

December 10, 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:** November 12 & November 26, 2012

A motion was made by Commissioner Arnold, seconded by Commissioner Rzomp to approve the minutes of the November 12, 2012 & November 26, 2012 minutes as printed and distributed. Motion carried.

**AUDITORS REPORT: (Rob Inverso)**

1. None.

**SOLICITOR:** Robert Gaskill

1. Closed session items, nothing for open session.

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

**BUREAU OF FIRE PREVENTION:** Marc Stranko

1. Marc Stranko is on vacation.
2. Commissioner Rzomp reported that Marc had scheduled the pre-schools for fire prevention, and he is taking care of all the fire inspections.

**CHIEF REPORT:** Keith Scully submitted his report via email.

1. Commissioner Rzomp reported all of the new radios have been ordered, but they have not arrived at the radio company yet for programming.

**EMS REPORT:**

**COMMITTEE REPORTS:**

***Insurance:***

1. Quotes emailed to the Board.

***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.

***Training:*** Marc Stranko submitted his report via email.

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

1. Commissioner Arnold reported that the people who were hanging the Christmas lights also took care of the parking lot lights that were out. There is still one light out, BC Mullen is aware of it, and he will contact an electrician.
2. Commissioner Arnold met with a contractor to drop the bay lights down from 12 to 6. He will be giving us a quote. (Money-saving project)
3. Commissioner Arnold spoke with Trustee Stephen Fazekas and a lot of the plumbing issues have been taken care of between Dan Cunningham and Jason Peters.

***Fire Company Liaison:*** Commissioner Arnold reported:

1. He and Commissioner Mayer met with Stephen Fazekas and discussed the following:
  - a. Office transition
  - b. Update on sink and toilet repairs
  - c. BC Mullen is waiting on a quote from Taylor roofing. He has one quote and is waiting on a second quote.
  - d. EMS Charts training was scheduled and Todd Estelow, Carolyn Taylor, and BC Popso completed the training.
  - e. Staffing items
2. He and Commissioner Mayer met with President Wainwright last Sunday and discussed the current staffing concerns. Personnel and some ideas he had will be discussed in closed session.
3. Even though the BC is attending the Company Officer meetings, they would like to have a Commissioner Representative there in case something does come up and clarify any issues. If Commissioner Arnold is unable to attend the Monday meeting, Commissioner Mayer will attend in his absence.

***Information Technology Report:*** Todd Estelow submitted report via email.

1. Todd repaired the Iamresponding network wire. Commissioner Bauer questioned if we know how the network wire got ripped out the wall. Todd thinks it happened when someone moved the cabinets up there, and the wire was pulled out and the jack was sitting on the floor. He put it back together again and the systems worked.
2. Todd Estelow reported he has updated quotes for the e-mail server and also for 2 new computers. The price of the email server went up a little bit due to it is now Exchange Server 2013 and not 2010. The total for just the email server is \$5,106.85. The extra copy to update the other server is \$955.00. The price for 2 new computers with monitors is \$1,604.00
3. The fax line (9776) is still not working. He spoke to Comcast today and they were supposed to call him today (which they didn't call him) to actually port it over. Central had a problem with the rip & run and also the faxes were having a problem

that lasted for a day or so.

**Radio:**

1. Commissioner Rzomp reported the radios have been ordered, the purchase orders have been cut, and as soon as they come in they will program them. Then they will schedule to have them put in the vehicles. The old radios will be sold or disposed of.

**APPLICATIONS FOR MEMBERSHIP:**

1. Andrew Leach – Junior Member and Christopher Craft – Active Member.  
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to approve the applications and take their usual course.

**COMMUNICATIONS:**

1. None.

**PRESENTATION OF BILLS**

1. Approval for a bond payment due 1-15-13 = \$88,327.50. Usually this is not a problem but our next regular meeting is January 14, 2013.
2. Approval to pay the PSE&G, Verizon, and Comcast bills that we receive before year end.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp, adding the 2 items above, to approve to pay the bills as presented. Motion carried.

**TREASURERS REPORT:**

1. Commissioner Sklodowski reported he spoke with Chief Mullen and our 2012 budget is better than expected. We are approximately \$143,000.00 in the black, and there is an amendment to that. The 2013 budget will be discussed in closed session.  
A motion was made by Commissioner Arnold, seconded by Commissioner Mayer to accept the treasurer's report. Motion carried.

**OLD BUSINESS:**

1. **2013 Budget – Adopt Resolution 2012-18 2013 BUDGET RESOLUTION** (Hold until after closed session.)
2. **Virtua Paramedics use of building** – B/C Mullen reported he did reach out to Virtua about the bathroom and they are on-board with that. They will make the changes. He has not received anything back from them yet. He sent an email to them today asking the status of where the contract is and has not received a reply.
3. Commissioner Bauer inquired on paramedic billing. It is dependent upon what they do and/or use on the call including medications. When a patient is transported by us with medics aboard, it is the medic's patient and they bill the patient and pay us for use of our ambulance.
4. **District Computer/Email System** – Commissioner Arnold had sent his recommendation in an email last week and will discuss in closed session.

**NEW BUSINESS:**

1. **Closeout of SAFER Grant** – BC Mullen reported the SAFER Grant time has expired and he needs to finalize the paperwork to close it out so it will be done.  
A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp authorize BC Mullen to complete the paperwork to close out the SAFER Grant.
2. **Approval to apply for a Fire Prevention Grant (FEMA)** – Sparky Outfit. BC Mullen reported we have attempted over the past 2-3 years to get a grant for a new Sparky outfit, but have been unsuccessful. Our current outfit is 11-12 years old or even older.  
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to authorize BC Mullen to apply for a Fire Prevention Grant (FEMA) for a new Sparky Outfit. Motion carried.
3. **Approval for Roof Repair** – Still waiting for a quote from Taylor Roofing who was here over the weekend to look at the roof. BC Mullen reported that it is already under \$1,000.00 so he could approve it. No action was taken.
4. **Insurance Quotes** – BC Mullen reported these quotes are for the supplemental insurance which isn't up until March, but wanted the Board to see them for budget purposes. He did not choose the \$11,000 Pre-payment option (save 10%). He chose the option of Same Guaranteed Rate for 3 years (save 6.7%) for budgeting purposes only.
5. **Appointment of 2013 Line Officers -**  
A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer to accept the Chief's recommendation. Motion carried.
6. **Approve 2012 Officer Stipends** – Hold for closed session.
7. **Adopt Resolution 2012-19 Amending the 2012 Budget**  
A motion was made by Commissioner Arnold and seconded by Commissioner Sklodowski to adopt Resolution 2012-19 Amending the 2012 Budget. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 5-0.

**MEETING OPEN TO THE PUBLIC:**

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

1. None.

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

**CLOSED SESSION:**

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

- Discuss contract negotiations with Local 3091
- Staffing

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

**UNFINISHED BUSINESS (continued):**

1. **District Computer/Email System** (from item #3) –  
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to allow the IT Division to spend up to \$8,000.00 to upgrade the mail server and software, and to purchase two computers. Motion carried.
2. **2013 Budget – Adopt Resolution 2012-18 2013 BUDGET RESOLUTION** (from item #1) –  
A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to Adopt Resolution 2012-18 2013 BUDGET RESOLUTION. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 5-0.

**NEW BUSINESS (continued):**

1. **Approve Officer Stipends** (from item #6) –  
A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer to approve the Chief's recommendation with one addition that we add an additional \$1,000.00 for the Chief of the department. Motion carried.

**GOOD OF THE BOARD:**

1. Commissioner Arnold thanked all the members who responded to calls this year. It's been a long, hard year, and a celebratory year. He thanked the Chief for his dedication to the department, and he wishes everyone happy holidays.
2. Chief Scully thanked the Board for the additional money.
3. Commissioner Sklodowski wishes everyone a Merry Christmas.
4. Commissioner Mayer wishes everyone Happy Chanukah.

**ADJOURNMENT:**

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

Respectfully submitted,  
Carolyn Taylor