

March 11, 2013

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MARCH 11, 2013

Board Chairman Charles Bauer called the regular meeting of the Board of Fire Commissioners of Florence Township Fire District No. 1 to order at 6:30pm. After saluting the flag, the following statement of compliance with the New Jersey Open Public Meetings Act was read by the chairman:

“This meeting is being held in accordance with the New Jersey Open Public Meetings Act. Notice of this meeting has been sent to and published in the Burlington County Times and the Register News. It has also been posted at the township municipal building and on the fire district’s website.”

ROLL CALL: Present – S. Arnold, C. Bauer, B. Mayer, W. Rzomp

Absent – C. Sklodowski

Also in attendance were Solicitor Gaskill, Chief Scully, B/C Mullen, B/C Taylor, and T/O FM Stranko.

RESULTS OF THE 2013 ELECTION

Commissioner Bauer read the results of the 2013 election:

3 year term – Barbara Fazekas-Mayer 127

1 year unexpired term – Robert Dulo - 50; Francis Rodney Roberson, Jr. - 100.

The question “Shall the sum of \$1,331,004.00 be raised by taxation for the 2013 budget?”
109 Yes; 55 No.

OATH OF OFFICE

Solicitor Gaskill swore in Commissioner Mayer and Commissioner Roberson.

There was a brief intermission for refreshments.

ROLL CALL: Present – S. Arnold, C. Bauer, B. Mayer, R. Roberson, W. Rzomp

Absent – None

Reorganization:

1. Nominations for Chairman:

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to nominate Commissioner Rzomp for Chairman. There were no other nominations. Motion carried unanimously.

2. Nominations for Vice-Chairman:

A motion was made by Commissioner Mayer and seconded by Commissioner Roberson to nominate Commissioner Arnold for Vice-Chairman. There were no other nominations. Motion carried unanimously.

3. Nominations for Treasurer:

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to

nominate Commissioner Roberson for Treasurer. There were no other nominations. Motion carried unanimously.

4. Nominations for Secretary:

A motion was made by Commissioner Arnold and seconded by Commissioner Roberson to nominate Commissioner Mayer for Secretary. There were no other nominations. Motion carried unanimously.

Year 2013 Commissioners:

Chairman – William Rzomp
 Vice-Chairman – Scott Arnold
 Secretary – Barbara Mayer
 Treasurer – F. Rodney Roberson
 Commissioner – Charles Bauer

5. Commissioner Bauer reported that according to state statute, the new treasurer needs to be bonded by a certified company. After bonding, there needs to be an audit completed. B/C Mullen will contact our insurance agent tomorrow. They will have a resolution to accept the bonding agent for the next meeting.
6. Commission Rzomp made the following committee appointments:
 IT Committee: Scott Arnold and Rodney Roberson
 Personnel Committee: William Rzomp and Charles Bauer
 5-10 year Planning Committee: Barbara Mayer and William Rzomp
 Liaison from the Commission to the Fire Company: Scott Arnold and Rodney Roberson
 Building and Grounds Committee: Scott Arnold and William Rzomp
 Financial Committee: Rodney Roberson and Charles Bauer

Minutes of the previous meetings: (February 11, 2013 meeting)

A motion was made by Commissioner Bauer, seconded by Commissioner Mayer to approve the minutes of the February 11, 2013 minutes as printed and distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. B/C Mullen reported he spoke with Rob Inverso and the annual audit will be done the last week of March or first week of April. The statutory date is April 15th or April 30th.

SOLICITOR: Robert Gaskill

1. Nothing for open session.

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

1. HVAC Service Contract – B/C Mullen reported he received two more quotes today from Shamrock and Hutchinson. He has not reviewed them yet.
2. Commissioner Arnold inquired of any reports of 4012 working better with the new tires. Captain Wargo reported that once the new tires get a little wear (2/32”), they will be less squirrely. These are a “closed shoulder tire” which Brian had previously spec’d.

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

1. CPR Instructor's – Commissioner Rzomp inquired if we should reach out to the township or the police department to see if they want to have any of their people certified as a CPR instructor. T/O Stranko reported he received 13 responses who want to take the Instructor training. He has only received a response from one vendor that is willing to come here and do the training. The Red Cross charges \$550.00 per person and you have to go to them. He reported B/C Taylor has something lined up, and B/C Popso said that we only need to schedule a date with American Heart and they are ready to go, but we will need to attach ourselves to the Chapter through Virtua. B/C Taylor reported he had spoken with Director Gsell and there would be no problem for the ESTC to do the on-site training, the details just need to be worked out. FF/EMT Felix Diaz just completed his instructor training through the American Heart Assoc. for \$250.00 at their location. B/C Taylor feels the ESTC can come in at a lower price than the \$250.00 and it would be more convenient because they already are associated with that American Heart training center. He can have a quote sent to them within a couple of days. He also stated that the county will loan their props and manikins out for the training which will be included in the quote along with the minimum number of students required for on-site delivery. Commissioner Mayer asked that we reach out to Mary Ellen at the school because they have at least one or two people they wish to get trained.

CHIEF REPORT: Keith Scully submitted his report via email.

1. No questions on report.

COMMITTEE REPORTS:

Insurance:

1. Supplemental Insurance – B/C Mullen supplied quotes to the Board and reported this is 3-year policy and it is already budgeted for. We've had the policy for years. A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to approve the Supplement Insurance policy. Motion carried unanimously.

Purchases:

1. B/C Mullen sent list via email.

Policy:

1. Progress.

Training: Marc Stranko submitted his report via email.

1. No questions on report.

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

1. Tires have been replaced. Some lights are being replaced. And the PM for 4015 is scheduled for April 2nd, 2013.

2. B/C Mullen met with Nick Giovacchini who was recommended by Mike Riccardelli about the stucco and block work. He will supply a quote.

Fire Company Liaison: Commissioner Arnold reported:

1. Chief Mullen has taken care of the mattresses. The new ones are in.

Information Technology Report: Todd Estelow submitted report via email.

1. Commissioner Rzomp contacted Todd today about the quote for the fax machine. Between vacation and being out sick, Todd has not been able to get the quote yet.
2. Commissioner Arnold reported there are members having trouble with the email on their multi-devices, and asked B/C Mullen to have Todd send out an email that if they are having trouble, they need to see Todd. Most phones need to be reconfigured for the new email.

Radio:

1. Chief Scully reported that half of the fleet is done and the other half will be done this year.

APPLICATIONS FOR MEMBERSHIP:

1. None.

COMMUNICATIONS:

1. Commissioner Mayer read a letter from the Trustees indicating their new layout of agenda for their meetings. Commissioner Arnold would like to move the Liaison position to a point of contact if there is an issue. Chief Scully recommended to Commissioner Rzomp to send a letter of request to the Board of Trustees to have a representative attend the Commissioner's meeting. A short discussion ensued.
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to send a letter to the company indicating the changes. Motion carried unanimously.

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 unanimously.

TREASURERS REPORT:

1. A motion was made by Commissioner Bauer, seconded by Commissioner Roberson to accept the treasurer's report. Motion carried unanimously.

OLD BUSINESS:

1. Virtua Paramedics – Chief Scully reported they are here. No problems as of yet. Locks have been changed on the one bathroom and on bunk room 6.
2. Lawn Service – B/C Mullen reported he has the quote from Imperio for \$110.00 per service which includes cutting the grass, weed whack, edging, and blowing the sidewalks, driveway, and mulch, from on or about April 1st to on or about December 1st on a weekly basis. B/C

Mullen will call them about changing to an “as needed basis.”

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to go with Imperio Lawn Service pending the change “on a weekly basis” to “as needed basis.” Motion carried unanimously.

NEW BUSINESS:

1. Resolution 2013-5 RESOLUTION APPOINTING A SOLICITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to adopt Resolution 2013-5 RESOLUTION APPOINTING A SOLICITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1.

On the question, Commissioner Bauer reported this is a contractors awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts law, and questioned why this one is exempt from bid process. There is a bid threshold of \$17,500.00 per year under 40A11-3 for professional services. He would like to know what the Solicitor and the Auditor charges us per year and see if we can get a better deal. Commissioner Mayer indicated that it is the Physician and the insurance broker too. Commissioner Bauer asked why don't we put these out for bid? If nobody responds to it, or only one person responds to it, he's fine with that. He does not want to break any laws, or for the Board to break any laws. He had spoken to B/C Mullen about this and Chief Mullen contacted another District who had done the research and said we do not have to go out to the bidding process for our professionals. There was a lengthy discussion which ended in tabling this motion until after closed session.

2. Resolution 2013-6 RESOLUTION APPOINTING AN AUDITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1

A motion was made by Commissioner Bauer and seconded by Commissioner Mayer to adopt Resolution 2013-6 RESOLUTION APPOINTING AN AUDITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

3. Resolution 2013-7 RESOLUTION DESIGNATING THE NEWSPAPERS IN WHICH ALL PUBLIC NOTICES FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 WILL BE TRANSMITTED

A motion was made by Commissioner Arnold and seconded by Commissioner Bauer to adopt Resolution 2013-7 RESOLUTION DESIGNATING THE NEWSPAPERS IN WHICH ALL PUBLIC NOTICES FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 WILL BE TRANSMITTED. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

4. Resolution 2013-8 RESOLUTION SETTING DATES AND PLACES WHERE THE REGULAR AND WORKSHOP MEETINGS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 SHALL BE HELD

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to adopt Resolution 2013-8 RESOLUTION SETTING DATES AND PLACES WHERE THE REGULAR AND WORKSHOP MEETINGS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 SHALL BE HELD.

On the question, Commissioner Bauer stated that the law states minutes should be taken in Closed Session and that the ad should state that those minutes are being taken and will be made available to the public when they are deemed available. This is in accordance with our fire statute. If it's not done this way, it's a violation of the sunshine act. It just needs a wording change.

Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

5. Resolution 2013-9 RESOLUTION APPOINTING AN INSURANCE BROKER FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1

A motion was made by Commissioner Bauer and seconded by Commissioner Mayer to adopt Resolution 2013-9 RESOLUTION APPOINTING AN INSURANCE BROKER FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

6. Resolution 2013-10 RESOLUTION AUTHORIZING PARTICIPATION IN THE BURLINGTON COUNTY SHARED SERVICES FORUM

A motion was made by Commissioner Arnold and seconded by Commissioner Roberson to adopt Resolution 2013-10 RESOLUTION AUTHORIZING PARTICIPATION IN THE BURLINGTON COUNTY SHARED SERVICES FORUM.

On the question, Commissioner Bauer stated he and B/C Mullen is on the list to attend these meetings and asked to have it changed to Bill Rzomp as the new chair. B/C Mullen informed him that he (Commissioner Bauer) was appointed to this because of his daytime availability to attend the meetings, not by position. Commissioner Rzomp re-appointed Commissioner Bauer to attend the meetings with B/C Mullen.

Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

7. Resolution 2013-11 RESOLUTION APPOINTING OFFICIAL DEPOSITORIES OF FUNDS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1

A motion was made by Commissioner Bauer and seconded by Commissioner Arnold to adopt Resolution 2013-11 RESOLUTION APPOINTING OFFICIAL DEPOSITORIES OF FUNDS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1. Roll call vote:

Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

8. Resolution 2013-12 RESOLUTION PERMITTING THE EXECUTION BY THE BOARD OF FIRE COMMISSIONERS IN THE TOWNSHIP OF FLORENCE OF A CONTRACT WITH THE FLORENCE TOWNSHIP VOLUNTEER FIRE COMPANY NO. 1 SITUATED WITHIN THE BOUNDARIES OF SAID FIRE DISTRICT FOR THE PURPOSES OF PROVIDING FIRE PROTECTION

A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to adopt Resolution 2013-12 RESOLUTION PERMITTING THE EXECUTION BY THE BOARD OF FIRE COMMISSIONERS IN THE TOWNSHIP OF FLORENCE OF A CONTRACT WITH THE FLORENCE TOWNSHIP VOLUNTEER FIRE COMPANY NO. 1 SITUATED WITHIN THE BOUNDARIES OF SAID FIRE DISTRICT FOR THE PURPOSES OF PROVIDING FIRE PROTECTION.

Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

9. Resolution 2013-13 AUTHORIZING ONLINE AUCTIONS WITH GOV DEALS FOR DISPOSAL OF FIRE DISTRICT PROPERTY

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to adopt Resolution 2013-13 AUTHORIZING ONLINE AUCTIONS WITH GOV DEALS FOR DISPOSAL OF FIRE DISTRICT PROPERTY. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

10. Resolution 2013-14 RESOLUTION APPOINTING DISTRICT PHYSICIANS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1

A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to adopt Resolution 2013-14 RESOLUTION APPOINTING DISTRICT PHYSICIANS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.

11. Payment of Pensions - \$25,087.00 Public Employees Retirement System & \$42,747.00 Police and Firemen's Retirement System.

A motion was made by Commissioner Arnold and seconded by Commissioner Bauer to approve payment of pensions of \$25,087.00 Public Employees Retirement System & \$42,747.00 Police and Firemen's Retirement System. Motion carried unanimously.

12. Contract with ESI for Annual Service Agreement – Homatro Tools

A motion was made by Commissioner Arnold and seconded by Commissioner Bauer to enter into the contract with ESI for the Annual Service Agreement. Motion carried unanimously.

13. New Ambulance Specifications/Bid – Commissioner Arnold questioned why they wanted a page removed from the contract. Chief Scully reported there is a mileage correction to be made. The actual mile is 12,000+ instead of 11,000. The page is being revised, not removed. A motion was made by Commissioner Mayer and seconded by Commissioner Bauer to table this until after closed session. Motion carried unanimously.

MEETING OPEN TO THE PUBLIC:

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

1. Seeing no one,

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

CLOSED SESSION:

A motion was made by Commissioner Bauer, and seconded by Commissioner Roberson to go into the closed session portion of the meeting. Motion carried with one nay.

- EMS Operations
- Personnel – B. Richardson

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

UNFINISHED BUSINESS:

1. **Resolution 2013-5 RESOLUTION APPOINTING A SOLICITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1** (From new business item #1.)
A motion was made by Commissioner Bauer and seconded by Commissioner Roberson to adopt Resolution 2013-5 RESOLUTION APPOINTING A SOLICITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.
2. **New Ambulance Specifications/Bid** (From new business item #13.)
A motion was made by Commissioner Bauer and seconded by Commissioner Mayer to approve the specifications for the ambulance pending review of the Solicitor. Motion carried unanimously.
3. **Resolution 2013-15 RESOLUTION FLORENCE TOWNSHIP FIRE DISTRICT NO.1 MAKE APPLICATION TO THE LOCAL FINANCE BOARD PERSUENT TO NJSA40A5A-6**
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to adopt 2013-15 RESOLUTION FLORENCE TOWNSHIP FIRE DISTRICT NO.1 MAKE APPLICATION TO THE LOCAL FINANCE BOARD PERSUENT TO NJSA40A5A-6. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Roberson-Yes; and Commissioner Rzomp-Yes. Motion carried unanimously.
4. **Electronic Tablets** – Commissioner Arnold is requesting for IT Estelow to get quotes for six electronic tablets by the April meeting. They are looking to cut down on the paperwork and everything would be right there and also be tied into the server.
5. Commissioner Mayer reminded to have IT Estelow get the fax quotes for the April meeting.

GOOD OF THE BOARD:

1. Commissioner Arnold stated excellent dinner, and thanked all members who put it together and thanked Chief Scully for a very good job.
2. Commissioner Mayer thanked Chief Scully for all the work he did for honoring Fuzzy at the dinner. He put a lot together in a short period of time. It was greatly appreciated.

ADJOURNMENT:

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

Respectfully submitted,
Carolyn Taylor