

January 14, 2013

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: December 10, 2012

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

SWEARING IN OFFICERS & FIREFIGHTERS

1. Captains Joe Wargo and Rose Estelow
2. Lieutenants Jason Peters, Zack Reeder, and John Wood
3. Firefighters Larry Buffington and Justin Buffington

There was a brief adjournment for refreshments.

AUDITORS REPORT: (Rob Inverso)

1. None.

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill was not present at the meeting.

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

1. HVAC units were repaired. Commissioner Arnold requested BC Mullen to look into a service contract because it would be cheaper. BC Mullen will have something for the next meeting.
2. Virtua Medics – BC Mullen will call Jim Newman tomorrow about when they will be moving in. A good cut-off would be February 1st.
3. B/C Mullen will look into purchasing mattress covers for the beds in the bunk rooms. Commissioner Rzomp recommended that maybe EMS could be assigned bunk rooms 1 & 2 to keep the wear and tear down to certain mattresses.
4. BC Mullen received a summons for Jury Duty the week before elections.
5. BC Mullen reported all the legal ads for the election have been posted; Letters have been written to the County Clerk and the Superintendent of Elections. The petitions are due this week. Once they are in, he will finalize the ballot and send it to the clerk and elections. He will post the budget once it gets adopted; and the pollsters need to be appointed tonight. B/C Mullen plans to be here for the entire election.

6. B/C Mullen reported that Todd Estelow has a form to update the personnel files that will be emailed out to everyone after the mandatory training is completed.

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

1. Commissioner Arnold thanked Marc Stranko for doing double duty and everything he's done. It is appreciated.

CHIEF REPORT: Keith Scully submitted his report via email.

1. Chief Scully reported they have the December report and the 2012 End of Year reports.
2. The County Mass Casualty trailer has been picked up. We no longer have it here.

EMS REPORT:

1. Chief Scully reported they have the December report and the 2012 End of Year reports for EMS.
2. Commissioner Arnold stated that once we are back to full staff, he would like to see the number for "Non-Handled EMS Second Rig Dispatches" from the year-end report improve.

COMMITTEE REPORTS:

Insurance:

1. None.

Purchases:

1. B/C Mullen sent list via email.

Policy:

1. B/C Mullen reported sections 100 thru 400 are with Al Jacoby. He plans to meet with him at the end of the month.

Training: Marc Stranko submitted his report via email.

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

1. The heater situation (HVAC) was previously discussed.
2. Chief Scully reported some bulbs were replaced in some compartments and on the overhead light bar on 4012; Replaced the batteries on 4015; Replaced bulbs in the interior of 4081 and the light bar; Both batteries were replaced in Chief Scully's car; and 4082 went to Falconio's today for an oil leak repair.
3. Commissioner Arnold questioned about the replacement of tires for 4012 listed on the agenda and if this was planned, and were they budgeted for? Chief Scully reported it was brought up last year while Brian was still here. B/C Mullen reported it comes out of the "Supplies and Maintenance" budget.

Fire Company Liaison: Commissioner Arnold reported:

1. He reported the beds were the big item and was discussed earlier under B/C's report.
2. The company is still working on some of the issues with the street lights. B/C Mullen reported that all that has been resolved now, but there are a couple of lights outside along the building that need to be repaired.

Information Technology Report: Todd Estelow submitted report via email.

1. Commissioner Sklodowski inquired if we upgrade to Microsoft Office 2010, will we be eligible for 2013 when it comes out? Todd will check.
2. Commissioner Arnold inquired if we upgrade to Office 2010, and members only have 2007 at their home, can they still get their emails? Todd indicated yes, because they get their emails from the web site. But they will have to get a file converter to open Office documents if they are still using Office 2003.
3. Commissioner Bauer inquired why IT Estelow didn't know there would be this large extra fee now after he came to the Board about the upgrade with a price quote that was approved. IT Estelow explained that when he came to them the upgrade was for Server 2010 which did not require any of this. It took a while to get approval from the Board and in the meantime, Microsoft upgraded and we got stuck with Exchange Server 2013. Commission Bauer expressed his dismay. Commissioner Mayer is to receive a copy of the IT audit that was done two years ago. Commissioner Rzomp commented that the system we have is what we have and the 3 or 4 years of not upgrading anything is snowballing, and this Board has to pay the consequences. B/C Mullen reported there is a total of \$9,000.00 for the year in the IT budget. It can be purchased now and it will leave Todd \$4,500.00 for the rest of the year.

Radio:

1. Commissioner Rzomp reported the new radios have all been programmed, and they will call B/C Mullen when the come out to install (Wednesday, Thursday).

APPLICATIONS FOR MEMBERSHIP:

1. None.

COMMUNICATIONS:

1. Commissioner Arnold received a personal gear request from Justin Riley for ESS primary eye protection goggles and they meet and exceed the NFPA standard. Commissioner Arnold made a motion, seconded by Commissioner Mayer to approve the request. Motion carried.
2. Commissioner Bauer reported he received some communication about struggling with the website up to date and is bogged down with IT problems.
3. B/C Mullen received an Administrative Appeal from Civil Service which they sent to all fire districts for information purposes. B/C Mullen emailed it to the Board.
4. B/C reported back in October we received a letter from the IRS and he replied via a letter, and they replied back. Our payroll company replied back again and we are now asking for a refund. Our payroll company, ADP, handled it.

PRESENTATION OF BILLS

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

TREASURERS REPORT:

1. Commissioner Sklodowski reported there is nothing to report at this time. A motion was made by Commissioner Sklodowski, seconded by Commissioner Rzomp to accept the treasurer's report. Motion carried.

2013 BUDGET HEARING:

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

Commissioner Bauer reported the 2013 budget has been advertised and posted. If anyone has anything to say about the budget please stand, state your name, and speak. Hearing none,

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

2. Adopt Resolution 2013-1 Budget Amendment (if needed) – B/C reported he sent an email out to the Board about adding \$15,000.00 to “Supplies & Maintenance” and taking \$15,000.00 out of fund balance. Commissioner Mayer requested this resolution be held until after closed session.
3. Adopt Resolution 2013-2 Adopted Budget Resolution
Also being held until after closed session.

OLD BUSINESS:

Note: Commissioner Bauer briefly left the meeting and Commissioner Rzomp presided.

1. FEMA Grant Amendment – B/C Mullen reported that we did get the grant amendment. We have ordered 3 sets of turnout gear.
2. 2013 Election Update – was discussed earlier under B/C / Business Manager report.
3. Poll workers for election and compensation.
A motion was made by Commissioner Arnold and seconded by Commissioner Sklodowski to approve the poll workers Mrs. Paddock, Mrs. Fazekas, and Mrs. Cunningham, at \$125.00 per person. Commissioner Mayer abstained. Motion carried.

NEW BUSINESS:

1. **Adopt Resolution 2013-03 2013 TEMPORARY BUDGET**
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to adopt Resolution 2013-03 2013 Temporary Budget. Roll call vote: Commissioner

Arnold-Yes; Commissioner Bauer-Absent; Commissioner Mayer-Yes;
Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 4-0.

2. Adopt Resolution 2013-04 2013 APPROVING THE COLLECTIVE BARGAINING AGREEMENT WITH IAFF LOCAL 3091.

A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to adopt Resolution 2013-04 2013 Approving the Collective Bargaining Agreement with IAFF Local 3091. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Absent; Commissioner Mayer-Yes; Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 4-0.

3. Mattresses – A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to purchase mattresses for the bunk rooms not to exceed \$3,000.00. Motion carried.

(Note: Commissioner Bauer returned to the room and continued to preside.)

4. Turnout Boots – A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to purchase 15 sets of boots for turnout gear not to exceed \$4,500.00. Motion carried. B/C Mullen reported this will come out of “Supplies and Maintenance”.
5. Enter into contract with Second Life Biomedical for AED Support Agreement - \$2,940.00. This item was tabled until after closed session.
6. Microsoft Office Licenses - \$4,500.00
A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to approve Microsoft Office Licenses for \$4,500.00. Commissioner Bauer opposed. Motion carried.
7. New Tires for Engine 4012 - \$4,500.00
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to approve the purchase of new tires for Engine 4012 - \$4,500.00. Motion carried.
8. Preventive Maintenance for E4012, E4013, Tender 4016, and Rescue 4018 - \$2,400.00. B/C Mullen reported this is for all the oil changes, filters, etc. that Brian normally does. Captain Wargo is looking into doing it in-house, but just in case he can't, B/C Mullen would like approvals to get them done.
A motion was made by Commissioner Arnold and seconded by Commissioner Sklodowski to approve \$2,400.00 for preventive maintenance. 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. Seeing no one,

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

- Personnel – Per Diem staffing for shift 1
- Personnel – Battalion Chief Mullen contract

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

UNFINISHED BUSINESS

(continued from Budget Hearing):

1. 2013 Budget – Adopt Resolution 2013-1 2013 BUDGET AMENDMENT

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to Adopt Resolution 2013-1 2013 BUDGET AMENDMENT. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 5-0.

2. Adopt Resolution 2013-2 Adopted Budget Resolution

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to Adopt Resolution 2013-2 Adopted Budget Resolution. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Rzomp-Yes; Commissioner Sklodowski-Yes. Motion carried 5-0.

(continued from New Business):

3. Second Life Biomedical Contract

A motion was made by Commissioner Rzomp and seconded by Commissioner Sklodowski to enter into contract with Second Life Biomedical for AED Support Agreement in the amount of \$2,940.00. Motion carried.

GOOD OF THE BOARD:

1. Commissioner Arnold recognized the graduates from Firefighter I, Building Inspector, Building Construction classes, and to those members who received awards from the Easter Sunday and May 30th incidents. The event was well attended.
2. B/C Taylor indicated that those members that received awards last week plus others have been submitted as nominations to the 200 Club for awards.
3. Commissioner Mayer indicated that she hopes for the same turnout of our members for Al Scully's and Brian Boldizar's swearing in at the Roebing firehouse.

ADJOURNMENT:

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

Respectfully submitted,
Carolyn Taylor