

October 14, 2013

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING OCTOBER 14, 2013

Board Chairman Scott Arnold 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

Also in attendance were Solicitor Gaskill, Mayer Craig Wilkie, Chief Scully, B/C Mullen, FM Richardson, FM Stranko, IT Specialist Estelow, Captain Wargo, and Captain Gyenge.

APPOINTMENT OF BATTALION CHIEF MULLEN (Moved up from new business)

Florence Township Mayer Craig Wilkie swore in Kevin P. Mullen as Battalion Chief. There was a short recess for refreshments.

Minutes of the previous meeting: (September 9, 2013)

A motion was made by Commissioner Mayer, and seconded by Commissioner Rzomp to approve the minutes of the September 9, 2013 open and closed sessions of the meeting as printed and distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. None.

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported he has closed session personnel items.

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

1. B/C Mullen reported that he and Chief Scully receives emails through Joe Lehmann and they plan on attending the PEOSH update classes to keep in the loop with PEOSH. Commissioner Arnold suggested the Marc Stranko attend also.

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

1. Commissioner Arnold commended Marc for an excellent job on fire prevention week and the open house. Everything was well organized and well attended. Marc thanked everyone who helped out.
2. Commissioner Mayer reported she received numerous compliments from the Roebing school teachers and they were very pleased with everything while the fire department was there. Good job.

CHIEF REPORT: Keith Scully submitted his report via email.

1. Chief Scully reported that the new duty crew program and incentive program started October 1st, and per B/C Taylor, we have just over 70% participation. So the program seems to be going well. The platoon shirts have been ordered and they are getting extras in all the sizes in case people change from one platoon to another.

COMMITTEE REPORTS:

Personnel:

1. None.

5-Year Planning:

1. Commissioner Mayer reported they are waiting to set up another date. They are waiting for Steve to get in touch with the guy for furniture pricing.

Insurance:

1. B/C Mullen will be contacting our agent to get a quote for the JIF.
2. All the employees received their health cards with no problems.

Purchases:

1. A list was emailed.

Policy:

1. B/C Mullen recommended the policies be put off until next year because we are coming into budget season now.

Training: Marc Stranko submitted his report via email.

1. CPR Instructor's Class – Commissioner Arnold questioned Marc about three people being sent for the CPR Instructor Training class through Virtua. Marc reported that it may be down to two because someone backed out, unless we can find someone else who has an American Heart CPR card that wants to go to the instructor's class. The class is on the evening of November 12th, all day Saturday, November 16th, with an on-line Instructor's Essentials course that must be completed prior to the start of class. Books were sent in the mail. The county (ESTC) was on hold until the new curriculum came out, and then Joe was out on medical leave. He will continue to look for CPR instructor classes. Marc can still teach the Red Cross CPR, and B/C Taylor can teach the AHA CPR. Commissioner Mayer would like

to see us set up some type of program to offer more out to the community after these instructors are certified. Marc suggested that maybe we could have some open CPR classes with set dates here, maybe four times a year, for coaches or whoever needs its. Commissioner Arnold will let Marc know if he is able to attend the class.

Truck/Equipment/Building & Grounds:

1. B/C Mullen reported Hutchinson did the coil for the air conditioner which comes with a 1-year warranty, and they PM'd all of the other air conditioners. They did have a problem with the gas pressure and asked us to call Public Service out. PSE & G said everything was fine. None of the regulators in the gas system are on the drawings. So Hutchinson had to go through one by one to find the regulators.
2. Garage Doors – Russell Doors is to be contacted to come out and winterize the bay doors. Last year some of the insulation was coming down from the top of the doors.

Fire Company Liaison:

1. None.

Information Technology Report: Todd Estelow submitted report via email.

2. Commissioner Arnold thanked Todd for removing the virus from the email server. Todd reported that we are on a black list for gmail.

Financial:

1. B/C Mullen spoke with the treasurer, and they will meet after this meeting to clarify some budget issues so we can move forward.

Radio:

1. Commissioner Arnold requested that B/C Taylor look into getting some newer headsets for the engines that have the David Clark. The Velcro is destroyed on all the straps. Chief Scully reported David Clark doesn't replace the straps, and another company has a \$200.00 minimum before they would send someone out. The head straps are a \$20.00 item. Carolyn Taylor offered to look at the head sets and possibly sew new Velcro onto them. Captain Wargo has Velcro we can use.

APPLICATIONS FOR MEMBERSHIP:

1. None

COMMUNICATIONS:

1. B/C Mullen reported we received the letter from the NJ Civil Service Commission for Fire Official UFD position. They gave us an extension of 60 days per their regulations.

PRESENTATION OF BILLS

1.

Bills List dated October 11, 2013	\$15,889.40
Additional Bills	
Chick-Fil-A	\$262.50
PSE&G	\$2,083.63
Robert F. Gaskill	\$1,787.48
Verizon	\$78.48
Sub Total	\$4,212.09
TOTAL	\$20,101.49

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to approve to pay the bills as presented. Motion carried unanimously.

TREASURERS REPORT:

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

Treasurers Report – Period Ending August 31, 2013	
Beginning Cash Balance (9/1/13)	\$155,463.25
Cash Receipts	\$143,097.93
Cash Disbursements	\$102,149.80
Ending Cash Balance (9/30/13)	\$196,411.38

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

OLD BUSINESS:

1. NJ DOP Fire Official UFD Results – Not yet resolved.
2. Fire Marshal Car – B/C Mullen and Commissioner Roberson had discussed options for the FM car. FM Richardson feels that car is serviceable and suggests leaving the car in pasture for the time being. No decision is being made at this time.
3. Thermal Imaging Cameras – Assistance to Firefighter Grant – B/C Mullen will be writing the bid shortly, assisted by Commissioner Mayer. We will get \$5,000.00 per camera on the grant. State bid prices are anywhere between \$5,000 to more than \$10,000 per camera depending on the options. Depending what options were put in there, the District may have to fund, if it's a \$10,000 camera, \$20,000 funding from the District. B/C Mullen has input from the officers

as to what they did like, and what they didn't like. Most of the features are the same from camera to camera. B/C Mullen would like to get the bid out there and award the bid for the November regular meeting or the workshop meeting. Commissioner Arnold thanked Chief Scully, B/C Taylor, and former Chief Jacoby for all the hard work they did, and all the members who were at the county and looked at 5-7 different models and manufacturers of the cameras. They did their homework to get us the best camera. B/C Mullen will have the Solicitor review the bid before it is sent out. He will also send the Board an estimate tomorrow. The purchase must be placed by January 20, 2014.

NEW BUSINESS:

1. EMS Management Scheduling Program – ePro Scheduler – B/C Mullen reported that the Board had approved the ePro Scheduling Program about a year to a year-and-a-half ago. The EMS officers decided to keep the scheduling in-house and did not use the program, but now they wish to use it. Captain Gyenge has done a lot a research on the program and reported that it is user friendly and there is a mobile app to be able to look at the schedule. Everyone puts in their schedule either from a phone or a computer and it generates the EMS schedule for you, but it still can be manipulated if changes are necessary. It is not compatible with Iamresponding. If anyone changes their shift, it has to be approved by an administrator. If multiple people put in for an open shift, it will show how many hours each per diem already has so that the administrator can award the shift accordingly. B/C Mullen reported that it is \$4.50 per month per person plus a one-time start-up fee of \$200.00. It also sends reminders for when certifications are about to expire, there is an area for truck maintenance, and it can be used for payroll. There won't be anymore paper time sheets.
A motion was made by Commissioner Roberson and seconded by Commissioner Mayer to approve ePro Scheduling.
2. Resolution 2013-21 Depositories – The Roebing Bank has changed its name to 3rd Fed Bank. Commissioner Arnold read the resolution aloud.
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to adopt Resolution 2013-21 Depositories, changing our depository to 3rd Fed Bank. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; Commissioner Rzomp – Yes. Motion carried 4-0.
3. Approval for Incentive plan – not to exceed \$20,000. This covers the period of October 1, 2012 through September 30th, 2013 under the old incentive plan.
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to approve the incentive plan. Motion carried unanimously.
4. Approval for amendment with contract with DM Medical Billings. B/C Mullen reported there are new HIPAA Privacy and Security rules and this changes our contract to comply with those rules.
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to amend the Contract with DM Medical Billings. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; Commissioner Rzomp – Yes. Motion carried 4-0.
5. Approval of Memo of Understanding with State of New Jersey – Solicitor Gaskill stated it is simply a memo of understanding. If you ever hope to get any money from FEMA, you have to sign it. B/C Mullen reported that a FEMA representative wants to come here and meet with him.
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to approve the Memo of Understanding. Motion carried unanimously.

6. Appointment of Battalion Chief Mullen as permanent Battalion Chief. Chief Mullen was sworn in by Mayer Wilkie at the beginning of the meeting.
A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to approve Battalion Chief Mullen as permanent Battalion Chief. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; Commissioner Rzomp – Yes. Motion carried 4-0.
7. 2014 Budget Discussion – B/C Mullen reported some of the items are cut and dry. But others, such as personnel and the SAFER Grant that we wrote for two need to be discussed in the near future. Do we want to budget for two extra people in 2014 in case we don't get the grant? This will be our biggest discussion item. Commissioner Rzomp asked that B/C Mullen put some numbers together in case we do have to go that route. B/C Mullen doesn't know when we will hear from them on the grant because the Feds are shut down right now, but November 1st was the target date.
The SCBA's need to be replaced in 2016 and suggests that we put down a down payment (\$25,000) in next years budget and stagger out in 2015. If you order in December 0f 2014, you will get 2014 pricing even though you will receive them in 2015.
He also reviewed the financing of the ambulance and right now it is at 1.5 percent. Over the life of the loan, the District will pay a total \$2,600.00 in interest over 3 years. He recommends we do not pay the loan off early.
EMS revenues are doing well. Right now we are at, if not higher, than budget.
Future replacement of an engine will be coming up. Engine 4013 is a 1993, so it's twenty years old now. The ladder goes off in 2015. Then you will have down payment money.
The gear replacement program seems to be working very well. We purchase three to six sets every year.
The only other things building maintenance-wise are the resurfacing of the parking lots and the front ramp needs to be looked at. Water goes down and underneath the front ramp. B/C Mullen will reach out to the Township to see who they use as the Township Engineer and have him come out and take a look at it before it gets to be a really big problem.
8. Approval for a table at the 15th Annual EMS Awards Banquet not to exceed \$660.00.
Commissioner Rzomp inquired how do we go about nominating people. Chief Scully reported that New Jersey OEMS has criteria that we go by. You need to meet those criteria in order to nominate somebody.
A motion was made by Commissioner Mayer and seconded by Commissioner Roberson to approve the purchase for a table at the 15th Annual EMS Awards Banquet not to exceed \$660.00. Motion carried unanimously.

MEETING OPEN TO THE PUBLIC:

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

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 Mayer, and seconded by Commissioner Rzomp to go into the closed session portion of the meeting to discuss personnel matters. Motion carried unanimously.

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

BACK TO NEW BUSINESS:

9. A motion was made by Commissioner Rzomp and seconded by Commissioner Roberson that with the review of Brian Richardson's doctors, to allow Brian Richardson to come back to part-time starting tomorrow. With that said, while he is in his probationary period, we will keep Marc Stranko as our Acting Fire Marshal until due time after your month of restricted hours, then we will go ahead a move you back to get you guys reinstated where you were at. Motion carried unanimously. Motion carried unanimously.

GOOD OF THE BOARD:

1. Commissioner Mayer thanked Dave Motta taking on making everything pink for breast cancer awareness month.
2. Commissioner Arnold welcomed back Brian Richardson. 17 months ago, and you are here now. You are an inspiration to everybody in this department.
3. Commissioner Mayer would like to move "GOOD OF THE BOARD" to before "CLOSED SESSION" in future meetings because that's when we are usually are thanking people, and after closed session, there is really nobody here.

ADJOURNMENT:

A motion was made by Commissioner Rzomp seconded by Commissioner Robersonp to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 8:30 pm.

Respectfully submitted,
Carolyn Taylor