

September 8, 2014

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING SEPTEMBER 8, 2014

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, A. Popso, W. Rzomp
Absent – None

Also in attendance were Solicitor Gaskill, Chief Scully, B/C Mullen, IT Estelow, Captain Peters, and EMS Supervisor Taylor.

Minutes of the previous meetings: (Open Sessions) – August 11 and August 25, 2014

A motion was made by Commissioner Mayer, and seconded by Commissioner Arnold to approve the minutes of the August 11 and August 25, 2014 meetings open session as distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. None

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported he has contract items that need to be done in closed session.

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

- I completed and submitted the closeout reports for the 2012 Assistance to Firefighter Grant.
- I started the background checks on the potential new hires for per-diem EMS.
- I attended the contract meeting on August 21.
- I completed the DL checks on members who drive Fire District vehicles.
- I started to gather information on the Houston Galveston Area Council (H-GAC) region planning commission to plan future purchases.
- I received a quote from a Scott dealer for SCBA (the Chief and met with him in the Spring). I wanted to check our \$350,000 amount approved by the voters. The quote I received was \$284,742.54. This does not mean we will be going with Scott or the options I requested. All I was trying to accomplish was to see if we are within the \$350k approval.
- I attended the incentive committee meeting. There will be some changes to the incentive plan. I will be working with Marc on the College Stipend/Scholarship Program.

- I reviewed the response data for the 1H of 2014. Q1 had 17 out of 159 responses with 2 personnel or less (10.7% of the calls). Q2 had 10 out of 138 responses with 2 personnel or less (7.3% of the calls). I am going to review the data from the 27 calls with 2 or less.
 - I spoke with Richard Brook. The Township is not changing health care plans. I have spoken with our employees and they have no issues with the plan.
Right now, it looks like a 3-5% increase in the premium. For a comparison, the State Health Care Benefits (our old plan) is planning for a 10% increase and that plan is currently more expensive than the plan we offer.
 - I have started to create a new 5 year planning committee. The members will be Chairman Bauer, Commissioner Mayer, Chief Scully, Mayor Wilkie, the President of the Fire Company (or designee), a Fire Company Trustee and myself. I am waiting for appointment of the Company representatives (should be Sept. 15 at the latest). I plan to have a meeting the end of September/beginning of October.
1. Commissioner Arnold inquired if there were any issues on the DL checks and B/C Mullen reported there were none.

BUREAU OF FIRE PREVENTION: Brian Richardson submitted the following report via email:

1. Conducting inspections (Annual, complaint and permit)

CHIEF REPORT: Keith Scully submitted the following reports via email:

Board of Commissioners:

Re: August 2014 report

Please accept the following as a report for the Month of August 2014.

Responses:

22- Calls within Florence Twp
0- Bordentown Twp.
7- NJTP
0 – Bordentown City
0 – Mercer County
7- Mansfield
0 – Willingboro
5- Rt. 295
0- Springfield
0 – Hamilton Twp.
394– Total for year

We had an average of **8** personnel on each call. –

Approximately 3 years ago the Officers set 2 goals to accomplish, they are as follows:

Goal 1 – To have a response time of less than 10 minutes to all District 40 calls.

Goal 2 – To have 2 trucks on all calls 75% of the time within District 40.

Goal 1 results for August 2014 is **–5 min.37 seconds**

Goal 2 results for August 2014 is **– 41%**

(We have met this goal several times since in effect, but a number of the calls are single engine responses and or the incident is recalled by command before 2nd truck is on scene)

Attended Commissioner Meeting (open and closed sessions)

Still working on dispatching policy for storm mode., Scully & Mullen working on now – put out as directive. Will be out for October

Will be putting a vehicle replacement plan together for next year’s elections. Progress – Will be meeting with a sales rep toward end of month. Met with Ed Miller in wildwood.

Please see EMS report attached.

EMS charts are being QA’d 100%.

Working on updating policies and procedures. Progress (Scully/Mullen)

Working on Organizational charts for adoption. Was given to Commissioner Rzomp again in May

Epinephrine pen practical training has been conducted. Waiting for the scripts to come in to order the pens to place them on the rigs.

EMS charting is still being looked at. Progress. State went with a new company Image Trend, looking into the program at this time. State looking to have it implemented by end of the year.

Practical for the Per-Diem EMS was conducted and the committee of FTOs, Captain Gyenge and myself think that 3 of them should be offered a position pending the background checks. Background checks have been started. Orientation is being held this Wednesday at 1700hrs.

Will be trying a new uniform vendor for uniforms for the new hires. It is the same brand of uniform and the prices are comparable

Handled a couple write up issues with a member along with Captain Gyenge.

Outcomes of Call 408 responded to

Cancelled - Enroute	7
Cancelled - On Scene, No patient contact	8
Cancelled - Prior to Response	2
Call reassigned	
Refusal by action	3
Patient Refused Care	22
Unfounded - No patient located	
Dead at Scene	1
Public Assist	4
Fire Stand-by	17
Transported By BLS	59
Transported By BLS, ALS Cancelled SNN	4
Transported By BLS, ALS Released	10
Transported By BLS, ALS Treat	26
Transported By BLS, ALS Unavailable	
Transported By BLS, ALS cancelled due to prox	
Treated, Refused AMA	
Treated, Transferred to Air Medical	
Grand Total	163

Second Rig Calls 408 responded to	
4081	6
4082	
Total	6

Calls per Shift including truck used		
Shift 1: 7a-4p	4081	17
	4082	50
Shift 1: 7a-4p Total		67
Shift 2: 4p-11p	4081	16
	4082	37
Shift 2: 4p-11p Total		53
Shift 3: 11p-7a	4081	6
	4082	37
Shift 3: 11p-7a Total		43
Grand Total of calls		163

Total of mutual aid calls 408 responded to (went out of town)

Shift 1: 7a-4p	
Bordentown (NJTP)	7
Bordentown	2
Burlington	4
Columbus	
Florence (NJTP)	2
Shift 2: 4p-11p	
Bordentown (NJTP)	1
Columbus	4
Shift 3: 11p-7a	
Bordentown (NJTP)	1
Burlington	2
Bordentown	1
Columbus	
Burlington (NJTP)	
Grand Total	24

Total calls handled by mutual aid

Shift 1: 7a-4p	Friday	1
	Saturday	2
Shift 1: 7a-4p Total		3
Shift 2: 4p-11p	Wednesday	1
	Saturday	1
Shift 2: 4p-11p Total		2
Shift 3: 11p-7a	Wednesday	1
	Saturday	1
Shift3: 11p-7a Total		2
Total calls handled by mutual aid		7

Comparison from August 2013 to August 2014

2013	163
2014	170
Turnpike calls for the month of August	13

Respectfully,

Keith S Scully
Chief

COMMITTEE REPORTS:

Buildings and Grounds:

1. Commissioner Mayer reported the Buildings & Grounds committee met last week. She met with Dave Motta, Joe Wargo, and then met with B/C Mullen and Chief Scully to go over the items. Hopefully more projects will get completed. She thanked the people who worked on the TV and the furniture upstairs and downstairs, and those who came last week and shampooed the carpets.

Personnel: None

5-Year Planning:

1. B/C Mullen reported he spoke to the president to get the Company Representative(s). Once he receives those, he will send an email out to schedule a meeting. Mayor Wilkie would like to participate as well.

Insurance:

1. Commissioner Bauer reported he received an email about the ALS water challenges. And there are a couple programs coming up that they have to go to. B/C Mullen added that their risk consultant did stop out and he had no issues and no comments.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Chief Scully reported progress.

Training: Marc Stranko submitted the following report via email:

- The Epi-pen training is complete. Rose has made arrangements to get the necessary script. I believe everyone who needed the training received it. I am not aware of any issues.
- We are doing driver/ operator requalification this month. All is going well so far. I am already seeing some changes that can be made for next year.
- I will be scheduling the 4th quarter training by the end of the month.
- I am updating our status with the Division of Fire Safety as an eligible organization and training site.

Truck/Equipment/Building & Grounds: Brian Richardson submitted the following report via email:**Building**

1. Thermostat covers installed in building
2. Gear room door jamb damage, same adjusted. Door welds are broken and jam is rusting.
3. Gera room door. Electric striker replaced.
4. Northwest cleanout for rain water underground drainage pipe lowered. (was lifting sidewalk)
5. Station compressor OOS / parts have been ordered.

Trucks

1. Various light bulbs replaced
2. 4012- PM (oil change, trans filter, grease and pump trans fluid changed)
3. 4012- Cab lift solenoid replaced.
4. 4012-Governor replaced / air brakes
5. 4013-David Clark radio interface repaired
6. 4016-Tank plumbing repaired (Direct fill, tank to pump and tank level)
7. 4016-Governor and air drier replaced / Air brakes
8. 4082-Electrical repairs (warranty issue)
9. 05 crown vic- Oil change

Miscellaneous:

1. Multi-gas meters calibrated and bump tested.
2. Garage door safety switches checked
3. Stretcher repaired / electrical issue.

Approvals needed

1. Repairs to gear room man door not to exceed \$2000

1. Chief Scully reported the radio issue on Engine 4013 has been repaired.
2. Commissioner Arnold requested that Brian look into getting new head sets for both 4012 and 4013 or get replacement parts. Some of them can't be adjusted because the Velcro is destroyed.
3. Commissioner Mayer inquired if the gear room door was fixed or replaced. B/C Mullen reported that FM Richardson fixed the door by banging it out. He still wants to replace it because the welds are starting to go in the frame. Commissioner Arnold stated to get a second and a third opinion because those doors and frames are only eight years old and they are made to last twenty to thirty years. If need be, they know someone who works a lot with these doors and can look at it and repair the door rather than spend \$2000.00 to replace it. They will send contact information to FM Richardson.

Fire Company Liaison:

1. Commissioner Mayer reported the Company contract was approved at the workshop session and they have not met since.
2. Commissioner Bauer reported that he has received compliments on our little park by the boat ramp. It looks really good. Whoever is weeding it and taking care of it is doing a really good job.

Information Technology Report: Todd Estelow submitted the following report via email:

1. Checking on Daily backups – backups working well with new device.
 2. Updated the Fire Departments Facebook page. When I took the page over it had 927 likes. It now has 1357 likes on the page.
 3. Placed office supply order
 4. Update and enhanced website. Looking to do more enhancing. Looking to add forms to website for processing smoke detector installs. Will be developing a page for in memory of our deceased members. Looking to add an about us page, waiting on input from the chiefs.
 5. Would like approval for the forms so they can be processed from our website. Forms can also be made of other items; rig checks, etc.
 6. Filled out some forms for data sharing with the County for GIS data.
 7. Ran response reports for Kevin
1. Todd reported he had sent out an email asking for articles to post on the website. Chief Scully sent in the story for the fire which is posted now.
 2. Commissioner Arnold inquired if IT Estelow could change the website so that everything is on the front page and just scroll down. He feels people aren't going to click on the different boxes. And also, if there is only one story on the front page, there is nothing behind it or beneath it. It is all blank. Todd replied he could do that but the people he has spoken with like it this way. There are tabs on the left side of the page. He said the people didn't like all the scrolling down on the old website. Commissioner Arnold also reported he is unable to click on and save pictures from the website. Todd said to right-click on the picture and "save as".

Financial:

1. B/C Mullen has an update on the estimate.

Radio:

1. None.

APPLICATIONS FOR MEMBERSHIP:

1. None.

COMMUNICATIONS:

1. Commissioner Rzomp received the signed Virtua Transport Agreement back and gave it to EMS Supervisor Taylor to file.

PRESENTATION OF BILLS

1. A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to pay the bills as presented, and the PSE&G bill for this month. Commissioner Bauer abstained from the PSE&G bill. Motion carried.

Bills List dated SEPTEMBER 5, 2014	\$19,121.40
Additional Bills	
Burlington County ESTC - BCIT	\$150.00
Carolyn H. Taylor - Reimbursement EMS Order	\$127.25
Comcast Business	\$453.85
FEI #114 Ferguson Enterprises, Inc.	\$35.53
Hutchinson Mechanical Services	\$1,144.00
W.B. Mason Co., Inc.	\$895.33
Sub Total	\$2,805.96
TOTAL	\$21,927.36

TREASURERS REPORT:

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

Treasurers Report – Period Ending August 31, 2014	
Beginning Cash Balance (8/1/2014)	\$176,957.87
Cash Receipts	\$169,682.43
Cash Disbursements	\$159,682.76
Ending Cash Balance (8/31/2014)	\$186,957.54

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

OLD BUSINESS:

1. Hiring EMS Per-Diems Update– Chief Scully reported the interviews and practicals are completed. FTO’s from the EMS Division, Captain Gyenge, himself, and Commissioner Popso were checking out the different stations during the practicals. At the end of the night, three applicants were chosen to move forward and offered them positions. Orientation will be this Wednesday night at 5pm.

NEW BUSINESS:

1. Replace gear room door – not to exceed \$2,000.00 was discussed earlier and is on hold.
2. Discuss Tobacco Use Policy – Commissioner Popso requested this be held for closed session as it affects personnel.
3. Adopt Resolution 2014-17 RESOLUTION TO PARTICIPATE IN THE NEW JERSEY FIREFIGHTER CERTIFICATION PROGRAM.
B/C Mullen reported Marc is working with updating with the Division of Fire Safety’s training and fire certification program. We have been participating in the program. It is a voluntary program in the state, but we require it here. They gave us a sample resolution authorizing the Training Officer to do the paperwork and send it up to them. They suggest that we make it position specific so that if people move to a different position, you do not have to re-adopt the resolution.
A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to adopt Resolution 2014-17 RESOLUTION TO PARTICIPATE IN THE NEW JERSEY FIREFIGHTER CERTIFICATION PROGRAM. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Yes; Commissioner Popso-Yes; Commissioner Rzomp-Yes. Motion carries 5-0.
4. Select a new Supervision Officer for pensions. B/C Mullen reported currently Rodney Roberson (past Commissioner) is our supervising officer so we need to select a new one. B/C Mullen suggested to the Board to select someone who is currently in the pension plan. If it is someone not in the pension plan, they just have to get re-authorized to get in it every quarter. Commissioner Mayer is currently in the pension plan.
A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to nominate Barbara Mayer. Motion carried unanimously.
5. Commissioner Arnold reminded the Board that they moved Forms for the website from the workshop that is in IT Estelow’s report for approval. Commissioner Mayer requested that this be held until after closed session.

GOOD OF THE BOARD:

1. Commissioner Arnold commended the Company on the furniture. The chairs look good and they are very comfortable. To the Chief and the first due guys from 32 on Saturday night – very awesome stop.
2. Commissioner Rzomp reported that he spoke with B/C Mullen and they are in progress of reaching out to the art teacher to possibly do some murals around the firehouse and look to upgrade the color of the weight room and put some design in there, and maybe the red room. We are trying to make it feel like home rather than just an office building.

MEETING OPEN TO THE PUBLIC:

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

1. **Gregory Swanson:** “Gregory Swanson, ### Juniper Street, Burlington, President of the Bordentown FMBA. In early summer I was contacted by the State President of the FMBA that one of your members of the board called the state in regards to some information. They handed it to me because I’m part of the State’s Labor Committee and I’m the EMS Chairman. And I spoke to
5 Commissioner Popso in regards to my members working per-diem here. I thought the issue was resolved, but apparently it’s not. I am trying to find out what the issue is with my members working here per-diem.”

Commissioner Bauer: “Alright. So now there is a problem after all these years? I thought that was resolved. We’re talking per-diem as far as EMS.”

10 **Gregory Swanson:** “EMS, or whatever. I mean, that’s what the question was that was raised to me...”

Commissioner Bauer: “Ok.”

Gregory Swanson: “...about my members. If we’re riding the ambulance and we get called to Bordentown, who has to pay the bill? But we don’t do EMS in Bordentown, so it’s not an issue. Our
15 members that volunteer here can’t respond to Bordentown on a fire truck because then Bordentown has to pay the overtime.”

Commissioner Bauer: “Ok.”

Gregory Swanson: “So that’s why like Keith, Jason, and anybody that isn’t going back to Bordentown.”

20 **Commissioner Bauer:** “Ok. And that’s been something that we’ve been taking care of for the last few years, I would say?”

Gregory Swanson: “Right.”

Commissioner Bauer: “Ok. No problems, right?”

Gregory Swanson: “Correct.”

25 **Commissioner Bauer:** “So nothing’s broke, correct?”

Gregory Swanson: “I don’t know. That’s why I’m here.”

Chief Scully: “Somebody wants to pose the questions on and on.”

Gregory Swanson: “The state president called me, gave me the contact information, I called
30 Commissioner Popso. And we had a lengthy discussion. I was aware that, I thought it was resolved until Thursday when it was brought up again in a school yard parking lot, waiting for kids to start their first day of school. And specifically, my name was brought up, and I was less than five feet away from the person.”

Commissioner Bauer: “Ok. I sort of heard some of this, so. We are going to handle that issue. I, as
35 Chairman, Commissioner, I don’t have a problem, and I certainly would hope that you know, the pot hasn’t been stirred where we got to go through this stuff again. I appreciate the relationship that we have with the union and being able to ride as a per-diem up here. That’s my opinion.”

Commissioner Mayer: “I second that opinion.”

Commissioner Arnold: “I have a question.”

Commissioner Bauer: “Ok.”

40 **Commissioner Arnold:** “Were you acting in office of the Board?”

Commissioner Popso: “No.”

Commissioner Bauer: “Ok.”

Commissioner Rzomp: “Going back as Deputy Chief, we have always had a working relationship
45 with you guys.”

Gregory Swanson: “No, that’s not what my concern is. My concern is that an issue is brought up
with the members actually working per-diem here. And that it was approached to me by, you know, one of your members.”

Commissioner Bauer: “And let me, just for my record, you guys have been doing this for how
50 many years now?”

Commissioner Arnold: “Eight.”

Commissioner Bauer: “Eight years. And so, I think Commissioner Popso at that time was a EMS
Battalion Chief, correct?”

Commissioner Popso: “Affirmative.”

Commissioner Bauer: “Ok. That’s all I have. I appreciate your input.”

55 **Gregory Swanson:** “Ok.”

Commissioner Bauer: “See what you can do about getting me some firefighters running around up here as per-diems too.”

Gregory Swanson: “I can’t do that.”

Commissioner Arnold: “You can’t do that.”

60 **Commissioner Bauer:** “Work something out for me. Personal favor. (*Audience laughing.*)

Gregory Swanson: “Yeah.”

Commissioner Bauer: “Alright. That was said in...”

Commissioner Arnold: “Na. You said it in the meeting.”

65 **Commissioner Bauer:** “That’s good! I’m on record for that one. Alright. Anybody else from the public? (*Hearing none*) Alright, at this time I would like to entertain a motion to close the public portion.”

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

CLOSED SESSION:

A motion was made by Commissioner Arnold, and seconded by Commissioner Mayer to go into the closed session for personnel and contracts and policy. Motion carried unanimously at 18:55.

A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to return to open session. Motion carried unanimously at 21:08 hours.

BACK TO OLD BUSINESS:

1. A motion was made by Commissioner Arnold and seconded by Commissioner Mayer that B/C Mullen be allowed to start the process to obtain a certified list to hire one firefighter. Motion carried unanimously.

BACK TO GOOD OF THE BOARD:

1. Commissioner Popso announced that he will be submitting a letter of resignation from the Personnel Committee and the EMS Liaison position for the Board of Fire Commissioners to Chairman Bauer within the next twenty-four hours due to personal reasons. Commissioner Bauer placed himself in both of those positions.

ADJOURNMENT:

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

The meeting was adjourned at 21:15 hours.

Respectfully submitted,
Carolyn Taylor