

June 10, 2013

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING JUNE 10, 2013

Board Chairman William Rzomp 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, B. Mayer, R. Roberson, W. Rzomp  
**Absent** – C. Bauer (late)

Also in attendance were Solicitor Gaskill, Chief Scully, B/C Mullen, B/C Taylor, and B/C Popso.

**Minutes of the previous meetings:** (May 13 and May 28, 2013)

A motion was made by Commissioner Arnold, and seconded by Commissioner Roberson to approve the minutes of the May 13 and May 28, 2013 meetings as printed and distributed. Motion carried unanimously.

**COMMUNICATIONS:**

1. Resignation – William Rzomp sent a letter of resignation to the Board this morning resigning as Chairman of the Board due to workload commitments at his work. He will be staying on as a commissioner.

A motion was made by Commissioner Arnold and seconded by Commissioner Roberson to accept the resignation as Chairman from William Rzomp. Motion carried unanimously.

**Reorganization:** Commissioner Rzomp stepped down as Chairman, and Vice-Chairman Arnold took over, continuing the meeting.

1. Nominations for Chairman:  
A motion was made by Commissioner Rzomp and seconded by Commissioner Roberson to nominate Commissioner Scott Arnold for Chairman. There were no other nominations. Commissioner Arnold accepted the nomination. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; Commissioner Rzomp – Yes. Motion carried unanimously 4 yes, 0 no.
2. Nominations for Vice-Chairman:  
A motion was made by Commissioner Mayer and seconded by Commissioner Roberson to nominate Commissioner Rzomp for Vice-Chairman. There were no other nominations. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; Commissioner Rzomp – Yes. Motion carried unanimously 4 yes, 0 no.
3. Commissioner Arnold thanked Commissioner Rzomp for the job he did as chairman.

**AUDITORS REPORT: (Rob Inverso)**

1. B/C Mullen reported the resolution from the last meeting has been published and the audit synopsis will be published on Thursday.

**SOLICITOR: Robert Gaskill**

1. Solicitor Gaskill gave a report on some of the resolutions he has prepared the last month or so:
  - The resolution having to do with Mr. Richardson has been presented and moved on.
  - The resolution having to do with the Financing of the ambulance,
  - Currently working on a very brief contract with Endeavor in regards to serving as our back-up on the ambulance. An agreement has already been signed that they will do it. This contract is an agreement to pay their costs for EMT's on the 11 to 11 shift, if the need arises and will stay in effect until either side sends written notice to cancel it.

A motion was made by Commissioner Mayer and seconded by Commissioner Roberson to enter into contract with the Endeavor Emergency Squad. Motion carried unanimously.

**BATTALION CHIEF/BUSINESS MANAGER REPORT:**

1. Kevin Mullen submitted his report via email.

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

1. Commissioner Arnold commented that Marc is doing a real good job and is currently working with the planning board with some of the things that are going on.
2. B/C Mullen reported that Marc is also spending a lot of time working on the fireworks for July 6<sup>th</sup>.
3. Solicitor Gaskill reported that he is also working with Marc on documents that are submitted to the Township that indemnifies the District and Marc personally, in case that building happen to have a problem. The people that are doing the fireworks have an agreement where they indemnify the town and it's not going to cost them any more to have us added. It is a safety measure for us at no cost to them.

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

1. Chief Scully sent out an "Iamresponding" message officially retiring the old 4082 ambulance. It was taken out of service and retired with the State as of June 5, 2013.

**COMMITTEE REPORTS:**

*Personnel:* None

***5-Year Planning:***

1. Commissioner Mayer reported that she, Stephen Fazekas, Marvin Wainwright, and Craig Wilkie met about a week-and-a-half ago and discussed about moving some things around. Chief Scully and Steve Fazekas started by cleaning out some things in the file room. Fuzzy will be putting something together and send to everyone as to what the plan is. The goal is to

get the first area done which is the re-assignment of the “Red Room”, and the company office swapped with the file room by September 1<sup>st</sup>.

***Insurance:***

1. B/C Mullen reported there was one new worker’s compensation claim that was filed.

***Purchases:*** A list was emailed.

1. B/C Mullen reported that the Fire Company check was initially made out to the electrician. He spoke to the head trustee and was told the company had paid the entire bill. B/C Mullen voided the check to the electrician and is re-issuing a new check to reimburse the Fire Company.
2. The uniform checks will be going through payroll, not through voucher.

***Policy:***

1. B/C Mullen will meet with Al Jacoby in the next month or so to find out the status.

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

***Incentive:***

1. Commissioner Arnold reported they met yesterday. The Board and Chief Scully received copies of the format on how they are going to pay incentive and a scale. B/C Taylor is working on a presentation for the workshop meeting. They are also working on the wording for the change that had to be made in the policy. They are looking at October 1<sup>st</sup> for the new duty crew program and the incentive plan to kick in at that point. It’s a good plan and hopefully the members will like it. They are also going to make sure the Chief has some items to reward the members with. B/C Taylor will forward the policy to Solicitor Gaskill for review.

***Truck/Equipment/Building:*** Chief Scully reported:

1. The booster line was ordered, which was an oversight from the warehouse fire. We were reimbursed for it, but it was never ordered. A crew was working on getting the new booster line back on 4012. The plugs have also been changed on 4012.
2. All the cars except for B/C Mullen’s car have been PM’d and had oil changes.
3. Some emergency lights are being repaired by Joe Wargo. The lights on the tender, 4013, and 4018. He is waiting for some parts to come in.
4. The drop-down plugs have been changed because there were some issues with them.
5. All the fire apparatus have had their annual PM’s at Roadrunner. 4015 had its annual PM.
6. The headlight was changed on 4081 where it had melted itself out of the socket.
7. Fire Apparatus repaired a sticking suction valve on 4012.
8. B/C Mullen reported they will do the pump testing, hose testing, and ladder testing in the fall.

***Fire Company Liaison:***

1. Commissioners Arnold and Mayer were not able to attend the last meeting. They spoke with President Wainwright and the X-Box has been purchased by the company; they have an

email account set up now so that the members can play on X-Box live; the problem with the TV upstairs has been repaired; and the cable box has been replaced. Per Dave Motta, who is spearheading everything in the upstairs members’ room, says everything is working well and they would like to set up a Netflix or something where they can order movies or games on line. According to the young guys, it is working out very well.

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

1. Commissioner Roberson reported that B/C Mullen dealt with the Finance Board and they liked our website. They found everything was up to date and very easy to find. Commissioner Roberson sent Todd a kudos email. He also spoke to Todd about some other items that need to be updated. Todd will work on those items.

**Financial:**

1. B/C Mullen met with the treasurer just to get an up to date where we are now, and where we are going. It is getting better.

**Radio:**

1. Chief Scully reported there is no movement on the radios and there is no hurry for them at this time. The main pieces have them. B/C Taylor reported that they are needed because they are the back-up to the county system.

**APPLICATIONS FOR MEMBERSHIP:**

1. None

**COMMUNICATIONS:**

1. Letter from IRS – B/C Mullen reported we received another letter from the IRS about our 940 forms. He contacted ADP and their tax department is talking to the IRS to get it taken care of. ADP will request our money back which is approx. \$1,000.00 – \$1,500.00.
2. Resignation of William Rzomp as Chairman (Moved on at the beginning of the meeting.)
3. B/C Mullen read a thank you letter to the First Responders he received in the mail from Mr. Wayne Morris. Unknown who the crew is at this time, but they will be recognized.

**PRESENTATION OF BILLS**

- 1.

Bills List dated <b>June 6, 2013</b>	<b>\$18,754.85</b>
<b>Additional Bills</b>	
Begley & Gaskill Inv #39774	\$1839.75
Comcast – T1 Line	\$470.24
Miller Ford Inv #5226373	\$217.83
NWN Corporation Inv #194403	\$3,037.00
Township of Florence – Healthcare Benefits	\$22,542.57
Clothing Allowance Per Contract (4 @ \$300.00 ea)	-\$1,200.00

<b>Sub Total</b>	<b>\$30,674.01</b>
<b>Total Payment</b>	<b>\$49,428.86</b>

A motion was made by Commissioner Rzomp and seconded by Commissioner Roberson to approve to pay the bills as presented as well as the PSE&G bill. Motion carried unanimously.

### **TREASURERS REPORT:**

1. The following report was submitted by the Treasurer for approval.

<b>Treasurers Report – Period Ending May 31, 2013</b>	
Beginning Cash Balance	\$245,709.68
Cash Receipts	\$ 189,976.24
Cash Disbursements	\$102,088.22
Ending Cash Balance	\$ 333,597.70

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to accept the treasurer's report. Motion carried unanimously.

### **OLD BUSINESS:**

1. Resolution 2013-19 PURCHASE OF NEW AMBULANCE (FINANCING)  
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to adopt Resolution 2013-19 PURCHASE OF NEW AMBULANCE (FINANCING). Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; Commissioner Rzomp – Yes. Motion carried unanimously 4 yes, 0 no.
2. Updated contract with John Wood Paramedic Program – Solicitor Gaskill reported that he will have that to the Board by the workshop meeting.
3. Local Finance Board/Ambulance Financing Update – B/C Mullen reported that he will be there on Wednesday and is scheduled for 10:15. B/C Mullen will send an update to Commissioner Mayer when he gets back from that meeting. Commissioner Arnold thanked Commissioner Mayer and Carolyn Taylor for everything they did to get this ready and out on time. It is really appreciated.

### **NEW BUSINESS:**

1. **Bid – EMS Billing and Collection Services** – B/C Mullen reported our current agreement was up last year but, based on the situation we have a one-year extension for EMS billing and collection services. He sent the Board a copy of the bid and is scheduled for July 10<sup>th</sup>. There will need to be a workshop meeting in July to approve the bid. B/C will change the contact from Commissioner Mayer to B/C Mullen.  
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to approve to go out to bid EMS Billing and Collection Services. Motion carried unanimously.

(Note: Commissioner Bauer just arrived at 18:55 hours.)

2. **Flow Testing of SCBA** – Fire Fighters Equipment Company - \$1,775.00 (NJ State Contract # A80961). We have used this company in the past with no problems.  
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to approve contract with Fire Fighters Equipment Company for \$1,775.00 for Flow Testing of our SCBA, and also any repairs that may be needed at an additional cost. Motion carried unanimously.
3. **Resolution 2013-20 RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION NJSA 40a:14-78.5** – B/C Mullen reported that as of 2011 you have to amend your budget for FEMA Grants.  
A motion was made by Commissioner Roberson and seconded Commissioner Rzomp to adopt Resolution 2013-20 RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION NJSA 40a:14-78.5 amending the budget. Roll call vote: Commissioner Arnold – Yes; Commissioner Bauer – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; Commissioner Rzomp – Yes. Motion carried unanimously 5 yes, 0 no.
4. **2013 AFG & Grant Writer** – B/C Mullen will use last years grant as a guide to write the grant for this year. The chiefs are looking to meet the criteria for Highway and Scene safety. We would be updating our rescue tools and things like that. The chiefs will forward the requirements to meet that standard and go through the equipment and add on to it. B/C Mullen has not seen the time table for when the AFG is coming out.
5. **Contract with Endeavor Emergency Squad** – See Solicitor Gaskill's report.
6. **Nominations for Chairmain** – Moved on at the beginning of the meeting.
7. **Payment to VCI Emergency Specialists for \$134,978.00** – Approval to pay for ambulance.  
A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer to approve payment to VCI Emergency Specialists in the amount of \$134,978.00 based upon the Chiefs examination and acceptance of the vehicle. Motion carried unanimously.

#### **MEETING OPEN TO THE PUBLIC:**

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

1. Hearing none,

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

#### **CLOSED SESSION:**

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

- Personnel

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to go back into regular session. Motion carried 4/0.

#### **GOOD OF THE BOARD:**

1. Commissioner Mayer thanked Chief Scully and Carolyn Taylor for their help with the ambulance. Chief Scully has been making sure everything is in order between emails from Paul and his people, and taking a few rides down there, and he had dropped the ambulance off the other day. Carol has been helpful with working with Endeavor. They made this process go smooth.
2. Commissioner Arnold reported the picnic went well despite the weather and cancellation of the softball game. He thanked everyone who put that on.

**ADJOURNMENT:**

A motion was made by Commissioner Rzomp seconded by Commissioner Mayer to adjourn the meeting. Motion carried 4 yes, and 1 no.

The meeting was adjourned at 20:35 pm.

Respectfully submitted,  
Carolyn Taylor