

December 2, 2013

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING DECEMBER 2, 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, C. Bauer, B. Mayer, R. Roberson, W. Rzomp  
**Absent** – None

Also in attendance were Chief Scully, B/C Mullen, FM Richardson, Captain Gyenge, and Captain Wargo.

**Minutes of the previous meetings:** (Open and Closed Sessions) – October 14<sup>th</sup> Closed session only, and November 11, 2013. Commissioner Mayer reported the minutes of the closed sessions for October 14<sup>th</sup> and November 11<sup>th</sup> are still being reviewed by Solicitor Gaskill and have not been distributed yet.

A motion was made by Commissioner Bauer, and seconded by Commissioner Roberson to approve the minutes of the November 11, 2013 open session of the meeting as printed and distributed. Motion carried unanimously.

**AUDITORS REPORT: (Rob Inverso)**

1. None.

**SOLICITOR:** Robert Gaskill

1. Solicitor Gaskill was not in attendance this evening.

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

**BUREAU OF FIRE PREVENTION:** Submitted report via email.

1. CPR Instructor Training Update – B/C Mullen reported one person is still in the process of being trained. He has some thoughts for next year that he would like to discuss with Chief Scully first. Chief Scully reported the other two individuals did not attend class because of unknown reasons, and the other was not feeling well that night. We cannot get a refund. One individual is on a stand-by list for next year and he believes we should not have to pay again because she already has the books. The other person has returned the books to us.

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

1. Chief Scully reported the numbers aren't entered because the November reports have not all been entered as of yet. The EMS reports have been updated. He will forward all the numbers for the calls once all the reports are entered.

**COMMITTEE REPORTS:**

***Personnel:***

1. None.

***5-Year Planning:***

1. Commissioner Mayer reported they are meeting Thursday night.

***Insurance:***

1. None

***Purchases:***

1. A list was emailed to the Board.

***Policy:***

1. B/C Mullen and Chief Scully have been discussing it and may be proposing another idea.

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

***Truck/Equipment/Building & Grounds:*** Brian Richardson submitted his report via email.

1. Commissioner Mayer reported they gave Brian a list of items for the building from when they were hanging lights. The peeling stucco still needs to be looked at. There was a piece of soffit missing by the ambulance bay that Mr. Jacoby has replaced already. Between bays 4 and 5 there is an approximate 3-foot section where the shingles are heaved up. Commissioner Mayer has pictures of it. Brian will contact Jottan about the roof.
2. Brian reported he has a call in to an electrician. Dave Motta and several of the junior members changed all of the lights in the front sconces from CFL's to an LED. There are a number of sockets that are not illuminating, but the light has power. There are also a couple of exit signs that need re-wiring. He will also be getting a quote for a light over the charter.

***Fire Company Liaison:***

1. Commissioner Arnold reported he and Commissioner Mayer met with the Company just before the Company meeting and discussed some contract issues and talked about what is coming up in the future. The Christmas party will be on Dec. 14<sup>th</sup> along with the Santa run. The jackets were ordered and the Chief submitted that in his report. They will be meeting with them again before their December company meeting and discuss some ideas to assist with the incentive plan.

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

1. Commissioner Roberson reported he met with Todd twice to go over what he is looking at for new computers, and they are coming up with a plan on when he is going to replace them; and items for the website.

**Financial:**

1. Commissioner Roberson reported that he and B/C Mullen met and went over the budget.

**Radio:**

1. Chief Scully reported next year.

**APPLICATIONS FOR MEMBERSHIP:**

1. None

**COMMUNICATIONS:**

1. B/C Mullen reported that he has received a letter from the IRS and now we do not have to file the 940.
2. We received another OPRA request.

**PRESENTATION OF BILLS**

1.	<b>Bills List dated November 29, 2013</b>	<b>\$23,425.54</b>
	<b>Additional Bills</b>	
	Treasurer, State of NJ	\$50.00
	Comcast	\$216.82
	Vineland Syrup	\$40.00
	WB Mason	\$709.10
	DM Medical Billings (Adjustment)	(\$1,049.56)
	Moore Medical	\$233.20
	Florence Medical	\$2,361.00
	<b>Sub Total</b>	<b>\$2,560.56</b>
	<b>TOTAL</b>	<b>\$25,986.10</b>

A motion was made by Commissioner Mayer and seconded by Commissioner Roberson to approve to pay the bills as presented and to pay the PSE&G, Comcast, and Verizon bills. Motion carried unanimously.

**TREASURERS REPORT:**

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

<b>Treasurers Report – Period Ending November 30, 2013</b>	
Beginning Cash Balance (11/1/13)	\$282,670.48
Cash Receipts	\$143,297.76
Cash Disbursements	\$104,620.11
Ending Cash Balance (11/30/13)	\$321,348.13

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

**OLD BUSINESS:**

- Thermal Imaging Cameras – Assistance to Firefighter Grant – B/C Mullen reported the district received three bids:
  - FFI Professional Safety Services – The bid was for \$43,000 for 4 cameras with a trade-in of \$9,000.00 for a net bid of \$34,000.00
  - Adams Fire Protection – The bid was for \$32,400.00 and no trade in.
  - Continental Fire & Safety, Inc. – The bid was for 32,872.00 with a \$1,500.00 trade-in for a net bid of \$31,372.00

The solicitor reviewed the bids and sent via email a letter of the review. The solicitor indicated the bid from Continental Fire & Safety does not comply with a number of the bid specifications.

A motion was made by Commissioner Rzomp and seconded by Commissioner Bauer for the District to award the bid to Adams Fire Protection for \$32,400.00. The District will have to pay \$13,400.00 which is in the budget. Roll call vote: Commissioner Arnold – Yes; Commissioner Bauer – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; and Commissioner Rzomp – Yes. Motion carried unanimously.

- Resolution 2013-25 RESOLUTION OF THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 ESTABLISHING THE POSITION OF PAID LIEUTENANT AND FIXING THE COMPENSATION FOR AND PRESCRIBING THE POWERS, FUNCTIONS AND DUTIES OF SAID POSITION – The Board will hold this item until after closed session.
- B/C Mullen reported that resolution number, 2013-22, was used twice. Resolution number 2013-23 was not used. So the resolution in October for 3<sup>rd</sup> FED BANK will be made 2013-23. All the rest of them are in order. Solicitor Gaskill has no issues with this.

**NEW BUSINESS:**

- Approval of IT Project:
  - The IT Division buys 2 computers at a total of \$1,797.68
  - The Fire Prevention Bureau buys 1 computer at \$898.84
  - The IT Division buys 2 tablets at a total of \$2,574.52
  - All tablets and computers come with 3 year pro support and 3 years accidental damage.

Commissioner Arnold reported the money for this is all in Todd's budget.

A motion was made by Commissioner Rzomp and seconded by Commissioner Roberson to approve the IT purchases. Motion carried unanimously.

2. Approve Line Officer stipends for 2013 – The Board will hold this item until after closed session.

3. Purchase 2 sets of Turn-out Gear (State contract 80945) not to exceed \$5,400.00.

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to purchase 2 sets of Turn-out Gear not to exceed \$5,400.00. Motion carried unanimously.

4. Approve Line Officers 2014 – The Board had received a list of the line officer recommendations.

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to approve the line officers for 2014 as submitted to the Board. Motion carried unanimously.

5. Resolution 2013-26 BUDGET TRANSFERS – Allows you to amend the 2013 current budget.

A motion was made by Commissioner Mayer and seconded by Commissioner Roberson to approve Resolution 2013-26 BUDGET TRANSFERS. Roll call vote: Commissioner Arnold – Yes; Commissioner Bauer – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; and Commissioner Rzomp – Yes. Motion carried unanimously.

6. Resolution 2013-27 BUDGET RESOLUTION 2014 – B/C Mullen reported the annual adoption of the budget will be on the January 13<sup>th</sup>, 2014 meeting which is within the time and is also the date that will be published for the public hearing of the budget, per state statute. B/C Mullen gave a brief overview stating as of right now, the rate will go from 11 cents to 12.3 cents, a 1.3 cent tax increase. That is based on the current value of the town and potentially, the valuation may go up and the rate will come down. He will have more accurate information before we go to the press, but for now, this is the number we have to use. This still covers us for hiring the two, but actually there is enough for three, starting around the May time frame. It also includes taking \$30,000.00 out of the restricted fund balance to start the SCBA project next year as a down payment. Commissioner Roberson and B/C Mullen will be meeting with Mayer Wilkie, and if anything should come up from that meeting, we can amend our budget at our next meeting by resolution.

A motion was made by Commissioner Mayer and seconded by Commissioner Roberson to approve Resolution 2013-27 BUDGET RESOLUTION 2014. Roll call vote: Commissioner Arnold – Yes; Commissioner Bauer – Yes; Commissioner Mayer – Yes; Commissioner Roberson – Yes; and Commissioner Rzomp – Yes. Motion carried unanimously.

7. Approve bond payment of \$85,177.50 (due January 15, 2014) – B/C Mullen reported this needs to be approved at this meeting due to the timing of our next meeting to get it paid on time so they don't repo our building.

A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer to approve the bond payment of \$85,177.50. Motion carried unanimously.

8. Approve loan payment of \$12,926.54 to ABCO Federal Credit Union (due January 15, 2014) – B/C Mullen refused to make the same statement as above, but did indicate this is the ambulance payment.

A motion was made by Commissioner Rzomp and seconded by Commissioner Roberson to approve the loan payment of \$85,177.50 to ABCO. Motion carried unanimously.

9. Approve the AFG Fire Prevention Grant – B/C Mullen reported this is the Assistance to Fire Fighter Grant Fire Prevention portion that will be coming out soon. He spoke to the Fire Marshal and they would like to write the grant for a new SPARKY outfit and need approval from the Board to write the grant.

A motion was made by Commissioner Roberson and seconded by Commissioner Mayer to approve the writing of the AFG Fire Prevention Grant. Motion carried unanimously.

10. FM Richardson requested to purchase a 10' x10' tent to be used during any public event such as the Relay for Life, National Night Out, or the Open House. FM Richardson indicated he has the money in his budget for the purchase. The Board gave him their approval.

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

1. Commissioner Mayer thanked those who came out and helped put up lights and decorations on Saturday, and the ladies who came out on Sunday to decorate the building.
2. Commissioner Mayer indicated a job well done by all on Saturday night's fire at the Christmas Tree Shops warehouse. It was a really good save.

### **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.

1. FM Richardson reiterated comments that were made to him by members of Bed, Bath & Beyond about how happy they were on the efforts of suppressing their fire and the professionalism that was shown to them from our members. They were very happy.
2. Commissioner Arnold stated he really enjoyed hearing the stories of Brian leading the charge up the ladder. He apologized for not being here because of being out of town. Everything he has heard was a job well done by all, and everything was pretty impressive.

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

### **CLOSED SESSION:**

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

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

### **BACK TO OLD BUSINESS:**

3. Resolution 2013-25 RESOLUTION OF THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 ESTABLISHING THE POSITION OF PAID LIEUTENANT AND FIXING THE COMPENSATION FOR AND PRESCRIBING THE POWERS, FUNCTIONS AND DUTIES OF SAID POSITION – Commissioner Arnold reported this is the first reading, and Commissioner Mayer stated the date needs to be changed.

A motion was made by Commissioner Bauer and seconded by Commissioner Rzomp to approve Resolution 2013-25 RESOLUTION OF THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 ESTABLISHING THE POSITION OF PAID LIEUTENANT AND FIXING THE COMPENSATION FOR AND PRESCRIBING THE POWERS, FUNCTIONS AND DUTIES OF SAID POSITION. Roll call vote: Commissioner

Arnold – Yes; Commissioner Bauer – Yes; Commissioner Mayer – Abstain; Commissioner Roberson – Yes; and Commissioner Rzomp – Yes. Motion carried 4 yes, 1 abstain.

**BACK TO NEW BUSINESS:**

2. Approve Line Officer stipends for 2013 with the amendments the Board recommended – A motion was made by Commissioner Bauer and seconded by Commissioner Rzomp to approve the amended stipends. Motion carried unanimously

**ADJOURNMENT:**

A motion was made by Commissioner Bauer and seconded by Commissioner Roberson to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,  
Carolyn Taylor