

**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 8, 2017
11:00am
Fire District Headquarters, Swearing In

Participants: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter and the 2017 Officers and their families

Open Public Meeting Act:

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

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

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

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 11:00am January 8, 2017	-	-
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 welcomed all who attended the annual swearing in of B.T.F.D. officers and also thanked all the family members for supporting our firefighters. He then directed all those in attendance at this meeting where all the appropriate exits/emergency exits are should the need arise.	-	-
	SWEARING IN OF 2017 OFFICERS		
6	At this time a motion was made by Comm. Thompson and seconded by Comm. Field to appoint Craig E. Leshner, Sr. as Department Chief. Roll call was held with all members in agreement. Motion carried. Chief Leshner was given the Oath of Public Office by Comm. Thompson.	-	-
7	A motion was made by Comm. Thompson and seconded by Comm. Field to appoint John H. Irwin, III as Deputy Chief. Roll call was held with all members in agreement. Motion carried. Deputy Chief Irwin, III was given the Oath of Public Office by Comm. Thompson.	-	-
8	A motion was made by Comm. Thompson and seconded by Comm. Field 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. Motion carried. John Irwin, V, Kyle Hinkel, Joseph Field and Adam Green were given the Oath of Public Office by Comm. Thompson.	-	-
9	A motion was made by Comm. Thompson and seconded by Comm. Field to appoint	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
9cont.	Joshua Johnson as Rescue Lieutenant and Steven Hinkel, Charles Fisher, Tyler Randt, Craig Leshner, Jr., Kurt Green and David Counard as Lieutenants. Roll call was held with all in agreement. Motion carried. Joshua Johnson, Steven Hinkel, Charles Fisher, Tyler Randt, Craig Leshner, Jr., Kurt Green and David Counard were given the Oath of Public Office by Comm. Thompson.	-	-
10	A motion was made by Comm. Field and seconded by Comm. Thompson to appoint Nick Marino and Art Green as Chief Engineers and Jim Field and Bryan Kohler as Assistant Engineer. Roll call was held with all in agreement. Motion carried. Nick Marino and Art Green were given the Oath of Public Office by Comm. Thompson.	-	-
11	A motion was made by Comm. Field and seconded by Comm. Thompson to appoint Warren Lane as Captain of Fire Police, Mike Huelsenbeck as Lieutenant of Fire Police and Laurence Schaefer, John Grigaitis, Howard Dickerson, Ronald Jernigan, Mike Kaplan, Bruce Gomola, Chris McCormac, Derek Peck and Mike Rush as Fire Police Officers. Roll call was held with all in agreement. Motion carried. At this time Mayor Brian Carlin gave the Oath of Public Office to Capt. Lane, Lt. Huelsenbeck, Laurence Schaefer, John Grigaitis, Howard Dickerson, Ronald Jernigan, Mike Kaplan, Bruce Gomola, Chris McCormac, Mike Rush and Derek Peck.	-	-
12	A motion was made by Comm. Thompson and seconded by Comm. Field to appoint Matthew Tomaszewski as Fire Official and Robert Ciasca, Craig Leshner and John Irwin, V as Assistant Fire Officials. Roll call was held with all in agreement. Motion carried. Matthew Tomaszewski, Robert Ciasca, Craig Leshner and John Irwin, V were given the Oath of Public Office by Comm. Thompson.	-	-
13	A motion was made by Comm. Thompson and seconded by Comm. Field to appoint Warren Lane, Kyle Hinkel, Anthony Ciasca, Howard Nixon, John Irwin, V, Scott Estelov and Robert M. Walker as Fire Investigators and/or Fire Prevention Specialists. Roll call was held with all in agreement except Comm. Ciasca who abstained from the vote. Motion carried. Warren Lane, Kyle Hinkel, Anthony Ciasca, and John Irwin, V were given the Oath of Public Office by Comm. Thompson.	-	-
14	A motion was made by Comm. Field and seconded by Comm. Thompson to appoint Mike Kaplan as Safety Officer and John Irwin, III as Training Officer. Roll call was held with all in agreement. Motion carried. Mike Kaplan and John Irwin, III were given the Oath of Public Office by Comm. Thompson.	-	-
	CLOSING REMARKS		
15	Comm. Ciasca recognized the Township officials that joined us at the Annual Swearing In of our 2017 officers. He thanked them for attending and for the continued positive relationship we have developed over the many years.	-	-
16	Mayor Carlin thanked the department members for all their hard work in keeping the community safe. He also thanked their families for their support as they continue to volunteer their time to the department. He wished all a healthy, happy and safe New year as well as a continued positive relationship with the fire department.	-	-
17	Comm. Ciasca thanked all for coming out today for this annual event. He also thanked the past officers as well as the current officers for their service to the department and the community.	-	-
18	The meeting was adjourned at 11:21am.	-	-

**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: D. Painter
Transcribed By: C. Warren

Date, Time & Place:

January 12, 2017
6:45pm
Sta. 302, Work Session

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

Open Public Meeting Act:

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

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

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Posted on the Bulletin Board at the Township Municipal Building
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 6:45pm January 12, 2017	-	-
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. OLD BUSINESS	-	-
6	Aud. Elliott informed the Board that we did a fine job with the budget this year and that he received word from the State that the budget was approved. He then reviewed the 2017 budget with the Commission page by page and commented that the total budgeted appropriations have increased \$215,838. The Capital Appropriations will increase \$201,988, included in capital projects is SCBA in the amount of \$394,530. The District was awarded a FEMA AFG grant of \$358,000 towards this project. The amount to be raised by taxation will increase \$68,000. Unrestricted fund balance of \$200,000 will be utilized in 2017 as compared to \$230,000 in 2016. The proposed tax rate will increase .003 to .088. The utilization of unrestricted fund balance will have no impact on the 2018 budget. Restricted fund balance of \$360,000 will be utilized in 2017 as compared to \$542,362 in 2016. Capital appropriations for 2017 are \$1,059,350. These projects include a utility/cascade truck for \$360,000, a pick-up truck with a service body for \$75,000, a storage building for \$30,000, SCBA for \$394,350 and reserve for future capital outlays (apparatus) in the amount of \$200,000. The total assessed valuation of the District is \$2,221,772.257 with a proposed tax rate per \$100 of assessed valuation will be .088. PUBLIC SESSION	-	-
7	Comm. Ciasca opened the meeting to the public for questions and comments. There were no questions or comments from the public and the public session was closed.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8	Sol. Sendzik read the resolution to adopt the 2017 budget. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution to adopt the 2017 budget. Roll call was held with all in agreement. Motion carried.	-	-
9	NEW BUSINESS—There was no New Business discussed. GOOD OF THE BOARD	-	-
10	Aud. Elliott stated that we all did a good job this year in preparing the budget. He commented further that much credit should be given to Dir. Stewart and the Board for providing good direction. Comm. Ciasca commented that it is also under good guidance from Sol. Sendzik as well as Aud. Elliott that we have come as far as we have since 1990.	-	-
11	A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting. Motion carried.	-	-

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

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

Recorded By: D. Painter
Transcribed By: C. Warren

Date, Time & Place:

January 12, 2017
7:00pm
Sta. 302, Work Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Comm. Thompson, Dir. Stewart, Sol. Sendzik and Aud. Elliott

Open Public Meeting Act:

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

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

Published in the Burlington County Times January 3, 2017 (Official Newspaper)
Forwarded to the Courier Post January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm January 12, 2017	-	-
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.	-	-
	CORRESPONDENCE		
6	1. Letter of resignation from the position of Chief Engineer from Jeff Steere, Sr. 2. Letter of resignation from the position of Fire Commissioner from Shawn McDonough.	- -	- -
	SWEARING IN/NEW APPOINTMENTS:		
7	At this time Comm. Thompson gave the Oath of Public Office to Fire Inspector Robert M. Walker.	-	-
	PUBLIC SESSION		
8	There was no comment from the public and the Public Session was closed.	-	-
	OLD BUSINESS		
9	Comm. Ciasca commented that we had a good turnout of people at the recent Swearing In of the 2017 officers.	-	-
10	Comm. Ciasca questioned if the Recruitment and Retention Committee was still actively working. He was informed by Dir. Stewart that they were and Comm. Field commented that he was unable to attend the last meeting. He also informed the Board	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	<p>that the committee should look into advertising in the "Burlington Sun" and the "Beverly Bee."</p> <p>NEW BUSINESS</p>		
11	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to accept the resignation of Jeff Steere and Shawn McDonough. Roll call was held with all in agreement. Motion carried.</p>	-	-
12	<p>Comm. Ciasca thanked both officers for their service to the department and the community. He commented that we will fulfill these positions in accordance with the law and department policy. Sol. Sendzik explained the procedure for fulfilling the position of Commissioner. He stated that we will take resumes and appoint someone to the position because it is to late to place someone on the ballot for the next election in accordance with the law. At the February 2018 election the position will be up for election to fulfill the remaining year left on the term. In 2019 that position is due up for its full 3 year term for election.</p>	Post vacant Commissioner position-resumes requested	Dir. Stewart
13	<p>Dir. Stewart informed the Commission that the bids for vehicle maintenance are due next Thursday and when reviewed he would like to be able to award the contract at the January regular meeting.</p>	Award contract at next mtg.	Commission
14	<p>Dir. Stewart informed the Commission that he is requesting a closed session meeting for purposes relating to contract negotiations.</p>	-	-
15	<p>Dir. Stewart also advised the Commission that tonight is the annual Burlington County Fire Chiefs Association dinner and that is why some of our officers are not in attendance tonight. He also stated that Fire Official Tomaszewski is attending Planning Board tonight and therefore is unable to attend the meeting.</p> <p>GOOD OF THE BOARD</p>	-	-
16	<p>A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session for the purpose of contract negotiations. Roll call was held with all in agreement. Motion carried .</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:
January 25, 2017
7:000pm
Regular Session

Participants: Comm. Painter, Comm. Thompson, Comm. Ciasca, Dir. Stewart, FO Tomaszewski, J. Irwin, V, Sol. Sendzik, J. Irwin III, C. Leshner, Sr. & C. Dezuani

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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 on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM January 25, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Thompson and Comm. Painter Flag Salute	-	-
4	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
	CORRESPONDENCE		
5	a) Nominating Petition for Commissioner from Deborah Painter. b) Letter from ISO to the Board of Fire Commissioners re: ISO Rating	-	-
6	APPOINTMENTS: There were no appointments	-	-
7	NEW MEMBERS: There were no new members	-	-
	DIRECTOR'S REPORT		
	Director Stewart read his report as follows:		
8	<ul style="list-style-type: none"> • Request of the Board to consider a resolution authorizing contract award for vehicle maintenance. 	-	-
9	<ul style="list-style-type: none"> • We received notification that our ISO rating has improved from class 4 to class 3. Copies of the ISO report have been provided to each Commissioner. 	-	-
10	<ul style="list-style-type: none"> • The 2016 Department Activity Report have been provided to each Commissioner for review. 	-	-
11	Dir. Stewart informed the Commission of why we did very well with our ISO review. He stated that fire prevention education is now part of an ISO review and is now considered in our rating, we did very well in this area. Comm. Ciasca suggested that	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11cont.	we review the 2016 report against the 2011 report to compare were the changes occurred.		
	CHIEF LESHNER'S REPORT		
	Chief Leshner read his report as follows:		
12	<ul style="list-style-type: none"> Chief Leshner commended all the officers and members for the injury free year of 2016. The officers were urged to continue to stress full turnout gear and safe work practices during all fire department activities. 	-	-
13	<ul style="list-style-type: none"> Based on the a growing number of warehouses being constructed, we have opened discussions relating to the revision of the SOP relating to responses to structure fires to include specific responses to big box/warehouse type incidents. 	-	-
14	<ul style="list-style-type: none"> The mandatory physical list has been posted along with the mandatory training through Target Solutions. The captains were tasked with monitoring the progress of completion to assure that all member are in compliance. 	-	-
15	<ul style="list-style-type: none"> On January 14th the entire department participated in a parade honoring the Riverton Firefighter/Iraq Ware Veteran who has terminal brain cancer. 	-	-
16	<ul style="list-style-type: none"> The apparatus committee met on January 19th and finalized the specifications for the proposed replacement of 3038 pending the budget approval and presentation to the Commission. 	-	-
17	<ul style="list-style-type: none"> The next Departmental meeting is scheduled for Tuesday, January 31, 2017 at Station 301. The training for the night will be on alarm systems (residential/commercial) and a new public education initiative relating to same. 	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
18	<ul style="list-style-type: none"> During the month of December the Fire Prevention Bureau performed 38 Life Hazard and Non Life Hazard inspections. A total of 21 re-inspections and 6 complaint inspections were completed. 	-	-
19	<ul style="list-style-type: none"> Public Education: 6ABC-January 19th and Project PATHS-March 2nd. 	-	-
20	<ul style="list-style-type: none"> Fire Investigation: Dec. 15, 2016-Rt. 130, rubbish fire and Dec. 25, 2016-902 Jacksonville Rd., oven fire. 	-	-
21	<ul style="list-style-type: none"> Planning Board: January 12th-Re-Organization meeting. A site plan extension was granted for 600 Richards Run. The next meeting is February 9th. 	-	-
22	PUBLIC SESSION—There was no discussion under Public Session.	-	-
	OLD BUSINESS		
23	Comm. Thompson reported that the recent Apparatus Committee meeting went well. He stated that the specifications were reviewed and there were a few discrepancies found and they are being looked over.	-	-
24	A resolution was read by Sol. Sendzik to accept the bids and authorize an award of contract for preventive maintenance/repair of our fire apparatus to Fire Apparatus Repair, Inc. A motion was made by Comm. Thompson and seconded by Com. Painter to approve the above titled resolution for maintenance and repairs to fire apparatus as read. Roll call was held with all in agreement. Motion carried.	-	-
25	Sol. Sendzik commented that we had two companies provide bids on the vehicle preventive maintenance and repairs and there was a considerable differences in cost. A short discussion was held regarding the cost of the travel time, the mark up on supplies and the shop charges.	-	-
26	A resolution was read by Sol. Sendzik authorizing a contract for services with the Beverly Road Fire Co. #2. A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the above titled resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
27	NEW BUSINESS—There was no New Business discussed.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	APPROVAL OF VOUCHERS		
28	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.	-	-
29	APPROVAL OF MINUTES—There were no minutes for approval.	-	-
30	REPORT OF SOL. SENDZIK - There was no report from Sol. Sendzik	-	-
31	HEALTH AND WELFARE - There was no report under Health and Welfare.	-	-
	MISCELLANEOUS		
32	A short discussion was held regarding the public notices and how we advertise them. Dir. Stewart stated that we also advertise them on our website. We currently use every means at our disposal to make sure that the public is aware of when our meetings are and that we meet the current transparency laws.	-	-
33	A short discussion was held regarding the assembly bill to move the fire district election to the month of November.	-	-
34	Comm. Ciasca commented on Gov. Christie's legislation and comments regarding an emergency services plan to be instituted in Camden County. He informed the Commission that comments were made by State government representatives that the response times by emergency personnel to incidents do not meet industry standards.	-	-
	DEPARTMENT ACOMPLISHMENTS		
35	Comm. Ciasca thanked and congratulated Dir. Stewart, Fire Official Tomaszewski, Chief Leshner and Fire Insp./Invest. Irwin for their hard work with ISO thus improving our rating.	-	-
36	The Commission also thanked the Safety Committee and those that helped make 2016 an injury free year.	-	-
37	Comm. Thompson thanked the members of the Apparatus Committee for their continued work throughout the year.	-	-
	GOOD OF THE BOARD		
38	Comm. Ciasca asked for a moment of silence in memory of William McGee, Jr. and Tommie Bellamy.	-	-
39	Comm. Ciasca also noted that the budget passed through the State and Comm. Painter will be running unopposed in the next election. He also reminded all that the new property assessments just came out and this could effect voters decisions at our election. He asked all to please try their best to get residents out to vote on February 18th.	-	-
40	The meeting was adjourned at 7:20pm	-	-

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

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

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

Date, Time & Place:
February 22, 2017
7:00pm
Regular Session

Participants: Comm. Painter, Comm. Field, Comm. Thompson, Comm. Ciasca, Dir. Stewart, J. Irwin, V, Sol. Sendzik, J. Irwin III, C. Leshner, Sr., J. Field, B. Kohler & H. Nixon

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Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM February 22, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson and Comm. Painter Flag Salute	-	-
4	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
5	CORRESPONDENCE 1) Minutes of the NJ State Fire Districts Assoc.	-	-
6	APPOINTMENTS: A motion was made by Comm. Painter and seconded by Comm. Field to appoint Bryan Kohler as Chief Engineer at Station 302. Roll call was held with all in agreement. Motion carried.	-	-
7	A motion was made by Comm. Painter and seconded by Comm. Field to appoint Howard Nixon as a Fire Inspector/Investigator. Roll call was held with all in agreement. Motion carried.	-	-
8	Chief Engineer Kohler and Fire Inspector/Investigator Nixon were given Oath of Public Office by Comm. Thompson.	-	-
9	NEW MEMBERS: There were no new members	-	-
10	DIRECTOR'S REPORT Director Stewart read his report as follows: • The Fountain Woods School gymnasium floor is scheduled for replacement and	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	the school district has learned that the old floor contains mercury. Since the old floor contains mercury special procedures must be used when the floor is removed. A specially trained contractor will be utilized for this task. We will make sure that we meet with the contractor and school personnel prior to the work taking place so that we are aware of any special precautions we must take for any incidents during the removal process.	-	-
11	<ul style="list-style-type: none"> The manufacturing of the new engine is moving along well. We are now receiving weekly reports. The final inspection is scheduled for the week of April 10th 	-	-
12	<ul style="list-style-type: none"> The new breathing apparatus that we received a federal grant for may be delivered within the next two weeks. 	-	-
13	<ul style="list-style-type: none"> Our Rescue Division has submitted grant requests to Wal-Mart, Firehouse Subs and NJ American Water for replacement of aging harnesses, rescue helmets and miscellaneous rope and water rescue items. There is no financial obligation on our part if the grants are received. 	-	-
14	<ul style="list-style-type: none"> The budget passed 86 to 36. Congratulation go out to Commission Painter for her re-election. 	-	-
CHIEF LESHNER'S REPORT			
Chief Leshner read his report as follows:			
15	<ul style="list-style-type: none"> I'd like to thank the officers and members for their support for the two parades honoring the high school groups national championships. Although it was last minutes the department did an outstanding job. 	-	-
16	<ul style="list-style-type: none"> I again stress the captains that the mandatory physical list has been posted along with the mandatory training through Target Solutions. All officers should be monitoring the progress of completion and assure that all members are in compliance. We cannot afford to lose current members due to lack of compliance. 	-	-
17	<ul style="list-style-type: none"> We've had no response from the membership concerning our renewed request for members to volunteer and actively participate in the Safety and Recruitment/ Retention committees. The captains have been asked to approach members for assistance. 	-	-
18	<ul style="list-style-type: none"> The department is participating in the high school's PATHS career path initiative on 3/2/17 with hopes of attracting volunteers. 	-	-
19	<ul style="list-style-type: none"> Based on discussions at the last Chief's Board meeting regarding a possible ride -a-long program. We have researched the issue and Dir. Stewart has drafted a document for the Commission's review and approval of the concept. Upon conceptual approval final revisions will be made for future approval. 	-	-
20	<ul style="list-style-type: none"> The Chief's Board has approved the Apparatus Committee's recommendations for the replacement of 3038. 	-	-
FIRE OFFICIAL TOMASZEWSKI REPORT			
FO Tomaszewski submitted his report which was read by Director Stewart:			
21	<ul style="list-style-type: none"> During the month of January the Fire Prevention Bureau performed 26 Life Hazard and Non Life Hazard inspections. A total of 41 re-inspections and 3 complaint inspections were completed. 	-	-
22	<ul style="list-style-type: none"> Public Education: 6ABC-January 19th, Project PATHS-March 2nd., Burl. Twp. Middle School Boys Club-February 21st, Residential Fire Prevention Program at fire calls was presented at the department meeting on January 31st. 	-	-
23	<ul style="list-style-type: none"> Fire Investigation: January 27th-120 Shive Place a chimney fire. 	-	-
24	<ul style="list-style-type: none"> Planning Board: The February 9th meeting was canceled due to weather. The next meeting is scheduled for March 9th. 	-	-
25	PUBLIC SESSION—There was no discussion under Public Session.	-	-
26	OLD BUSINESS—There was no Old Business discussed.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
27	<p>NEW BUSINESS</p> <p>Comm. Ciasca commented that the Commission has received a draft for a Ride A Long Program for review. Dir. Stewart provided a brief synopsis of the program and commented on some matters that need additional though, such as age, turnout gear, insurance coverage and response to emergency incidents. Comm. Ciasca suggested that if the age is 16 to 18 then maybe we should look at encouraging the parents to participate also. The Commission thought that the program in concept is a great idea.</p>	For review and discussion	Commission/ Director/Chiefs Board
28	<p>APPROVAL OF VOUCHERS</p> <p>A motion was made by Comm. Field and seconded by Comm. Thompson to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.</p>	-	-
29	<p>APPROVAL OF MINUTES</p> <p>A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the minutes of December 28, 2016 Regular meeting, January 8, 2017 Special meeting (Swearing In) and January 25, 2017 Regular meeting. Roll call was held with all in agreement. Motion carried.</p>	-	-
30	<p>REPORT OF SOL. SENDZIK</p> <p>Sol. Sendzik informed the Board that in accordance with the law they must notify the Bureau of Authority Regulation. He reported that his office has taken care of notifying the proper authorities of the elections results as well as the Township Tax Assessor.</p>	-	-
31	<p>HEALTH AND WELFARE</p> <p>It was reported that Past Department Chief Vernon Dickerson, III is in seriously poor health.</p>	-	-
32	<p>MISCELLANEOUS—There was no discussion under Miscellaneous.</p>	-	-
33	<p>DEPARTMENT ACOMPLISHMENTS</p> <p>Comm. Field commented that the annual fire department appreciation event was held a few weeks ago with good attendance by our membership, thanks go out to the office staff for their work on making it another successful dinner.</p>	-	-
34	<p>Comm. Ciasca thanked all who came out to support the annual fire district budget as it passed 86 to 36.</p>	-	-
35	<p>GOOD OF THE BOARD</p> <p>Comm. Ciasca stated that at past meetings he mentioned about doing a department fundraiser to help support childhood cancer in honor of our Honorary Member Dominic Mazzio. He suggested maybe a “Shave Your Head” for cancer or even a Trenton Thunder game. Comm. Painter stated that we could do it as a competition between the fire department and police department.</p>	-	-
36	<p>Comm. Ciasca also thanked all for their cards and phone calls of support in reference to the passing of his mother-in-law. He stated that the department does a fine job in getting together and showing their support to the families during this time.</p>	-	-
37	<p>CLOSED SESSION</p> <p>A motion was made by Comm. Painter and seconded by Comm. Thompson to move into closed session for the purpose of attorney/client privilege. Roll call was held with all in agreement. Comm. Ciasca stated that no action will be taken at this meeting.</p>	-	-
38	<p>Prior to moving into Closed Session Comm. Ciasca informed all in attendance that we have an open position on the Board of Fire Commissioners. This position will be posted in accordance with the law and all rules and regulations relating to the same will be adhered to fulfill this vacancy.</p>	-	-

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

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

Date, Time & Place:

March 9, 2017
7:00pm
Sta. 302, Reorganization & Work Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Field, Comm. Ciasca, Comm. Thompson, Comm. Painter, Dir. Stewart, Chief Leshner, J. Irwin V, J. Irwin, III, R. Ciasca, J. Johnson & L. Daneker

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 3, 2017 (Official Newspaper)
Forwarded to the Courier Post January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm March 9, 2017	-	-
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	-	-
	APPOINTMENTS:		
5	At this time Comm. Painter was given the Oath of Public Office by Comm. Thompson.	-	-
6	Comm. Ciasca congratulated Comm. Painter on her re-election to office. He then announced that we must hold a re-organization of the Commission as required by law. He opened nominations for the position of Chairman of the Board of Fire Commissioners. Comm. Field nominated Comm. Ciasca as Chairman, seconded by Comm. Thompson. There were no other nominations for Chairman. Roll call was held with all in agreement except Comm. Ciasca who abstained from the vote.	-	-
7	Comm. Ciasca opened nominations for the position of Vice-Chairman. Comm. Field nominated Comm. Painter for the position of Vice-Chairman, seconded by Comm. Thompson. There were no other nominations There were no other nominations for Vice-Chairman. Roll call was held with all in agreement except Comm. Painter who abstained from the vote.	-	-
8	Comm. Ciasca opened nominations for the position of Secretary. Comm. Painter nominated Comm. Thompson for the position of Secretary, seconded by Comm. Field. There were no other nominations for Secretary. Roll call was held with all in agreement except Comm. Thompson who abstained from the vote.	-	-
	Comm. Ciasca opened nominations for the position of Treasurer. Comm. Painter		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10	nominated Comm. Field for the position of Treasurer, seconded by Comm. Thompson. There were no other nominations for Treasurer. Roll call was held with all in agreement except Comm. Field who abstained from the vote.	-	-
11	Comm. Ciasca informed all that the position of Assistant Secretary/Treasurer will remain vacant at the present time.	-	-
12	A resolution was read by Comm. Ciasca to reaffirm the Board's prior actions, by-laws, policies, directives, decisions, orders, actions, contracts, obligations, rules and regulations and other acts and practices as set forth by the Board of Fire Commissioners. 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.	-	-
13	A resolution was read by Comm. Ciasca designating newspapers and public places for postings as the Courier Post as the official newspaper as well as the Burlington Township Municipal Building bulletin board, Fire District Headquarters, the Beverly Road Fire Co. #2, Relief Fire Co. #3 and the District's website, www.btfcd.org as official posting locations. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
14	A resolution was read by Comm. Ciasca authorizing the establishment of an official depository of district and fire prevention funds as Beneficial Bank and NJ ARM for the fiscal year 2017 as well as the official signatories on all accounts as Comm. Anthony Ciasca, Comm. Terry Field, Comm. Darren Thompson, Comm. Deborah Painter and Director of Fire Services John Stewart. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
15	A resolution was read by Comm. Ciasca authorizing additions and deletions of signatories on official depository. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
16	APPOINTMENT(S): None	-	-
17	NEW MEMBER(S): None	-	-
17	PUBLIC SESSION	-	-
18	Comm. Ciasca opened the meeting to the public. There was no comment from the public and the Public Session was left open.	-	-
	OLD BUSINESS		
19	A short discussion was held regarding the proposed Ride-Along Program as submitted by Dir. Stewart. The Commission was informed by Dir. Stewart that he and Chief Leshner have made a few additions and deletions to the program since it was provided to the Commission. Comm. Ciasca stated that the program is a great idea. Dir. Stewart commented that he will see that the SOP for the Ride Along Program is completed. Comm. Ciasca asked if there were any questions from the Board on the program. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the Ride Along Program. Roll call was held with all in agreement. Motion carried.	Write SOP	Dir. Stewart
20	Comm. Ciasca stated that he reached out to Firefighter Richard Kerr in regards to a fundraiser to support childhood cancer in Dominic Mazzio's name. Rich Kerr informed him that he would take charge of a fundraiser for the department.	Plan fundraiser	Rich Kerr
	NEW BUSINESS		
21	Dir. Stewart advised the Commission that now that the budget has passed he would like to begin working on our capital projects. He stated that he submitted to the Commission a memo for the purchase of the pick-up utility vehicle. The vehicle is a 2017 Ford F350 Pick-up truck with a service body and the cost will be \$70,952 under the terms of the NJ State Contract #A88758 from Winner Ford of Cherry Hill. A	Resolution required	Commission/Dir. Stewart/Sol. Sendzik

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
21cont.	resolution will need to be approved at the next regular commission meeting to make this purchase.		
22	Dir. Stewart informed the Commission that Chief Leshner will be acting as Chairman of the committee to look at the replacement of 3038. Chief Leshner advised the Commission of the type of vehicle being looked at to replace the current cascade/utility truck. Comm. Ciasca thanked Chief Leshner for his continued work on apparatus replacement. Dir. Stewart advised the Commission of the options available to purchase of the vehicle. He informed them that there is no state bid price available for this type of vehicle but we can utilize the HGAC method or go out for competitive bidding. The Commission considered the options and agreed that we have had great success in utilizing HGAC and we should purchase using this method. Comm. Ciasca stated that we will provide the proper resolution to approve the use of HGAC for the purchase of the cascade/utility vehicle.	Resolution required Complete specifications for HGAC purchase	Commission/Dir. Stewart/Sol. Sendzik Apparatus Committee/Chief Leshner
23	Dir. Stewart informed the Commission that the new apparatus will be delivered around the end of April or beginning of May and that the project is on schedule. He stated that we will need to decide about the disposition of engines 3012 and 3021, then continued to explain the current status of both 3012 and 3021 in regards to condition, need as a reserve engine and running time. It is the recommendation of the department officers that both vehicles be retired once the new engine is in service as we will be in a very favorable position. Comm. Ciasca questioned the need for a reserve engine and its relation to our current ISO report. It was explained that this reserve engine only provided us with about .5 of a point on the ISO report.	Dispose of apparatus when new apparatus is in service	Dir. Stewart
24	Comm. Ciasca reminded the Board that we should review the ISO report in comparison to the last ISO report conducted five years ago.	Review	Commission
25	Comm. Ciasca also commented that Station 302 should be asked if they are interested in 3021. Pres. Daneker of Station 302 stated that they have been approached regarding 3021 and that a letter is forthcoming from them to the Commission, as it was discussed at their company meeting.	-	-
26	Dir. Stewart stated that we probably will not get much for the engines as they have not provided much income from past sales.	-	-
27	Dir. Stewart stated that the inspection trip is coming up soon and asked if anyone was interested in attending. The trip should be during the week of April 10th.	-	-
28	Dir. Stewart stated that he has requested quotes for landscaping for 2017 from three vendors. He received two quotes back with Bailey Landscaping being the lowest at \$11,443.50 for the season. He commented that they do a fine job landscaping and we have used them before.	-	-
29	Dir. Stewart advised the Commission that Comm. Field had approached him in December of last year in regards to a price for additional electronic locks at Station 302. The locks include the mezzanine and the engineer's room. The cost for the locks will be \$5,290.00. Comm. Ciasca requested that we make sure that they don't need any additional work before we approve this request and that we also get an updated quote.	Obtain updated quote	Dir. Stewart
	GOOD OF THE BOARD		
30	Comm. Field commended the crews that responded to the fire on Pinewald Lane today. They did an excellent job. He commented that squad member Jason Peters was on scene and assisted with connecting the hose. He is a member of the Bordentown fire department and did a fine job helping us out. Dir. Stewart stated that many times the squad is on scene first and they will help with fire related duties if they can, as many of them are also members of a fire department elsewhere.	-	-
31	A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session. Roll call was held with all in agreement. Motion carried.	-	-

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

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

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

Date, Time & Place:

March 22, 2017
7:000pm
Regular Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, DFS Stewart, Sol. Sendzik, FO Tomaszewski, C. Leshner, J. Irwin V, J. Irwin III, R. Ciasca, J. Johnson, K. Hinkel & B. Massimi

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 3, 2017 (Official Newspaper)
Forwarded to the Courier Post on January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM March 22, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field and Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: There was no correspondence	-	-
7	APPOINTMENTS: There were no appointment to be made.	-	-
8	NEW MEMBERS: There were no new members	-	-
	DIRECTOR'S REPORT		
	Director Stewart read his report as follows:		
9	<ul style="list-style-type: none"> • The new self contained breathing apparatus have been delivered. A request for payment has been approved by FEMA. The training on the packs begin tomorrow evening. 	-	-
10	<ul style="list-style-type: none"> • We had two minor accidents. The Deputy Chief's car has a cracked front bumper. 3014 has a bent exhaust pipe damaged by a snow bank at a fire in Florence. The repairs for both have been scheduled. 	-	-
11	<ul style="list-style-type: none"> • The open fire commissioner petition was advertised for interest and we have received two responses. 	-	-
12	DFS Stewart informed the Commission that he has requested the transfer of funds to our account to pay for the SCBA order.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	CHIEF LESHNER'S REPORT		
	Chief Leshner read his report as follows:		
13	<ul style="list-style-type: none"> The Ride Along Program was distributed to the Chief's Board at the meeting Monday night. 	-	-
14	<ul style="list-style-type: none"> The PATHS program at the high school for 3/2/17 was cancelled due to no students signing up for the fire department presentation. 	-	-
15	<ul style="list-style-type: none"> The new SCBA have been distributed to the stations. The initial training will beheld Thursday, March 23rd at 7pm at Station 301, followed by practical training at the academy to be scheduled. 	-	-
16	<ul style="list-style-type: none"> The specifications for the replacement of 3038 were sent out for quotes and are due back by April 5th. 	-	-
17	<ul style="list-style-type: none"> 3012 is progressing well and the inspection trip is tentatively scheduled for the week of April 10th with delivery expected late April/May. 	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	FO Tomaszewski submitted as follows:		
18	<ul style="list-style-type: none"> During the month of February the Fire Prevention Bureau performed 34 life hazard and non-life hazard inspections. A total of 22 re-inspections and 4 complaint inspections were completed. 	-	-
19	<ul style="list-style-type: none"> Public Education: Burl. Twp. Middle School Boys Club-Feb. 21st. and Project PATHS scheduled for Mar. 2nd was canceled for the fire department 	-	-
20	<ul style="list-style-type: none"> Fire Investigations: Feb. 5th - 206 Whisper Court—hot water heater, Feb. 25th—124 Anthony Drive—electrical outlet and Feb. 27th—205 Garnet Drive—careless smoking. 	-	-
21	<ul style="list-style-type: none"> Planning Board: March 9th-Site plan waiver was approved for Shannon Estates, a public hearing was held for the re-development plan for McCollister's property and a continuance for Wilson Surf was granted for April 6th. The next meeting is on April 6th. 	-	-
22	PUBLIC SESSION —There was no discussion under Public Session.	-	-
	OLD BUSINESS		
23	A resolution was read by Sol. Sendzik to authorize the purchase of a utility/pick up truck utilizing the State Contract pricing in the amount of \$70,952.00. A motion was made by Comm. Painter and seconded by Comm. Field to approve the resolution as read by Sol. Sendzik, roll call was held with all in agreement. Motion carried.	-	-
24	NEW BUSINESS —There was no New Business to discuss.	-	-
	APPROVAL OF VOUCHERS		
25	A motion was made by Comm. Painter and seconded by Comm. Field to approve the vouchers for payment. Roll call was held with all in agreement. Motion carried.	-	-
	APPROVAL OF MINUTES		
26	A motion was made by Comm. Painter and seconded by Comm. Field to approve the minutes of March 9, 2017—Work Session, February 22, 2017—Regular Meeting, January 12, 2017—Budget Adoption Special Meeting and January 12, 2017—Work Session. Roll call was held with all in agreement. Motion carried.	-	-
27	REPORT OF SOL. SENDZIK —There was no report from Sol. Sendzik.	-	-
	HEALTH AND WELFARE		
28	Comm. Field reported that Richard Johnson has returned home from the hospital. The members from Station 302 assisted with the snow removal from his driveway and sidewalk so that he could return home.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
29	<p>MISCELLANEOUS</p> <p>Dir. Stewart questioned the Commission if they were going to suspend the spring/summer Work Session meetings as they have done in the past. The Commission was advised that if they suspend the meetings they would need only to post a notice at the meeting location that it has been canceled. The meetings have already been advertised as per State law.</p>	-	-
	<p>DEPARTMENT ACOMPLISHMENTS</p>		
30	<p>Comm. Ciasca acknowledged the good showing of members for the funeral of Past Chief Vernon Dickerson, III.</p>	-	-
31	<p>Dir. Stewart commented on the fine job the department did at the Pinewald Lane fire as well as the fire in Florence Twp. on Front Street.</p>	-	-
	<p>GOOD OF THE BOARD</p>		
32	<p>Comm. Field questioned if we would be utilizing the same snowplowing services next year. He commented that the snowplowing could have been better as the company piled the snow up near the station doors and it had to be cleared out. Dir. Stewart stated that we get this complaint every year despite the vendor we use. He commented that this is the third company we have used for snow removal services. He also stated that he is looking to do a financial study of these services to see if it is more feasible if we do the plowing ourselves or see what other options are available. Comm. Ciasca stated that the idea sounds good and may work for a short time but we need a solution that will last over the years. The members will be infatuated with the job when it is new, but it may wain over time due to the required early hours, time and effort needed for this task.</p>	Review snowplowing services	Dir. Stewart
	<p>CLOSED SESSION</p>		
33	<p>A motion was made by Comm. Painter and seconded by Comm. Field to move into closed session for the purpose of 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. Thompson, Comm. Painter and Comm. Massimi

Date, Time & Place:

April 13 2017
7:00pm
Sta. 302, Work Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Painter, Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Massimi, Dir. Stewart, FO Tomaszewski, R. Ciasca, L. Daneker, C. Leshner Sr. and J. Irwin, III

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 3, 2017 (Official Newspaper)
Forwarded to the Courier Post January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00pm January 12, 2017	-	-
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	At this time Comm. Ciasca commented that due to the resignation of Comm. McDonough at the January 2017 Work Session meeting the Board is obligated to fill the vacant position. In accordance with State law the proper notifications were made and the Board received two letters of interest to fill the vacant position. He stated that both candidates met with Comm. Thompson and Comm. Painter and interviewed using the same method and questions. Comm. Ciasca announced that the Committee chose Brian Massimi to fulfill the vacant Commissioner seat until the February 2018 election. A motion was made by Comm. Painter and seconded by Comm. Thompson to appoint Brian Massimi as a Commissioner with the Fire District No.1, Township of Burlington, Board of Fire Commissioners, the motion was carried. Comm. Thompson gave the Oath of Public Office to Brian Massimi. The Board congratulated him on his position and welcomed him to the Board.	-	-
7	Comm. Ciasca commented that the Board has received a letter from Beverly Road Fire Company Pres. L. Daneker in reference to 3021's future. He stated that the letter is a request from Sta. 302 to take ownership of 3021 when the Commission moves to dispose of the vehicle. Pres. Daneker states in his letter that if approved the Beverly Road Fire Company plans to utilize the vehicle during public education events and funerals, similar to the use of Independent Fire Company's 3011. Comm. Ciasca stated that in the past we either sold the apparatus or they were re-vitalized by other organizations for other uses such as municipal salt/sand spreaders. He commented that the Board would consider Beverly Road Fire Company's request and report back at the next Commission meeting with their decision.	Action to be taken at the next regular Commission meeting	Commission

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8	<p>PUBLIC SESSION</p> <p>There was no comment from the public and the Public Session was closed.</p>	-	-
9	<p>SWEARING IN/NEW APPOINTMENTS:</p> <p>A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the applications of Samuel Lyons and Jeffrey Dierling pending their physical clearance. Roll call was held with all in agreement. Motion carried.</p>	-	-
10	<p>OLD BUSINESS</p> <p>Dir. Stewart informed the Commission that he has solicited HGAC quotes for the new cascade/utility truck from two vendors. One vendor responded with a quote of \$354,953. Dir. Stewart requested that the Board pass a resolution this evening to authorize the intent to use an alternate procurement method for this purchase. Comm. Ciasca commented that the Board is doing what they can do to conduct business in the State of New Jersey, sometimes it is not successful due to conditions they cannot control.</p>	-	-
11	<p>Dir. Stewart reminded the Board that the final inspection trip to Pierce is scheduled for April 19th and 20th. He stated the Chief Leshner, Chief Engineer Marino as well as himself will be attending.</p>	-	-
12	<p>Comm. Painter questioned if the Board still had plans to review the new ISO report against the previous ISO report. Comm. Ciasca replied that they are still going to review the reports.</p>	To be reviewed	Commission
13	<p>NEW BUSINESS</p> <p>Sol. Sendzik read a resolution Authorizing the Intent to Use an Alternate Procurement Method pursuant to N.J.S.A. 52:34-6.2(B)(3). A motion was made by Comm. Painter and seconded my Comm. Thompson to approve the resolution as read by Sol. Sendzik. Roll call was held with all in agreement. Motion carried.</p>	-	-
14	<p>Dir. Stewart advised the Board that with the expected sale of 3012 he is requesting a resolution at the regular Commission meeting to authorize the online sale.</p>	-	-
15	<p>Dir. Stewart informed the Board that tonight we had our first request to the Ride-A-Long Program. He stated that the reporter for the Burlington Township Sun has requested to participate in the program and will be riding with the duty crew at Sta. 302 tonight.</p>	-	-
16	<p>Dir. Stewart requested approval from the Board to once again to post for summer help this year.</p>	-	-
17	<p>Dir. Stewart advised the Board that Independent Fire Company has submitted a request for additional security locks on the second floor. The letter has been provided to the Board via Dropbox for their review.</p>	To be reviewed	Commission
18	<p>Dir. Stewart reminded the Board of the Knights of Columbus Shield Award event and informed them that the date has changed from May 10th to May 9th.</p>	-	-
19	<p>GOOD OF THE BOARD</p> <p>Comm. Field commented on the invitation from St. Paul's School for their "2nd Annual Hometown Hero's Breakfast" on Friday, April 28th from 9am to 11am. Dir. Stewart asked that if anyone would be attending to let him know so he can provide St. Paul's with a headcount. A short conversation ensued regarding the numerous positive "thank you" comments that have been posted on social media about our department. He stated that our membership should be proud that many good things have been said about their service to the community.</p>	-	-
20	<p>Comm. Field reported on the status of the last Recruitment & Retention meeting. He asked what the rules and regulations were for the Volunteer Tuition Credit Program as he was unable to locate them. He was advised that the information is available and would be provided to him for his use.</p>	-	-
21	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to move into closed session for the purposes of personnel. Roll call was held with all in agreement. Motion carried.</p>	-	-

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

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

Recorded By: C. Warren

Transcribed By: C. Warren

Date, Time & Place:

April 26, 2017

7:00pm

Regular Session

Participants: Comm. Painter, Comm. Field, Comm. Ciasca, Comm. Massimi, Sol. Sendzik, DFS Stewart, R. Ciasca and C. Leshner, 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:

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Forwarded to the Courier Post on January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM April 26, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Massimi, Comm. Ciasca, Comm. Field and Comm. Painter	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	At this time Comm. Ciasca asked all to remain standing in a moment of silence for Delaware State Police Cpl. Stephen J. Ballard and New York Firefighter William N. Tolley who recently lost their lives in the line of duty.	-	-
7	CORRESPONDENCE: 1) Letter from Chief C. Leshner to the Commission re: Request to serve a second 2 year term as Department Chief.	-	-
8	2) Letter from Independent Fire Co. #1 re: Request for additional security locks.	-	-
9	APPOINTMENTS: There were no appointment to be made.	-	-
10	NEW MEMBERS: There were no new members	-	-
	DIRECTOR'S REPORT		
	Director Stewart read his report as follows:		
11	• Fire Official Tomaszewski and FI Irwin are attending the LaGorce Square Civic Association meeting tonight.	-	-
12	• Our Rescue Division submitted and received a grant from WalMart in the amount of \$2,137. The finds have been used to purchase several roper rescue items.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
13	<ul style="list-style-type: none"> The new engine has been released from the manufacturer and should be in New Jersey for final preparation by the end of the week. 	-	-
14	<ul style="list-style-type: none"> I would like to thank everyone involved with the training effort and installation of our new breathing apparatus. 	-	-
15	<ul style="list-style-type: none"> We received a monitoring site visit from FEMA concerning our breathing apparatus grant. The visit was mainly a review of our documentation and procedures concerning the grant. The visit went well. 	-	-
16	<ul style="list-style-type: none"> We have placed in drop box a copy of preliminary specifications for our budgeted storage building. 	-	-
17	<p>Comm. Ciasca question the what were the plans for the old SCBA. He was informed by Dir. Stewart that we received a trade-in valve with Witmer for the old SCBA.</p>	-	-
	<p>CHIEF LESHNER'S REPORT</p>		
	<p>Chief Leshner read his report as follows:</p>		
18	<ul style="list-style-type: none"> Training on the new SCBA's has been completed with only a few certified firefighters having not completed same. Those members will be addressed on a one on one basis. The new packs are currently being placed in service and should be completed by weeks end. I'd like to thank the officers and members for their diligence in getting this major transition completed. 	-	-
19	<ul style="list-style-type: none"> The Apparatus Committee will be meeting on May 2nd to clarify some expectations that were included in the Marion quote and to finalize any issues prior to the Commission's next meeting. 	-	-
20	<ul style="list-style-type: none"> Inspection trip for 3012 was performed last Wednesday and Thursday with very few minor issues being addressed. Delivery is expected early may. 	-	-
21	<ul style="list-style-type: none"> The Knights of Columbus Award ceremony where Lt. Tyler Randt will be recognized has been moved to Tuesday, May 9th at 7pm at the Knights Hall in Burlington City. 	-	-
22	<ul style="list-style-type: none"> The signs and banners for recruitment of new members will be re-installed over the next few weeks. 	-	-
23	<ul style="list-style-type: none"> Ride-Along Program is in place and Editor, Kelly Flynn of the Burlington Sun participated in the program and will be publishing an article shortly. 	-	-
24	<ul style="list-style-type: none"> I'd like to thank Station 303 for their assistance with a funeral assignment for Springfield Twp.-Station 212 over the weekend. 	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
	<p>FO Tomaszewski submitted his report as follows, read by DFS Stewart:</p>		
25	<ul style="list-style-type: none"> During the month of March the Fire Prevention Bureau performed 64 life hazard and non-life hazard inspections. A total of 31 re-inspections and 2 complaint inspections were completed. 	-	-
26	<ul style="list-style-type: none"> Public Education: Burl Twp. Middle School-Boys Club-April 4th, Birthday party-April 8th 	-	-
27	<ul style="list-style-type: none"> Fire Investigations: March 9th-Pinewald Lane-structure fire, March 13th-Salem Road-vehicle fire, March 17th-Elbow Lane-burn victim and March 21st-Alton Way-electrical outlet. 	-	-
28	<ul style="list-style-type: none"> Planning Board: . April 6th-Site plan extensions were granted for both WaWa stores and a continuance for Wilson Surf to the May 11th meeting. The next meeting is scheduled for May 11th. 	-	-
29	<p>Comm. Ciasca stated that the extension for WaWa is due to a change from trash dumpsters to trash compactors.</p>	-	-
30	<p>PUBLIC SESSION—There was no discussion under Public Session.</p>	-	-
	<p>OLD BUSINESS</p>		
31	<p>A short discussion was held regarding the Recruitment & Retention Committee and if additional help is needed. It was reported that only Deputy Chief Irwin and Comm. Field attend the meetings. It was agreed that we need to reach out to our younger members and get their assistance on this committee as it will affect them the most in</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
31cont.	the future. Comm. Field also stated that the signs and banners will be put up soon.		
32	A resolution was read by Sol. Sendzik notifying the public of the Board's intent to contract with Marion Body Works, Inc. for a cascade/utility truck. A motion was made by Comm. Painter and seconded by Comm. Field to approve the resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
33	A resolution was read by Sol. Sendzik authorizing sale of surplus personal property no longer needed for public use on an online auctions website. A motion was made by Comm. Field and seconded by Comm. Painter to approve this resolution as read. Roll call was held with all in agreement. Motion carried.	-	-
34	A motion was made by Comm. Field and seconded by Comm. Painter to approve the transfer of the title for 3021 to the Beverly Road Fire Co. #2. Roll call was held with all in agreement. Motion carried.	-	-
35	Comm. Ciasca stated that a letter was received from Independent Fire Co. in regards to the addition of two locks to the security system for the upstairs membership room. He asked DFS Stewart to obtain a quote on this addition of locks. Comm. Field asked if something was stolen. He was informed that an old stereo may have been removed or disposed of, but the company is unsure as to when this may have occurred, therefore have no way of tracing a time frame to investigate. It was agreed that any item found missing or stolen should be reported to the director for proper investigation. Pres. R. Ciasca stated that when anything questionable has occurred he has contacted the Director if the need is found to have it investigated.	Obtain quote for additional locks at 301	Dir. Stewart
36	A discussion was held regarding the storage building project. Comm. Ciasca questioned the electrical needs of the facility. Dir. Stewart informed him that we have electric currently in the shed and we will be able to run this electric to the new facility. We should only need a few outlets and it will have LED lighting. A continued discussion ensued regarding the advertising of the job and the concrete pad. It was agreed that it is in the best interest to advertise the job to include the concrete work and site work all together.	Bid to include concrete and site work	Dir. Stewart
37	NEW BUSINESS—There was no New Business to discuss.	-	-
	APPROVAL OF VOUCHERS		
38	A motion was made by Comm. Field and seconded by Comm. Massimi to approve the vouchers for payment. Roll cal was held with all in agreement. Motion carried.	-	-
	APPROVAL OF MINUTES		
39	A motion was made by Comm. Painter and seconded by Comm. Field to approve the minutes of March 22, 2017 Regular meeting and the April 13, 2017 Work Session meeting. Roll call was held with all in agreement. Motion carried.	-	-
	REPORT OF SOL. SENDZIK		
40	Sol. Sendzik reported that the Financial Disclosure Statement Form have an extended deadline of May 30th.	-	-
	HEALTH AND WELFARE		
41	Comm. Ciasca commented that honorary member Dominic Mazzio's health has improved.	-	-
42	MISCELLANEOUS—No report	-	-
	DEPARTMENT ACOMPLISHMENTS		
43	The department was congratulated on completing the air pack training in a timely manner. The firefighters and officer did a fine job working together to complete this task.	-	-
	GOOD OF THE BOARD		
44	Comm. Painter commented that this month is National Volunteer Month and she	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
44cont.	thanked all of our volunteer firefighters for their service as well as all the volunteers all over this country.		
45	Comm. Painter also stated that today is Administrative Professionals Day and therefore she thanked Christine Warren for all that she does for the department and district. Comm. Ciasca and the Board also gave their thanks.	-	-
	CLOSED SESSION		
46	A motion was made by Comm. Field and seconded by Comm. Painter to move into closed session for reasons of attorney-client privilege. Roll call was held with all in agreement. Motion carried.	-	-
	MEETING RE-OPENED		
47	The meeting was re-opened after the conclusion of the Closed Session meeting. A motion was made by Comm. Painter and seconded by Comm. Field to appoint Brian Massimi as the Assistant Secretary-Treasurer of the Board of Fire Commissioners. Motion carried.	-	-
	A resolution was read and a motion was made by Comm. Painter and seconded by Comm. Filed to authorize the addition of Brian Massimi as a designated signatory on the District accounts. Motion carried.	-	-

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

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

Date, Time & Place:

May 24, 2017
7:00pm
Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Painter, Comm. Thompson, Comm. Massimi, Comm. Ciasca, Sol. Sendzik, DFS Stewart, FO Tomaszewski, J. Irwin V, J. Irwin III and C. Leshner, Sr.

Open Public Meeting Act:

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

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

Published in the Burlington County Times on January 3, 2017 (Official Newspaper)
Forwarded to the Courier Post on January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM May 24, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Massimi, Comm. Ciasca, Comm. Thompson and Comm. Painter.	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: 1) Thank you card from the family of R. Kevin Johnson re: In remembrance. 2) NJ State Assoc. of Fire District Quarterly Meeting Minutes	-	-
7	APPOINTMENTS: There were no appointment to be made.	-	-
8	NEW MEMBERS: There were no new members	-	-
9	DIRECTOR'S REPORT Director Stewart read his report as follows:	-	-
10	<ul style="list-style-type: none"> • I would like to thank those involved with the effort of preparing the new Engine 3012 for service 	-	-
11	<ul style="list-style-type: none"> • Annual hose, ladder and pump testing is being conducted this week 	-	-
12	<ul style="list-style-type: none"> • Ladder 3035 and Sqrt 3014 have passed UL testing with minor issues identified and repaired. 	-	-
13	<ul style="list-style-type: none"> • I am requesting that the Board pass a resolution authorizing a contract be awarded for a cascade/utility truck from Marion Body Works in the amount of \$354,953. • On Thursday, May 18th proposals were opened for a post frame storage 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
14	building (pole barn.) The results are detailed in a memo provided to the Board.	-	-
15	<ul style="list-style-type: none"> We have a power-point presentation prepared that shows the results of our recent ISO review as compared to the previous review of 2012. 	-	-
16	<ul style="list-style-type: none"> I received a quote to add the 301 member's room to the access control system in the amount of \$5,735. 	-	-
17	<ul style="list-style-type: none"> I received interest from one person for summer help. 	-	-
18	<ul style="list-style-type: none"> Today I was informed that we have received approval for a grant amendment to the SCBA grant. The amendment permits us to be reimbursed \$10,000 to cover the cost of items related to the new SCBA such as mounting brackets, spare batteries, spare masks, air fill adapters and bottle identification labels. 	-	-
19	<ul style="list-style-type: none"> On May 22nd the NJ State Assembly passed bill A1690 which allows fire district elections to be moved to November, eliminates certain fire district budget referenda and eliminates certain fire district capital purchase referenda. The bill passed 73-0-2. The identical Senate bill S2002 is in the Senate Budget and Appropriations Committee. 	-	-
19	Comm. Ciasca questioned how the notification for summer help was posted. He was informed by Dir. Stewart that it was posted at all three stations for two weeks and we only received one letter of interest.	-	-
	CHIEF LESHNER'S REPORT		
20	Chief Leshner read his report as follows:	-	-
21	<ul style="list-style-type: none"> 3012 has been delivered and has been placed in service. Thanks go out to Capt. Hinkel and those members from all three stations who assisted in the transfer of equipment. 	-	-
22	<ul style="list-style-type: none"> Active Threat training has begun for Police/Fire/EMS & Public Works. This is awareness training and fire department personnel are expected to attend the classroom session. Additional classes are available on Monday, June 5th at 11am and Friday, June 16th at 7pm. 	-	-
23	<ul style="list-style-type: none"> The Burlington County Memorial Service was held on Wednesday, May 17th at the public safety center. 3035 displayed the flag and Safety Officer Kaplan presented the helmet on behalf of Firefighter Ed Marbet. 	-	-
24	<ul style="list-style-type: none"> Congratulations to Lt. Tyler Randt on his receipt of the Knights of Columbus Shield Ward and proclamations from the State Senate and Burl. Twp. Council on Friday, May 12th. Thanks to those members who attended the ceremony and supported this function. Our professional appearance was noted by the City and Twp. dignitaries. 	-	-
24	<ul style="list-style-type: none"> The department will be participating in the Burlington City and Beverly Memorial Day celebrations. 	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
25	FO Tomaszewski submitted his report as follows, read by DFS Stewart:	-	-
26	<ul style="list-style-type: none"> During the month of April the Fire Prevention Bureau performed 60 life hazard and non-life hazard inspections. A total of 45 re-inspections and 0 complaint inspections were completed. 	-	-
27	<ul style="list-style-type: none"> Public Education: Burl. Twp. Middle School Boys Club-April 4th, Birthday party-April 8th, Freshman Project-April 28th and Rimtec extinguisher training-May 10th. 	-	-
28	<ul style="list-style-type: none"> Fire Investigations: Brush fire at Hixon Drive on April 9th and stove fire at 33 Theo Court on April 13th. 	-	-
29	<ul style="list-style-type: none"> Planning Board: Planning Board was held on May 11th. A minor subdivision for Winding Creek Developers (Pinewald Ln.) was approved, amended preliminary and final subdivision review was approved for Wilson Surf (Columbus Rd.) and a public hearing for a redeveloped zone for 12 Terri Ln. The next meeting is scheduled for June 8th. 	-	-
	PUBLIC SESSION		
29	Comm. Ciasca opened the meeting to the public. There was no response from the public and this portion of the meeting was left open.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
30	<p>OLD BUSINESS</p> <p>Comm. Ciasca questioned the progress of the Recruitment & Retention Committee. Deputy Chief Irwin reported that attendance at the last few meetings has consisted of mostly himself and Comm. Field. Comm. Ciasca stated that maybe we should appoint people we think will be beneficial to the committee's purpose and remove those who are not participating. It was stated that recently each station was requested to provide two names for the committee, to no avail. Deputy Chief Irwin stated that the next meeting is scheduled for June 6th.</p>	<p>Obtain willing members.</p> <p>Next mtg. June 6th</p>	<p>Deputy Chief Irwin</p>
31	<p>Dir. Stewart advised the Commission that a review of the ISO report was conducted and power-point presentation was created to show the comparison between the year 2012's report and 2017's report. Dir. Stewart turned over the presentation to F.I. Irwin who provided an explanation of the classification system and how we improved from PPC4 to PPC3/3Y. The presentation also provided information relating to emergency communications, receiving and handling fire alarms, water supply, personnel, training, distribution of companies and the addition of community risk reduction. Comm. Ciasca thanked Dir. Stewart, FO Tomaszewski and FI Irwin for their dedicated work on this project and for a fine job on its presentation. The presentation provided a clear and accurate explanation of what we are rated on and how we are rated, as well as showing areas that we can improve upon thus making our department better and more efficient.</p>	<p>-</p>	<p>-</p>
	<p>NEW BUSINESS</p>		
32	<p>A resolution was read by Sol. Sendzik to authorize a contract award for a utility/cascade truck. A motion was made by Comm. Thompson and seconded by Comm. Painter to approve the resolution to award a contract to Merion Body Works for the purchase of a utility/cascade truck in the amount of \$354,953. Roll call as was held with all in agreement. The motion was carried.</p>	<p>Process purchase</p>	<p>Dir. Stewart</p>
33	<p>A resolution was read by Sol. Sendzik to authorize a contract award for a post frame storage building. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the resolution to award a contract to Pioneer Pole Buildings in the amount of \$35,375. Roll call was held with all in agreement. The motion was carried. The Commission budgeted a cost of \$30,000 for the storage building project in capital appropriations. The cost difference will be covered by the funds approved for building improvements-non specific.</p>	<p>Process purchase</p>	<p>Dir. Stewart</p>
34	<p>A resolution was read by Sol. Sendzik to approve Robert Ciasca and Kyle Hinkel travel expenses to attend the Annual P.A.A.I. Conference at State College, PA on June 11th thru June 16th, 2017. A motion was made by Comm. Thompson and seconded by Comm. Massimi to approve the resolution for travel expenses for Robert Ciasca and Kyle Hinkel. Roll call was held with all in agreement. The motion was carried.</p>	<p>-</p>	<p>-</p>
35	<p>Dir. Stewart advised the Commission that Station 301 is requesting the approval of the Board to allow a decal honoring Honorary Member Dominic Mazzio. The decal consist of his the wording "Dominator" incorporated with a cancer survivor ribbon. The Commission approved the use of decal on its apparatus in support of Dominic Mazzio.</p>	<p>-</p>	<p>-</p>
	<p>APPROVAL OF VOUCHERS</p>	<p>-</p>	<p>-</p>
36	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the vouchers for payment. Roll was held with all in agreement. The motion was carried.</p>		
	<p>APPROVAL OF MINUTES</p>	<p>-</p>	<p>-</p>
37	<p>A motion was made by Comm. Painter and seconded by Comm. Massimi to approve the minutes of the April 26, 2017 regular Commission meeting. Roll call was held with all in agreement. The motion was carried.</p>		
	<p>REPORT OF SOL. SENDZIK</p>		
38	<p>Sol. Sendzik stated that the Local Finance Board has alerted fire districts that the annual budget submitted for approval must now be done electronically, starting with</p>	<p>-</p>	<p>-</p>

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
39	<p>the 2018 budget. The Local Finance Board will no longer be accepting paper budgets.</p> <p>HEALTH AND WELFARE</p> <p>Comm. Painter commented that Cleatuer Counard fell ill a month ago and is recuperating in rehabilitation center in Marlton. She stated that she will obtain the address so that we can send him a get well card.</p>	Obtain address & mail card	Comm. Painter/FD Adm. Office
40	<p>MISCELLANEOUS</p> <p>There was no discussion under Miscellaneous.</p>	-	-
41	<p>DEPARTMENT ACOMPLISHMENTS</p> <p>The Commission thanked and commended those members who assisted with placing the new apparatus in service in record time. They also commended the department on providing adequate cross training on our apparatus.</p>	-	-
42	<p>GOOD OF THE BOARD</p> <p>There was no discussion under Good of the Board.</p>	-	-
43	<p>A motion was made by Comm. Painter and seconded by Comm. Thompson to adjourn the meeting. The meeting was adjourned at 8:03pm.</p>	-	-

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

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

Date, Time & Place:

June 28, 2017

7:00pm

Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Painter, Comm. Massimi, Aud. Elliott, Sol. Sendzik, FO Tomaszewski, Chief Leshner, Deputy Chief Irwin, III, FI Irwin, V and R. Ciasca

Open Public Meeting Act:

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

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

Published in the Burlington County Times on January 3, 2017 (Official Newspaper)
Forwarded to the Courier Post on January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM June 28, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Massimi, Comm. Ciasca, Comm. Field, Comm. Thompson and Comm. Painter.	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: There was no Correspondence	-	-
7	APPOINTMENTS: There were no appointments to be made. NEW MEMBERS:	-	-
8	Vernon Jacobsen (Fire Police-301) and Austin Wilk (Jr. Firefighter-301) pending their physicals. REPORT OF AUDITOR	-	-
9	Aud. R. Elliott was in attendance to provide the Fire Commission with the results of the annual audit. Aud. Elliott proceeded to explain the audit report page by page with emphasis on the recommended line item transfers as well as PERS and the net pension obligation figure.	-	-
10	Aud. Elliott reviewed the line item transfers that he recommend be approved. A resolution was read by Sol. Sendzik authorizing line item transfers in the amount of \$1,000 from Professional Services and re-designated to Advertising, \$14,000 from Professional Services and re-designated to Fringe Benefits, \$18,000 from Training and Education re-designated to Fringe Benefits and \$30,000 from Maintenance and	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
10cont.	Repairs re-designated to Fringe Benefits. Roll call was held with all in agreement, motion carried.		
11	Sol. Sendzik advised the Board to pass a resolution to accept the annual audit and authorize its publication. A resolution to this affect was read and a motion was made by Comm. Field and seconded by Comm. Massimi to approve the resolution accepting the annual audit and authorizing the publication of the synopsis. Roll call was held with all in agreement, motion carried.	-	-
12	Aud. Elliott then directed the Board's attention to page 31 and 32 of the audit report regarding the internal control over financial reporting and compliance. He stated that they found no deficiencies in our internal control considered to be of material weakness. He commented that our District is in good shape. Sol. Sendzik read a resolution certifying compliance with N.J.S.A. 40A:5A-17, as certified by a group affidavit in the form prescribed by the Local Finance Board. A motion was made by Comm. Painter and seconded by Comm. Massimi to approve of the above titled resolution and affidavit. Roll call was held with all in agreement, motion carried.	-	-
	DIRECTOR'S REPORT		
	Director Stewart submitted his report as follows:		
13	<ul style="list-style-type: none"> Ladder 3035 had a minor accident while backing into the station, two lights had to be replaced. 	-	-
14	<ul style="list-style-type: none"> We are experiencing difficulty with the copper phone lines at Station 303. I would like to incorporate the phone service into the existing Comcast internet account. 	-	-
15	<ul style="list-style-type: none"> I am requesting that the Board authorize Fire Official Tomaszewski and I as a signer on the Fire Official bank account. This will enable the efficient and timely transfer of funds from the Fire Official account to the Fire District operating account 	-	-
16	<ul style="list-style-type: none"> There has been a delay in the auction of the old 3012. We are unable to locate the original title. The vehicle was a lease purchase and we are working with the finance company to locate the title. 	-	-
17	<ul style="list-style-type: none"> I met with the contractor for the storage building to work out the details, use permit was obtained by the Township and construction should take place in late August to early September. 	-	-
18	Comm. Ciasca questioned the hold up on the title for 3012. He was informed that the file contained no title and little information as to its location. We contacted the lease company and our request was forwarded to the title department for investigation. This led us to another lease company to which we have contacted and are currently awaiting an answer. The matter is actively being pursued by the office administration with high priority.	Awaiting return call	Fire District Administration Office
19	Comm. Ciasca questioned the problem with the phone line at Station 303. FO Tomaszewski and Chief Leshner explained that the problem is with an aging copper line on Columbus Road that Verizon will not replace. The Commission made no decision on the matter at this time and has left it for discussion at a later time.	Continued discussion required	Commission/DFS Stewart/Sta. 303 representative
20	Comm. Field questioned if the accident with 3035 was reported to the Safety Committee. FO Tomaszewski stated that it was reported, the Safety Officer completed a corrective action memo and the driver was suspended in accordance with the department SOP.	-	-
21	Comm. Ciasca commented that he felt that the starting bid price of \$5,000 for 3012 was not high enough and asked the rest of the Board for their opinion on the matter. He suggested that we start at \$10,000. He also stated that he was contacted by John Lazzorotti who is in Texas, inquiring on obtaining the apparatus at no cost, to help out another department in Texas. The Board agreed to start the bid at \$10,000 as opposed to the requested \$5,000 start bid as recommended by Dir. Stewart.	Change starting bid from \$5,000 to \$10,000	DFS Stewart
	CHIEF LESHNER'S REPORT		
	Chief Leshner read his report as follows:		
22	<ul style="list-style-type: none"> Active Threat training was completed for Police/Fire/EMS & Public Works. Dir. Stewart did the fire department presentation at the 2 daytime classes and I 		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
22cont.	did the 2 night classes. A full emergency management exercise is being planned for the fall.	-	-
23	<ul style="list-style-type: none"> The Director and myself met with the sales representative for Marion relating to the preconstruction trip to the factory. The decision was made to have their engineering representative come to us that way all committee members could be involved. 	-	-
24	<ul style="list-style-type: none"> I'd like to thank those members who attended the funeral for Mrs. Leone. (Member Sam Leone's mother and Capt. Hinkel's mother-in law) 	-	-
25	<ul style="list-style-type: none"> 15 members have expressed interest in attending Firehouse Expo in Nashville in October. The budget won't sustain this number and we must cut down the number of members who will attend. In order to accomplish this, I've asked each member that expressed interest to provide a written request while responding to specific questions relating to their attendance and future intentions. This documentation must be submitted to the Chief by 6/20/17. (List and questionnaires to be distributed at the Chief's Board meeting) 	-	-
26	Comm. Ciasca stated that we have a policy in place to decide attendance at expositions/conferences. If one does not meet the terms of this policy, then one cannot attend these events, this policy should help in sorting out the list of people who have shown interest.	Utilize policy to determine attendance	Dir. Stewart/Chief Leshner/Deputy Chief , T.O. Irwin
27	It was asked how many people attended the Departmental meeting. It was reported that at least 25 members attended the meeting held on June 27th at Sta. 302.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	FO Tomaszewski submitted his report as follows:		
28	<ul style="list-style-type: none"> During the month of May the Fire Prevention Bureau performed 42 Life Hazard and Non-Life Hazard inspections. A total of 40 re-inspections and 1 complaint inspection was completed. 	-	-
29	<ul style="list-style-type: none"> Public Education: May 10th –Rimtec, extinguisher training, June 24th — block party on Clydesdale Drive, August 26th — block party on Karemark Drive, July 10th to July 14th the Burl. Twp. Emergency Services Youth Academy and June 22nd—Grandville Place, extinguisher training. 	-	-
30	<ul style="list-style-type: none"> Fire Investigations: There were no fire investigations in the month of May. 	-	-
31	<ul style="list-style-type: none"> Planning Board June 8th: Conditional approval was granted to GeoPeak Energy for installation of solar panel arrays at the Burlington store office location. Site Plan was heard for DCT Industrial and given a continuance until the July meeting. A special meeting is scheduled for June 29th and the next regular meeting is July 13th. 	-	-
32	<ul style="list-style-type: none"> Grants: We are receiving a grant from FM Global in the amount of \$1,340.00 for the purchase of a DSLR camera and accessories for fire investigation. This is a no match grant. A representative from FM Global will be out on August 1st at 9am to present us with a plaque. 	-	-
33	Comm. Ciasca questioned if the new camera purchase will replace another camera and if so what is being done with the old camera. FO Tomaszewski advised him that the new purchase will replace the old camera. The old camera is a simple point and shoot and is being replaced by a more modern and better equipped camera for investigations. The old camera will still be used within the fire department as a backup for investigations and for other departmental needs.	Purchase new camera for fire investigative use	DFS Stewart/FO Tomaszewski
	PUBLIC SESSION		
34	Comm. Ciasca opened the meeting to the public. There was no response from the public and this portion of the meeting was left open.	-	-
	OLD BUSINESS		
35	Comm. Ciasca questioned if the Board had taken action on the request from Station 301 for additional door security key pads. He was informed that Dir. Stewart provided the Board with a quote on the cost for the improvement in the amount of \$5,735.00. A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the installation of the two additional key pads for a cost of \$5,735.00 to be funded through capital improvements. Roll call was held with all in	Make arrangement to install requested key pads	DFS Stewart

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
35cont.	agreement, motion carried.		
36	<p>Comm. Ciasca questioned the status of the Recruitment & Retention Committee. Deputy Chief Irwin stated that a meeting was held at the beginning of June and three people attended. A handout was created and signs have been erected. He stated that we still have a lack of attendance at the meeting despite the fact that reminders have been sent to the committee members. Deputy Chief Irwin also stated that he scheduled a meeting with the representative from the school who handled the "Freshman First" program but he failed to attend the meeting. Comm. Field has been in contact with the school to meet with Mary Ann Bell and her first appointment is not until September.</p>	Progress	Recruitment & Retention Committee
37	<p>Comm. Ciasca asked if we need to look for outside help to recruit and help retain our membership. Comm. Field stated that there are some courses being offered for those that attend the Firehouse Expo in Nashville. It was suggested that it be mandatory for the Nashville attendees go to these classes and report back on how we can improve our recruitment and retention abilities. Deputy Chief Irwin commented that he has attended these courses in both Baltimore and Nashville and has found that we are not the only department having a problem in recruiting volunteers. He further commented that it seems that nobody likes the word "volunteer" anymore and that people are looking for payment for their services. FO Tomaszewski commented that at the Freshman First event we had at least 10 kids who were interested but they can't join until they are 16yrs old. Comm. Ciasca stated that recruitment and retention of our volunteer department is essential to the our future.</p>	Firehouse Expo attendees attend R&R courses if offered	Chief Leshner
38	<p>NEW BUSINESS</p> <p>A motion was made by Comm. Field and seconded by Comm. Massimi to approve Vernon Jacobsen (Fire Police-301) and Austin Wilk (Jr. Firefighter-301) pending their physicals. Roll call was held with all in agreement. Motion carried.</p>	-	-
39	<p>A motion was made by Comm. Painter and seconded by Comm. Massimi to approve Fire Official Matthew Tomaszewski as a signature on the Fire Official account. Roll call was held with all in agreement, motion carried.</p>	Signature cards required to add Tomaszewski	DFS Stewart
40	<p>APPROVAL OF VOUCHERS</p> <p>A motion was made by Comm. Field and seconded by Comm. Massimi to approve the vouchers for payment. Roll call was held with all in agreement, motion carried.</p>	-	-
41	<p>APPROVAL OF MINUTES</p> <p>A motion was made by Comm. Painter and seconded by Comm. Thompson to approve the May 24, 2017 regular meeting minutes. Roll call was held with all in agreement, motion carried.</p>	-	-
42	<p>REPORT OF SOL. SENDZIK—There was no report from Sol. Sendzik</p>	-	-
43	<p>HEALTH AND WELFARE</p> <p>It was reported that member Cleauter Counard was doing well .</p>	-	-
44	<p>MISCELLANEOUS</p> <p>Comm. Painter reminded all that the Burlington Township Emergency Services Youth Academy begins on Monday, July 10th to Friday, July 14th and we have 54 kids who will be participating.</p>	-	-
45	<p>DEPARTMENT ACOMPLISHMENTS</p> <p>The membership was thanked for their attendance and support at the funeral of department member Sam Leone's mother and Capt. K. Hinkel's mother in-law.</p>	-	-
46	<p>GOOD OF THE BOARD</p> <p>A motion was made by Comm. Field and seconded by Comm. Painter to move into closed session for the purposes of attorney/client privileges. Roll call was held with all in agreement, motion carried. The meeting was moved into closed session.</p>	-	-

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

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

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

Date, Time & Place:

July 26, 2017
7:00pm
Regular Session

Participants: Comm. Field, Comm. Painter, Comm. Thompson, Comm. Massimi, Comm. Ciasca, J. Irwin III, J. Irwin V, M. Tomaszewski, J. Stewart, J. Johnson, C. Leshner & Sol. K. Sendzik-Haines

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 3, 2017 (Official Newspaper)
Forwarded to the Courier Post on January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM July 26, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Massimi, Comm. Ciasca, Comm. Field, Comm. Thompson and Comm. Painter.	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: 1) FO Tomaszewski report of receipts collected for June 2017.	-	-
7	APPOINTMENTS: There were no appointments to be made.	-	-
8	NEW MEMBERS: There were no new members.	-	-
	DIRECTOR'S REPORT Director Stewart submitted his report as follows:		
9	<ul style="list-style-type: none"> • I submitted and application to the Board of Public Utilities to take advantage of the Local Government Energy Audit Program. The program is funded by the NJ Clean Energy Program and hopefully will eventually help reduce future energy costs. I did have to submit a waiver since two buildings do not meet the peak energy demand of the program. I am awaiting word of the waiver request. 	-	-
10	<ul style="list-style-type: none"> • The fire department will be participating at the National Night Out on Tuesday, August 1 from 6-9pm at Green Acres Park, Old York Road. 	-	-
11	<ul style="list-style-type: none"> • I am obtaining prices to add photo eyes to the garage doors at Station 302. These safety devices were not required at the time the building was constructed. This may be an item that is subject to PEOSH inspection requirements. Four contractors were asked to quote, two responded with the lowest quote being 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
12	<p>\$3,210.00, the funds can be taken from the building maintenance budget.</p> <ul style="list-style-type: none"> On July 24th the BTFD escorted the Burlington Township Cal Ripken U10 baseball team after they won their regional title. They will be traveling to Indiana for the Cal Ripken Work Series. 	-	-
13	<ul style="list-style-type: none"> I would like to discuss snow plowing issues with the Board. 	-	-
14	<ul style="list-style-type: none"> We have two members who will be leaving shortly for military service, DJ Hunter and Kyle Leinheiser. Congratulations and best wishes go out to both members as they begin their military service to our country. 	-	-
<p>CHIEF LESHNER'S REPORT</p>			
<p>Chief Leshner read his report as follows:</p>			
15	<ul style="list-style-type: none"> The Apparatus Committee met with the engineer and sales representative from Marion on Wednesday for the pre-construction meeting and to finalize questions and concerns for 3038. This meeting help us to avoid a trip to Wisconsin and allowed all the committee members to participate. 	-	-
16	<ul style="list-style-type: none"> I'd like to thank those members who participated in the public education events, the parade in Florence and the Emergency Services Youth Academy. 	-	-
17	<ul style="list-style-type: none"> The department will be participating in the Twp. Police National Night Out on Tuesday, August 1st at Green Acres Park. The Recruitment & Retention Committee has been directed to be prepared to set up tables at both entrances and to actively engage residents with the Ride-Along Program and recruiting members. One apparatus from 301 will also be leaving to cover Dist. 27 fireworks at 8pm. 	-	-
18	<ul style="list-style-type: none"> The list of attendees to Firehouse Expo in Nashville in October has been narrowed down based on responses to questionnaires and the meeting of the 52 point criteria for the previous year. Those members who didn't respond to the questionnaire or failed to meet the 52 point criteria were eliminated from consideration. 	-	-
19	<ul style="list-style-type: none"> The Chiefs Board is reviewing revisions to the structure fire SOP in order to address operations at large warehousing facilities, based on the training session on Dulty's Lane. This will be acted upon at the August meeting and forwarded to the Commission for review. 	-	-
20	<ul style="list-style-type: none"> We unfortunately suffered two citizen injuries during the house fire on Philly Street this past Saturday morning (7/22). I'd like to commend the members of the department who fought the fire making an excellent stop in adverse weather conditions. 	-	-
<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>			
<p>FO Tomaszewski submitted his report as follows:</p>			
21	<ul style="list-style-type: none"> During the month of June the Fire Prevention Bureau performed 55 Life Hazard and Non-Life Hazard inspections. A total of 19 re-inspections. 	-	-
22	<ul style="list-style-type: none"> Public Education: Block party on June 24th on Clydesdale Drive, BTESYA from July 10th to the 14th, Granville Place for extinguisher training on June 22nd, National Night Out on August 1st, birthday party on Orly Way on August 12th and fire prevention open house in October. 	-	-
23	<ul style="list-style-type: none"> Fire Investigations: There were no fire investigations in the month of June 	-	-
24	<ul style="list-style-type: none"> Planning Board- July 13th: Conditional approval was granted to DCT Industrial Operating, LLC for their preliminary and final major site plan. A minor subdivision was also approved for DCT. Next meeting is August 10th. 	-	-
25	<p>FO Tomaszewski also commented that he has received numerous positive comments and feedback regarding the fire departments participation at the BT Emergency Services Youth Academy. He stated that many of the kids enjoyed the interactive sessions with the fire department.</p>	-	-
<p>PUBLIC SESSION</p>			
26	<p>Comm. Ciasca opened the meeting to the public. There was no response from the public and this portion of the meeting was left open.</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	<p>OLD BUSINESS</p>		
27	<p>A discussion was held regarding the issue with the phone lines at Station 303 and the request to place the service on our current Comcast account. Comm. Ciasca stated that after further review the Commission has no obligation in their lease agreement with Sta. 303 for this service. Dir. Stewart stated that Pres. Thompson informed him that Sta. 303 will handle the matter with Comcast themselves. The Commission agreed to this decision.</p>	<p>Station 303 will resolve the issue.</p>	<p>Station 303</p>
28	<p>Comm. Ciasca questioned if the locks at Station 301 for the members area was completed. He was informed by Dir. Stewart that is has been installed and the project is now complete.</p>	<p>Completed</p>	<p>Action not needed</p>
	<p>NEW BUSINESS</p>		
29	<p>A discussion was held regarding snow removal from District owned property. Dir. Stewart informed the Commission of the complaints we have received over the last few years about the snow removal companies we have used and the cost related to snow removal over this time period. He provided the Commission with financial information on snow removal as well as the cost for us to purchase a snow plow ourselves. The Commission questioned matters concerning available manpower to plow, equipment needs, storage and proper training on plow equipment as well as setting policy, rules and regulations. The Commission agreed that the purchase and use of plowing equipment for the department is financially feasible and makes good sense. A motion was made by Comm. Field and seconded by Comm. Massimi to purchase the required snowplowing equipment as presented as well as setting proper policy in place for its use and management through the Facilities Committee. Roll call was held with all in agreement. Motion carried.</p>	<p>Approval to purchase snowplow and create proper policy</p>	<p>Dir. Stewart/ Facilities Committee</p>
30	<p>A discussion was held regarding the installation of photo cells at Station 302. Dir. Stewart stated that this is a safety issue and we should be pro-active with keeping our members safe and our facilities in proper working order. This item will be looked upon during a PEOSHA inspection. A motion was made by Comm. Thompson and seconded by Comm. Field to approved the installation of photo cells on the bay doors at Station 302. Roll call was held with all in agreement. Motion carried.</p>	<p>Approval to install photo cells at Station 302</p>	<p>Dir. Stewart</p>
	<p>APPROVAL OF VOUCHERS</p>		
31	<p>A motion was made by Comm. Field and seconded by Comm. Thompson to approve the vouchers for payment. Roll call was held with all in agreement, motion carried.</p>	<p>-</p>	<p>-</p>
	<p>APPROVAL OF MINUTES</p>		
32	<p>A motion was made by Comm. Painter and seconded by Comm. Field to approve the June 28, 2017 regular meeting minutes. Roll call was held with all in agreement, motion carried.</p>	<p>-</p>	<p>-</p>
33	<p>REPORT OF SOL. SENDZIK—There was no report from Sol. Sendzik</p>	<p>-</p>	<p>-</p>
	<p>HEALTH AND WELFARE</p>		
34	<p>Comm. Field reported that Rich Johnson had surgery and Chief Leshner stated that Cleauter Counard is now home.</p>	<p>-</p>	<p>-</p>
35	<p>MISCELLANEOUS—There was no discussion under Miscellaneous.</p>	<p>-</p>	<p>-</p>
	<p>DEPARTMENT ACOMPLISHMENTS</p>		
36	<p>Comm. Ciasca stated that he and Comm. Painter attend the “Kids Camp” graduation at the PAC Center and the kids had a great time with the fire department. It was reported that the fire department received many positive comments from the kids as well as the parents regarding the fire department’s portion of “Kids Camp”. FO Tomaszewski stated that the Burlington County Times and the Burlington Township Sun covered the event in there newspapers and the fire department received some positive public relations coverage.</p>	<p>-</p>	<p>-</p>
	<p>GOOD OF THE BOARD</p>		
37	<p>Comm. Field and Deputy Chief Irwin reported on the status of the Recruitment & Retention Committee’s work as follows:</p>		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
37cont.	<ul style="list-style-type: none"> We had a meeting on Thursday night with Riverside Fire Co. They talked about their program and suggested that we update our social media page. Their program took about two years to get a few members. They also have a program for 14 to 16 year old kids. They also mentioned about doing a short 10 to 15 minute video on the department. 	-	-
38	<ul style="list-style-type: none"> He thanked John Irwin, V for designing a recruitment brochure. 	Completed	Completed
39	<ul style="list-style-type: none"> Comm. Field and Deputy Chief Irwin met with Mary Ann Bell from the school system on Friday. We asked if we could use the media board in front of the high school. We also asked about putting up a small request in the Falcon Flyer as well as placing posters in the school. She had no problems with our requests. Mrs. Bell stated the school district on a whole has seen a decline in volunteers as well. 	Provide information for publication	R&R Committee
40	<ul style="list-style-type: none"> We contacted the police department about putting a Nixel out for recruitment. We just have to write it up and they will post it. 	Provide info.	Deputy Chief Irwin
41	<ul style="list-style-type: none"> We also talked about running a 3 day "FF Boot Camp" during the teacher's convention for about 10 students. 	Research	R&R Committee
42	Deputy Chief Irwin commented that we only had four people at the last meeting which included Comm. Field as well as himself. The company representatives are not even attending the meetings. Comm. Ciasca thanked the committee for their help with this most important task.	-	-
43	Comm. Painter reminded all of the fundraiser in Dominic Mazzio's name in August. She stated that Kyle Hinkel is attempting to get people together for a Trenton Thunder game in August to raise funds for childhood cancer.	-	-
44	Comm. Ciasca acknowledged DJ Hunter and Kyle Lienheiser for joining the military service and Chief Leshner stated that Ryan O'Farrell has completed his service and will be back in the department soon. Comm. Ciasca asked that a card of thanks be send to DJ Hunter and Kyle Leinheiser in support of their service.	Send cards	Clerical Staff
45	A motion was made by Comm. Painter and seconded by Comm. Thompson to move into Closed Session for attorney/client privilege. Roll call was held with all in agreement. Motion carried.	-	-

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

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

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

Date, Time & Place:

August 23, 2017
7:00pm
Regular Session

Participants: Comm. Painter, Comm. Field, Comm. Thompson, Comm. Massimi, Comm. Ciasca, Sol. Sendzik, FO Tomaszewski, DFS Stewart, C. Leshner, J. Irwin III, J. Irwin, V & 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 3, 2017 (Official Newspaper)
Forwarded to the Courier Post on January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM August 23, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Massimi, Comm. Ciasca, Comm. Field, Comm. Thompson and Comm. Painter.	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: 1) FO Tomaszewski report of receipts collected for July 2017. 2) NJ Fire Districts Assoc. June 3, 2017 minutes	-	-
7	APPOINTMENTS: There were no appointments to be made. NEW MEMBERS:	-	-
8	A motion was made by Comm. Painter and seconded by Comm. Field to accept Ryan McCormick as a Junior Firefighter assigned to Station 302 pending his approved physical. Roll call was held with all in agreement, motion carried. DIRECTOR'S REPORT	-	-
9	Director Stewart submitted his report as follows: • I am scheduled to attend the September 26th Township Council meeting to give our annual update and assist the Township with meeting their Best Practices requirements.	-	-
10	• I would like to commend the department for their efforts during the major rain storm on August 3rd. We responded to 18 separate incidents during the event and we removed several individuals from flooded vehicles.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
11	<ul style="list-style-type: none"> As you may already be aware the Governor signed legislation allowing fire districts to move their election to the November general election. The law is effective in 2019. 	-	-
12	<ul style="list-style-type: none"> A ruling of the State Supreme Court concerning Open Public Records Act as it pertains to volunteer fire companies has been provided to the Commission for their information. 	-	-
13	<ul style="list-style-type: none"> The school district has offered to donate an old bus that they can no longer use. This offers the Rescue Division an excellent training opportunity. 	-	-
14	<ul style="list-style-type: none"> The 1992 Pierce pumper sold at auction for \$10,950. 	-	-
15	<ul style="list-style-type: none"> I am requesting a resolution authorizing the sale of equipment no longer necessary. The list of equipment has been provided to the Commissioner for review. 	-	-
16	<ul style="list-style-type: none"> I am requesting two resolutions authorizing contract award for legal and audit services for one year. 	-	-
17	<p>Comm. Thompson questioned the list of equipment for auction and why it is no longer needed in the department. Dir. Stewart advised him that upon clean-up of the station in preparation for the new storage facility the equipment was found in storage. This equipment was provided to us free of charge from the Endeavor Squad when they closed their water rescue division. The equipment is aged and now unusable within today's water rescue service.</p>	-	-
18	<p>Comm. Field commented that he spoke with Public Works Superintendent S. Fazekas in regards to snow plowing, repairs and a reserve plow. Dir. Stewart stated that he has also had conversation with public works regarding the same matters, we will work together with them to best meet the snowplowing needs at the fire stations.</p>	-	-
	<p>CHIEF LESHNER'S REPORT</p>		
	<p>Chief Leshner read his report as follows:</p>		
19	<ul style="list-style-type: none"> The Apparatus Committee met with the engineer and sales representative from Marion for the pre-construction meeting and to finalize questions regarding the replacement for 3038. 	-	-
18	<ul style="list-style-type: none"> Thanks was given to those members who responded to the major rain storm and participated in the recent public education events. 	-	-
19	<ul style="list-style-type: none"> Notice for applications for 2018 officers has been posted in the stations. The deadline to submit applications is September 1, 2017. Applications are being accepted for 2 year terms in the positions of captain and chief engineer and 1 year terms for lieutenants and assistant engineers. 	-	-
20	<ul style="list-style-type: none"> Departmental meeting is scheduled for Tuesday, September 19th at 7pm, dinner will be provided at 6:30pm 	-	-
21	<ul style="list-style-type: none"> John McElwee from Station 302 passed away, his services will be held on Thursday at Chadwick's in Riverside. We will be meeting at Station 302 at 6:15 to pay our respects as a department. 	-	-
22	<p>Comm. Ciasca stated that the departmental meeting will be considered a Commission special meeting as all five commissioners will be present.</p>	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
	<p>FO Tomaszewski submitted his report as follows:</p>		
23	<ul style="list-style-type: none"> During the month of July the Fire Prevention Bureau performed 41 Life Hazard and Non-Life Hazard inspections. A total of 40 re-inspections and 3 complaint inspections were completed. 	-	-
24	<ul style="list-style-type: none"> Public Education: National Night Out-August 1st, Birthday Party at 27 Orly Way on August 19th and Fire Prevention Open house on October 7th at Sta. 302. 	-	-
25	<ul style="list-style-type: none"> Fire Investigations: Car fire at 4395 Rt. 130 on July 7th and a dwelling fire at 7 Philly Street on July 22nd. 	-	-
26	<ul style="list-style-type: none"> Planning Board: The meeting was on August 10, unable to attend. The agenda was set for an amended preliminary and final major site plan review for Big Box Commerce A, LLC, Big Box Property Owner A, LLC and preliminary and 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	final major site plan review for Matrix Reality. The next meeting is scheduled for September 14th.		
27	Comm. Massimi requested that the Board be provided with addresses for Planning Board reviews. FO Tomaszewski stated that he is only provided with Block and Lot numbers for planning reviews. Comm. Ciasca commented that the information can be looked up so that it can be reported to the Commission.	-	-
	PUBLIC SESSION		
28	Comm. Ciasca opened the meeting to the public. There was no comment from the public and the public portion was closed.	-	-
	OLD BUSINESS		
29	Comm. Ciasca requested an update from the Recruitment & Retention Committee. Deputy Chief Irwin reported that a meeting was held last Wednesday with four people in attendance. He stated that we will be posting information on recruitment in the high school's Falcon Flyer, the school's sign board as well as on Nixle. The information to be posted was provided to the Commissioner for their review and approval. He also stated that we are working on an informational flyer specifically for recruitment purposes. Comm. Ciasca requested Chief Leshner to make the Recruitment & Retention Committee report part of his monthly Chief's Board meeting.	Continued progress	Recruitment & Retention Committee
	NEW BUSINESS		
30	A resolution was read by Sol. Sendzik to authorize a contract award to Mohel, Elliott, Bauer & Gass to provide auditing services for one year. A motion was made by Comm. Field and seconded by Comm. Thompson to approve the above titled resolution. Roll call was held with all in agreement, motion carried.	-	-
31	A resolution was read by Sol. Sendzik to authorize a contract award to Sendzik & Sendzik, LLC to provide legal services for one year. A motion was made by Comm. Field and seconded by Comm. Painter to approve the above titled resolution. Roll call was held with all in agreement, motion carried.	-	-
32	A resolution was read by Sol. Sendzik to authorize the online sale of surplus equipment no longer needed for fire department use. A motion was made by Comm. Painter and seconded by Comm. Massimi to approve the above titled resolution. Comm. Thompson questioned if we can be held liable for any failure of the equipment sold online. Sol. Sendzik stated that we cannot be held liable as the buyer must sign a Hold Harmless agreement releasing the department of any liability. Roll call was held with all in agreement, motion carried.	-	-
	APPROVAL OF VOUCHERS		
33	A motion was made by Comm. Field and seconded by Comm. Painter to approve the vouchers for payment. Roll call was held with all in agreement, motion carried.	-	-
	APPROVAL OF MINUTES		
34	A motion was made by Comm. Massimi and seconded by Comm. Painter to approve the July 26, 2016 regular meeting minutes. Roll call was held with all in agreement, motion carried.	-	-
	REPORT OF SOL. SENDZIK		
35	Sol. Sendzik reported that there was legislation approved to allow fire districts to hold their annual elections in November. A short discussion was held regarding the pros and cons of moving the election to November. He stated that if you keep the budget under the 2% cap it will not have to be presented for voter approval and that certain capital projects would not need to be approved if under five million dollars. However, what is considered "certain" capital projects has yet to be defined. The Commission cannot take any action on changing to the November election until January 1, 2019 when it becomes effective, once it is decided to move the election to November it cannot be reversed.	-	-
36	Sol. Sendzik also informed the Commission of the Verry case a Supreme Court case		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
36cont.	<p>as it dealt with an Appellate Court decision that fire companies were subject to OPRA. Sol. Sendzik provided a detailed accounting of the variables that led to the final decision as well as some of the debatable issues of concern. He stated that at this point the Commission must make certain that the fire company records have to be made available thru the Fire District as the District is considered the custodian of records. What records must be made available is still up for debate, the Commission will put together a listing of what they believe these records to be such as minutes, rosters and financial. The Commission will then meet with the fire company representatives to discuss the matter. Comm. Ciasca questioned how long the Commission has to respond to any OPRA request. Sol. Sendzik replied that it is seven business days, further discussion was held as to our recourse if we cannot meet the seven day limit. Dir. Stewart informed the Commission that he will make sure that the fire companies receive a copy of the ruling by the State Supreme Court regarding fire companies and OPRA.</p>	Create list of documents and meet with fire companies to review.	Commission, Director Stewart, Sol. Sendzik & fire company representatives
	HEALTH AND WELFARE		
37	A moment of silence was held in remembrance of Station 302 member John McElwee. It was also reported that Rich Johnson is now home recovering.	-	-
38	MISCELLANEOUS—There was no discussion under Miscellaneous.	-	-
	DEPARTMENT ACOMPLISHMENTS		
39	Comm. Ciasca stated that this past Tuesday honorary member Dominic Mazzio was celebrated at the Trenton Thunder game at which time approximately \$30,000 was raised for childhood cancer research. We had about twenty members come out to support Dominic at the baseball game. A good time was held by all in attendance and Dominic had a great time hanging out with his fellow firefighters.	-	-
40	Comm. Thompson questioned the status of the drainage issue in the rear of Station 301's training pad. A short discussion was held as to what the problem may be and who we need to contact to troubleshoot the issue. Dir. Stewart stated that we will try to fill the basin with water and see how the water flows, there may be a breach in the drainage box.	Flow water to test for drainage breach	Dir. Stewart
	GOOD OF THE BOARD		
41	A motion was made by Comm. Painter and seconded by Comm. Massimi to adjourn the meeting. The meeting was adjourned at 7:45pm.	-	-

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

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

Date, Time & Place:

September 27, 2017
7:00pm
Regular Session

Recorded By: C. Warren

Transcribed By: C. Warren

Participants: Comm. Ciasca, Comm. Field, Comm. Painter, Comm. Thompson, Comm. Massimi, Sol. Sendzik, Dir. Stewart, Chief Leshner, FO Tomaszewski, FI Irwin, V and Deputy Chief Irwin, III

Open Public Meeting Act:

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

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

Published in the Burlington County Times on January 3, 2017 (Official Newspaper)
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Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM September 27, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Massimi, Comm. Ciasca, Comm. Field, Comm. Thompson and Comm. Painter.	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: 1) Letter from Relief Fire Co. #3 re: Contributing member, James Rettig. 2) Memo from FO Tomaszewski re: August 2017 LEA receipts.	-	-
7	APPOINTMENTS: There were no appointments to be made.	-	-
8	NEW MEMBERS: There were no new members to accept.	-	-
	DIRECTOR'S REPORT		
	Director Stewart submitted his report as follows:		
9	<ul style="list-style-type: none"> • The Board passed a motion in May authorizing the transfer of 3021 to the Beverly Road Fire Company #2. A resolution regarding this transfer is available for action at tonight's meeting. 	-	-
10	<ul style="list-style-type: none"> • The updated SOP 505: Responsibilities of the First and Second Arriving Apparatus at a Structure Fire in relation to Big Box Warehouses is available for action at tonight's meeting. 	-	-
11	<ul style="list-style-type: none"> • The items recently sold at auction brought in a total of \$893.00. 	-	-
12	<ul style="list-style-type: none"> • In April of this year we applied to take advantage of an energy audit program managed by the Board of Public Utilities for our two buildings. The program that we qualify for is called Direct Install. A contractor conducts an energy 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	assessment which includes lighting, heating and cooling. An electrical inventory of all fixtures has been completed. I am waiting to hear about heating and cooling. The assessment will lead to recommendations for upgrades. The program will pay up to 70% of the cost.		
13	<ul style="list-style-type: none"> One of the air conditioning units at Beverly Road has a major Freon leak. The contractor who looked at it is recommending replacement as a cost of approximately \$11,000. However, before doing anything I would like to see the results of the energy program. We have paid \$1,400 in repair thus far. 	-	-
14	<ul style="list-style-type: none"> A contractor has been called to look over the cave in at the retention basin behind Sta. 301. The recommendation was to have an engineer take a look at it before attempting any repair. I recommend that we have the engineer that designed the basin look it over, the engineers were Stout and Caldwell. In conjunction with this project I would like to have them also look over the drainage issue in the front of the building where the concrete ramp meets the asphalt. 	-	-
15	<ul style="list-style-type: none"> The annual drive thru clinic is scheduled for Saturday, October 14th at 301. 	-	-
16	<ul style="list-style-type: none"> The storage building at 301 is scheduled for construction starting November 6th. 	-	-
17	<ul style="list-style-type: none"> Congratulations and good luck go out to Patrick Falkenstein who left for the U.S. Navy boot camp this week. 	-	-
18	Comm. Field commented that he had a discussion with Dir. Stewart regarding the repair of a the light on the front ramp of 302. The light is in need of repairs.	-	-
	CHIEF LESHNER'S REPORT		
	Chief Leshner read his report as follows:		
19	<ul style="list-style-type: none"> I'd like to commend the crews that responded to the two working fires over the Wildwood Weekend (Mill Rd. & Florence) and those members who have participated in the public education events over the past month. 	-	-
20	<ul style="list-style-type: none"> The department has continued to cover several calls in Burlington City in addition to handling our own response load. 	-	-
21	<ul style="list-style-type: none"> The department open house is scheduled for Saturday, October 7th at Station 302 from 1pm to 4pm. School visitations are scheduled for October 11th and 12th. 	-	-
22	<ul style="list-style-type: none"> The Leadership Seminar hosted by the Burlington County Fire Chief's Association will be held on Saturday, November 18th at B.C.I.T. Officers and those interested in becoming officers were urged to attend. 	-	-
23	<ul style="list-style-type: none"> The departmental meeting was held on Tuesday, September 19th at which time the response issues were addressed. 	-	-
24	Comm. Ciasca questioned Chief Leshner is there was any feedback in regards to the departmental meeting of September 19th. Chief Leshner stated that a few members asked to speak with him and some complained that they were never informed what exactly the meeting was about.	-	-
	FIRE OFFICIAL TOMASZEWSKI REPORT		
	FO Tomaszewski submitted his report as follows:		
24	<ul style="list-style-type: none"> During the month of August the Fire Prevention Bureau performed 42 Life Hazard and Non-Life Hazard inspections. A total of 40 re-inspections and 3 complaint inspections were completed. 	-	-
25	<ul style="list-style-type: none"> Public Education: Block party-9/16-Stirrup Way, Fire Prevention Open House-10/7-Sta. 302, Goddard School-10/3, Golden Moments Pre-School-10/19 and Young School Visitations-10/11 & 12. 	-	-
26	<ul style="list-style-type: none"> Fire Investigations: 8/9-16 Theo Court-Dwelling fire 	-	-
27	<ul style="list-style-type: none"> Planning Board: 9/14-Site plan waiver approved for the Masonic Charity Foundation located at 902 Jacksonville Rd. for interior renovations of the west wing. The next regular meeting is October 12th. 	-	-
	PUBLIC SESSION		
28	Comm. Ciasca opened the meeting to the public. There was no comment from the public and the public portion was closed.	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
	<p>OLD BUSINESS</p>		
29	<p>Sol. Sendzik read the resolution authorizing the transfer of the 1989 Pierce Dash pumper (3021) to the Beverly Road Fire Company #2. A motion was made by Comm. Field and seconded by Comm. Massimi to approve the resolution previously stated, roll call was held with all in agreement. Motion was carried.</p>	-	-
30	<p>A discussion was held regarding the outcome of the department meeting held on the 19th of September. Comm. Ciasca stated that we provided the membership with the hard statistics of our response times and received some good input. He commented that we have two issues that need to be addressed, being the daytime response and the off hour response. It was commented that we have firefighters available but for some reason they choose not to respond. Comm. Thompson stated that this information is still fresh and needs to be absorbed by the membership, we should allow our officers and members the opportunity to rectify the matter before making any rushed changes on the membership. Comm. Ciasca commented that we need to come up with a plan to improve our responses as well as a timeline to implement this plan and review its results.</p>	Implement plan to improve response times	-
31	<p>Comm. Field asked if there are any major changes in the officers for 2018. Dir. Stewart advised him that Station 303's officers will remain the same, Station 302 will have one officer change and Station 301 has a challenge in the captain's position, but no major changes.</p>	-	-
32	<p>A short discussion was held regarding the turnout of people for the meeting, 30 people were present. It was noted that our core group of responders were at the meeting, but not those that we need to reach out to. A question was raised if the membership even has any concerns about the future of this department. Comm. Ciasca suggested that the Recruitment and Retention Committee contact those people who have taken applications but have not returned them. A suggestion was given to give incentive points to members who assist in recruiting people, if we get a member out of it the firefighter obtains a "finders fee." It was also recommended that we eliminate the recommendation letters as part of the membership application.</p>	Look at ways to improve incentive program	Chiefs Board, R&R Comm./ Commission
	<p>NEW BUSINESS</p>		
33	<p>Comm. Ciasca asked all if they were prepared to take action upon SOP #505: Responsibilities of the First and Second Arriving Apparatus at Structure Fires. Comm. Massimi suggested that we clarify the second engine's responsibility if the first engine does not establish a water supply. A motion was made by Comm. Painter and seconded by Comm. Field to approve SOP #505 with clarification as stated. Roll call was held with all in agreement. The motion was carried.</p>	-	-
	<p>APPROVAL OF VOUCHERS</p>		
34	<p>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. The motion was carried.</p>	-	-
	<p>APPROVAL OF MINUTES</p>		
35	<p>A motion was made by Comm. Field and seconded by Comm. Thompson to approve the August 23, 2017 Regular meeting minutes. Roll call was held with all in agreement. The motion was carried.</p>	-	-
36	<p>REPORT OF SOL. SENDZIK—No report.</p>	-	-
	<p>HEALTH AND WELFARE</p>		
37	<p>Comm. Field reported that Rich Johnson was home and doing well.</p>	-	-
38	<p>MISCELLANEOUS—There was no discussion under Miscellaneous.</p>	-	-
	<p>DEPARTMENT ACOMPLISHMENTS</p>		
39	<p>Comm. Painter informed the Board that Honorary Firefighter Dominic Mazzio was nominated for, and awarded the 2017 Patient Courage Award. The award will be presented to him at a Burlington Township Council meeting in the near future. She stated that she will advise the Board of the date when it becomes available and hopes</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
40	<p>that our membership will come out and support Dominic as they always do.</p> <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 attorney/client privilege. Roll call was held with all in agreement. The motion was carried and the Board moved into Closed Session.</p>	-	-

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

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

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

Date, Time & Place:

October 25, 2017
7:000pm
Regular Session

Participants: Comm. Painter, Comm. Ciasca, Comm. Massimi, Comm. Thompson, Comm. Field, Dir. Stewart, Chief Leshner, FO Tomaszewski, Capt. Lane, FI Irwin V and R. Ciasca

Open Public Meeting Act:

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

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

Published in the Burlington County Times on January 3, 2017 (Official Newspaper)
Forwarded to the Courier Post on January 3, 2017 (Informational Purposes Only)
Posted on the Bulletin Board at the Township Municipal Building on January 3, 2017
Fire District Website

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 7:00 PM October 25, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Massimi, Comm. Ciasca, Comm. Field, Comm. Thompson and Comm. Painter.	-	-
4	Flag Salute	-	-
5	Comm. Ciasca directed all those in attendance at this meeting where all the appropriate exits/ emergency exits are should the need arise.	-	-
6	CORRESPONDENCE: 1) Thank you letter from Burl. Co. Health Dept. re: Drive Thru Flu Clinic 2) Memo from FO Tomaszewski re: September 2017 LEA receipts.	-	-
7	APPOINTMENTS: There were no appointments to be made.	-	-
8	NEW MEMBERS: There were no new members to accept.	-	-
	DIRECTOR'S REPORT		
	Director Stewart submitted his report as follows:		
9	<ul style="list-style-type: none"> • The retention basin cave in at Station 301 has been repaired. 	-	-
10	<ul style="list-style-type: none"> • As a result of feedback at the recent departmental meeting, the membership application has been streamlined. The new application has been provided for view. 	-	-
	CHIEF LESHNER'S REPORT		
	Chief Leshner read his report as follows:		
11	<ul style="list-style-type: none"> • We've had an extremely busy October. I'd like to commend the crews that participated in public education events and training sessions over the past 	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
12	<p>month. I also commend those who responded to the Chateau fire, excellent job of holding the fire to a limited number of apartments.</p> <ul style="list-style-type: none"> Based on comments and concerns addressed at the departmental meeting relating to the application process the following actions have been taken, 1) verified that the Presidents and Captains of each station are notified of new members, 2) 3 letters of reference have been eliminated. The Director and the office staff are streamlining the application. 	-	-
13	<ul style="list-style-type: none"> A discussion was held at the County Chief's meeting relating to a State meeting involving N.J. PEOSHA and facial hair. Their opinion on the matter is no person on the fire scene who would be expected to wear an SCBA during an event will have facial hair, including driver only. PEOSHA will cite departments during inspections and/or investigations. The officer in charge is responsible for this including all mutual aid stations who are on the scene. The County Coordinators will monitor this while at the scene and bring it to the OIC's attention for action. 	-	-
	<p>FIRE OFFICIAL TOMASZEWSKI REPORT</p>		
	<p>FO Tomaszewski submitted his report as follows:</p>		
14	<ul style="list-style-type: none"> During the month of September the Fire Prevention Bureau performed 39 Life Hazard and Non-Life Hazard inspections. A total of 27 re-inspections and 6 complaint inspections were completed. 	-	-
15	<ul style="list-style-type: none"> Public Education: Young School-Back To School Night-9/19 & 26, Fire Prevention Open House-10/7, Home Depot-10/7, Goddard School-10/3, Golden Moments Pre-School-10/19, Young School visitations-10/11 & 12, Peak Autism -10/15 and Homecoming Parade-10/28. 	-	-
16	<ul style="list-style-type: none"> Fire Investigations: Northgate Apt #165-dwelling-9/4, 11 Mill Road-dwelling-10/15 and 15 Central Ave.-rubbish-9/30. 	-	-
17	<ul style="list-style-type: none"> Planning Board: October 12th: Public hearing for Cramp property trust located at Salem Rd. and JFK Way to review preliminary investigation for a proposed non-condemnation redevelopment area designation and to review redevelopment plan for recommendation to Council. The next regular meeting is November 9th. 	-	-
18	<p>Comm. Ciasca thanked FO Tomaszewski for his hard work this past month, as October is always a busy month for fire prevention. FO Tomaszewski thanked all including the office staff for their assistance in helping to get through this busy October season.</p>	-	-
	<p>PUBLIC SESSION</p>		
19	<p>Comm. Ciasca opened the meeting to the public. There was no comment from the public and the public portion was closed.</p>	-	-
	<p>OLD BUSINESS</p>		
20	<p>A resolution was read by Comm. Thompson Authorizing the Transfer of Public Property that being a 2004 Ford E350 Van to the Burlington Township School District. A motion was made by Comm. Field and seconded by Comm. Massimi to approve this resolution, roll call was held with all in agreement. Motion carried.</p>	-	-
21	<p>Dir. Stewart advised the Commission that there have been no changes to the proposed 2018 budget as submitted at the last meeting. He commented that he has not been able to obtain the energy evaluation report it is not yet available. A short discussion followed regarding funds needed for recruitment and retention, facility repairs to include the concrete apron at Station 302 and the HVAC units as well as the drainage box at Station 301. The engineer is going to draw up specifications for the drainage box.</p>	-	-
22	<p>A continued discussion followed in regards to the concrete repairs needed at Station 302. It was mentioned to find out what the highway department used to repair their concrete as it seems to work for their needs. Also discussed was the HVAC units, currently one unit is bad and if the energy assessment comes through it could pay up to 75% of the cost.</p>	-	-

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
23	<p>Dir. Stewart informed the Commission that Fire Police Capt. Lane is available to answer any questions they may have in regards to the new fire police vehicle. Capt. Lane stated that the vehicle that has been submitted for purchase will suit the needs of the current fire police unit. He also explained why the fire police unit switch vehicles with the fire prevention unit, mainly due to issues with its use in inclement weather and room for equipment.</p> <p>NEW BUSINESS</p>	-	-
24	<p>There was no New Business to discuss.</p> <p>APPROVAL OF VOUCHERS</p>	-	-
25	<p>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. The motion was carried.</p> <p>APPROVAL OF MINUTES</p>	-	-
26	<p>A motion was made by Comm. Painter and seconded by Comm. Field to approve the September 27, 2017 Regular meeting minutes. Roll call was held with all in agreement. The motion was carried.</p> <p>REPORT OF SOL. SENDZIK</p>	-	-
27	<p>There was no report from Sol. Sendzik.</p> <p>HEALTH AND WELFARE</p>	-	-
28	<p>There was no discussion under Health & Welfare.</p> <p>MISCELLANEOUS</p>	-	-
29	<p>There was no discussion under Miscellaneous.</p> <p>DEPARTMENT ACOMPLISHMENTS</p>	-	-
30	<p>There was no discussion under Department Accomplishments.</p> <p>GOOD OF THE BOARD</p>	-	-
31	<p>Comm. Ciasca once again thanked all for their help during this busy October month.</p>	-	-
32	<p>Chief Leshner reminded all that on Thursday night there will be a meritorious award presentation to member Ernie Hambleton. We will be meeting at 6:45 at Station 301.</p>	-	-
33	<p>Dir. Stewart reminded all that on November 14th Honorary Member Dominic Mazzio will be presented with the NJ League of Municipalities 2017 Patient Courage Award at the Burlington Twp. Council meeting at 7pm.</p>	-	-
34	<p>A motion was made by Comm. Thompson and seconded by Comm. Massimi to move into closed session for the purpose 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. Massimi, Comm. Thompson and Comm. Painter

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

Date, Time & Place:

December 9, 2017
2pm to 9pm
Fire District Headquarters

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

Open Public Meeting Act:

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

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

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

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
1	Meeting called to order at 2:00pm December 9, 2017	-	-
2	Reading of the Open Public Meeting Act is read (as reflected above)	-	-
3	Roll Call/Present: Comm. Ciasca, Comm. Field, Comm. Thompson, Comm. Massimi & Comm. Painter	-	-
4	Flag Salute PUBLIC SESSION	-	-
5	There was no public requesting to be heard and the Public Session was closed. OLD BUSINESS	-	-
6	There was no Old Business to discuss. NEW BUSINESS		
7	The polls were opened for a special election held between the hours of 2:00pm and 9:00pm, or longer if necessary to determine whether the Board of Fire Commissioners of Fire District No. 1, Township of Burlington, County of Burlington, State of New Jersey shall raise funds for building improvements in an amount not to exceed fifty thousand dollars, a fire police truck in an amount not to exceed seventy five thousand dollars and reserve for future capital outlay in an amount not to exceed two hundred thousand dollars and the legal voters shall determine, by election ballot, the amounts to be raised for the above projects pursuant to N.J.S.A. 40A:14-84. The amounts determined to be raised shall be included in the next annual budget of the Fire District under the section for capital appropriations.		
8	The election results were as followed:		
8a	25 legal voters voted in the affirmative and 0 voted in the negative on the question of the capital project entitled building improvements.		
8b	25 legal voters voted in the affirmative and 0 voted in the negative on the question of		

Meeting Item No.	DESCRIPTION	STATUS	ACTION BY
8c	the capital project entitled fire police truck.		
8d	25 legal voters voted in the affirmative and 0 voted in the negative on the question of the capital project entitled reserve for future capital outlay.	-	-
9	A motion was made by Comm. Field and seconded b y Comm. Painter that a resolution Authorizing Capital Projects for building improvements in the amount of \$50,000, fire police truck in the amount of \$75,000 and reserve for future capital outlay in the amount of \$200,000 be adopted. Roll call was held with all in agreement. Motion carried.	-	-
10	A motion was made by Comm. Field and seconded by Comm. Painter to adjourn this meeting, motion carried. The meeting was adjourned at 9:14pm	-	-