

January 28, 2013

The regular workshop 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
Absent – C. Sklodowski

OLD BUSINESS:

1. **Election Update** – B/C Mullen reported the legal ads have been posted; the absentee ballots were delivered; the ballot proof is out; and the voter’s list has been requested.
2. **Budget** – B/C Mullen reported he brought it up at the company meeting, and spoke at the Florence Seniors meeting, and he is scheduled to speak at the Roebing Seniors meeting as well on February 6th. He has a meeting with the Burlington County Times, tomorrow at 2 pm, here at the station. He has an excellent press release set to go, thanks to Commissioner Mayer who helped him with that. It will get posted on our web site, and B/C Mullen will contact Tom Sahol to put something up on Channel 19 to link it to look our web site for budget information.
3. **Facebook** – Commissioner Arnold inquired who has administrative rights for our facebook page and asked to have Todd Estelow added so that the updates that are made on the web site will link directly to the department facebook page. Chief Scully reported that he, and Bob Reillo have administration rights, and neither of them remember the password to add Todd. B/C Mullen will put the press release up and the little thing that was published in the Register news - a quick synopsis of the budget.
4. **Informational Meeting for the Public** – B/C Mullen suggested that we schedule a public meeting for either Tuesday February 5th or Tuesday February 12th, which is the Tuesday before the election. We have to give 72 hours notice and publish the meeting. Commissioner Bauer suggested that it be held during the Commissioner’s meeting on Monday, February 11th. B/C Mullen stated no extra advertising needs to be done because it’s a regularly scheduled meeting. He will post something on our web site stating there will be a (formal/informal) presentation on our budget.
5. **Advertise for Professionals** – Commissioner Bauer asked B/C Mullen to look into if we need to by law, advertise for professionals.
6. **Virtua Update** – Chief Scully and B/C Mullen met with Virtua. On our end, there are a small amount of things to do. Virtua suggested mid-February. One of the things looked into was to update the plymo-vent system which would be a very costly endeavor. It is not required for us to have one for a gas engine. Virtua is ok with that. B/C has the remote controls for that door. The locks are schedule to be changed this week.

NEW BUSINESS:

1. **Firehouse Projects/Repairs** – Commissioner Arnold reported that several issues were brought up at the most recent Company Executive meeting. There are problems with the lights on the building, parking lot lights, building issues with stucco, pieces of soffit missing, and plumbing issues in the restrooms. He suggested that the Board

take a serious look at all the issues and come up with a plan to address them.

Lighting - The company has a quote from an electrician for \$139.95 to purchase and replace one soffit light. Commissioner Arnold suggested they look to see how many we need and order that amount because the ones on the building now are obsolete and can't be found. This way we have enough to change them ourselves when the need replacing, and they will still match. B/C Mullen reported per the quote, it is \$64.94 for the material, and \$75.00/hr for labor. Trustee Fazekas stated they will be using some of the broken lights as parts to fix some of the other ones, and change only one side of the building at a time.

Plumbing – Trustee Fazekas has been trying to keep up with the plumbing. The commissioners and the executive officers need to come up with a plan and prioritize. soffits, B/C Mullen is working on the fence out back repaired; the block wall in the “red room” is cracked and pushing out; the patio out back is starting to crack quite severely; they are still tracking down roof leaks with the roofer; the heating in the building and B/C Mullen is getting a list of thermostats that need to be replaced and is working on getting an HVAC person in for the conference room. The bigger projects that need discussing are the carpet in the big meeting room, the carpet in the red room, redesign of the office areas. The radio room was set up and we bought 2 new computers and found out that the jacks in the wall have no wires to them so that we can run computers in there. Trustee Fazekas stated there are short-term projects that are repair projects to the building, and some long-term projects that should be listed in the future planning (5-year plan or 10-year plan), or however you want to start addressing some of the major things.

5-year Planning Committee – Chief Scully reported there are 7 people on the 5-year planning committee including Commissioners Bauer and Sklodowski. Chief Scully asked the Board to appoint another chairman for that committee due to his current work load. Commissioner Arnold asked Trustee Fazekas if he be on the 5-year planning committee and he agreed to. Also, if people aren't attending the 5-year committee meetings, let's get other people who will attend them.

B/C Mullen is to supply the Board with the complete list of items for repair.

B/C Mullen will contact Michael Ricciardelli for quotes on repairing the stucco and the cracked wall repairs, including the crack in the back right corner of the officer's storage room upstairs.

Office Area Project – Commissioner Arnold reported at the executive meeting there was a long discussion about the move of personnel into the library and opening up the office area. There are mixed feelings about the move and the open office area. It was reported that we ran out of pens and batteries very quickly. They would like the Board to work with them and form a committee on how best to utilize the office area. They would like move one of the computers into the radio room. There have been a couple of issues where members of the public come in and don't see anyone and wander through the building. B/C Mullen has a quote for signage. Chief Scully reported that there are other issues such as he had a meeting the other night and the open area is now a “hang-out”, and now there are rumors flying all over the place. There is no privacy. Commissioner Arnold added the same thing in the small conference room, they were having a private meeting and everyone in the open area can hear what was being said. Trustee Fazekas added the career staff and officers are trying to get work done and are being interrupted by people coming in to use the computers. The Executive Board would like to have 2 commissions sit on the committee in addition to B/C Mullen representing the career staff, the Chiefs, the EMS officers, and the Executive committee to come up with a game plan for the

administrative area and the radio room before jockeying everything around again. Commissioner Bauer assigned Commissioners Mayer and Arnold to the committee.

Shredding – The Executive committee would like to look into a company for shredding records/reports we no longer need that may have personal/private information contained in them. We have to protect peoples’ personal information and the HIPAA laws have gotten even more stringent. B/C Mullen will contact the township to see if we can share services with them, or get information and prices.

2. **Table at 200 Club Dinner** – B/C Taylor reported that he has submitted several nominations for some of our members Honor/Valor awards. In addition, the 200 Club issued Brian Richardson a significant check by the end of the first week after Brian’s injury. We should renew our support by attending that dinner to that very worth-while organization. There are 10 seats per table. It will be at Chief Scully’s discretion as to who will attend in addition to the nominee’s.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to authorize the Chief to purchase of up to two tables for the 200 Club Dinner. Motion carried.

3. **Medicare Revalidation** – B/C Mullen needs approval to sign off on the form to continue billing/receiving monies from Medicaid/Medicare for EMS transports. A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approved B/C Mullen to sign and return the Medicare Revalidation form. Motion carried.

4. **Approve \$50.00 Bill for Burlington County ESTC-BCIT** – The payment made from the last meeting was \$50.00 short.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to pay the \$50.00 balance. 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.

1. There was no public comment.

A motion was made by Commissioner Arnold, and seconded by Commissioner Mayer 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.

- Personnel
- Per-diem staffing

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. None

ADJOURNMENT:

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

Respectfully submitted,
Carolyn H. Taylor