy with several training classes scheduled to include CAF's, driving obstacle course, rescue classes both VRT and swift water rescue 	-	-
24	<ul style="list-style-type: none"> Safety – No incidents to report. Gear inspection was completed by the Safety Committee, waiting on their report. 	-	-
25	<ul style="list-style-type: none"> Personnel – We currently have two firefighters in FF1, classes should be close to ending, both are expected to pass. We also had two new members joined the department. 	-	-
26	<ul style="list-style-type: none"> Recruitment & Retention – The committee had two meetings so far and are making good progress. 	-	-
27	<ul style="list-style-type: none"> Funeral – Chief Cook's Funeral I would like to personally thank the entire membership for coming together to give a proper send off. 	-	-
28	<ul style="list-style-type: none"> Miscellaneous – Numerous parades and musters were approved for the upcoming months. A sympathy card was received from Cinnaminson Fire Department in honor of Chief Liberatore and the Knights of Columbus Awards Ceremony will be held on May 7th at 7:30 pm. 	-	-
29	<ul style="list-style-type: none"> Saint Mary's Church will be holding their annual observance of the Feast of St. Florian on Sunday, May 3rd at 4:00 p.m. 	-	-
<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>			
<p>Fire Official Tomaszewski read his report as submitted:</p>			
30	<ul style="list-style-type: none"> During the month of March the Fire Prevention Bureau performed 25 Life Hazard and 42 Non Life Hazard inspections. A total of 38 re-inspections and 8 complaint inspections were completed. 	-	-
31	<ul style="list-style-type: none"> Public Education: Extinguisher training on 3/18/15, freshman project on 4/1/15. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
32	<ul style="list-style-type: none"> Fire Investigations: Vehicle fire 3/8/15 at 205 Elbow Lane, appliance fire 3/20/15 at 301 Orchard Lane and a dumpster fire 3/22/15 at 1121 Kaye Court. 	-	-
33	<ul style="list-style-type: none"> Planning Board: April Planning Board, the meeting was canceled and the next meeting is scheduled for May 14th. 	-	-
	PUBLIC SESSION		
34	There was no comment from the public and the Public Session was closed.	-	-
	OLD BUSINESS		
35	Aud. Elliott reviewed the rating we received from Standard & Poor and stated that we should be very proud to have such an impressive rating. This rating proves that this department is very financially responsible with its use of public funds.	-	-
36	Aud. Elliott then proceeded to review the final audit of the 2014 budget and explained the Independent Auditor's Report and that the Commission will be responsible for signing an affidavit that the report has been explain to them and that they also understand the audit report as explained. Aud. Elliott also informed and explained to the Commission the line items transfer that must be made in the 2014 budget.	-	-
37	Sol. Sendzik read the resolution to Approve the Line Item Transfer of \$19,000 from Professional Services to Salaries & Wages retroactive to December 31, 2014. A motion was made by Comm. Painter and seconded by Comm. Field to approve the resolution for the Line Item Transfer for the 2014 Budget. Roll call was held with all in agreement. Motion carried.	-	-
38	Sol. Sendzik read a resolution to accept the 2014 Audit Report and authorize the publication of the audit synopsis two times within the next seven days. A motion was made by Comm. McDonough and seconded by Comm. Painter to approve the resolution as previously noted and as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.	-	-
39	Sol. Sendzik read the resolution certifying that the Commission has been read and understands the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards and that the Board will execute a group affidavit as such as required to this understanding. A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the resolution as previously noted and as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.	-	-
40	Sol. Sendzik stated that all legal documents as read tonight will be signed and sent to the State of NJ Board of Regulations.	-	-
41	Dir. Stewart questioned the progress of the request by the Chief's Board to increase the credits for the Duty Crews. It was requested to increase the credits from 5 to 15 credits for evening duty crews and from 5 to 20 credits for daytime duty crews. He stated that if approved the policy would need to be updated to reflect this change. Comm. Thompson suggested that we review the entire policy before making any decisions. Comm. Ciasca questioned if the 2015 budget could handle this increase, Dir. Stewart that it would. Comm. Ciasca also questioned if there were any issues related to this policy that has promoted this request for an increase and are there any other ways we can improve this situation. Dir. Stewart stated that he was informed the increase has been requested to cover the cost of meals as well as a tool to recruit other members to the Duty Crew program. It seems that the same people are signing up for duty crews and there is no other interest from other members of the department. Comm. Ciasca questioned if all three companies participate in this program and was informed that 301 and 302 set up certain nights and 303 sets it up as a company work night, each station handles it in a different matter. A motion was made by Comm. Thompson and seconded by McDonough to review the policy and come back with a decision by the next meeting. Roll call was held with all in agreement. Motion carried. Comm. Ciasca acknowledged to the public that the issue in not related to the request for an increase in credits but more of a concern that there may be other matters that may be the problem.	Review policy and upgrade if required	Commission, Dir. Stewart & Chief's Board

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	NEW BUSINESS		
42	There was no New Business to discussed.	-	-
	MINUTES		
43	A motion was made by Comm. Field and seconded by Comm. Painter to approve the minutes to the February 12, 2015 Work Session, March 12, 2015 Work Session and the April 9, 2015 Work Session. Roll call was held with all in agreement. Motion carried.	-	-
	REPORT OF SOL. SENDZIK		
44	Sol. Sendzik provided an update on the progress of OPRA. He stated that this may also apply to Closed Session. A short discussion followed regarding the request for the release of record and when this process may begin.	-	-
	HEALTH AND WELFARE		
45	It was reported that Capt. Hinkel is up and about and feeling much better from his recent surgery, as well as Asst. Fire Official Ciasca.	-	-
46	It was also reported that Inspector Nixon and Capt. Lane are now home and recovering well.	-	-
47	AFO Ciasca reported that Ray Devlin is now in rehabilitation and recovering slowly from his illness.	-	-
48	Chief Eng. Mohr reported that his uncle Cortland Major who used to play Santa Claus for Independent Fire Co. #1 recently passed away .	-	-
	VOUCHERS		
49	A motion was made by Comm. McDonough and seconded by Comm. Painter to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-
	MISCELLANEOUS		
50	The was no discussion under Miscellaneous.	-	-
	DEPARTMENT ACOMPLISHMENTS		
51	The Board of Fire Commissioners thanked the office staff for the positive audit they received on the 2014 budget. They showed their admiration for the effort put forth in only have one line item transfer for the 2014 budget audit.	-	-
52	Chief Estelow commented on the positive feedback he received from Chief Farnsworth about our department in relation to the recent mutual aid given to his department at a house fire in Mt. Holly. Comm. Ciasca thanked all those who were instrumental in the assistance this department was able to provide to at this house fire.	-	-
53	In celebration of Administrative Professional's Day Comm. Painter thanked the office staff for their time and efforts, on a daily basis while in performance their jobs.	-	-
	GOOD OF THE BOARD		
54	A motion was made by Comm. Field and seconded by Comm. Painter to move into Closed Session for the purposes of litigation. Roll call was held with all in agreement. Motion carried.	-	-

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

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

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

Date, Time & Place:

May 14, 2015
7:00pm
Work Session, Sta. 302

Participants: Comm. Painter, Comm. McDonough, Comm. Thompson, Sol. Sendzik, Dir. Stewart, C. Leshner sr., J. Warren, B. Ciasca, C. Dezuan, J. Irwin V, E. Hambleton & J. Johnson.

Open Public Meeting Act:

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Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM May 14, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. McDonough, Comm. Thompson and Comm. Painter	-	-
4	Flag Salute		
5	Comm. Painter directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	APPOINTMENTS		
7	A motion was made by Comm. Thompson and seconded by Comm. McDonough to appoint John Warren as Assistant Engineer at Station 301. Roll call was held with all in agreement, with the exception of Comm. Painter who abstained. Motion carried. NEW MEMBERS	-	-
8	There were no new members to bring into the department. PUBLIC SESSION		
9	There was no comment from the public and the Public Session was closed. OLD BUSINESS	-	-
10	Dir. Stewart updated the Commission on the progress of the new 3028. He stated that they attended an inspection of the vehicle yesterday. A small list of items, mostly cosmetic, that needed attention was made and those matters are currently being addressed. He stated that the vehicle is scheduled to be delivered on Monday. Once it is in our possession arrangements will be made for stripping and lettering.	Waiting for delivery	Dir. Stewart

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	Dir. Stewart reminded the Commission of the housing of 3032 as well as the monument garden dedication at Station 303 this weekend.	-	-
12	Dir. Stewart informed the Commission that progress is being made on the officer evaluations and that the committee has scheduled an upcoming meeting on Tuesday. They have invited the Battalion Chiefs to this meeting to obtain their input on the officer positions.	Mtg. scheduled for Tuesday	Committee
13	Dir. Stewart advised the Commission that interviews for Fire Prevention Specialist have been held. Dir. Stewart requested a closed session meeting to discuss contract negotiations. NEW BUSINESS	-	-
14	Dir. Stewart advised the Commission that Shop-Rite will be having their grand opening tomorrow morning, May 15th at 7am if anyone is interested in attending. He stated that both he and FO Tomaszewski, have met on numerous occasions to discuss other various matters with them.	-	-
15	Dir. Stewart informed the Commission that we have eight people traveling to Baltimore to the Firehouse Expo in July. The travel resolutions for this event will be presented at the next regular meeting of the Commission on May 27th.	Prepare travel resolutions	Office Staff
16	Dir. Stewart advised the Commission that he had all the old B.T.F.D. road signs removed as they were faded. He does have in his possession the best looking sign from the bunch. There was a short discussion in regards to redesigning the sign for future use.	-	-
17	Dir. Stewart advised the Commission that Sol. Sendzik, in appreciation of the Commission's recognition of him at the Appreciation Dinner, is offering important estate planning services at no charge to fire department members and their spouse's. He commented that dates have been set up at each station at which time estate planning will be explained. Notifications of this offer and the dates will be mailed to each department member. Comm. Thompson explained to those in attendance that this is a great opportunity to take advantage of not only for yourself but for your loved ones. Comm. Painter and Comm. Thompson thanked Sol. Sendzik for this offer of service to its membership.	Send notifications to all department members	Office Staff
18	Dir. Stewart reminded all that there will be a Veteran's Memorial service at the Veteran's memorial located at the Burlington Township Municipal Building. The service will be on May 30th at 11:30am. GOOD OF THE BOARD	-	-
19	Comm. Painter congratulated Battalion Chief Chris Johnson and his wife Dominica on the birth of their new baby girl. She also advised all that Past Chief Vernon Dickerson recently suffered a serious illness and is being cared for respectfully.	-	-
20	Dir. Stewart informed all that Firefighter Edward Hoffman, Jr. has graduated from the University of Connecticut with a Bachelor Degree in Psychology and Communications and that Firefighter Eamonn Fitzpatrick-Ruth was recently honored with the Shield Award by the Knights of Columbus.	-	-
21	A motion was made by Comm. Thompson and seconded by Comm. McDonough 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

May 27, 2015
7:00pm
Regular Session

Participants: Comm. Ciasca, Comm. Field, Comm. McDonough, FO Tomaszewski, Dir. Stewart, Chief Estelow, C. Leshner & R. Ciasca

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Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM May 27, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, and Comm. McDonough	-	-
4	Flag Salute		
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE <ul style="list-style-type: none"> • Thank you card from Battalion Chief Johnson and wife Dominica • Thank you card from Capt. Hinkel • Thank you card from Signal 22 Association 	-	-
7	APPOINTMENTS A motion was made by Comm. Field and seconded by Comm. McDonough to appoint John H. Irwin, V as a Fire Prevention Specialist, full time. Roll call was held with all in agreement. Motion carried.	-	-
8	Sol. Sendzik read a resolution to appoint John H. Irwin, V as a Fire Prevention Specialist, full time. A motion was made by Comm. Field and seconded by Comm. McDonough to approve the resolution to appoint John H. Irwin, V as a Fire Prevention Specialist, full time starting June 15, 2015. Roll call was held with all in agreement. Motion carried.	-	-
9	NEW MEMBERS—None	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	DIRECTOR'S REPORT		
	Dir. Stewart read his report as follows:		
10	<ul style="list-style-type: none"> The new 3028 has been delivered. It is getting lettering and stripping. The next step will be driver's training and equipment mounting. 	-	-
11	<ul style="list-style-type: none"> The old 3028 is presently being auctioned on govdeals.com. The auction closes on June 9th. There have been twelve bids with the current bid at \$2,625.00. 	-	-
12	<ul style="list-style-type: none"> The department organization committee is progressing with the next meeting scheduled for tomorrow evening, where the committee will meet with the captains. 	-	-
13	<ul style="list-style-type: none"> Letters have been mailed to the membership concerning the estate planning sessions being conducted by Sol. Sendzik. 	-	-
14	Dir. Stewart also thanked the Board of Commissioners for hiring Mr. Irwin as his appointment will help with daytime response and take some burdens off of the officers.	-	-
	CHIEF ESTELOW REPORT		
	Chief Estelow read his report as follows:		
15	<ul style="list-style-type: none"> County Chiefs Report-No attendance. The next meeting will be on June 10th at the ESTC and then it will be held at 301 on July 15th. 	-	-
16	<ul style="list-style-type: none"> Apparatus-I have received no new updated news on Rescue 3018 as of today. 3028 is in and is at Finnel's in Bristol for lettering and stripping. Once completed we will mount the equipment and begin driver's training. 	-	-
17	<ul style="list-style-type: none"> SCBA-The committee has met with a third vendor and this Sunday at 9am we are meeting with all three vendors and will be testing the air packs. Each vendor will have an opportunity to review their air pack with the department then we will be going over to the fire academy to test the air packs. 	-	-
18	<ul style="list-style-type: none"> Training-Over the next few months we are scheduled to complete our annual driver's recertification as well as some rescue drills. We also recently had two members complete the Swiftwater Operations course. 	-	-
19	<ul style="list-style-type: none"> Safety-There were no incidents to report. 	-	-
20	<ul style="list-style-type: none"> Personnel-We currently have two firefighters in Firefighter I, they are scheduled to completed the class within the next few weeks. 	-	-
21	<ul style="list-style-type: none"> Recruitment/Retention-There have been three meetings so far, progress has been made and they are looking into redoing the posters created by Tiger Schmittendorf a while back. The committee created a priority list for recruitment and one for retention and have assigned jobs to each of the committee members. 	Continued progress	Recruitment/ Retention Comm.
22	Chief Estelow commended the crew that responded to the incident on the turnpike call on Saturday, they did a fine job with the extrication. He also thanked those members who came out and supported our mutual aid companies at the Memorial Day events.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski read his report as follows:		
23	<ul style="list-style-type: none"> During the month of April the Fire Prevention Bureau performed 21 Life Hazard and 44 Non Life Hazard inspections. A total of 43 inspections were completed. 	-	-
24	<ul style="list-style-type: none"> Public Education: Birthday Party 5/9/15 at 44 Vaughn Way, Extinguisher training on 5/20/15 at RimTec. 	-	-
25	<ul style="list-style-type: none"> Fire Investigation: Vehicle fire on 4/16/15 at 108 Connecticut Dr. and a pallet fire on 4/23/15 at 1702 Beverly Road. 	-	-
26	<ul style="list-style-type: none"> Planning Board May: The site plan for Islamic Academy of Burlington County was granted a continuance to June 11, 2015. Lion-FCG Burlington LLC was approved for construction of a warehouse on River and Neck Road. 	-	-
27	PUBLIC SESSION—There was no discussion under Public Session.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	OLD BUSINESS		
28	Dir. Stewart informed the Commission that Firehouse Expo is coming up and we have travel resolutions for review and approval.	-	-
29	Comm. Ciasca questioned the progress on the review of the Duty Crew Program that was brought about by a request for an increase in credits and a request by the Commission that the program be completely reviewed for any updates. Chief Estelow commented that he was under the understanding that the Commission was reviewing this program. Comm. Ciasca stated that it is the Chiefs Board responsibility to review the program for updates and report back to the Commission, both agreed that it must have been a misunderstanding as to who was tasked with this review. The Chief's Board has been tasked with the responsibility of reviewing this program and making any recommendations to the Commission, this should include the recent request to increase the credit amount for the Duty Crews, if that is the wishes of the Chief's Board.	Review Duty Crew Program	Chief's Board
30	Comm. Ciasca questioned the progress on the SOP updates. Chief Estelow stated that this has been pushed back due to his work schedule, should be completed by the end of July.	Submit SOP updates	Chief's Board
	NEW BUSINESS		
31	Resolutions for travel expenses to Firehouse Expo from July 15 thru July 19th in the amount of \$300 each were read for Dir. J. Stewart, FO Tomaszewski, SO M. Kaplan, Rescue Capt. J. Irwin, TO J. Irwin, Lt. S. Hinkel, AE J. Warren and FF J. Johnson. A motion was made by Comm. McDonough and seconded by Comm. Field to approve the resolutions for travel and expenses as noted above. Roll call was held with all in agreement. Motion carried.	-	-
	VOUCHERS		
32	A motion was made by Comm. Field and seconded by Comm. McDonough to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-
	MINUTES		
33	A motion was made by Comm. Field and seconded by Comm. McDonough to approve the minutes of January 28, 2015 Regular meeting, March 25, 2015 Regular meeting, April 22, 2015 Regular meeting and May 14, 2015 Work Session meeting. Roll call was held with all in agreement. Motion carried.	-	-
34	REPORT OF SOL. SENDZIK - There was no report from Sol. Sendzik	-	-
35	HEALTH AND WELFARE - There was no report under Health & Welfare	-	-
36	MISCELLANEOUS—There was no report under Miscellaneous.	-	-
	DEPARTMENT ACOMPLISHMENTS		
37	Firefighter Edward Hoffman, Jr. graduated from college with two degrees.	-	-
38	Firefighter Sean Fitzpatrick-Ruth is graduating from Holy Cross High School.	-	-
	GOOD OF THE BOARD		
39	Comm. Field stated that he is aware that the ram we just purchased for the Rescue Division came in very handy during a recent rescue incident. It was explained that the ram was used on the N.J.T.P. rescue recently and worked very well in making this extrication a successful one. It was reported that the Rescue Division now has two rams for future use if ever needed.	-	-
40	The Commission thanked Sta. 303 for the invitation to join them in the housing of F3032 as well as the dedication of their memorial garden. It was a nice event.	-	-
41	A motion was made by Comm. Field and seconded by Comm. McDonough to adjourn the meeting. The meeting was adjourned at 7:20pm	-	-

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

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

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

Date, Time & Place:

June 11, 2015
7:000pm
Work Session, Sta. 302

Participants: Comm. McDonough, Comm. Painter, Comm. Field, Comm. Ciasca, DFS Stewart, Chief Estelow, Sol. Sendzik, C. Leshner, Sr., R. Ciasca & L. Kelly

Open Public Meeting Act:

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1	Meeting called to order at 7:00 PM June 11, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. McDonough, Comm. Painter, Comm. Field & Comm. Ciasca	-	-
4	Flag Salute		
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	APPOINTMENTS		
6	There were no appointments to be made.	-	-
	NEW MEMBERS		
7	A motion was made by Comm. McDonough and seconded by Comm. Field to approve Matthew Goldman as a Junior Firefighter with the B.T.F.D. assigned to Sta. 302. Roll call was held with all in agreement. Motion carried.	-	-
	PUBLIC SESSION		
8	There was no comment from the public and the Public Session was closed.	-	-
	OLD BUSINESS		
9	Dir. Stewart advised the Commission that the bidding on govdeals.com for the old 3028 ended yesterday with the final bid purchase of \$5,826.00. Dir. Stewart then explained the process of obtaining the funds as well as transferring the unit to the bidder.	-	-
10	Comm. Ciasca stated that at the last meeting there was a misunderstanding between		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	the Commission, the Chief and at the Chief's Board in regards to who was responsible for the review of the Duty Crew Program. He stated that he spoke with Chief Estelow along with Comm. McDonough and agreed that we would make the stipend increase retroactive thirty days upon adoption.	-	-
11	Chief Estelow presented the updated Duty Crew Program to the Commission and reviewed the areas that have been updated and/or added. A discussion ensued regarding the hours of operations for a duty crew and the required number of air pack certified members to man the apparatus during this time. Chief Estelow also stated that to make record keeping easier to increase the stipend to twenty credits for day duty crew as well as night duty crew instead of the original request. Comm. Ciasca stated that this was not what was approved by the Commission and a discussion continued relating to the shift hours. Chief Estelow requested that the Commission please review the submitted Duty Crew Procedure and Guidelines as presented tonight and get back to him with any questions or concerns.	Commission to review proposed changes for discussion	Commission
12	Dir. Stewart informed the Commission that the Officer Review Committee is progressing despite some scheduling conflicts. He stated that the Committee intends on having a presentation for the July Work Session meeting. They have a general idea of what they want to present it is just a matter of placing it in written format.	Tentative presentation at July WS Mtg.	Dir. Stewart
13	Dir. Stewart stated that he currently does not have an update on the status of the rescue truck. However, the new 3028 has been delivered and we are currently working on scheduling training on the apparatus as well as mounting equipment.	Training & mounting of equipment	Sta. 302 Officers
NEW BUSINESS			
14	Dir. Stewart advised the Commission that their was an accident with 3032 while responding to a building fire in Florence. He stated that the insurance company has been notified and will be out to review the damage. The truck is still in service and there were no injuries. He explained very briefly that the vehicle struck a tree stump that was unseen by the driver.	Waiting on insurance review	Insurance Co./ Dir. Stewart
15	Dir. Stewart also informed the Commission that he had the pleasure to speak with representatives from American Asphalt and inquired about a solution to improve our training pad. He stated that the training pad is slowly washing away and is in need of repairs. He also discussed with them about some blacktop maintenance regarding various cracks in our parking lot. He advised the Commission that he has provided a quote for the repairs to both the training pad as well as the blacktop. He also stated that he advised American Asphalt that we must adhere to the prevailing wage law. The repairs total for both issues is \$27,225.00. The Commission expressed concern with our current budget and if it can support this unexpected cost or should we wait and budget for it later.	Dir. Stewart to continue research on solutions to training pad and pavement issues	Dir. Stewart
16	Dir. Stewart advised the Commission that he is currently working on the Right To Know Survey for our department/three stations. He stated that the State allows you to do it online and despite the difficulties he is two thirds completed. This survey needs to be completed each year.	Almost completed	Dir. Stewart
17	Dir. Stewart advised that Commission that he will be on vacation from June 19th thru June 27th and that FO Tomaszewski will be charged with handling the department during this time. He also stated that FO Tomaszewski will be on vacation from June 15 thru the 19th.	-	-
18	Dir. Stewart advised the Commission that FO Tomaszewski is not in attendance at the meeting as he is attending Planning Board due to the continuance of the Islamic Academy of Burlington County that needs his attention.	-	-
19	Chief Estelow reported that on Friday he was in attendance at a motorcycle accident in front of Friday's Restaurant. He stated that there were some issues related to the call in regards to apparatus that was dispatched versus apparatus that was not dispatched. He stated that an investigation has been started with the proper parties in an effort to put an end to an ongoing problem.	Investigation being pursued	Chief Estelow
GOOD OF THE BOARD			
20	Comm. Field commented on the good turnout at the recent SCBA drill. Chief		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
20cont.	Estelow stated that the committee is doing an excellent job in obtaining and setting up this drill to try out the different air packs available. The membership in attendance was very open minded and a survey was available for them afterwards to rate the three air packs tested. The air packs tested consisted of Draeger, Scott and MSA.	Talley survey results	SCBA Committee
21	A motion was made by Comm. McDonough and seconded by Comm. Field to move into closed session for personnel reasons. Roll call was held with all in agreement. Motion carried.	-	-

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

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

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

Date, Time & Place:

June 24 2015
7:000pm
Regular Session

Participants: Comm. Field, Comm. Thompson, Comm. Painter, Sol. Sendzik, FO Tomaszewski, Chief Estelow, M. Rush, J. Irwin, V, J. Irwin III, S. Irwin, C. Leshner Sr., C. Johnson, J. Johnson 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, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM June 24, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Field, Comm. Painter, and Comm. Thompson	-	-
4	Flag Salute		
5	Comm. Field directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE <ul style="list-style-type: none"> • Letter from Sta. 302 re: Thank you for the new F3028. • Letter from Sta. 302 re: Michael Rush elected to serve as a Fire Police Officer. • Certificate of thanks from the Project Freshman F.I.R.S.T. 	-	-
7	APPOINTMENTS A motion was made by Comm. Painter and seconded by Comm. Thompson to appoint Michael Rush as a Fire Police Officer. Roll call was held with all in agreement. Motion carried. At this time Comm. Thompson gave the Oath of Public Office to Fire Police Officer Michael Rush and F.P.O. Rush was congratulated on his new position by the Commission and Chief Estelow.	-	-
8	At this time Fire Prevention Specialist John Irwin, V was given the Oath of Public Office by Comm. Thompson. Fire Prevention Specialist Irwin was congratulated by the Commission and Chief Estelow.	-	-
9	NEW MEMBERS—None	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	DIRECTOR'S REPORT		
	Dir. Stewart's report was read by FO Tomaszewski as submitted:		
10	<ul style="list-style-type: none"> Congratulations to William Warren on his high school graduation from Lenape High School. 	-	-
11	<ul style="list-style-type: none"> Congratulations to Walter Howard and Sam Broyer upon their graduation from Firefighter I 	-	-
12	<ul style="list-style-type: none"> The Fire Department Picnic is scheduled for July 12th from 12 noon until 5pm at Bamboo Gardens. 	-	-
13	<ul style="list-style-type: none"> The fire department will once again participate in the Annual Taylor Madison Reynolds Memorial Motorcycle Run on July 18th. 	-	-
14	<ul style="list-style-type: none"> Possible Motion: Motion to increase duty crew stipend from the present 5 credits to 15 credits for evening duty crew and 20 credits for daytime duty crew. 	-	-
	CHIEF ESTELOW REPORT		
	Chief Estelow read his report as follow:		
15	<ul style="list-style-type: none"> County Chiefs Report: No attendance due to work schedule. Next meeting will be July 8th at Sta. 301. 	-	-
16	<ul style="list-style-type: none"> Apparatus: F3028 is in and in service for manpower only, until the equipment get mounted. He spoke with Ed Miller today and the we will be receiving a packet within the next few days with questions and concerns from the engineering department from Pierce on Rescue 3018. Once received we will meet with the Apparatus Committee to discuss the packet. 	-	-
17	<ul style="list-style-type: none"> SCBA: The committee members along with the department put all three SCBAs through its paces at the fire grounds. There was a very large attendance of 32 members of which all were given evaluation forms, the committee has received 30 of them back. Chief Estelow thanked the committee and the department members for a job well done. 	Apparatus Comm. to review report.	Apparatus Committee
18	<ul style="list-style-type: none"> Training: The annual drivers training recertification course is completed for this year. There is a department wide drill on the roof simulator this Saturday, June 27 at 302 at 9am. Two members are attending the I-300 Course and Rope Rescue II training. 	-	-
19	<ul style="list-style-type: none"> Safety: There was an motor vehicle accident with engine 3032 in Florence Twp. while on a call on June 8th. Driver Craig Leshner, Sr. was suspended pending the outcome of the Safety Committee's investigation. I just received the committee's report and their investigation led to the conclusion that the operator followed all SOPs and safety protocols. Driver Craig Leshner, Sr.'s suspension was lifted as a result of this investigation. 	-	-
20	<ul style="list-style-type: none"> Personnel: We currently have two new members meet with the Consultation Committee-Brian Konopka and Matthew Goldman. 	-	-
21	<ul style="list-style-type: none"> Recruitment/Retention: Battalion Chief Gares will be taking over this Committee and will be picking up were Battalion Chief Hambleton left off. 	-	-
22	<ul style="list-style-type: none"> Miscellaneous: Good job to the crew of 3014 that responded out to Medford Twp. last night due to the severe storms they encountered. 	-	-
23	<ul style="list-style-type: none"> Department Accomplishments: We had two members graduate from Firefighter I, Walter Howard (301) and Samuel Broyer (302). Attendance at the graduation was limited due to the storm last night. 	-	-
24	<ul style="list-style-type: none"> Also the department attended a birthday party for Dominic Mazzio who is 5 years old and terminally ill. In conjunction with the police department they spent about an hour brightening this young man's birthday. 	-	-
25	<ul style="list-style-type: none"> This past Sunday the department members along with several other surrounding communities throughout they county supported Antonio Santos, a 18 year old who come home with hospice care. All were commended for their support in taking the time to spend and support our community residents. 	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski read his report as follows:		
26	<ul style="list-style-type: none"> During the month of May the Fire Prevention Bureau performed 28 Life Hazard and 13 Non Life Hazard inspections. A total of 33 re-inspections were completed. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
27	<ul style="list-style-type: none"> Public Education: Kids Camp July 10 & 11, Lupus Walk June 6, block party Bridle Club June 13, block party Tanner Avenue June 13. 	-	-
28	<ul style="list-style-type: none"> Fire Investigation: Vehicle fire-May 8 at 1701 Salem Road, vehicle fire-May 12 at 2106 Mt. Holly Road, burn investigation-May 14 at 250 Daniels Way, rubbish fire-May 21 at 1701 Salem Road, appliance fire-May 25 at 115 Sunset Road and another vehicle fire-May 26 at 122 Kissel Road. 	-	-
29	<ul style="list-style-type: none"> Planning Board-June: The site plans for WaWa at Mt. Holly Road and Salem Road were approved (updated trash compactor system.) The site plan for the Islamic Academy was heard and the site plan will be continued at the July Planning Board meeting. 	-	-
30	PUBLIC SESSION—There was no discussion under Public Session.	-	-
31	OLD BUSINESS—There was no Old Business discussed.	-	-
32	NEW BUSINESS-There was no New Business discussed.	-	-
	VOUCHERS		
33	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-
	MINUTES		
34	A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the minutes of the May 27, 2015 Regular meeting and the June 11, 2015 Work Session meeting. Roll call was held with all in agreement. Motion carried.	-	-
35	REPORT OF SOL. SENDZIK - There was no report from Sol. Sendzik	-	-
	HEALTH AND WELFARE		
36	It was reported that Aud. Robert Elliott's mother has recently passed away and that Fire Department member Loretta Burgess was recently in a motor vehicle accident and is recovering well.	-	-
	MISCELLANEOUS		
37	Comm. Painter stated that she was in attendance at a meeting with the Burlington County Health Department, our fire department and police department in reference to the approved Drive Thru Flu Clinic. The clinic is to be held at Sta. 301 on October 24th but the date may change to the 3rd or 31st. They will be utilizing one bay at Sta. 301 to administer the flu shots.	Updates to follow	Comm. Painter
	DEPARTMENT ACCOMPLISHMENTS		
38	Comm. Field congratulated Walter Howard and Sam Broyer for graduating from Firefighter I and William Warren for receiving his high school diploma. Comm. Painter thanked those that attended the Firefighter I graduation ceremony, due to the recent storm there were not many in attendance.	-	-
	GOOD OF THE BOARD		
39	Comm. Field acknowledged those members who have taken the time out of their busy schedules to be with members of our community and department who are ill, such as Antonio Santos and Dominic Mazzio.	-	-
40	A motion was made by Comm. Thompson and seconded by Comm. Painter to adjourn the meeting. The meeting was adjourned at 7:21pm.	-	-

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

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

Recorded By: C. Warren

Transcribed By: C. Warren

Date, Time & Place:

July 9, 2015

7:000pm

Work Session, Sta. 302

Participants: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, Comm. McDonough, Dir. Stewart, Sol. Sendzik, Chief Estelow, B. Kohler, C. Leshner Sr., R. Ciasca, J. Irwin V & B. Konopka,

Open Public Meeting Act:

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

Published in the Burlington County Times on January 6, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM July 9, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Thompson, Comm. Painter, & Comm. McDonough. Comm. Field was held up, but attended the meeting late.	-	-
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—None NEW MEMBERS	-	-
7	A motion was made by Comm. McDonough and seconded by Comm. Painter to approve Brian Konopka as a Probationary Firefighter assigned to Sta. 301. Roll call was held with all in agreement. Motion carried. PUBLIC SESSION	-	-
8	There was no comment from the public and the Public Session was left open. OLD BUSINESS	-	-
9	Dir. Stewart informed the Commission that the old 3028 is now in the hands of its new owner that resides on the outskirts of Boston. He stated that after certain contracted deductions with govdeals.com we netted \$5,524.00 on the vehicle.	-	-
10	Dir. Stewart commented on the recent Burlington County Chief's meeting barbeque recently held at Sta. 301. Chief Estelow stated that the July and August meeting for the association are basic meetings only due to members being on vacations. Dir. Stewart informed the Commission that the new Deputy Public Safety Director for the	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	County is Howard Black.		
11	Chief Estelow stated that a meeting was held last night in regards to the new rescue vehicle. They met with Ed Miller and reviewed the drawings and discussed the thirteen questions comprised by the engineers. The delivery time for the apparatus is February 2016 so long as all goes to plan.	On schedule	Apparatus Committee
12	Comm. Ciasca questioned if the SOPs for review will still be available for review at the July meeting as previously informed by Chief Estelow. Chief Estelow ensured him that they are still on scheduled for a July review.	On schedule	Chiefs Board
13	A discussion was held regarding the stipend increase and policy review of the Duty Crew Program. Comm. Ciasca stated that the Commission has agreed to increase the stipend as originally proposed, retroactive 30 days. He also stated that it was asked that the Chiefs Board review the Duty Crew Policy and bring it up to date and make improvements if needed. At this time Comm. Ciasca asked all to please bring their concerns forward for discussion. He, himself voiced his concern with the hours of service as well as the duty crews responding from the station versus from home.	-	-
14	Comm. Painter stated that she spoke with Chief Estelow in regards to the increase of \$5.00 to \$20.00 as it is a 300% increase and is difficult to accept without explanation. She also commented that is the stipend increase approval the solution to the duty crew problem or will be back in a few months after the "novelty" has worn off. She questioned what is the real problem with the lack of response of members to the Duty Crew Program.	-	-
15	Comm. Field expressed his concern with the cost involved each year to fund this program. He reminded all that we now have an apparatus payment to make each year that we need to fund, that we have not had to in the past. He questioned if the increased stipend is the answer to the Duty Crew Program or with this continue after time has passed.	-	-
16	Comm. Ciasca reminded all that we now have an \$85,000 apparatus payment to budget for each year for the next ten years for the rescue vehicle.	-	-
17	Comm. Thompson expressed his concern with the night duty crews and are they supported. Chief Estelow stated that it varies from station to station as Station 303 does not have sleeping quarters. He explained that some members respond from their home and some stay at the station. Comm. Thompson question those who are obligated to a duty crew and if they meet their obligation. Chief Estelow replied that for the most part they do meet their obligation.	-	-
18	Comm. Ciasca commented that currently they receive \$5.00 to be obligated to partake in a Duty Crew as well as credits for the attendance to any incident that occurs during that Duty Crew time.	-	-
19	Comm. Painter stated that from what she sees the only person fighting to improve the program and increase the stipend is Chief Estelow. She questioned if this is what the membership and Chiefs Board wants then why are they not at these meeting to support their requests. She also stated that increased funding for the program is not going to fix the problem with the program and that it seems that it will be a novelty that will soon disperse and leave us with the original problem that we are trying to discover and correct. Chief Estelow stated that we need a program that meets the personal needs of those that wish to participate as well as a program that we "stick with." He also stated that we can schedule nights at each station and utilizing members from each station to fulfill the spots on the crews. Comm. McDonough supported this idea.	-	-
20	Further discussion was held on how other departments handle this problem. Comm. Ciasca also stated that we need to identify what the duties the Duty Crew members will be responsible for. He also stated that he is aware that the request for increase was to assist in the out of pocket expense occurred on the member for signing up for a Duty Crew, such as meals.	-	-
21	Comm. Ciasca recommended that we increase the stipend to \$15.00 across the board retroactive one month to assist in the cover of meal costs. A motion was made by Comm. Field and seconded by Comm. Painter to approve the stipend increase of	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
21cont.	<p>\$15.00 for day and night duty crews retroactive to June 1, 2015 with the understanding that the program be developed and improved and that the Duty Crews will serve a purpose during their time frame of service. Roll call was held with all in agreement. Motion carried.</p> <p>NEW BUSINESS</p>	-	-
22	<p>Dir. Stewart thanked those involved in the Organization Committee for their time. He stated that the meetings were well attended and positively progressive. Dir. Stewart explained that the process taken by the committee and the major concerns addressed. He stated that it is the intention that these changes become effective January 1, 2016. That will mean a change to a Department Chief and one Deputy Chief.</p>	-	-
23	<p>Comm. Field thanked all for their efforts in this project to improve our department. However, he stated he feels a need to have an additional Deputy Chief to handle recruitment and retention of members. He also stated that we should have some form of membership handbook to cover matters such as rules and regulations, SOPs as well as policies and procedures. A discussion continued and it was agreed that the matter of recruitment and retention should be addressed and can be address by one Deputy Chief.</p>	-	-
24	<p>Dir. Stewart stated that once the new organization proposal is approved we will need to advertise for positions and set forth a proper selection process.</p>	-	-
25	<p>After a long discussion regarding the report from the Organization Committee Comm. Ciasca recommended that the Commission put on their agenda for their next meeting to approve the recommendations of the Organization Committee. He stated the motion should include the officer structure and the selection process.</p>	Motion for approval at next mtg.	Commission
26	<p>Dir. Stewart commented on a positive issue that we may need to purchase a rolling gear rack for Station 302 if we continue to get new members in the department.</p>	-	-
27	<p>Comm. Field stated that with a recent change in administrative officers at Sta. 302 communications and our working relationship may improve. He stated that currently Lee Daneker is the Vice-President and is handling the company's affairs.</p> <p>GOOD OF THE BOARD</p>	-	-
28	<p>Comm. Stewart requested of the Facilities Committee that includes Comm. Thompson and Comm. Field to scheduled a meeting for the purposes of listing our needs for budget preparation purposes.</p>	Schedule Facilities mtg.	DFS. Stewart
29	<p>A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session for the purposes of personnel. 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

July 22, 2015
7:00pm
Regular Session

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

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Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:34 PM July 22, 2015 (Delayed due to active house fire)	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Thompson Comm. Field & Comm. Ciasca	-	-
4	Flag Salute		
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: No correspondence	-	-
7	APPOINTMENTS: No appointments	-	-
8	NEW MEMBERS—No new members.	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart's report as submitted and read by Comm. Ciasca as follows:		
9	<ul style="list-style-type: none"> • We had eight individuals attend the Firehouse Expo in Baltimore, MD. Firehouse announced that the exposition will move to Nashville, TN next year. 	-	-
10	<ul style="list-style-type: none"> • We are waiting for parts to repair 3032. (The Commission questioned the problem with the apparatus, they were informed that it needed a head gasket repair and that the repair was being done by Johnson's) 	-	-
11	<ul style="list-style-type: none"> • On Mondays during the month of July we welcomed 7 students and their advisors to the District office. The students assisted with housekeeping chores, shredding, folding of shirts, washing of vehicles and more. The experience helps the students transition to life after school. 	-	-
12	<ul style="list-style-type: none"> • Plans are being made for us to host the Burlington County Health Department Drive-Thru Flu Clinic on October 3rd at Sta. 301. This will be a joint effort of the County Health Dept., Sheriff's Dept., Burl. Twp. Police Dept. and the Fire Dept. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
13	<ul style="list-style-type: none"> • Requests for Proposals (RFPs) for professional services of legal and auditing services is being advertised. This is required annually. 	-	-
14	Comm. Field commented that the Gilbert family requested use of Sta. 302's conference room in regards to the passing of a member of their family, Bari Schuyler (Gilbert) The room will be used on Tuesday, July 28th between the hours of 6pm and 8pm.	-	-
15	<p>CHIEF ESTELOW REPORT—No report</p> <p>FIRE OFFICIAL TOMASZEWSKI REPORT</p> <p>Fire Official Tomaszewski report is as follows:</p>	-	-
16	<ul style="list-style-type: none"> • During the month of June the Fire Prevention Bureau performed 10 Life Hazard and 32 Non-Life Hazard inspections. A total of 18 re-inspections were completed. 	-	-
17	<ul style="list-style-type: none"> • Public Education: Kids Camp was on July 10th and 11th and a block party in Steeplechase on July 11th. 	-	-
18	<ul style="list-style-type: none"> • Fire Investigation: Apartment fire on 6/4 at the Budget Inn 	-	-
19	<ul style="list-style-type: none"> • Planning Board: At the July Planning Board the site plan for the Islamic Academy was approved. 	-	-
20	<p>PUBLIC SESSION—There was no discussion under Public Session.</p> <p>OLD BUSINESS</p>	-	-
21	<p>A short review of the proposed Organization Committee's report was held. Comm. Field expressed his concerns regarding the selection process. Comm. Ciasca commented that this department has enough well seasoned and experienced personnel to make the best choice possible for our department in regards to the selection process. A motion was made by Comm. Field and seconded by Comm. Thompson to approve the recommendation of the Organization Committee regarding the Officer Structure and Selection Process. Roll call was held with all in agreement. Motion carried.</p> <p>NEW BUSINESS</p>	-	-
22	A resolution was read by Sol. Sendzik to authorize Director of Fire Services John Stewart as the Custodian Of Records for Fire District No. 1, Township of Burlington. A motion was made by Comm. Thompson and seconded by Comm. Field to approve the resolution as read above. Roll call was held with all in agreement. Motion carried.	-	-
23	<p>A resolution was read by Sol. Sendzik to raise the bid threshold to \$40,000 and quotation threshold to \$6,000 effective July 1, 2015 by the State Treasurer, for local units that are subject to the Local Public Contracts Law; who purchasing agents possess a Qualified Purchasing Agent certificate from the Division of Local Government Services. Roll call was held with all in agreement. Motion carried.</p> <p>VOUCHERS</p>	-	-
24	<p>A motion was made by Comm. Thompson and seconded by Comm. Field to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.</p> <p>MINUTES</p>	-	-
25	A motion was made by Comm. Field and seconded by Comm. Thompson to approve the minutes of June 24, 2015, regular session. Roll call was held with all in agreement with the exception of Comm. Ciasca who abstained. Motion carried.	-	-
26	A motion was made by Comm. Field and seconded by Comm. Thompson to approve the minutes of July 9, 2015, work session. Roll call was held with all in agreement. Motion carried.	-	-
27	<p>REPORT OF SOL. SENDZIK</p> <p>Sol. Sendzik commented on the report from the State Comptroller in regards to the</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
27cont.	<p>LOSAP program. He stated that no municipalities received a positive report, most likely due to inaccurate reporting of information. He stated that we do not sponsor a LOSAP program in this department. He continued to explained the difference between LOSAP and the State Exempt Assoc. reporting information and where the problem is being found, regarding fire calls, drills and other events that make up the reporting information.</p> <p>HEALTH AND WELFARE</p>	-	-
28	<p>It was reported that FF Josh Johnson's father passed away and his services are Saturday. Also the young man we just supported due to his illness, Antonio Santos also passed away.</p>	-	-
29	<p>It was brought to the Commission's attention that Nancy Leone who is a past District employee and wife to member Sam Leone, is in hospice care and also Independent Fire Co. #1 member William Hines has passed away.</p>	-	-
30	<p>MISCELLANEOUS—No report.</p> <p>DEPARTMENT ACCOMPLISHMENTS</p>		
31	<p>It was reported that we just completed our annual Kids Camp and attendance was at an all time low. The Commission was informed that a meeting was held with EMS, police and fire about improving the program for next year.</p>	-	-
32	<p>Comm. Field gave a short report on the current house fire being fought at the present time and that area neighbors rescued the elderly resident of the house and that one of our firefighters did suffer a minor injury and has been treated and released. It was suggested that we do something to honor those neighbors for their effort in the rescue of the elderly resident of the house fire.</p>	-	-
33	<p>Comm. Field also commented that the department members are really showing interest in water rescues and drills being held. He stated that they recently participated in a water recovery incident on the Delaware.</p>	-	-
34	<p>GOOD OF THE BOARD—No discussion was held.</p> <p>ADJOURNMENT</p>	-	-
35	<p>The meeting was adjourned at 8:06pm.</p>	-	-

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

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

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

Date, Time & Place:

August 13, 2015
7:000pm
Work Session, Sta. 302

Participants: Comm. Ciasca, Comm. Field, Comm. Painter, Comm. McDonough, C. Leshner Sr., J. Irwin V, J. Irwin III, R. Ciasca, M. Field, J. Field & 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, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM August 13, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. McDonough & 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—None	-	-
7	NEW MEMBERS—None	-	-
8	PUBLIC SESSION—No comment from the public. OLD BUSINESS	-	-
9	Comm. Ciasca read Dir. Stewart's report as submitted: <ul style="list-style-type: none"> • The 2016 positions of Department Chief and Deputy Chief have been advertised for interested applicants. The deadline is August 25th. 	-	-
10	<ul style="list-style-type: none"> • 3032 is scheduled to go to the body shop on August 11th. The repair could take up to one month. The repair estimate is \$14,092.00 	-	-
11	<ul style="list-style-type: none"> • The damage claim for 3028 has been approved by our insurance company and parts are being ordered for the repair. The estimate is \$1,158.00. 	-	-
12	<ul style="list-style-type: none"> • The lease agreement extension has been forwarded to Relief Fire Company and a copy has been placed in drop box. I am requesting that the Board consider a resolution authorizing the agreement at the August regular meeting. 	-	-
13	<ul style="list-style-type: none"> • After consultation with our auditor Robert Elliott I am requesting that the Board consider securing the services of the firm Koerner & Koerner for accounting. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
13cont.	The cost of the service will be less than the threshold of \$17,500 and it is not necessary to advertise the position. (Comm. Ciasca stated that we will place this on the August regular meeting agenda for action.)	Aug Reg. Mtg. agenda	Director Stewart
14	<ul style="list-style-type: none"> We received an OPRA request on August 5th. The request information has been supplied. A copy of the request is in drop box.* 	-	-
15	<ul style="list-style-type: none"> In drop box please find a quote for a new fit test machine. The existing machine is around 10 years old and is giving us some problems during our annual fit test. Training Officer Irwin may be in attendance at the meeting to elaborate. Funding is available in the operating budget.* 	Approved for purchase	Director Stewart
16	<ul style="list-style-type: none"> John Irwin, V is spending considerable time working on the I Am Responding mapping program that we use for incident mapping. Besides providing directions to call addresses, the system allows us to place markers such as hydrants, FDC locations, helicopter landing zones and pre-plan information. We currently have iPads on two vehicles.* 	-	-
17	<ul style="list-style-type: none"> Fire Official Tomaszewski is investigating the placement of Knox Box keys on the trucks, utilizing a secure box holding the Knox Box key that is opened using personal identification numbers. The system tracks access to the secure box. We have approximately 250 Knox Boxes installed at businesses throughout the Township and as applications are made to Planning Board the businesses are asked to install a box. Information has been placed in drop box for your review. Fire Official Tomaszewski and I will be at the September Work Session to answer any questions.* 	-	-
18	*Comm. Ciasca commented that the OPRA request was related to drivers recertification information.	-	-
19	*Comm. Ciasca questioned Training Officer Irwin if he had anything to add in regards to Dir. Stewart's report on the fit test machine. T.O. Irwin stated that over that last few years we have had problems with the fit test machine over executing and shutting off during testing. Due to these problems we have had to cancel fit testing nights and reschedule them. The machine has been sent out and we still continue to have problems. He stated that the company will take back the existing machine for a \$1,500 trade in. They will use the parts in our machine to fix existing machines that are broken.	Approved for purchase	Director Stewart
20	*Comm. Ciasca thanked Fire Inspector Irwin for his time in expanding our use of the I Am Responding program. He stated that it is amazing what else this program has to offer our department that we never had the time to realize until now.	-	-
21	*Comm. Ciasca asked who currently has access to the Knox Box keys. He was informed that the Fire Official, Fire Chief and Battalion Chiefs' have access.	-	-
22	NEW BUSINESS—No New Business was discussed. GOOD OF THE BOARD	-	-
23	Comm. Painter informed all that Nancy Leone, former employee and wife to member Sam Leone has passed away. The Commission was informed that a sympathy card from the department has been sent to Sam Leone with our condolences.	-	-
24	Comm. Ciasca thanked all that responded our recent water rescue activities. It was reported by Rescue Capt. Irwin that within the last few weeks we had one drowning in Burlington City and one person who may have been thrown into the Delaware.	-	-
25	Comm. McDonough commented on the fire in LaGorce on Lansberry Drive. We suffered one minor firefighter injury during a flashover and that the ladder company did a fine job. A critique of the incident was held the following Sunday after the incident. Comm. Field questioned if the Safety Officer is involved in the critiques of incidents for the purpose of learning what we can do to make our jobs as firefighters more safe. He was informed that the Safety Officer is involved in the reporting and investigation of injuries, but is unsure if he has any involvement in incident critiques as has been done in the past.	-	-
26	Comm. Ciasca questioned the submission of the SOP's for review. He stated that the Commission was informed that they would have them by the July meeting for review		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
26cont.	<p>and possible action. He expressed his concern with the amount of time it takes to complete certain projects within the department and how the Commission as well as other department officials are sometimes blamed for putting projects off. He stated that as of this meeting the Commission has not received any SOPs for review as requested. He questioned the Board if they had any ideas how to move this SOP project forward for completion. Battalion Chief Johnson stated that he knows that all the SOPs up to section 600 have been reviewed and placed in drop box for the Commission's review. However, the Commission stated that they are not in their drop box and have never seen them to review. The question at hand at this time is what happened to the SOPs that have been completed for Commission review. Battalion Chief Johnson asked the Board to give him two weeks to track down the completed SOPs for Commission review and get them to the Board.</p>	<p>Battalion Chief Johnson to look into the matter. Requested two weeks to do so and provide the submitted SOPs to the Commission for review</p>	<p>Battalion Chief Johnson</p>
27	<p>Comm. Painter thanked all those that came out and supported National Night Out on August 4th. She stated that the fire department had a good showing of members that night and is proud of their support with this event.</p> <p>CLOSED SESSION</p>	-	-
28	<p>A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session for the purposes of personnel. Roll called 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:
August 26, 2015
7:00pm
Regular Session

Participants: Comm. Ciasca, Comm. Thompson, Comm. Field, Comm. Painter, Comm. McDonough, Dir. Stewart, Sol. Sendzik, C. Leshner Sr., K. Green, J. Warren, R. Ciasca, J. Irwin, III, J. Johnson, J. Irwin V & K. Hinkel.

Open Public Meeting Act:

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

Published in the Burlington County Times on January 6, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM August 26, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca 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 Ryan Caruso from the position of 2nd. Lieutenant of the Independent Fire Co. #1.	-	-
7	2. Notice of the Burlington Township Health & Wellness Fair on October 17th	-	-
8	3. Thank you note from the Josh Johnson Family in regards to the passing of his father, Richard Johnson.	-	-
9	4. Heroes Day Commemoration invitation at Fountain Woods Elementary School on Sept 11, 2015 at 9:15am.	-	-
10	5. NJ State Assoc. of Fire Districts June 6, 2015 Qrtly Mtg minutes.	-	-
11	APPOINTMENTS: None	-	-
12	NEW MEMBERS: None	-	-
	DIRECTOR'S REPORT		
	Dir. Stewart read his report as follows:		
13	• Damage repair on 3028 has been completed. Total cost is \$1,158.00	-	-
14	• This is the final week of our summer help, Josh Johnson. Josh has been a big help with building maintenance, destruction of old documents, general office	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	duties and manning fire calls during the critical daytime hours.		
15	<ul style="list-style-type: none"> Board Members and the Fire Department are invited to Heroes Day on Friday, September 11 at 9:15am, Fountain Woods. 	-	-
16	<ul style="list-style-type: none"> We are planning to recognize several citizens who assisted the homeowner out of the house on Lansberry Drive on July 22. This will take place at the September 10 meeting. 	-	-
17	<ul style="list-style-type: none"> I would like to congratulate Firefighter Ed Stempinski upon his graduation from the Firefighter 1 Summer Session. The summer session jams a typical 5 month program into 5 weeks. Ed distinguished himself by obtaining the Academic Excellence Award for the highest grade in the class. 	-	-
18	<ul style="list-style-type: none"> Applications for the position of Department Chief and Deputy Chief have been received. There are two candidates for Department Chief and three for Deputy Chief. 	-	-
	CHIEF ESTELOW REPORT		
19	There was no report from Chief Estelow, who is currently on vacation. There was no report provided from either Battalion Chief Johnson or Battalion Chief Gares who were not present at the meeting.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski's report was read by Fire Inspector J. Irwin, V as follows:		
20	<ul style="list-style-type: none"> During the month of July the Fire Prevention Bureau performed 20 Life Hazard and 22 Non Life Hazard Inspections. A Total of 43 re-inspections were completed. 	-	-
21	<ul style="list-style-type: none"> Public Education: Kids Camp, July 10 & 11, National Night Out, August 4, Hickory Woods, August 12, Goddard School, August 13, Rancocas Estates Block Party, Sept. 9, Sears Safety Weekend, Sept 26 and our annual Fire Prevention Week Open House at Sta. 303 on October 9th. 	-	-
22	<ul style="list-style-type: none"> Fire Investigation: Appliance fire at 7 Mahogany Drive on July 9th, dwelling fire at 10 Lansberry Drive on July 22nd and a mailbox fire at 34 Pinewald Lane on July 29th. 	-	-
23	<ul style="list-style-type: none"> Planning Board: August Planning Board-A minor subdivision was approved for Thomas Edwardson, a minor subdivision and amended final site plan review was approved for STAG Burlington, LLC and a site plan waiver was approved for the U.S. General Services Administration. 	-	-
24	Dir. Stewart informed the Commission that F.O. Tomaszewski was unable to attend the meeting due to his attendance at the National Fire Academy for the Executive Fire Officer Program over the next two weeks.	-	-
25	PUBLIC SESSION—There was no discussion under Public Session.	-	-
	OLD BUSINESS		
26	A resolution was read to extend the lease agreement with the Relief Fire Co. #3. A motion was made by Comm. Thompson and seconded by Comm. Field to approve the above titled resolution. Roll call was held with all in agreement. Motion carried.	-	-
27	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve Koerner & Koerner as the Board accountant. Roll call was held with all in agreement. Motion carried.	-	-
28	A resolution was read authorizing an agreement for auditing services with the firm of Mohel, Elliott, Bauer and Gass. A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the above titled resolution. Roll call was held with all in agreement. Motion carried.	-	-
29	A resolution was read authorizing an agreement for legal services with the firm of Sendzik & Sendzik, P.C. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the above titled resolution. Roll call was held with all in agreement. Motion carried.	-	-
30	Comm. Ciasca reminded the Board that at the last work session meeting a discussion		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
30cont.	was held regarding the review of the department SOPs. He stated that at that time Battalion Chief Johnson requested that he and Battalion Chief Gares be given two weeks time to submit to the Commission the SOPs for review, so that a discussion can be held at the next work session.	Waiting for SOPs to be submitted for review	Batt. Chief Johnson & Batt. Chief Gares
31	Comm. Ciasca questioned the list of change orders for the rescue apparatus that has been submitted. He stated that the bottom half of the list were items that have already been agreed upon at the contract signing of January 12, 2015. The Board raised questions regarding the difference between the LED lights and the quartz lights, as the cost difference is significant. Comm. Ciasca raised his concern that if this information was known at the time the truck was being designed then why was it not brought to the department's attention. A short discussion was also held regarding the addition of a Kussmaul pump plus. The Commission was advised that this will maintain the air pressure on the truck brakes and that this is not currently on the last two vehicles purchased. The Commission was also advised that items 1 thru 4 on the list were changed due to safety issues. Dir. Stewart advised the Commission that he will get with the committee to re-review the list and provide the Commission with a better understanding thru a presentation at the next meeting on September 10th.	Continued discussion on changes to be made. The Commission to be provided with a presentation of the requested changes. Presentation at Sept. 10th mtg.	Apparatus Committee & Dir. Stewart
32	Comm. Ciasca questioned the status on the increase to the stipend on the Duty Crew Policy. Dir. Stewart stated that at this moment there is no determined plan, but will continually be looked into. NEW BUSINESS	-	-
33	A motion was made by Comm. Painter and seconded by Comm. Thompson to accept the resignation letter from Lt. Ryan Caruso. Motion was carried. VOUCHERS	-	-
34	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried. MINUTES	-	-
35	A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the minutes of July 22, 2015 Regular Session and August 13, 2015 Work Session meeting. Roll call was held with all in agreement. Motion carried.	-	-
36	REPORT OF SOL. SENDZIK - No report HEALTH AND WELFARE	-	-
37	The Commission was advised that a "Thinking of You " card was sent to Past Comm. Paul Vincent's wife due to a recent illness. Past Comm. Vincent contacted the District Office to offer his thanks and let us know that the card meant a lot to her and brightened her day.	-	-
38	It was also reported that Past Chief John Stefanoni's father passed away. MISCELLANEOUS	-	-
39	Comm. Field advised the Board that Gov. Christie has signed into legislation a law banning first responders from taking and sharing photos or video of accident victims without their consent. The bill number is S199 and passed the Senate and Assembly without any opposition, the title of the bill is "Cathy's Law." Violation of this law is considered a disorderly person's offense and is punishable by up to six months in prison and a \$1,000 fine. He stated that we need to make sure that our membership is aware of this new law, despite that fact that this department previously approved policy to prevent our membership taking such photos/videos and posting on social media.	-	-
40	Comm. Ciasca advised all that if you find yourself traveling the Rancocas Road area to be cautious as it is one big directional/detoured mess.	-	-
41	DEPARTMENT ACCOMPLISHMENTS—No discussion was held.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
42	<p>GOOD OF THE BOARD</p> <p>A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session for the purpose of 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

September 10, 2015
7:000pm
Work Session, Sta. 302

Participants: Comm. Painter, Comm. Field, Comm. McDonough, Comm. Ciasca, Comm. Thompson, Sol. Sendzik, FO Tomaszewski, Dir. Stewart, R. Ciasca, Fl Irwin V, Capt. Field, M. Schanbel, E. Hoffman, Jr., CE Kelly, T. Randt, Batt. Chief Gares, S. Fitzpatrick-Ruth, C. Leshner, Sr., E. Fitzpatrick-Ruth, Capt. Hinkel, R. Thompson, D. Counard, L. Daneker & K. Green.

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

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Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM September 10, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. McDonough & Comm. Field.	-	-
4	Flag Salute		
5	Comm. Ciasca asked for a moment of silence as today marks the one year anniversary of Chief Edmund J. Cook's passing.	-	-
6	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
7	At this time Comm. Ciasca announced that it is his honor to recognize a few members of our community for their heroic actions that occurred at a house fire on July 22, 2015. Comm. Ciasca commented that we live in a society today where people don't want to get involved and we are thankful that in Burlington Township that was not the case. He introduced F. O. Tomaszewski who gave a description of what happened on that day. He stated that the department was dispatched to a dwelling fire at 10 Lansberry Drive and prior to the department's arrival several neighbors witnessed the homeowner trapped in her home and without regards for their personal safety, proceeded to break a window and assist her with exiting the building, thus saving her life.	-	-
8	Comm. Ciasca presented Tracy Williams (absent), Sharon Williams-Gardner (absent), Eric Diaz, Kevin Holmes and Ronald Greene with the department's Citizen Recognition Award that reads as follows: On July 22, 2015, at approximately 5:06 pm, Burlington Twp. Fire Dept. was dispatched to a report of a house fire at 10 Lansberry Drive in Burlington Township. Upon arrival, firefighters encountered heavy smoke and fire conditions. Shortly before the fire department's arrival, several neighbors observed fire and smoke coming from the residence.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8cont.	<p>These neighbors quickly took action by knocking on the door and discovered that the resident was at the front window. Without regard for your own personal safety, you, along with other neighbors broke the front window and assisted in immediately removing Mrs. Dixon from the house.</p> <p>On behalf of the members of the Burlington Township Fire Department, the Burlington Township Fire District No. 1 thanks you and extends our sincere gratitude and appreciation for the heroic efforts and selfless action you displayed on this day.</p>		
9	APPOINTMENTS—None	-	-
10	NEW MEMBERS—None	-	-
11	PUBLIC SESSION—No comment from the public.	-	-
	NEW BUSINESS		
12	<p>F.O. Tomaszewski informed the Commission of a new Knox Box system for use within our department. This system will allow multiple users utilizing an access code or PIN number. He stated that currently the department has limited keys to the Knox Box and those keys are in the possession of certain department officers. He noted that the community currently has over 250 businesses utilizing Knox Boxes with more requests than ever before. He commented that the subject of Knox Box use brought to business owners attention at Planning Board meetings. If we do decide to move to the new KeySecure Knox Box Master Key system we are looking to implement it starting with one in the command car and one in the 1st out engine at each station. We currently have the funding available in the 2015 budget. We would also generate a SOP to govern its use. He completed his report by stating that the use of the Knox Box system reduces the need for forced entry into a business, thus saving costs to the business owner and possible injury to the firefighters. We would also add each year into the budgets the cost for more boxes till we cover all our apparatus including command vehicles.</p>	Make purchase from the 2015 budget as requested	Dir. Stewart/ FO Tomaszewski
13	Dir. Stewart stated that the Chief Selection Committee has been named and all we need now is a Commissioner to sit on the Committee. He asked the Commission to provide him with a representative for this Chief Selection Committee..	Select Commission representative	Commission/ Dir. Stewart
14	Dir. Stewart advised the Commission of our recent failure of the security system, due to a few circuit boards going bad. The system has since been repaired and a claim has been submitted to our insurance, due to the cost of \$9,100.00 to repair the system. He stated that he will be securing a battery backup and surge protection for the system, we do not have one currently installed. Comm. Ciasca commented that it may be a good idea to also look at Knox Boxes with keys to the buildings in the event of power failures or other emergencies which would prevent us from gaining entrance into the station. Our command vehicles would carry the keys as they are not staged in any station.	-	-
15	Dir. Stewart commented on the good job the department did at the 5 Elbow Lane fire on August 27th. He stated that the department was able to contain the fire to the rear of the building.	-	-
	OLD BUSINESS		
16	A discussion was held regarding the SOPs for review. Dir. Stewart stated that Section 100 was approved at the May 2014 meeting. It was also discussed about having all of our SOPs placed in the same format with changes made in reference to proper grammar and scope. Dir. Stewart stated that he would work on this project and Comm. Painter volunteered to assist with this project as well as Fire District employee Christine Warren. Once completed the SOPs will be placed on our website. A motion was made by Comm. McDonough and seconded by Comm. Painter to approve Section 200 of the SOPs. Roll call was held with all in agreement. Motion carried.	Reformat District SOPs and place on Website	Dir. Stewart, Comm. Painter & C. Warren
17	A short conversation was held regarding Section 300, in reference to SOP #302 Written Hazardous Communications. Comm. Painter requested that T.O. Irwin review this SOP regarding the MSDS sheets due to his experience in handling this with the Township of Burlington Public Works Division. A motion made by Comm. Painter and seconded by Comm. Thompson to approve Section 300 with the changes to SOP# 302 to be made upon review by T.O. Irwin. Roll call was held with all in	Review SOP#302 Written Hazardous Communication	T.O. J. Irwin, III

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
17cont.	agreement. Motion carried.		
18	Comm. Ciasca questioned Section 400 of the SOPs and if SOP# 405 was new. He was informed by Dir. Stewart that SOP# 405 Apparatus Re-Certification was a new SOP. A motion was made by Comm. Thompson and seconded by Comm. Field to approve Section 400. Roll call was held with all in agreement. Motion carried.	-	-
19	Comm. Ciasca thanked all who assisted in the review of the SOPs.	-	-
20	Comm. Ciasca requested to return to the Citizens Recognition Awards to present Sharon Williams-Garner and Tracy Williams with their awards, as they were not present earlier at the meeting. He commented on their actions and thanked them for their unselfishness during the time of need to one of our Township residents. RETURN TO OLD BUSINESS	-	-
21	A presentation was held by Dir. Stewart regarding the request for changes to the rescue apparatus. He stated that he spoke with the manufacturer in regards to the quartz lights versus the LED lights. He informed the Commission that the LED lights drawn less power and can sustain substantial vibration and shock versus the quartz lights. He stated that even though the LEDs cost more than quartz lights they would be more beneficial to the department in terms of less repairs, less damage and a longer life span. Sol. Sendzik stated that in terms of the legality of making this change it will be legal to do so if we chose to change from quartz lights to LED lights.	-	-
22	Dir. Stewart provided the Commission with a rendering of the graphics for the rescue apparatus. He stated that he and Rescue Capt. Irwin narrowed it down to two versions. A motion was made by Comm. Field and seconded by Comm. McDonough to approve the change orders for the apparatus as well as the graphic most agreeable to all involved. Roll call was held with all in agreement. Motion carried. GOOD OF THE BOARD	-	-
21	At this time Comm. Ciasca asked all to rise for a moment of silence in remembrance of our brother and sister fire, police and ems emergency responders, as well as all those who perished in the terror attacks of 9/11 in New York, Washington, D.C. and Shanksville. PA.	-	-
22	F.O. Tomaszewski thanked those citizens who assisted in the rescuing of Mrs. Dixon at the Lansberry Drive house fire. He also thanked those firefighters who responded to this incident, commended them on a job well done despite the heavy fire and smoke conditions they faced. CLOSED SESSION	-	-
23	A motion was made by Comm. Painter and seconded by Comm. Thompson to move into closed session for the purpose of District security. Roll call was held with all in agreement. Motion carried.	-	-

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

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

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

Date, Time & Place:
September 23, 2015
7:000pm
Regular Session

Participants: Comm. Painter, Comm. Ciasca, Comm. McDonough, Comm. Field, Comm. Thompson, Dir. Stewart, FO Tomaszewski, Chief Estelow, D. Counard, FI J. Irwin V, TO J. Irwin III, J. Johnson, R. Ciasca, C. Leshner Sr., and C. Dezuani

Open Public Meeting Act:

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

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Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM September 23, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: None	-	-
7	APPOINTMENTS: None NEW MEMBERS	-	-
8	A motion was made by Comm. Painter and seconded by Comm. Thompson to accept Allan Godwin as a social member at Station 302 and Brett Butler as a Probationary Firefighter at Station 301. Roll call was held with all in agreement. Motion carried. DIRECTOR'S REPORT	-	-
9	Dir. Stewart read his report as follows:	-	-
10	<ul style="list-style-type: none"> • Engine 3032 has returned from the body shop repair. 	-	-
11	<ul style="list-style-type: none"> • We received the insurance payment of \$8,170 for the repair of the access control system at 301. 	-	-
12	<ul style="list-style-type: none"> • The Burlington County Health Department will hold a drive thru flu clinic at Station 301 on October 3rd from 9am to 12pm. • While in Wildwood I was speaking to the Chief from Willingboro and he complimented our department on the work done at a motor vehicle accident on September 17th. 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	CHIEF ESTELOW REPORT		
	Chief Estelow read his report as follows:		
13	<ul style="list-style-type: none"> County Chiefs Report: They discussed the Papal Response and set up task forces so the County does not get stripped of resources. The two task forces will only be deployed if there is a catastrophic event like September 11th. Fire Coordinator Pat Bigoss advised that the State is coming down on all of the Counties to make sure that they are call for the closest resources and to make sure that their grids have the appropriate resources. They will be going over all of the grids and updating the county Annex for mutual aid. 	-	-
14	<ul style="list-style-type: none"> Apparatus: Rescue 3018, all of the paperwork has been turned over to Ed Miller and he forwarded everything to Pierce. We should know shortly when the truck is slated for completion. I would like to thank the Truck Committee and the Commissioners for a job well done. 3028, the equipment is getting mounted and should be complete as soon as some mounts and equipment come in. 3032 and 3028 are back in service from the accidents. 	-	-
15	<ul style="list-style-type: none"> SCBA: The committee members will be presenting their findings to the Commission at the October Work Session. The committee will be present for the presentation and I would like to commend the committee and the department member for the time and effort they put forth into this project. 	Presentation of SCBA results on 10/8	SCBA Committee
16	<ul style="list-style-type: none"> Training: We are starting to get ready for the 2016 mandatory training classes and they are currently updating the accountability course and compressor and cascade training. Also in the near future Mike Gallagher from the NJ Division of Fire Safety will be conducting classes on Highway Safety and Comm. Thompson will conduct a training class on MAYDAY Events. The water rescue division will be conducting on October 4th a drill and meeting at Station 1 at 0900hrs and departing for Scudders Falls. 	Drills scheduled	Mike Gallagher/ Comm. Thompson/ T.O. Irwin
17	<ul style="list-style-type: none"> Safety: No report. 	-	-
18	<ul style="list-style-type: none"> Personnel: We currently have a total of four members in Firefighter I. 	-	-
19	<ul style="list-style-type: none"> Recruitment/Retention: Batt. Chief Gares will be consulting with the presidents of the stations to see if they remember who was on the committee. If not Batt. Chief Gares will be seeking members from each station so they can move forward. 	Researching committee members	Batt. Chief Gares
20	<ul style="list-style-type: none"> Miscellaneous: I would like to commend the department for their response during Wildwood weekend. We also had additional responses during that weekend and we did not miss any calls. Also the crews of Rescue 3018 and Engine 3032 did a good job with assisting Willingboro F.F. for the rescue call and gas leaks. 	-	-
21	<ul style="list-style-type: none"> Department Accomplishments: None to report. 	-	-
22	A short discussion was held regarding the State coming down on the counties in regards to grids and making sure that proper resources are available.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski's report as follows:		
23	<ul style="list-style-type: none"> During the month of August the Fire Prevention Bureau performed 19 Life Hazard and 29 Non Life Hazard Inspections. A Total of 28 re-inspections were completed. 	-	-
24	<ul style="list-style-type: none"> Public Education: Rancocas Estates, Block party on 9/6, Sears Safety Weekend on 9/26, Extinguisher training for Burlington Twp. employees on 9/23, Young School-Back To School Night on 9/29, Fire Prevention Week Open House is scheduled for 10/9 at Sta. 303 from 7pm-9pm, Bernice B. young School visits on 10/6 & 7, Goddard School on 10/13 and Golden Moments Pre-School on 10/15. 	-	-
25	<ul style="list-style-type: none"> Fire Investigations: Building fire at 5 Elbow Lane on 8/27 	-	-
26	<ul style="list-style-type: none"> Planning Board: September Planning Board meeting, I was unable to attend. The next meeting is scheduled for October 8th. 	-	-
27	PUBLIC SESSION —There was no discussion under Public Session.	-	-
	OLD BUSINESS		
28	A short discussion was held regarding the visual differences in our SOPs. Dir.		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
28cont.	Stewart stated that Comm. Painter, Chris Warren and himself will be working together to place all the SOPs in a more acceptable format with corrections to uniformity, format and grammar.	Get together to discuss project	Dir. Stewart, Comm. Painter & C. Warren
29	Dir. Stewart informed the Commission that T.O. Irwin will be working with the management of our MSDS sheets in regards to the new Global Harmonization Worldwide Management format that it now being used for hazmats/chemicals.	Begin process of Global Harmonization	T. O. J. Irwin
30	Comm. Ciasca questioned how long it will take for the review of the next set of SOPs, that being Section 600. Chief Estelow stated that this is the largest section in our SOP book and is in regards to operations. He stated that his intentions are to have them completed for review by the Commission by their next work session meeting in November, due to the shear volume of SOPs in this section.	Begin review of Section 600 of Dept. SOPS	Chief's Board
	NEW BUSINESS		
31	Chief Estelow reported that all went well this year at the NJ State Firemen's Convention. The weather was good, the parade went smoothly and that there is talk of expanding the classes available to take.	-	-
32	Chief Estelow also reported that the NJ State Judges Association presented a special award made of crystal in honor of Chief Jim "Libby" Libertore, who was the Chief Judge of the Association at the time of his passing. The award was presented for the Best in Overall Show for engines, ladders and rescues. He stated that the award was presented to Deptford Township who scored a 99 out of 100. Deptford was very appreciative of the award not only due to the score they received but mostly due to who the award honors and they stated that they would treasure it for that reason.	-	-
	VOUCHERS		
33	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		
34	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the minutes of the August 26, 2015 Regular meeting. Roll call was held with all in agreement. Motion carried.	-	-
35	REPORT OF SOL. SENDZIK - No report	-	-
	HEALTH AND WELFARE		
36	Dir. Stewart reported that Station 303 member Kurt Brock is currently ill and has been hospitalized.	-	-
	MISCELLANEOUS		
37	Chief Estelow comment on the funeral services held this past Sunday and Monday for Kevin Tuno. He stated that although the public was unaware of some of the issues that occurred all went well. He advised the Commission that there was a breakdown of communication between Burlington City, Burlington County and Burlington Township in regards to matters such as the Honor Guard. This matter is being looked into so that it does not happen in the future.	Review breakdown of communication and provide solution for the future	Burlington City Rep., Burlington Twp. Rep (F3000) and Burl. Co. Rep.
38	Comm. Painter stated that there was a positive turnout of people even though it was the weekend of the State convention. She also stated that not only was the communication breakdown between fire it also was with the police department, as they were not even notified. However, she stated in the end Kevin was well honored in the most appropriate of ways. Comm. Ciasca stated that Kevin was always a big contributor to the emergency services as well as a very positive person who would look for the solutions to problems, instead of complaining about them. Comm. Painter stated that it was said of Kevin that "he was a man of few words, but when he spoke you heard him."	-	-
	DEPARTMENT ACCOMPLISHMENTS		
39	Comm. Painter thanked FO Tomaszewski and Fire Insp. Irwin for the "pointers"	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
39cont.	<p>while they were teaching the Burlington Township employees fire extinguisher training as well as for providing this service to the employees.</p> <p>GOOD OF THE BOARD</p>		
40	<p>Comm. Ciasca stated that it was good to hear that the Recruitment and Retention Committee is finally getting up and running.</p> <p>CLOSED SESSION</p>	-	-
41	<p>A motion was made by Comm. Painter and seconded by Comm. McDonough to move into closed session for the purpose of department security. 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

October 8, 2015
7:000pm
Work Session, Sta. 302

Participants: Comm. Ciasca, Comm. Thompson, Comm. Painter, Comm. McDonough, Dir. Stewart, Sol. Sendzik, FO Tomaszewski, C. Dezuani, R. Ciasca, C. Leshner Sr., C. Johnson, J. Irwin III, J. Irwin V, Ji. Field, T. Randt, M. Schnabel, N. Taylor, Jo. Field & E. Anderson

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, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM October 8, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Painter, Comm. McDonough & Comm. Thompson. Comm. Field was absent due to illness.	-	-
4	Flag Salute		
5	APPOINTMENTS—None	-	-
6	NEW MEMBERS—None	-	-
7	PUBLIC SESSION—No comment from the public. Public session left open. OLD BUSINESS	-	-
8	Comm. Ciasca questioned if Section 600 of the SOPs are actively being reviewed. Dir. Stewart stated that he believes they are. Comm. Ciasca asked Dir. Stewart to contact Chief Estelow and obtain an update on their status due to the fact that this section is very large. NEW BUSINESS	Obtain SOP update from F3000	Dir. Stewart
9	At this time Comm. Ciasca advised the Commission that the SCBA Committee is prepared to provided its presentation regarding their SCBA research. He introduced FO Tomaszewski and Battalion Chief Johnson who headed up the committee. Batt. Chief Johnson first thanked the committee for their time in putting together this presentation, this research began in February of this year and there were many personal hours put into this project and the committee members should be acknowledged for this time. He then provided a quick synopsis on the purpose behind the research, what manufacturers were looked at and how they came to their conclusions and recommendations. He stated that the department membership was very helpful in providing feedback. FO Tomaszewski provided each Commissioner	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9cont.	with a written SCBA Evaluation and Recommendation Report. He proceeded to explain the report which entails information regarding manufacturers that were reviewed, recommendations of those companies utilizing different air packs, findings related to the drill held to physically utilize the packs and the survey results from at least thirty members. He also stated that they spoke with the vendors while at Firehouse Expo as well as held a session to discuss the findings at a Departmental meeting. He also informed the Commission that the SCBA Committee as well as the Chiefs Board recommends the MSA G1 SCBA 4500PSI unit. In order to meet the proper standards as per NFPA we would need to order them by the end of 2018. He stated that currently our air packs are behind the NFPA standard. Comm. Ciasca requested a copy of the standard that provides the information to show that we are behind the acceptable NFPA standard. FO Tomaszewski stated that he would provide the standard for him.	FO Tomaszewski to provide NFPA standard for Comm. Ciasca as requested.	FO Tomaszewski
10	Discussion continued on the purchase of air packs, research for grants to assist with the cost, 30 minute versus 45 minute bottles as well as any indication on the costs for the amount we will be needing, we are looking at purchasing 90 air packs. Sol. Sendzik stated that certain manufacturers are on State Bid but you can also purchase through HGAC or go out to bid. The cost difference between the three methods of purchase are very significant.	Grant research	Dir. Stewart
11	Comm. Ciasca commended the SCBA Committee on the fine job they did in their research and expressed that his thanks be relayed to the committee. He thanked FO Tomaszewski and Batt. Chief Johnson on their very informative and professional presentation and stated that they have provided the Commission with a lot of information to review and absorb. He stated that by providing this information it now gives the department a great head start on trying to figure out the best method to meet the department's SCBA needs in the future. This purchase could be between \$300,000 to \$400,000.	-	-
12	Dir. Stewart at this time provided to the Commission the proposed 2016 Fire District Budget. He stated as far as increases it would be those related to contractual items such as salaries, also insurance items. He stated that the one big challenge with the budget this year was finding the \$85,313.00 vehicle payment. He stated that without reducing the line item budget account figures and adding the vehicle payment we would be well over our allowed 2% cap. He explained to the Commission that he provided a budget with a \$35,000 reduction in line items and a savings of \$9,500 due to the refinancing of the bonds. He stated that he tried to obtain the ratables but they are unavailable at this time, but he does not expect them to do much for us. He also stated that once we receive the new rescue apparatus and sell 3018 and 3019 we will see a savings in apparatus repairs, maintenance and insurance. He commented that on the capital side he asked the Commission to look into the purchase of another Pierce Impel, we put aside funds for this purpose each year. He also asked the Commission to consider the repaving of the training pad at 301, it is washing away. A short discussion was held regarding the training pad, the best solution to our problem would be to utilize an engineer's recommendation and report. Comm. Ciasca thanked Dir. Stewart for doing a fine job with the proposed budget. Dir. Stewart stated that he would be in contact with Aud. Elliott in regards to items such as employee benefits, payroll taxes and pensions as well as other areas of the budget.	Contact Aud. Elliott	Dir. Stewart
13	Comm. Ciasca commented that he has been hearing some very inaccurate rumors going around about the replacement of 3012 and the giving of 3018 to Burlington City. He stated that we are looking at replacing the engine at 301 and selling 3018 once the new 3018 arrives. He asked that we please do not believe or spread these rumors as they are just that. He also stated that if you want to know something all you have to do is ask. He reminded all that the meeting is still open to the public if they had any questions. There was not comment from the public. GOOD OF THE BOARD	Continued discussion at Departmental meeting in Nov.	Comm. Ciasca
14	Comm. Painter stated that he visited with Comm. Field today who is ill. Comm. Field asked Comm. Painter to please read into the minutes at the meeting a letter that he had written in reference to past Township Administrator Kevin McLernon who is moving to California. She read the letter as follows:	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	<p style="text-align: center;">October 8, 2015</p> <p>In a few weeks the fire department will see a good friend move to California, where he and his wife will start a new chapter in their lives.</p> <p>I am talking about Kevin and Riva McLernon. I first meet Kevin in the early 80's at a formal meeting regarding the Burlington Township Fire Department budget of 1983. We came out of the meeting feeling good with no cuts. Then I received a phone call to cut 10%, then 5% contingency—\$102,050—10% cut = \$95,550 and 5% cut = \$90,750.00. After time we worked it out for \$102,050.00.</p> <p>Kevin knew we had a good fire department, but in 1983 we had Burlington Township fire training grounds in LaGorce Square. After a few large fires the building had heavy damage and something needed to be done, but we had no money.</p> <p>So I radioed over to Central Communications and made three phone calls; the Mayor, the Building Inspector and the Administrator. After 20 minutes guess who showed up Kevin, boots, baseball cap and Notre Dame umbrella.</p> <p>At that time, he stated that he sees our problem and he will find the money; and he did. From that moment on it has been a fire department and very personal friendship.</p> <p>At this time, I would like to wish all the best to Kevin and Riva as they move to California to be closer to their family. I look forward for their return visits.</p> <p style="text-align: right;">Terry M. Field, Commissioner</p>	-	-
15	<p>Comm. Ciasca commented that we had a continuation of the Citizens Awards. Dir. Stewart stated that there was one other person who assisted in the rescue whose name was Jack Ivans. He asked that the presentation be kept quiet so a few members got together and visited him at his place of work at Farkas Auto Body and presented the certificate to him. He was thankful and a few photos were taken and are available for view on Dropbox.</p>	-	-
16	<p>Comm. Ciasca commented that the fire department members also did a fine job at the 10 Landsberry Drive house fire. He stated that they encountered a bad situation and thankfully made it through with only one minor injury.</p>	-	-
17	<p>Comm. Painter commented that recently due to the weather conditions and the possible impending hurricane to hit the area the fire department administrative staff prepared the conference room for use as the emergency management center. She thanked all involved in the preparation and stated that because of this she will be able to report this as an exercise for emergency management.</p>	-	-
18	<p>She also thanked those that assisted in the flu clinic held on October 3rd. We received many compliments on how professional everyone was and how beautiful the building is. They administered 96 shots that day.</p> <p>CLOSED SESSION</p>	-	-
19	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to move into closed session for the purposes 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:
October 28, 2015
7:000pm
Regular Session

Participants: Comm. Painter, Comm. McDonough, Comm. Ciasca, Comm. Field, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Chief Estelow, R. Ciasca, K. Hinkel, J. Irwin V, J. Johnson, E. LaGrange, S. Hinkel and R. Kerr

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, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM October 28, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Painter & Comm. McDonough	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE 1. Letter from Chief Estelow re: 21 Peachtree Lane fire 2. Burlington Twp. Annual Christmas Tree Lighting ceremony 3. Resignation letter from Asst. Engineer John Warren 4. Thank you letter from the Burl. Co. Dept. of Health re: Drive Thru Flu Clinic.	-	-
7	APPOINTMENTS: None NEW MEMBERS	-	-
8	Alfred Chesney was accepted via an interdepartmental application to join Sta. 301. DIRECTOR'S REPORT	-	-
9	Dir. Stewart read his report as follows: • The budget numbers and information have been sent to the auditor. He will be scheduled to attend our November 12th Work Session meeting.	-	-
10	• We anticipate the next round of FEMA's Assistance to Firefighter's Grant to be open for applications soon. Work has begun on collecting the required information to submit an application for SCBA.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	<ul style="list-style-type: none"> The department did a nice job at the recent 21 Peachtree Lane fire with a quick knockdown. 	-	-
	<p>CHIEF ESTELOW REPORT</p> <p>Chief Estelow read his report as follows:</p>		
12	<ul style="list-style-type: none"> County Chief's Report: Unable to attend meeting due to work schedule. 	-	-
13	<ul style="list-style-type: none"> SOP's: A meeting has been scheduled for tomorrow at 7pm to review Section 600 (Operational) 	Mtg. scheduled	Chiefs Bd.
14	<ul style="list-style-type: none"> Apparatus/Rescue 3018: No news as of yet. As soon as an update is provided it will be reported. 	-	-
15	<ul style="list-style-type: none"> Training: Comm. Thompson conducted training on MAYDAY events. The water rescue division conducted training on October 4th. A few of our members are registered to attend the Flashover Training being offered by the BCIT-ESTC 	-	-
16	<ul style="list-style-type: none"> Safety: No incidents to report 	-	-
17	<ul style="list-style-type: none"> Personnel: We currently have a total of four members registered in Firefighter I and all are doing well. 	-	-
18	<ul style="list-style-type: none"> Recruitment/Retention: Batt. Chief Gares received the names for the committee and a meeting will be held to discuss their direction. 	Mtg. to be scheduled	Batt. Chief Gares
19	<ul style="list-style-type: none"> Miscellaneous: I would like to commend the department for their responses for the month so far we have not scratched any calls. We had a good turnout for the Peachtree Lane fire. I also would like to thank the membership for their continued support to the fire prevention bureau with the school visitations and the open house. 	-	-
20	<ul style="list-style-type: none"> Engine 3031, 3011 and Squrt 3014 attended the Philadelphia Fire Muster. 3031 received 2nd. Place, 3011 received 2nd. Place and 3014 received 1st. Place all in their respective category. Job well done by the membership, their wives and girlfriends. 	-	-
	<p>OFFICIAL TOMASZEWSKI REPORT</p> <p>Fire Official Tomaszewski's report as follows:</p>		
21	<ul style="list-style-type: none"> During the month of September the Fire Prevention Bureau performed 23 Life Hazard and 17 Non Life Hazard Inspections. A Total of 41 re-inspections were completed. 	-	-
22	<ul style="list-style-type: none"> Public Education: Fire Prevention week open house is scheduled for 10/9/15 at Sta. 303, B. Bernice Young School visits are scheduled for 10/6 & 7, Goddard School on 10/13/15, Golden Moments Pre-School on 10/15/15 and Dor-Lyn Pre-School on 10/27/15. 	-	-
23	<ul style="list-style-type: none"> Fire Investigations: Rubbish fire at 44 Theo Court on 9/9/15 and a HVAC fire at 851 Old York Road on 9/14/15. 	-	-
24	<ul style="list-style-type: none"> Planning Board: Unable to attend the October 2015 Planning Board meeting. The Board reviewed a site plan for a salt storage building for American Asphalt. The next meeting is scheduled for November 12, 2015. 	-	-
25	<ul style="list-style-type: none"> SCBA Committee: The NFPA 2013 Edition of 1852 allows all SCBA that meet the 1997 Standard or newer to remain in service, as new versions come out the last standard year will drop off and become non-compliant. However, on the reverse side the FEMA AFG funding opportunity announcement considers all SCBA that are 10 years or older or 2 NFPA cycles behind to be obsolete. 	-	-
26	<p>Chief Estelow commended the committee that worked on the SCBA research. Their work was extremely valuable to the future of our department and our next purchase of SCBA.</p>	-	-
27	<p>PUBLIC SESSION—There was no discussion under Public Session.</p> <p>OLD BUSINESS</p>	-	-
28	<p>Comm. Ciasca stated that the Commission has received and reviewed the proposed 2016 budget and will hold discussion at their next work session meeting. Dir. Stewart reminded the Commission that their regular meeting is scheduled for the day before Thanksgiving.</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
29	<p>Dir. Stewart provided to the Commission a breakdown of employee health benefits under the Township of Burlington versus the State employee health benefits packages. He explained the difference between the packages and that the closest State package to what we currently have with the Township is Atena Freedom 10. The Commission was reminded that they offer medical, dental and prescription benefits to their paid employees. Dir. Stewart stated that we currently are included in with the Township of Burlington as a self insurance plan, this is a budget concern if something major should happen to an employee, such as a serious illness. The Commission will review the information for further discussion at the work session meeting.</p> <p>NEW BUSINESS</p>	Review at Work Session mtg.	Commission
30	<p>A motion was made by Comm. McDonough and seconded by Comm. Field to accept the resignation of John Warren from the position of Assistant Engineer. Motion carried.</p> <p>VOUCHERS</p>	-	-
31	<p>A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the vouchers for payment. Comm. Field questioned the voucher for the floor scrubber. Dir. Stewart explained that it is for maintenance and some repairs. He also questioned the voucher for Election Graphics as the election was in February. He was informed that this company always sends the bills out late and that it was originally sent to the County of Burlington and then redirected to the fire district. Roll call was held with all in agreement. Motion carried.</p> <p>MINUTES</p>	-	-
32	<p>A motion was made by Comm. Painter and seconded by Comm. McDonough to approve the minutes of the September 28, 2015 Regular meeting, September 10, 2015 and October 8, 2015 Work Session. Roll call was held with all in agreement. Motion carried.</p> <p>REPORT OF SOL. SENDZIK</p>	-	-
33	<p>No report</p> <p>HEALTH AND WELFARE</p>	-	-
34	<p>Dir. Stewart reported that Kurt Brock is now recuperating at home and Vernon Dickerson is in the hospital.</p> <p>MISCELLANEOUS</p>	-	-
35	<p>There was no discussion under Miscellaneous.</p> <p>DEPARTMENT ACCOMPLISHMENTS</p>	-	-
36	<p>There was no discussion under Department Accomplishments</p> <p>GOOD OF THE BOARD</p>	-	-
37	<p>Comm. Ciasca stated that we paid a surprise farewell visit to past Township Administrator Kevin McLernon. The visit was to thank him for his continued support of the Fire District over the years and present him with a token of appreciation prior to his move to California. Mr. McLernon was very much surprised and emotional at the department's gesture and photos of this visit are available for view via Drop Box.</p>	-	-
38	<p>Chief Estelow stated that he had an opportunity to attend a command and leadership class as a police officer. He commented that the course was held in Virginia and placed emphasis on civil war battles that were held and how those in command led their troops into battle. He stated that even then communications as well as command and leadership were not perfect and that there is always room for improvement. He stated that this course is open to non-police officers, there is a cost involved.</p> <p>CLOSED SESSION</p>	-	-
39	<p>A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session for the purpose of contracts, personnel and chief selection. 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. McDonough, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

November 12, 2015
7:000pm
Work Session, Sta. 302

Participants: Comm. Painter, Comm. Field, Comm. Ciasca, Comm. Thompson, Comm. McDonough, Dir. Stewart, FO Tomaszewski, Aud. Elliott, R. Ciasca, B. Gares, K. Hinkel, J. Irwin, V, J. Irwin III, C. Leshner and L. Kelly.

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, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM November 12, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Thompson, Comm. Painter, Comm. McDonough & Comm. Field.	-	-
4	Flag Salute		
5	APPOINTMENTS—None NEW MEMBERS	-	-
6	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the membership of Juwan Stephens, Fire Police at Station 302, Nicholas DiPalo, Probationary Firefighters at Station 302 and Frederick Peditto, Social Member at Station 302. Roll call was held with all in agreement. Motion carried.	-	-
7	PUBLIC SESSION—No comment from the public. OLD BUSINESS	-	-
8	Aud. R. Elliott was in attendance to provide the Commission with a review of the proposed 2016 Fire District budget he has been working on with Dir. Stewart. He explained the process this year and the changes that he has made in regards to the section relating to the Bureau of Fire Prevention budget of \$165,862. He reviewed the budget page by page and in the end explained that the tax rate would be .083 and the amount to be raised by taxation would be \$1,881,700.00.	-	-
9	Comm. Ciasca commented on past concern with employee benefits exposure and the possible use of the State benefits plan. He question if it is possible to build a fund to cover the District in the event of a future claims problem that may place the District in a difficult financial situation. A discussion continued with explanation on how we currently operate, employee benefits by being combined under the Township of	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9cont.	Burlington. Dir. Stewart explained that we currently only pay for usage and not the actual premiums with a stop loss of \$75,000 per employee if something were to happen.		
10	A discussion was held in regards to future capital appropriations of \$275,000 in relation to the future purchase of SCBAs if the grant does not come through. Aud. Elliott stated that these funds are strictly for the purchase of apparatus and building improvements and cannot be used for SCBAs.	-	-
11	Dir. Stewart informed the Commission that we also need to consider funding for the upgrading of the training pad at Sta. 301 as well as the next engine replacement. The Commission agreed that for now we can hold back on the training pad upgrading but need to be concerned with vehicle replacement. Comm. Ciasca stated he is also concerned with the replacement of the apron pads at Sta. 302. The cost for an engine replacement would be approximately \$600,000 and the training pad upgrade \$40,000 to include engineering expenses. Sol. Sendzik stated that we can hold a special election for the apparatus.	-	-
12	A discussion was held regarding the next meeting of November 25, the day before Thanksgiving. Dir. Stewart stated that we normally do not have this meeting due to the holiday unless needed for budget discussion purposes. It was agreed that we would hold a special meeting to adopt the budget on December 10, 2015 at 6pm with the Work Session meeting to follow at 7pm. The Commission thanked Aud. Elliott for his continued work on preparing our budgets over the years. Aud. Elliott thanked Dir. Stewart for his assistance in developing and working with him on the proposed 2016 budget.	Special mtg. scheduled for 12/10/15 at 6pm	Sol. Sendzik
13	Dir. Stewart informed the Commission that FO Tomaszewski has completed a lot of work on the AFG Grant for SCBAs. He stated that the grant is due to open soon and suggested that the Board consider a 12% match instead of the 10% match as required. He stated that this might give us a better edge on being granted the funds. He explained that the additional 2% would be approximately \$60,000 versus \$50,000. Comm. Painter commented that she reviewed the grant and stated that FO Tomaszewski did a fine job in putting it together. Comm. Ciasca asked in what budget year would this funding effect. Dir. Stewart and FO Tomaszewski agreed that it would probably be the 2017 budget year. The Commission agreed to the 12% with the hopes that it will give us a better chance in being awarded the grant NEW BUSINESS	Apply for grant	-
14	Dir. Stewart informed the Commission that engine 3032 was involved in an accident on October 29th while responding to a call on Aster Lane. He stated that there was minor damage to 3032 and that it will involve only the replacing of a lens. The other vehicle involved sustain damage as well and pictures of both vehicles are available for view in Drop Box. He also stated that the insurance company has been notified and the matter is being investigated by the Safety Committee.	-	-
15	Dir. Stewart also advised the Commission that he received a call from Drexel University and our department was randomly selected to participate in the Drexel University School of Public Health's FEMA Assistance to Firefighters Grant, "Fire Service Safety Culture Survey". He stated that he will attempt to get as many firefighters to complete the survey. In return our department will receive customized data on the results of the survey. Dir. Stewart has provided the Commission with supporting documentation on the survey that is available via Drop Box which will explain the survey in more detail.	-	-
16	Dir. Stewart advised the Commission that on November 4th Chief Engineer Andrew Mohr of Station 301 submitted a verbal resignation to Chief Estelow and himself. Dir. Stewart requested that the Board of Fire Commissioners accept this resignation. A motion was made by Comm. McDonough and seconded by Comm. Field to accept the resignation of Andrew Mohr from the position of Chief Engineer of Station 301. Motion carried. GOOD OF THE BOARD	-	-
17	Comm. Ciasca stated that we received a thank you card from Debbie Tuno for the flowers sent in memory of her husband Kevin Tuno which read as follows: "Sending	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
17cont. 18	my sincere gratitude for the flowers you sent. It truly served as a special reminder of your friendship with Kevin.” A motion was made by Comm. Painter and seconded by Comm. McDonough to move into closed session for the purpose of personnel and chief selection. 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. Painter, Comm. McDonough, Comm. Thompson & Comm. Field

Date, Time & Place:

December 10, 2015
6:00pm
Sta. 302, Special Meeting

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Sol. Sendzik, FO Tomaszewski, DFS Stewart, Aud. Elliott, Chief S. Estelow, J. Rettig, C. Leshner, M. Kaplan, R. Ciasca, W. Lane, J. Irwin III, J. Johnson, N. Taylor, H. Dickerson, P. Dickerson, C. Leshner, Jr., J. Bird, N. Dipalo, R. Kerr, T. Randt, S. Fitzpatrick-Ruth, J. Field, D. Counard, J. Irwin, III, A. Baldinger & R.M. Walker

Open Public Meeting Act:

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

Published in the Burlington County Times November 18, 2015 (Official Newspaper)
Forwarded to the Courier Post November 18, 2015 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building November 18, 2015
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:00pm December 10, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson & Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	PUBLIC SESSION—There was no discussion under Public Session. OLD BUSINESS	-	-
7	Comm. Ciasca thanked all for coming out to the meeting tonight. He informed all that the State of New Jersey has been in discussion about no longer accepting hand votes, though this has not yet been adopted by the State of New Jersey. He informed all that the alternate is a secret ballot vote versus the normally accepted hand vote at a properly advertised meeting.	-	-
8	Sol. Sendzik explained that there will be two elections, one to approve the funding for the projects to be placed in the budget and the other the actual election in February. He stated that the State in the past has always accepted the hand vote. However, this is now under scrutiny and therefore we may have to hold a secret ballot for the propositions for Capital Projects.	-	-
9	Sol. Sendzik stated that this time we shall take a hand vote to determine whether the Fire District shall raise funds for apparatus (\$600,000) and training pad upgrades (\$40,000) for a total amount of \$640,000 in capital projects. This amount shall be included in the next annual budget of the Fire District under the section for capital appropriations.	-	-
10	Sol. Sendzik asked if there were any questions regarding this matter. There were no questions from the Commission nor the public in attendance. Sol. Sendzik informed those in attendance that there is a sign in sheet for all to sign if they intend to vote. He	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	also stated that they must a registered voter in the Township of Burlington to vote and they must sign the sheet being passed around. At this time Sol. Sendzik asked all those in favor of approving the proposition to raise funding as previously explained to raise their hands. Sol. Sendzik counted aloud twenty four (24) "yes" votes. He then asked all those who wish to vote no to please raised their hands. He counted aloud that there were zero (0) votes. The proposition for the raising of funds passed by a hand vote of twenty four (24) yes to zero (0) no votes.	-	-
11	Sol. Sendzik read a resolution to authorize the placement of the funding for capital projects into the 2016 Budget. A motion was made by Comm. Field and seconded by Comm. Painter to approve the resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
12	NEW BUSINESS—There was no New Business discussed.	-	-
13	GOOD OF THE BOARD—There was no discussion under Good of The Board.	-	-
14	CLOSED SESSION—There was no Closed Session meeting held.	-	-
	ADJOURNMENT		
15	The meeting was adjourned at 6:15pm	-	-

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

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

Date, Time & Place:

December 10, 2015
6:15pm
Sta. 302, Special Meeting, Budget Introduction

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Sol. Sendzik, FO Tomaszewski, DFS Stewart, Aud. Elliott, Chief S. Estelow, J. Rettig, C. Leshner, M. Kaplan, R. Ciasca, W. Lane, J. Irwin III, J. Johnson, N. Taylor, H. Dickerson, P. Dickerson, C. Leshner, Jr., J. Bird, N. Dipalo, R. Kerr, T. Randt, S. Fitzpatrick-Ruth, J. Field, D. Counard, J. Irwin, III, A. Baldinger & R.M. Walker

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

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Forwarded to the Courier Post November 18, 2015 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building November 18, 2015
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:15pm December 10, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson & Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
6	PUBLIC SESSION—There was no discussion under Public Session. OLD BUSINESS	-	-
7	Aud. Elliott proceeded to review the proposed 2016 Fire District Budget with the Commission. He explained that the State is concerned with how the Bureau of Fire Prevention's budget is portrayed, thus reviewing this part of the budget in detail as total revenues offset with appropriations. He stated that the Bureau is suppose to be a self-sustaining organization but unfortunately they are not and the Fire District must supplement their budget. He then commented that due to this matter their budget is included in the 2016 budget summary in a different manner than in previous budgets.	-	-
8	Aud. Elliott continued with the review of the budget page by page. He read and explained the narrative of the budget to include highlights related to the amount to be raised by taxation has increased by \$71,000, the proposed tax rate will be .085, the department is in compliance with the property tax levy cap and our debt service has increased due to the financing of a new heavy duty rescue truck. He also commented that the proposed capital appropriations for 2016 are \$857,362 to include projects such as building improvements (\$42,363), apparatus (\$600,000), training pad upgrades (\$40,000) and reserve for future capital projects-apparatus (\$175,000). The debit service on the heavy duty rescue truck will begin in 2016.	-	-
9	The meeting was then opened to the public for comments and questions. There was no response from the public.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	Sol. Sendzik stated that we will need to set a date for introduction and a formal adoption of the 2016 Fire District Budget. The date for this will be January 14, 2016 at 6:45pm at Station 302.	-	-
11	A resolution was read by Sol. Sendzik regarding the introduction and approval of the 2016 Fire District Budget as explained by Aud. Elliott, the total amount to be raised by taxation is \$1,880,000 with a total appropriation of \$2,945,833. A motion was made by Comm. Field and seconded by Comm. Painter to approve the resolution as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.	-	-
12	Sol. Sendzik reminded all that the annual financial disclosure statements are available online and that these must be completed and turned over in a timely manner.	-	-
13	NEW BUSINESS—There was no New Business discussed.	-	-
14	GOOD OF THE BOARD—There was no discussion under Good of The Board.	-	-
15	CLOSED SESSION—There was no Closed Session meeting held.	-	-
	ADJOURNMENT		
16	The meeting was adjourned at 6:39pm	-	-

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

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

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

Date, Time & Place:

December 10, 2015
7:00pm
Work Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Chief Estelow, C. Leshner Sr., B. Thompson, J. Irwin III, Joe Field, Jim Field, J. Irwin V, B. Ciasca and S. Steere, Sr.

Open Public Meeting Act:

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

Published in the Burlington County Times on January 6, 2015 (Official Newspaper)
Forwarded to the Courier Post on January 5, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 6, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM December 10, 2015	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Painter & Comm. Thompson	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE 1. NJ State Fire Districts Assoc. Minutes 2. Letter from J. Irwin, V to the Commission re: Request carry over vacation days. 3. Letter from C. Warren to the Commission re: Request carry over vacation days.	-	-
7	APPOINTMENTS: None	-	-
8	NEW MEMBERS: None	-	-
9	PUBLIC SESSION: There was no discussion under Public Session and it was left open. DIRECTOR'S REPORT	-	-
10	Dir. Stewart read his report as follows: • We now have iPads on the major response vehicles running the "iamresponding.com" application. The application shows map directions, hydrant locations and pre-plan information. A training session was held at the recent department meeting.	-	-
11	• The AFG Grant application period has been opened. We are 90% complete with the application and will be submitting shortly for SCBA.	-	-
12	• Chief Leshner has developed a revised officer agreement and it is available for	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	review in drop box.		
13	<ul style="list-style-type: none"> We have received the prints for the new rescue and it has been indicated that delivery is scheduled for a March/April time frame. 	-	-
14	<ul style="list-style-type: none"> Requesting vacation carry over for C. Warren and J. Irwin, V. 	-	-
15	Comm. Ciasca thanked Dir. Stewart, F.O. Tomaszewski and F.I. Irwin for their work with the "iamresponding.com" program for utilizing it to its greatest capacity, thus making this department a fore front to the future of the firefighting profession.	-	-
16	Comm. Ciasca also thanked Craig Leshner, Sr. for his work on a much needed upgrade to our officer's agreement form. Social media responsibilities for first responders was a needed upgrade to this form as our officer's need to be aware that their actions, though innocent at times	-	-
17	CHIEF ESTELOW REPORT: There was no report from Chief Estelow.	-	-
	OFFICIAL TOMASZEWSKI REPORT		
	Fire Official Tomaszewski's report as follows:		
18	<ul style="list-style-type: none"> During the month of October the Fire Prevention Bureau performed 19 Life Hazard and 26 Non Life Hazard Inspections. A Total of 35 re-inspections were completed. 	-	-
19	<ul style="list-style-type: none"> Public Education: Burl. Twp. Schools-food service staff fire safety training-11/17, Masonic Home-extinguisher training-11/20, Food Pantry 5K-12/5 and the Annual Christmas Tree lighting ceremony-12/3. 	-	-
20	<ul style="list-style-type: none"> Fire Investigations: Vehicle Fire-4525 Rt. 130-10/20 and a dwelling fire-21 Peachtree Lane-10/21. 	-	-
21	<ul style="list-style-type: none"> Planning Board: November Planning Board meeting was canceled as well as the next meeting scheduled for December 10th, this has also been canceled. 	-	-
22	PUBLIC SESSION—There was no discussion under Public Session.	-	-
23	OLD BUSINESS—There was no discussion under Old Business	-	-
	NEW BUSINESS		
24	A motion was made by Comm. Field and seconded by Comm. Thompson to approve the letters from C. Warren and J. Irwin to carry over vacation days into the next year. Roll call was held with all in agreement with the exception of Comm. Painter who abstained from the vote. The motion was carried.	-	-
	MINUTES		
25	A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the November 12, 2015 Work Session minutes and the October 28, 2015 Regular Session minutes. Roll call was held with all in agreement. Motion carried.	-	-
	VOUCHERS		
26	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.	-	-
	REPORT OF SOL. SENDZIK		
27	Sol. Sendzik advised the Commission that they need to approve a year end resolution to approve the annual meeting schedule, temporary budget for 2016 and authorization to pay claims if any meetings are canceled.	-	-
28	A motion was made by Comm. Painter and seconded by Comm. Field to approve the Resolution Authorizing Notice of Public Meetings as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.	-	-
29	A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the Resolution Establishing a Temporary Budget for 2016 as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
30	A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the Resolution Authorizing Payment of Claims as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.	-	-
31	HEALTH AND WELFARE - There was no discussion under Health and Welfare.	-	-
32	MISCELLANEOUS—There was no discussion under Miscellaneous. DEPARTMENT ACCOMPLISHMENTS	-	-
33	Fire Official Tomaszewski informed the Commission that Howard Nixon is being honored with the Public Education Award at the Burlington County Fire Marshal's Association dinner on December 15th. The Commission congratulated Mr. Nixon on being the recipient of this award. GOOD OF THE BOARD	-	-
34	Comm. Ciasca commented that as each year goes by the process of putting together the annual budget becomes more difficult, as we are required to meet addition rules and regulations as set forth by the State of New Jersey. He stated that he does not expect these requirements to get any better or easier, but more difficult. He thanked Dir. Stewart, Aud. Elliott and Sol. Sendzik for their continued hard work on making sure that we meet all the State's requirements. CLOSED SESSION	-	-
35	A motion was made by Comm. Thompson and seconded by Comm. Painter to move into closed session for the purpose of personnel. Roll call was held with all in agreement. Motion carried.	-	-

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

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

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

Date, Time & Place:

December 30, 2015
6:00pm
Special Meeting, Beverly Rd. Fire Co. #2

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Comm. Field, Dir. Stewart, FO Tomaszewski, Sol. Sendzik, Chief Estelow, C. Leshner Sr., RM Walker, R. Ciasca, M. Kaplan, C. Fisher, C. Ciasca, R. Kerr, Jr., J. Rettig, K. Hinkel, J. Johnson, J. Irwin, III, T. Randt, M. Williams, Jo. Field, Ji. Field, H. Dickerson, P. Dickerson, A. Baldinger, S. Hinkel, J. Irwin V & C. Warren

Open Public Meeting Act:

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

Published in the Burlington County Times on December 16, 2015 (Official Newspaper)
Forwarded to the Courier Post on December 16, 2016 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on December 16, 2015
Posted on the Department Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Painter & Comm. Thompson	-	-
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	PUBLIC SESSION—There was no discussion under Public Session. OLD BUSINESS	-	-
7	Comm. Ciasca provided an explanation for the special meeting being held tonight. He stated that the purpose is to obtain voter approval to place specific funding in the 2016 budget. He also stated that the State will no longer accept a hand vote for this purpose.	-	-
8	Sol. Sendzik explained that we will be utilizing ballots to vote on the four propositions to be placed in the 2016 budget. He then gave a detailed explanation of the four propositions. The ballots were passed out and all those voting were informed to make sure that they sign the sign in sheet being passed around. At this time all were given the opportunity to fill out their ballots.	-	-
9	Dir. Stewart reminded all that fire school graduation is on January 10th at 7pm and we have 5 graduates.	-	-
10	Dir. Stewart also informed the Commission that he is in the process of cleaning out "Drop Box" and that we will start 2016 with a new "Drop Box" file that will have restricted access.	-	-
11	Dir. Stewart informed all that the new rescue apparatus is now on the production line and we will be receiving weekly progress reports.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
12	Comm. Ciasca stated over the years we have attempted in saving money for the benefit of the taxpayers and the department. This will assist the District in not having to borrow funding for capital projects such as apparatus. We are being criticized by the State for this process and they are questioning our reserve funding. The State would prefer us to borrow funds for capital projects, thus creating debt to the District, a debt that we must pay back. He stated that he does not expect this issue to go away but only become more prevalent.	-	-
13	At this time Sol. Sendzik had the ballots collected. He stated that 27 people have signed the sign in sheet and 27 ballots have been collected. He opened each ballot and read aloud the results. The final results are as follows: Proposition #1—27 yes and 0 no, Proposition #2—26 yes and 0 no, Proposition #3—27 Yes and 0 no and Proposition #4—27 yes and 0 no.	-	-
14	Sol. Sendzik then read a resolution to authorize that the funding for Propositions 1 thru 4 be placed in the 2016 Fire District budget. A motion was made by Comm. Painter and seconded by Comm. Field to approve this resolution. Roll call was held with all in agreement. Motion carried.	-	-
15	NEW BUSINESS—There was no New Business discussed. GOOD OF THE BOARD	-	-
16	Comm. Ciasca wished all a Merry Christmas and a safe and Happy New Year.	-	-
17	Comm. Field thanked all who served as officers this past year and wished all a Merry Christmas and a safe and Happy New Year.	-	-
18	Comm. Painter thanked everyone for their attendance at the meeting tonight and wished all a Merry Christmas and a Happy New Year.	-	-
19	Comm. Thompson wished all a Merry Christmas and a healthy and Happy New Year.	-	-
20	A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting. Motion carried. The meeting was adjourned at 6:20pm.	-	-