

MARCH 12, 2012

The regular monthly meeting of the BOARD OF FIRE COMMISSIONERS of the FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 was held on the above date at 19:30 with Commissioner Dulo presiding. We saluted the flag, the “Sunshine Statement” was read, and roll call was taken.

Election Results:

B/C Mullen read the election results from the February 18th, 2012 election for Commissioner 3-year term: Scott W. Arnold – 96; William J. Rzomp – 103; one write-in Harold (Toby) Houseworth – 1. Question #1: 104 yes; 26 no. Question #2: 109 yes; 20 no.

Oath of Office:

Commissioner elect Scott Arnold and William Rzomp were sworn in by Solicitor Gaskill. A brief intermission occurred for refreshments.

ROLL CALL: Present – S. Arnold, C. Bauer, W. Rzomp

Absent – A. Miller and C. Sklodowski.

(Note: outgoing Commissioners J. M. Dulo and J. Fratinardo were also present.)

Reorganization:

1. Nominations for Chairman:

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to nominate Commissioner Bauer for Chairman. There were no other nominations. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.

2. Nominations for Vice-Chairman:

A motion was made by Commissioner Arnold and seconded by Commissioner Bauer to nominate Commissioner Rzomp for Vice-Chairman. There were no other nominations. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.

3. Nominations for Treasurer:

A motion was made by Commissioner Arnold and seconded by Commissioner Bauer to nominate Commissioner Sklodowski for Treasurer. There were no other nominations. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.

4. Nominations for Secretary:

A motion was made by Commissioner Rzomp and seconded by Commissioner Bauer to nominate Commissioner Arnold for Secretary. There were no other

nominations. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.

Year 2012 Commissioners:

Chairman – Charles Bauer
Vice-Chairman – William Rzomp
Secretary – Scott Arnold
Treasurer – Craig Sklodowski
Commissioner – Arnold Miller

5. Commission Bauer made the following committee appointments:
Liaison from the Commission to the Fire Company: Scott Arnold
Personnel Committee: William Rzomp
Insurance Committee: Craig Sklodowski
Capital Committee: Charles Bauer and Craig Sklodowski
5-10 year Plan Committee: Charles Bauer and Craig Sklodowski

Minutes of the previous meetings (February 13)

A motion was made by Commissioner Arnold, seconded by Commissioner Rzomp to approve the minutes of the February 13, 2012 meeting as printed and distributed. Motion carried.

AUDITORS REPORT: (Rob Inverso)

1. B/C Mullen reported the annual audit is scheduled for the last week of this month or the first week of April.

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill has nothing for open session.

BATTALION CHIEF/BUSINESS MANAGER REPORT: B/C Mullen sent report via email.

1. B/C Mullen reported we need to bid out EMS Billing this year. It has been 3 years.
2. An ambulance committee needs to be formed.
3. Commission Arnold questioned the uniform issues with First Due and if we are paying them for what was received. Chief Scully reported he doesn't know if they are out of business or they were bought out. B/C Mullen reported he has been trying to call them and there is no answer, everything has been disconnected. He also reported we are holding the invoices because a lot of the uniforms that we did receive are not correct. We can't get a hold of them, they will eventually call us. We will pay for the uniforms that have been given out and are correct.
4. Chief Scully reported that he has been in touch with Chuck from A-Z in Burlington about uniforms. They use Work-Right which is a different manufacturer. He has

agreed to give us a demo set (shirt and pants). FM Richardson will be demoing that uniform. They are either FR's or rated for NFPA. He will forward the price quotes on the shirts and pants to Kevin when he receives them.

BUREAU OF FIRE PREVENTION: FM Richardson's report submitted via email:

EMS REPORT: B/C Popso's report submitted via email:

COMMITTEE REPORTS:

Insurance: BC Mullen reported:

1. None.

Purchases:

- 1 3858 CDW Computer (Computer Supplies) - \$500.00
- 2 3859 BCIT ESTC (Training) - \$50.00
- 3 3860 Burlington Twp. Fire Dist. (Training) - \$300.00
- 4 3861 Continental Fire & Safety (Supplies) - \$500.00
- 5 3862 Air Gas East (Oxygen) - \$400.00
- 6 3863 Henry Schein (EMS Supplies) - \$15.00
- 7 3864 Grainger (Supplies) - \$250.00
- 8 3865 Emergency Services Training (Training) - \$600.00
- 9 3866 BCIT ESTC (Training) - \$55.00
- 10 3867 BCIT ESTC (Training) - \$45.00
- 11 3868 BCIT ESTC (Training) - \$80.00
- 12 3869 CDW Computer (Computer Supplies) - \$575.00
- 13 3870 WB Mason (Office Supplies) - \$
- 14 3871 Staples (Office Supplies) - \$700.00
- 15 3872 Florence Medical (Physical) - \$250.00
- 16 3873 BCIT ESTC (Training) - \$45.00
- 17 3874 BCIT ESTC (Training) - \$55.00

Policy:

1. POL 320 Minimum Training for Officers – (Old Business) B/C reported the policy originally had its first reading and then the officers added an amendment with minimum requirements for “Acting Officer” which was sent out for review. It's ready for 2nd reading.
2. POL 270 Incentive Plan – (New Business) It has been updated to include the fire police and has been sent out for review.
3. POL 706 Passenger Vehicle Use (Old Business): Solicitor Gaskill updated the policy.
4. POL 440 Medical and Wellness Program – (New Business) Chief Mullen made changes so that people whose last name begins with A-L will go for physicals in

2012, and M-Z will go in 2013. After this initial phase, everyone will follow their regular cycle.

5. A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to open the meeting to the public for comment on POL 320. There were no comments. A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to close the meeting to the public. Motion carried.
6. A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to adopt POL 270 Incentive Plan first reading. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.
7. A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to open the meeting to the public for comment on POL 706. Motion carried. Chief Scully stated he made his comments at the last meeting. Mr. Mike Stranko asked for a final reading of the changes for POL 706. Solicitor Gaskill read the two changes as follows:
 - a. Under Roman numeral III F a sentence was added: "An individual using a fire district passenger vehicle for fire department business out of town may stop going to or from said business for a meal break as permitted."
 - b. Under Roman numeral IV a new paragraph: "For individuals assigned vehicles for overnight use, limited personal use is permitted within Florence Township, provided that member is available to respond immediately to emergency scenes. Fire District passenger vehicles should not be utilized as transportation to primary or secondary employment unless that employment is within the Township of Florence, and the operator is able to leave immediately to respond to emergency scenes."Chief Scully stated he would submit a letter for a request if he changed his mind. A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to close the meeting to the public. Motion carried.
8. A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approve the changes to POL 440 Medical and Wellness program, first reading. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.

Training: Marc Stranko submitted his report via email.

1. Commissioner Arnold asked what the problem is with the Red Cross. B/C Mullen reported we have had a problem since their reorganization back in July. They have literally lost all of our information. He has called Burlington and Camden county chapters, and now instead of mailing our checks to Burlington County, we send them to West Windsor. It was a complete disaster, nothing but issues with the Red Cross. B/C Taylor reported these are not isolated issues, and that the county is coming in next week to provide American Heart Professional Rescuer Training. They are also working on the transitioning of instructors to be at the self-sufficient stage that we were at with the Red Cross. Timeline is pending on the scheduling of the instructor class and how long the process takes of establishing us as a training site, as satellite site off the training center.

Truck/Equipment/Building: Brian Richardson submitted via email and reported:

1. He needs to get some electrical work done: fix the flag pole lighting and the sign out front; and add a night light outside of the bunk rooms. He has one quote just shy of \$3,000.00; He has Pat Zingaro coming out, and Tom Carey to give him quotes as well. The largest sum of that money going to the flag pole due to the sub-grade electric and it's a very wet area. He is trying to lose the 4 lights in the concrete because the ballast is \$400.00 for each light, and they are just going to flood again. To alleviate the problem, he would like to install lights that are above grade. About \$2,000.00 of that quote is to redo flag pole lighting.

Fire Company Liaison: Commissioner Arnold reported:

1. Nothing to report. He will be meeting with the Company next Monday.

Information Technology Report: Todd Estelow submitted via email

1. Commissioner Bauer inquired about the "user friendliness" of our website and maybe he (Todd) could look at something that is a little bit easier for him to use. Todd Estelow replied it is easy enough to use and he is basically waiting to receive information, such as meeting agendas from the Commissioners to post up there. We already have the minutes up there and the actual meeting dates. We are about half way there already. It is a much friendlier website than the one we had.
2. Commissioner Arnold questioned if we really need to put our agenda on the website, and that the agenda could change. B/C Mullen reported that the most current agenda will be posted. In Todd's absence, Brian Richardson is Todd's back-up.

Radio:

1. B/C Mullen reported they are working.

APPLICATIONS FOR MEMBERSHIP:

1. Kyle Groover – Junior Membership. All is in order.
A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp that the application takes its usual course. Motion carried.

COMMUNICATIONS:

1. B/C Mullen reported he received the Firefighter List from the Department of Personnel.

PRESENTATION OF BILLS

1. A motion was made by Commissioner Arnold, seconded by Commissioner Rzomp that we approve to pay the bills as presented. Motion carried.

TREASURERS REPORT:

1. A motion was made by Commissioner Arnold, seconded by Commissioner Rzomp to approve the treasurer's report as printed and distributed. Motion carried.

OLD BUSINESS:

1. POL 320 Minimum Training for Officers – was discussed under “Policies” section of the meeting. No action was taken.
2. POL 706 Passenger Vehicle Use – Second Reading. The changes were read under “Policies” section of the meeting.
A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approve the changes to POL 706 Passenger Vehicle Use as read. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.

NEW BUSINESS:

1. POL 270 Incentive Plan (Update) – First reading was handled under the “Policies” section of the meeting.
2. Directive 2012-3 2nd Rig Calls – The change was under #11, cleaning up the issue if someone came in .5 hours prior to their shift, they were entitled to 2 hours of OT pay. Solicitor Gaskill reported it also combines the two old directives that were about 2 years apart plus the above issue.
A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approve the changes to Directive 2012-3. Motion carried.
3. Directive 2012-2 EMS Call-out Policy – B/C Mullen reported the Board had tasked the EMS officers to come up with a call out policy. They used another EMS organization's policy as a guide. Commissioner Arnold had a concern that most of our per diems have full time jobs and doesn't want to see them get penalized if they don't come in because their full-time jobs either held them over or called them back to work. B/C Mullen explained they are trying to address the “No Shows” and we are forcing people to stay over which interferes with their full-time job. Shift swaps do not count against them because they found coverage.
A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to approve the Operational Directive 2012-2. Motion carried.
4. Resolution 2012-3 RESOLUTION APPOINTING A SOLICITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
5. Resolution 2012-4 RESOLUTION APPOINTING AN AUDITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
6. Resolution 2012-5 RESOLUTION DESIGNATING THE NEWSPAPERS IN WHICH ALL PUBLIC NOTICES FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 WILL BE TRANSMITTED
7. Resolution 2012-6 RESOLUTION SETTING DATES AND PLACES WHERE THE REGULAR AND WORKSHOP MEETINGS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 SHALL BE HELD

8. Resolution 2012-7 RESOLUTION APPOINTING AN INSURANCE BROKER FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
9. Resolution 2012-8 RESOLUTION AUTHORIZING PARTICIPATION IN THE BURLINGTON COUNTY SHARED SERVICES FORUM
10. Resolution 2012-9 RESOLUTION APPOINTING OFFICIAL DEPOSITORIES OF FUNDS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
11. Resolution 2012-10 RESOLUTION PERMITTING THE EXECUTION BY THE BOARD OF FIRE COMMISSIONERS IN THE TOWNSHIP OF FLORENCE OF A CONTRACT WITH THE FLORENCE TOWNSHIP VOLUNTEER FIRE COMPANY NO. 1 SITUATED WITHIN THE BOUNDARIES OF SAID FIRE DISTRICT FOR THE PURPOSES OF PROVIDING FIRE PROTECTION
12. Resolution 2012-11 AUTHORIZING ONLINE AUCTIONS WITH GOV DEALS FOR DISPOSAL OF FIRE DISTRICT PROPERTY
13. Resolution 2012-12 RESOLUTION APPOINTING DISTRICT PHYSICIANS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1

A motion was made by Commissioner Arnold and seconded by Commissioner Romp to approve Resolutions 2012-3 through 2012-12. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes. Motion carried 3-0.

14. Disposal of equipment – hose adapters and appliances. B/C Mullen reported this is just the start and there will be more to come. He would like approval to put them on govdeals.com to auction off.

A motion was made by Commissioner Arnold and seconded by Commissioner Romp to approve the sale of used equipment to govdeals.com. Motion carried.

15. Payment of Pensions - \$24,925.00 Public Employees Retirement System & \$40,919.00 Police and Firemen's Retirement System. B/C Mullen reported this is the District's portion annual appropriation for paying the pensions. It's the requirement. Solicitor Gaskill reported he is proud to say that we have always paid 100% of our pension requirements even on the many, many times where we wouldn't have gotten it passed. B/C Mullen added that year over year, it is actually a reduction. It is \$10-15,000.00 less this year than last year.

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approve the payment for the pensions to Police and Fire Retirement System and also The Public Employees Retirement System. Motion carried.

16. 2007 SAFER Grant Modification – B/C Mullen reported that he spoke with the SAFER Grant gentleman and we can put in for a modification. There is still a lot of money that has not been spent. B/C Mullen would like to buy, under the marketing part of the grant, 3 camcorders, 3 digital cameras, and an SLR camera. We can get static displays and put them in the high school, the library, etc., and put our pamphlets in them as a marketing tool. He would like to write a modification to our grant asking and requesting that we want to change where we are spending our funds to get this stuff (above). The worst that can happen is they (FEMA) say no and they take the money back. The grant is done in May 2012. B/C Mullen explained what the original grant was supposed to be used for.

A motion was made by Commissioner Arnold and seconded by Commissioner Romp to permit B/C Mullen to submit a modification to our SAFER Grant to

- FEMA. Motion carried.
17. POL 440 Medical and Wellness (Updated) – First Reading was handled earlier under the Policies section of the meeting.
 18. Electrical Work for flag pole lighting and night lighting outside of the bunker rooms.
A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approve FM Richardson to get the electrical work done upon receiving the 3 bids. Motion carried.

MEETING OPEN TO THE PUBLIC:

A motion was made by Commissioner Arnold, and seconded by Commissioner Rzomp to open the meeting to the public. Motion carried.

Hearing none,

A motion was made by Commissioner Rzomp, and seconded by Commissioner Arnold to close the public portion of the meeting. Motion carried.

CLOSED SESSION:

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to go into closed session. Motion carried.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to go back into regular session. Motion carried.

MEETING OPEN TO THE PUBLIC:

A motion was made by Commissioner Arnold, and seconded by Commissioner Rzomp to re-open the meeting to the public. Motion carried.

Mr. Mike Maloney residing at 40 Tall Timber Lane in Florence addressed the Commission. He is a former member of the Florence Fire Department, is currently employed as a full-time Lieutenant in Millstone Township Fire District, and is also a part-time employee at the Mansfield Township Ambulance and has been an EMT for about 8 years. Mr. Maloney stated he is here as a resident concerned with recent changes to the EMS response grids adding Burlington City 909 in as a second due ambulance into Florence Township. He is very concerned about the response times in respect to the proximity of his residence to Mansfield Township vs. Burlington 909 if a second ambulance were to be dispatched. He is very concerned that these changes were made and stated “Bottom line, I want the closest agency dispatched to my home, regardless of politics, regardless of personnel differences.” He asked to Board to please look into this matter and get back to him with some answers why this was done, and what they propose to handle the situation as such.

Commissioner Bauer responded that they will talk to the officers and look into it, and get back to him via email or via letter.

Mr. Maloney thanked the Commission for their time.

A motion was made by Commissioner Arnold, and seconded by Commissioner Rzomp to close the second public portion of the meeting. Motion carried.

GOOD OF THE BOARD:

1. Commissioner Rzomp thanked Chief Scully, B/C Mullen, and FM Richardson on the good job they did getting everything ready for the Governor coming into town. It was very well organized.
2. Commissioner Arnold thanked everyone for the good job they did on Cooper Street for the reception.
3. B/C Mullen reminded everyone the Commissioner's meetings will now have a new start time of 6:30 pm. Commissioner Bauer reported that public notices will be posted, and on the website as well, so that everyone knows.
4. Commissioner Bauer thanked everyone for their support and thinks we have a great mix of Commissioners, and looks forward to a fun-filled year.

ADJOURNMENT:

A motion was made by Commissioner Arnold seconded by Commissioner Rzomp to adjourn the meeting. Motion carried.

Respectfully submitted,
Carolyn Taylor