

October 8, 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 18:30 with Commissioner Bauer presiding. We saluted the flag, the “Sunshine Statement” was read, and roll call was taken.

ROLL CALL: Present – S. Arnold, C. Bauer, W. Rzomp, C. Sklodowski
Absent – None

Adopt Resolution 2012-16 RESOLUTION APPOINTING BARBARA MAYER AS FIRE COMMISSIONER – Commissioner Arnold read aloud the resolution.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to adopt Resolution 2012-16 RESOLUTION APPOINTING BARBARA MAYER AS FIRE COMMISSIONER. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 4-0.

SWEARING IN of Barbara Mayer

Solicitor Gaskill swore in Barbara Mayer as Fire Commissioner.

ROLL CALL: Present – S. Arnold, C. Bauer, B. Mayer, W. Rzomp, C. Sklodowski
Absent – None

There was a short recess for refreshments.

REORGANIZATION

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp that until the Commissioner Election in February that we remain as we are to give Ms. Mayer a chance to get acclimated. Motion carried

Minutes of the previous meetings: September 10 and 24, 2012

A motion was made by Commissioner Arnold, seconded by Commissioner Sklodowski to approve the minutes of the September 10 and 24, 2012 minutes as printed and distributed. Motion carried.

AUDITORS REPORT: (Rob Inverso)

1. None

SOLICITOR: Robert Gaskill

1. Nothing for open session.

BATTALION CHIEF/BUSINESS MANAGER REPORT: Kevin Mullen submitted report via email.

1. Chief Mullen reported he spoke to our insurance agent, Steve Walsh, on Friday. He is still working on quotes and will have them for the November meeting. The resolution for the JIF does not have to be adopted until December. Mr. Walsh is planning on attending the November meeting in case the Board has any questions.

BUREAU OF FIRE PREVENTION: Marc Stranko submitted report via email.

CHIEF REPORT: Keith Scully submitted his report via email.

EMS REPORT:

COMMITTEE REPORTS:

Insurance:

1. B/C Mullen reported under BC/Business Manager Report.

Purchases:

1. B/C Mullen sent list via email.
2. Commissioner Bauer inquired what the Mary Bridget Enterprises bill was. BC Mullen reported that it is for the fire prevention supplies. Commissioner Arnold requested B/C Mullen to enter some type of description so they know what the bill was for.

Policy:

1. B/C Mullen reported they are in the process of updating section 100 thru 400.

Training: Marc Stranko submitted his report via email.

1. B/C Mullen reported that everything is ready for fire prevention visits at the schools and that Marc had done all of the packages this past week.

Truck/Equipment/Building: Brian Richardson is on medical leave.

1. Commissioner Arnold reported that in Brian's absence, Fuzzy (Stephen C. Fazekas) is coordinating getting some things done around the firehouse such as Jason Peters and Dan Cunningham did some plumbing repairs. Their help is appreciated.
2. Chief Scully gave an oral report on vehicle repairs that occurred over the last few months.

Fire Company Liaison: Commissioner Arnold reported:

1. The company is looking into options for the electronic sign to possibly replace the sign on the corner of Cedar and Firehouse Lanes.
2. There are preliminary discussions with the Company President about repairing the floor in the large meeting room. This is something that the Board would share expenses with the Company because of the different uses of the room.
3. There was another issue with the grass about 3 weeks ago that was handled by the Chief. It has been monitored very closely and no others issues have occurred.

4. Commissioner Arnold suggested that the Board look into a small mulching lawn mower before next grass season. The push mower is very old and fills up very fast.

Information Technology Report: Todd Estelow submitted report via email.

1. Commissioner Bauer inquired about the quote for 125 email addresses and if we have that many responding members and really needed that many. There are people who are having problems accessing their emails, or sending and forwarding emails from their cell phones, etc. Todd reported he has gone through and we are using 108 emails including all the riding members, company active members, and the “groups”. So he used the number 125 to allow for expansion for future members. Microsoft quote is \$4.00 per mailbox per month for a total of \$6,000.00 per year. The quote from Dell for the multiple project is \$5,700.00 and would last for at least 7-8 years. One of the things that would make things easier is this new software, Microsoft 2010 which is “self healing”. It automatically goes out and updates from Microsoft. The whole package for \$5,700.00 is for a new operating system for both servers, the Exchange Server 2010, and all the licenses that go with that. A discussion ensued on the set up of the old servers, web server, and back-up servers. 25 gigs per mailbox is the minimum size. Todd got quotes for outsourcing the emails from Microsoft, Intermedia, Exchangemailboxing.com, Rackspace.com, and Sherweb.com.
2. Commissioner Arnold inquired about a back-up if Todd is not here and the server crashes. Todd reported the CDW offers the support of an on-site tech and will get a quote. With a phone call, Microsoft can also “come in the back door” and fix problems.
3. Comcast is scheduled to come October 29th for the change over for phones.
4. Commissioner Arnold requested that B/C Mullen inquire with the Township for what they do for IT services and maybe look into shared services with them.
5. Commissioner Arnold inquired the percentage of use for Firehouse Software which is capable of many things. Todd reported about 15-20 percent of what the system is capable of. The reason is everyone does not use the system like it should be. It requires everybody to be a part of it (attendance, training, inventory, reports, maintenance, certifications, etc). The fee for that license will be going down next year. Firehouse will be going to a whole new platform (.net) in 2015 and all of the existing reports within Firehouse will no longer be good. They will have to be redone. B/C Mullen and Chief Scully spoke to Todd about providing training to the line officers and eventually breaking it out to the department so that Firehouse can be utilized the way it should be.

Radio:

1. Chief Scully reported the county will be narrow banding F1 on October 23rd or 27th. Joe Wargo has been working with B/C Mullen to send out pagers to get narrow banded. Minitor V’s are being done in-house. Minitor IV’s are being sent out to get the filter changed for narrow banding. Chief Mullen reported he will be ordering 4 more refurbished pagers.
2. B/C Mullen will speak to Tom Sahol about what we can do with the old pagers and radios. He suggests that we put them out on govdeals.com to sell, but he also wants to see if we can legally make a deal with the company that is refurbishing our pagers and send them all of our old Minitor II’s and III’s and all of the old radios for parts,

and see what they can give us in return. The problem with putting them out on govdeals.com is that they are useless to everybody because everyone is going digital.

3. Chief Scully reported that within a month, month and a half, all of the new radios that were approved for purchase for the trucks will be installed.

APPLICATIONS FOR MEMBERSHIP:

1. None.

COMMUNICATIONS:

1. B/C Mullen had written the IRS a letter and he received notification back that we do not have to pay our Futa Tax, and another that we do, and another that we don't. He now has received a check reimbursing us for the Futa Tax. He has not cashed the check as of yet, and has contacted ADP, our payroll company, and their tax department is involved as well.

PRESENTATION OF BILLS

1. Commissioner Rzomp inquired if John Dulo's bill was approved. B/C Mullen had approved it and reported that John goes down to the memorial service every year and represents our department.
A motion was made by Commissioner Rzomp and seconded by Commissioner Sklodowski to approve to pay the bills as presented. Motion carried.

TREASURERS REPORT:

1. Commissioner Sklodowski reported he has several discussions with B/C Mullen since the workshop meeting, and this year's budget looks good. Next year's budget doesn't look good without a possible tax increase because of loss of taxes from businesses closing in town. 2014's budget looks a little better because the tax abatement will be coming off of Whitesell's buildings. Commissioner Bauer stated we will have to find some fat somewhere to cut. No tax increase.
A motion was made by Commissioner Arnold, seconded by Commissioner Sklodowski to approve the treasurer's report as printed and distributed. Motion carried.

OLD BUSINESS:

1. **Grant Amendment for PPE** – B/C Mullen reported it was submitted about 2 months ago and he followed up with an email 2 weeks ago. He is still awaiting response from FEMA.
2. **Policy 221 REQUIREMENTS FOR PER DIEM EMT's** – a discussion ensued on a change to the policy that states "Per Diem EMT's should have no access to the fire station other than during their assigned shifts unless approved by a line officer." Commissioner Arnold would like the approval to come from a "Chief Officer."
A motion was made by Commissioner Arnold, seconded by Commissioner Sklodowski to approve Policy 221 REQUIREMENTS FOR PER DIEM EMT'S with the change of "approved by a Chief Officer." Roll call vote: Commissioner Arnold-

Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes, Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 5-0.

3. **Virtua Paramedics use of building** – B/C Mullen reported he put a request out to Mr. Newman for a blank contract to use as a starting point to get the contract started. He has not received anything yet. The committee (Kevin, Charlie, and Andrew) will sit down and see if they would like to add anything to it and hopefully get that out for the November meeting. The earliest they would move the unit here is November 1st, but December is fine. They still have things to do on their end.
4. **2013 Budget – November 12th meeting** – B/C Mullen reported he has been meeting with the treasurer and suggested that one other Commissioner in addition to Craig sit so they could formulate a budget. Commissioner Bauer reported that he will not be available and appointed Commissioner Mayer in his place.

NEW BUSINESS:

1. **Flu Shot for Members** – Chief Mullen reported that Boyd’s Pharmacy of Medford has offered to come here and do flu shots for us for \$20.00 per member. The criteria is you must be an Active Member, or an Active Member of the Company. The commissioners are included in this.
A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approve the flu shots for members for \$20.00. Motion carried.
2. **District Computer/Email System** – Was discussed under the IT report.

MEETING OPEN TO THE PUBLIC:

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

1. Chief Keith Scully sent out an email to the 5-10 year planning committee to meet on November 1st, 2012 at 6:30pm to get started on that. Commissioners Bauer and Sklodowski are included on that committee.

A motion was made by Commissioner Sklodowski, 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 Sklodowski to go into the closed session portion of the meeting. Motion carried.

- Contract with Local 3091

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

GOOD OF THE BOARD:

1. Commissioner Arnold welcomed Barbara Mayer to the Board.
2. Commissioner Arnold asks that Todd please add Barbara to the Commissioners mailing list.

3. Carolyn Taylor will make an ID badge for Commissioner Mayer.

ADJOURNMENT:

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

Respectfully submitted,
Carolyn Taylor