

March 10, 2014

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MARCH 10, 2014

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, W. Rzomp
Absent – R. Roberson

Also in attendance were Solicitor Gaskill, Chief Scully, B/C Mullen, FM Richardson, and IT Specialist Estelow.

RESULTS OF THE 2013 ELECTION

Commissioner Mayer read the results of the 2014 election:

Charles Bauer, Sr. 191 votes

Andrew Popso 120 votes

Francis Rodney Roberson, Jr. 112 votes

For the budget question, there were 137 Yes; 114 No.

OATH OF OFFICE

Solicitor Gaskill swore in Commissioner Bauer and Commissioner Popso.

ROLL CALL: Present – S. Arnold, C. Bauer, B. Mayer, A. Popso, W. Rzomp
Absent – None

Commissioner Arnold thanked former Commissioner Roberson for his service. He stepped in last year when we needed someone to run. He has done a lot of good work in his year here and was appreciated.

Reorganization:

1. Nominations for Chairman:
A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to nominate Commissioner Charles Bauer for Chairman. There were no other nominations. Motion carried unanimously.
2. Nominations for Vice-Chairman:
A motion was made by Commissioner Rzomp and seconded by Commissioner Popso to

nominate Commissioner Scott Arnold for Vice-Chairman. There were no other nominations. Motion carried unanimously.

3. Nominations for Treasurer:

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to nominate Commissioner Andrew Popso 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 Rzomp to nominate Commissioner Barbara Mayer for Secretary. Commissioner Mayer declined the nomination.

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

Year 2014 Commissioners:

Chairman – Charles Bauer
 Vice-Chairman – Scott Arnold
 Secretary – William Rzomp
 Treasurer – Andrew Popso
 Commissioner – Barbara Mayer

There was a brief intermission for refreshments.

Minutes of the previous meeting: (Open and Closed Sessions) – February 10, 2014

A motion was made by Commissioner Arnold, and seconded by Commissioner Popso to approve the minutes of the open and closed sessions of the February 10, 2014 meeting. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. B/C Mullen reported that he will be contacting him in the next week or so to schedule the annual audit.

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported that he is currently working on the “Fair Labor Standard Practices Act” question with regard to our incentive program with B/C Mullen. There are some revisions on the way to correct that, and they should be ready for the next meeting.

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

1. B/C Mullen reported that he has started working on the FEMA grant for fire prevention.

BUREAU OF FIRE PREVENTION: Brian Richardson submitted report via email.

CHIEF REPORT: Keith Scully submitted his report via email.

COMMITTEE REPORTS:

Personnel:

1. Commissioner Rzomp reported that he and Commissioner Bauer from personnel, Chief Scully, B/C Mullen, and Captain Gyenge this past Saturday, met with three candidates for possible hire as EMTs, and there is a fourth tonight. The motion will be addressed under new business to start the hire process.
2. Commissioner Rzomp reported that he has been in contact with Brian Richardson and has to get his dates with the Union to finalize FM Richardson's contract.
3. He will be reaching out to the shop steward and the President of the union to start to open up the contract for possible changes to 24's.

5-Year Planning:

1. Chief Scully and B/C Mullen have been working on a plan for Operations which includes Capital and Personnel. It is moving along very well.

Insurance:

1. There is a JIF meeting this Wednesday.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Policy 270 is in the process of being updated. See Solicitor Gaskill's report.

Training: Marc Stranko submitted his report via email.

1. Commissioner Rzomp reminded the chiefs to make sure Marc reaches out in his report the Lieutenants for fire training and to reach out to an EMS Lieutenant to include some EMS training. That was one of the questions that came back to them to include and offer some EMS training. B/C Mullen reported that he has been speaking with the EMS Captain to get some things moving forward to incorporate training throughout the rest of the year.

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

1. FM Richardson reported the 2005 Crown Vic had a tune-up.
2. The garage door is still down and it was supposed to have been repaired today. FM Richardson will be looking for different vendors. The door we have is a two-wire, and the replacements are all four-wire. He doesn't know why. The cables are also going to get replaced in this door due to chafing. In the near future, he will get approval to replace the cables in the remaining doors.
3. The plymovent system is operational as of this afternoon. He also made a heavy-duty extension cord to power the ambulance.

Fire Company Liaison:

1. Commissioner Mayer reported she met with B/C Mullen, President Yurcho, and Trustee Toby Houseworth on the company contract. We are waiting to schedule the next meeting because there are a couple members that are out of town on a family emergency.

Information Technology Report: Todd Estelow submitted report via email.

1. IT Specialist Estelow reported that the target date to revamp the website is July 1st, 2014.

Financial:

1. B/C Mullen reported all is fine.

Radio:

1. FM Richardson reported he is requesting approval for 6 VHF radios under new business which completes the fleet.

APPLICATIONS FOR MEMBERSHIP:

1. None

COMMUNICATIONS:

1. B/C Mullen reported that he received the certification of absentee ballots from the county for the election.

PRESENTATION OF BILLS

- 1.

Bills List dated March 7, 2014	\$47,251.97
Additional Bills	
BC Fire Chiefs Assoc. - Resource Directory Ad	\$100.00
eCore Software Inc. - Nov & Dec 2013	\$517.50
eCore Software Inc. - 2014 Annual Bill (1 month free)	\$3,415.50
NAPA – Inv. #55589	\$377.10
Sub Total	\$4,410.10
TOTAL	\$51,662.07

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

TREASURERS REPORT:

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

Treasurers Report – Period Ending February 28, 2014	
Beginning Cash Balance (2/1/2014)	\$238,898.42
Cash Receipts	\$142,769.39
Cash Disbursements	\$142,596.48
Ending Cash Balance (2/28/2014)	\$239,071.33

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

OLD BUSINESS:

- Hiring of EMS Per Diems

A motion was made by Commissioner Rzomp and Seconded by Commissioner Arnold to authorize the chiefs to hire up to six (6) EMS Per Diems at this time.

NEW BUSINESS:

- Commissioner Bauer asked the Board if they reviewed all of the resolutions and if they had any questions on them. B/C Mullen reported he had made one change to the May meeting date which was originally Memorial Day. He changed it to Tuesday, May 27th, 2014.
 - **Resolution 2014-4** RESOLUTION APPOINTING A SOLICITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
 - **Resolution 2014-5** RESOLUTION APPOINTING AN AUDITOR FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
 - **Resolution 2014-6** RESOLUTION DESIGNATING THE NEWSPAPERS IN WHICH ALL PUBLIC NOTICES FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 WILL BE TRANSMITTED
 - **Resolution 2014-7** RESOLUTION SETTING DATES AND PLACES WHERE THE REGULAR AND WORKSHOP MEETINGS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1 SHALL BE HELD
 - **Resolution 2014-8** RESOLUTION APPOINTING AN INSURANCE BROKER FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
 - **Resolution 2014-9** RESOLUTION APPOINTING OFFICIAL DEPOSITORIES OF FUNDS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
 - **Resolution 2014-10** 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

- **Resolution 2014-11** AUTHORIZING ONLINE AUCTIONS WITH GOV DEALS FOR DISPOSAL OF FIRE DISTRICT PROPERTY
- **Resolution 2014-12** RESOLUTION APPOINTING DISTRICT PHYSICIANS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1
- **Resolution 2014-13** RESOLUTION AUTHORIZING PARTICIPATION IN THE BURLINGTON COUNTY SHARED SERVICES FORUM

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to adopt resolutions 2014-4 through 2014-13. Roll call vote: Commissioner Arnold – Yes; Commissioner Bauer – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; and Commissioner Rzomp – Yes. Motion carried unanimously.

2. Payment of Pensions - \$27,221.00 Public Employees Retirement System & \$39,400.00 Police and Firemen's Retirement System.

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to approve payment to the pensions. Motion carried unanimously.

3. Contract with ESI for annual service agreement – Homatro Tools for \$1,639.00.

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to enter into contract with ESI. Motion carried unanimously.

4. Purchase one set of Personal Protective Equipment - \$2400.00 (purchased through state contract).

A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to purchase one set of personal Protective Equipment. Motion carried unanimously.

5. EMS Supply order not to exceed \$3100.00. Commissioner Popso questioned if this amount was for this particular order or if it is open-ended. B/C Mullen stated it is for an order that Carol has ready to go.

A motion was made by Commissioner Arnold and seconded by Commissioner Popso to approve the EMS supply order. Motion carried unanimously.

6. Approve the following projects:

- 6 VHF Radios - \$2700 – Commissioner Arnold asked who will be doing the installs. FM Richardson will be doing the installs and it is just a matter of swapping the existing radios in most cases.
- Garage door repair - \$2000 – FM Richardson will contact Russell Doors tomorrow.
- 15 Flashlights - \$2250
- 2 LED light bars - \$4000
- Fire Alarm inspection \$1500
- PM TL 4015 - \$2400

A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer to approve the requests from Fire Marshal Richardson. Motion carried unanimously.

7. ARC GIS Annual Service Contract Renewal

A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer to approve the SRI contract for the GIS software. Motion carried unanimously.

GOOD OF THE BOARD:

1. Commissioner Arnold thanked everyone who participated in putting the dinner together. It was well attended and a fun event, a real good time, and a nice job.

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 unanimously.

Mr. Stranko: “Mike Stranko. I want to find out what the progress is on hiring full-time people?”

Commissioner Rzomp: “Well we haven’t got the grant.”

B/C Mullen: “Do you want me to answer?”

Mr. Stranko: “Is that what you’re doing, waiting for a grant?”

B/C Mullen: “Well there are two things, one we have to negotiate with the union in their contract. The current contract just has certain hours within their shifts. So we have to open up a contract and negotiate so that we can extend their work hours. And two, while we are doing that, we are looking at the SAFER Grant because they are not done issuing out the SAFER Grants that we have put in for.”

Mr. Stranko: “Besides the contract, you are looking to find out whether or not you are going to get this grant to hire these people.”

B/C Mullen: “Yes, right. The first option (interrupted)”

Mr. Stranko: “All the hiring is dependent on the grant. Am I correct?”

B/C Mullen: “No. There is also money in the budget to hire as well. So the first option would be to see if we get the grant money. And if we do, then we won’t have to take it all out of the current budget year.”

Mr. Stranko: “OK.”

B/C Mullen: “If we do not, we will just have to take the monies we have budgeted for those personnel.”

Mr. Stranko: “And whereabouts are you in this? Are you looking at a year? Two years?”

B/C Mullen: “No. We’ve reached out to the local to start discussing basically a 24-hour shift.”

Mr. Stranko: “OK.”

Commissioner Arnold: “And other thing on that, correct me if I’m wrong Kevin, when we did the budget, we did the budget for the additional career. If we are paying, we are paying the whole boat. We don’t get the grant. We only counted that from May on. So if we hire them now, we will be short at the end of the year.”

Mr. Stranko: “OK. Thank you.”

Commissioner Bauer: “Is there anybody else?”

Mr. Houseworth: “Toby Houseworth. I have a question concerning the enclosure out back. It’s a constant maintenance problem with the gates. Right now the gates, the one gate is swung opposite, all the way back. Every time you turn around, the outfit comes in, they try to adjust these gates. In the winter time, you can’t close them because the hole freezes up where you lock it in. Then they can’t empty the dumpsters out there. Do we absolutely need the gates on that enclosure or can we eliminate them?”

Commissioner Bauer: “What do you think Toby, do you think we can do away with them?”

Mr. Houseworth: “I’m just bringing it to the commissioners.”

Commissioner Rzomp: (undecipherable...) “when we put them on.”

Mr. Houseworth: Because all it is now is a problem, constantly.”

Solicitor Gaskill: “When this building was under construction, I think that was part of the approval.”

B/C Mullen: “Let me check with the Township. That will be an approval issue.”

Commissioner Rzomp: “With the CO and all that.”

Mr. Houseworth: “Well that’s what I wanted to know. Does it have to be, or (interrupted)?”

B/C Mullen: “I will check with Richard Brook.”

Mr. Houseworth: “or you know, if it doesn’t have to be”

(Multiple people speaking.)

Commissioner Arnold: “But if it does have to be, could we look at maybe a different type of gate?

Maybe a sliding gate that slides across. You don’t open them (interrupted)”

Mr. Houseworth: “The size of those gates now, if you look at them, the one closest this way is sagging because it is pivoting off of one pole.

Commissioner Arnold: “Right.”

Mr. Houseworth: “If you’re going to have them that way, you need another pole and you need a guide wire to take that, or you need a heavy-duty wheel to take the weight off the gate. Because they continue to keep having the outfit come in to repair them, and you may’s well throw the money in the dumpster because within months, it’s back to where it was again.”

Commissioner Rzomp: “Is the dumpster company causing any of this damage with anything?”

B/C Mullen: “I honestly don’t know.”

Mr. Houseworth: “No. It’s just the weight of the gate itself.”

Commissioner Arnold: “I know we have to have an enclosure for our dumpsters. But I don’t know whether it has to be gated or not.”

Commissioner Rzomp: “I guess talk to Richard.”

B/C Mullen: “I will talk to Richard tomorrow.”

Commissioner Bauer: “First thing, right?”

B/C Mullen: “Sure.”

Commissioner Bauer: “OK. Good. Thank you, Toby.”

Commissioner Bauer: “Anyone else?”

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

CLOSED SESSION:

There was no closed session tonight.

ADJOURNMENT:

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 19:15 hours.

Respectfully submitted,
Carolyn Taylor