

November 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 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, B. Mayer, W. Rzomp, C. Sklodowski
Absent – None

Minutes of the previous meetings: October 8th, 2012

A motion was made by Commissioner Arnold, seconded by Commissioner Rzomp to approve the minutes of the October 8, 2012 minutes as printed and distributed. Motion carried.

AUDITORS REPORT: (Rob Inverso)

1. BC Mullen reported that he was contacted by Mr. Inverso that the state's budget form has errors on it and it is locked. BC Mullen will hold off entering the 2013 budget until Mr. Inverso contacts him and lets him know the state spreadsheet has been corrected. The statutory date to propose the budget is December 18th, well in with the workshop meeting; The budget hearing has to be January 15th, 2013, our regular meeting is January 14th, so we meet that; and the adoption has to be done by January 22nd which we usually adopt at the regular meeting. We are well within all of the statutory dates with that timeline.

SOLICITOR: Robert Gaskill

1. Nothing for open session.

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

1. Chief Mullen reported he has calculated the incentive plan and he will have that for Board approval at the Workshop meeting.
2. Chief Mullen would like to carry 2 vacation days into next year.
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to allow BC Mullen to carry 2 vacation days into next year. Motion carried.

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

1. The Roebing School had been rescheduled for fire prevention week and has been completed. The pre-schools will be scheduled. The puppet stage is in poor shape.

CHIEF REPORT: Keith Scully submitted his report via email.

1. Chief Scully reported he does not have all the numbers as of yet because not all reports have been entered into the system due to Hurricane Sandy and the number of incidents. He we have a complete report with the numbers for the Workshop meeting.

EMS REPORT:

COMMITTEE REPORTS:

Insurance:

1. B/C Mullen sent out letter from insurance agent and had met with him. Because we automatically fall into the high risk pool, he recommends that we stay with the JIF. (Resolution under New Business.) Also, part of the JIF's policy is that if something happens to one of our apparatus, it gets replaced at replacement value, not book value, which is a huge difference on a 20 year old fire truck. The JIF just had a meeting and the prices should be coming out this week. He is anticipating 6-7% on the high end.

Purchases:

1. B/C Mullen sent list via email.

Policy:

1. B/C Mullen reported they are in the process of updating sections 100 thru 400. Ex-Chief Albert Jacoby volunteered to read through the policies and make recommendations.

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. BC Taylor reported the trucks are being checked weekly.
2. Chief Scully reported the battery has been replaced in 4081 last week.

Fire Company Liaison: Commissioner Arnold reported:

1. The Sexual Harassment policy was review at the last company meeting which was well attended.
2. The Fire Company is sponsoring a Christmas party after the Santa run on December 15th, 2012 for members and their families.

Information Technology Report: Todd Estelow submitted report via email.

1. Todd Estelow reported that he sent out an e-mail late because the fax card keeps going up and down. He reboots the system and that seems to temporarily fix it for a day or so. Last night the fax was calling his phone non-stop. Since we got the system

in 2006, we have not done any software maintenance at all. The phone vendor came in remotely to check it out, and it is either a bug in the IOS (operating system) or the card itself is beginning to fail. Everything in the phone system is now out of warranty – the phones, the switch, the power Ethernet switch. To put it all back under warranty it will cost \$2,958. Todd has a call into them find out how long the warranty is good for. The card itself is \$800.00 plus the configuration will bring it up to approx \$1,200-1,400.00. Under warranty, any problems that we encounter with the IOS will be covered under the maintenance, as if it just came out of the box. A technical discussion ensued on Pots line/T1 line/Voice over IP for the fax machines and fax by e-mail. Once Todd receives the warranty time-line, the Board will address it at the Workshop meeting.

Radio:

1. Chief Scully reported the radios have been ordered for the trucks and will be installed when they come in.

APPLICATIONS FOR MEMBERSHIP:

1. Richard Peters and Onole Peters for Auxiliary Membership; and David Lamont and Brianna Padua for Active Membership.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to approve the applications and take their usual course.

COMMUNICATIONS:

1. None.

PRESENTATION OF BILLS

1. A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to approve to pay the bills as presented. Motion carried.

TREASURERS REPORT:

1. Commissioner Sklodowski reported he and Commissioner Mayer met with Chiefs Mullen and Scully. They are basically waiting for the state to get back to them. The 2012 budget is good.

A motion was made by Commissioner Arnold, seconded by Commissioner Sklodowski to accept the treasurer's report. Motion carried.

OLD BUSINESS:

1. **Grant Amendment for PPE** – B/C Mullen reported it was submitted. He is still awaiting response from FEMA.
2. **Virtua Paramedics use of building – Approve Contract.** – B/C Mullen reported he sent a contract based on the input given back from the Board members and the Solicitor as well. Descriptions of space they will be using still need to be added: 1) Second Floor of the station, Room #6; 2) Front half of a bay (initially was bay 7) with the square footage. Florence Fire Department needs to be changed to Florence

Township Fire District #1. For compensation, BC Mullen is to get prices for 7 months of lawn service to which whatever rent Virtua pays the District, it will be applied towards the lawn service. BC Mullen sent an email to our insurance agent and is waiting for a response if there will be changes in coverage while the medics are here. A discussion ensued.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp that we approve the contract with Virtua Paramedics on the condition we get the outlined changes we requested in the contract, pending insurance outcome. Roll call vote: Commissioner Arnold – Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Sklodowski-Yes. Motion carried 5/0.

3. **2013 Budget** – November 26 Workshop Meeting.
4. **District Computer/Email System** – Todd Estelow reported the total cost to upgrade the mail server is \$6,900.00 which includes licensing, software, upgrading the file server to the new operating system to Window Server 2008. He has quotes to upgrade all the computers to Windows 7. His plan is to upgrade in stages; the servers now, next year do the operating systems, and then the Office product. He is requesting 2 new computers because the ones in the library are so old, they can not be updated anymore. The new flat screen monitors are around \$150.00. The server and the operating system updated quotes are \$5,248.00 to host the server here with unlimited capacity and use the new Exchange Server 2010. The lowest proposal received for an outside vendor was from Microsoft for \$4.00/user per month, totaling to \$6,000.00 per year with size restrictions. Commissioner Arnold reported he received a proposal from another company to run our website and our email. One-time build and set-up \$4,300.00; and yearly email and website hosting is \$249.00. Each mailbox has up to 2 gigs of storage. It does not cover everything else that is going on. He will send Todd a copy of that proposal for review. Commissioner Sklodowski also checked out some other options which included web hosting, but not email.

A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer to form a committee to get a better understanding for the next meeting with Commissioners Arnold and Sklodowski and Todd Estelow. Motion carried.

5. **Resolution 2012-17 FIRST RESPONDER JOINT INSURANCE FUND RESOLUTION FOR RENEWAL OF MEMBERSHIP.**

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to adopt Resolution 2012-17 FIRST RESPONDER JOINT INSURANCE FUND RESOLUTION FOR RENEWAL OF MEMBERSHIP. Roll call vote: Commissioner Arnold – Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Sklodowski-Yes. Motion carried 5/0.

Kevin Mullen was appointed the Fund Commissioner.

NEW BUSINESS:

1. **Purchase up to 5 sets of Turnout Gear** - \$13,000 (State bidding price) Chief Mullen reported it is part of our replacement program in which we try to replace 3-5 sets of turnout gear per year. Commissioner Arnold requests that we also get names for the people who don't have their names on their turnout coats so they can be identified. A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to purchase 5 sets of turnout gear. Motion carried.
2. **Copier and Miscellaneous Pager Parts as Surplus** – BC Mullen reported this is to get rid of the old copier and pager parts he would like to sell or possibly work a deal and get pagers for to another company that can use the parts for repairs. The copier's

memory has already been cleansed.

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to approve BC Mullen to get rid of the copier and sell the pager parts. Motion carried.

3. **Approval of NJ Department of Health EMS Re-licensing** – Carolyn Taylor reported she has completed the forms for re-licensing and needs a signature from Commissioner Arnold as Secretary to that it can be submitted to the state.

A motion was made by Commissioner Arnold and seconded by Commissioner Sklodowski to approve the EMS re-licensing. Motion carried.

MEETING OPEN TO THE PUBLIC:

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

1. Carolyn Taylor let the commissioners know that she will be printing the checks for the bills and they can sign them while in closed session.

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

CLOSED SESSION:

A motion was made by Commissioner Mayer, and seconded by Commissioner Rzomp to go into the closed session portion of the meeting. Motion carried.

- Discuss contract proposal from Local 3091
- Personnel issue – Brian Richardson

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

GOOD OF THE BOARD:

1. Commissioner Arnold commended and thanked BC Taylor and Chief Scully for their coverage during the storm (Hurricane Sandy) and everyone involved with that. Commissioner Bauer thanked Commissioner Mayer for her part and was impressed by her IT computer knowledge.

ADJOURNMENT:

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

Respectfully submitted,
Carolyn Taylor