

October 13, 2014

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING OCTOBER 13, 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, A. Popso, W. Rzomp  
**Absent** – B. Mayer

Also in attendance were Solicitor Gaskill, Chief Scully, FM Richardson, IT Estelow, and EMS Supervisor Taylor.

**Minutes of the previous meetings:** (Open Session) – September 8 2014, and September 22, 2014. A motion was made by Commissioner Rzomp, and seconded by Commissioner Arnold to approve the minutes of the September 8, 2014 and September 22, 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 for closed session.

**BATTALION CHIEF/BUSINESS MANAGER REPORT:** No report; will send later.

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

- Conducting inspections (Annual, complaint and permit)
- Multiple schools visits / public education
- Open house held during Fire Prevention Week
- One fire house tour and fire safety education conducted for Royal Rangers (Boy Scout affiliated)
- 1 fire investigation performed

1. In addition, FM Richardson reported there was a great turnout at the open house on Friday night and he thanked the membership.

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

Board of Commissioners:

Re: September 2014 report

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

Responses:

23- Calls within Florence Twp  
 2- Bordentown Twp.  
 4- NJTP  
 3 – Burlington Twp.  
 1 – Burlington City  
 2- Mansfield  
 0 – Willingboro  
 5- Rt. 295  
 0- Springfield  
 0 – Hamilton Twp.  
**434- Total for year**

We had an average of 7 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.14 seconds

**Goal 2** results for August 2014 is – 78%

(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 2<sup>nd</sup> 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 – Met with truck rep on 10/3/14.
- Please see EMS report attached.
- EMS charts are being QA'd 100%.
- Working on updating policies and procedures. Progress (Scully/Mullen)
- 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.
- World Trade Steel Motorcade run 10/4/14 was attended to fly the flag from the tower.
- Attended State Fireman's Convention.
- Met with the 5 year Planning Committee and went over the focus area for the group. We will be meeting again on October 28.
- Upcoming events that the department will be involved with: Homes for Heroes – 10/24 we will attending at the Oak Mill development. There will be a house given to a wounded veteran and his family. They do not know it yet and will be very surprised the day.
- 10/25 – Truck or Treat at the Riverbank Charter School 1800-1930hrs.

#### **Outcomes of Call 408 responded to**

Cancelled - Enroute

|   |            |
|---|------------|
| Cancelled - On Scene, No patient contact      | 6          |
| Cancelled - Prior to Response                 |            |
| Call reassigned                               |            |
| Refusal by action                             | 1          |
| Patient Refused Care                          | 21         |
| Unfounded - No patient located                |            |
| Dead at Scene                                 | 1          |
| Public Assist                                 | 8          |
| Fire Stand-by                                 | 18         |
| Transported By BLS                            | 40         |
| Transported By BLS, ALS Cancelled SNN         | 5          |
| Transported By BLS, ALS Released              | 9          |
| Transported By BLS, ALS Treat                 | 37         |
| Transported By BLS, ALS Unavailable           |            |
| Transported By BLS, ALS cancelled due to prox | 1          |
| Treated, Refused AMA                          | 1          |
| Treated, Transferred to Air Medical           | 1          |
| <b>Grand Total</b>                            | <b>158</b> |

|  |          |
|--|----------|
| <b>Second Rig Calls 408 responded to</b> |          |
| 4081                                     | 2        |
| 4082                                     |          |
| <b>Total</b>                             | <b>2</b> |

|   |      |            |
|---|------|------------|
| <b>Calls per Shift including truck used</b> |      |            |
| Shift 1: 7a-4p                              | 4081 | 3          |
|   | 4082 | 62         |
| <b>Shift 1: 7a-4p Total</b>                 |      | <b>65</b>  |
|   |      |            |
| Shift 2: 4p-11p                             | 4081 | 4          |
|   | 4082 | 55         |
| <b>Shift 2: 4p-11p Total</b>                |      | <b>59</b>  |
|   |      |            |
| Shift 3: 11p-7a                             | 4081 | 3          |
|   | 4082 | 31         |
| <b>Shift 3: 11p-7a Total</b>                |      | <b>34</b>  |
|   |      |            |
| <b>Grand Total of calls</b>                 |      | <b>158</b> |

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

|  |
|--|
|  |
|--|

| <b>Shift 1: 7a-4p</b>  |           |
|------------------------|-----------|
| Bordentown (NJTP)      |           |
| Bordentown             | 4         |
| Burlington             | 3         |
| Columbus               | 2         |
| Florence (NJTP)        |           |
| <b>Shift 2: 4p-11p</b> |           |
| Bordentown (NJTP)      | 1         |
| Bordentown             | 2         |
| Burlington             | 1         |
| NTPK                   |           |
| Columbus               | 1         |
| <b>Shift 3: 11p-7a</b> |           |
| Bordentown (NJTP)      |           |
| Burlington             | 3         |
| Bordentown             |           |
| Columbus               |           |
| Burlington (NJTP)      |           |
| <b>Grand Total</b>     | <b>17</b> |

**Total calls handled by mutual aid**

|  |  |           |
|--|--|-----------|
| Shift 1: 7a-4p                           |  |           |
|  |  |           |
| <b>Shift 1: 7a-4p Total</b>              |  | <b>4</b>  |
| Shift 2: 4p-11p                          |  |           |
|  |  |           |
| <b>Shift 2: 4p-11p Total</b>             |  | <b>5</b>  |
| Shift 3: 11p-7a                          |  |           |
|  |  |           |
| <b>Shift3: 11p-7a Total</b>              |  | <b>2</b>  |
|  |  |           |
| <b>Total calls handled by mutual aid</b> |  | <b>11</b> |

**Comparison from September 2013 to September 2014**

|      |     |
|------|-----|
| 2013 | 142 |
| 2014 | 169 |

**Turnpike calls for the month of September** 4

Respectfully,

Keith S Scully  
Chief

## **COMMITTEE REPORTS:**

***Personnel:*** None

### ***5-Year Planning:***

1. Commissioner Bauer reported they met on September 30<sup>th</sup>, and the next meeting will be October 28<sup>th</sup>. They split up into little groups that are going to handle each of the different little items they have.

***Insurance:*** None

### ***Purchases:***

1. A list was emailed to the Board.

### ***Policy:***

1. Chief Scully reported progress.

***Training:*** Marc Stranko submitted the following report via email:

- Training schedule for the 4<sup>th</sup> quarter is complete and posted. We will schedule additional drills if any come up. (If we get any cars, we will schedule some extrication drills.)
- Driver re-qualification was completed in September. 24 members attended the hands on class. Only 12 members notified me that they watched the defensive driving video.
- I would like to have Todd get the software needed so that we can post more training material on the website but be able to track it and confirm that it is completed.
- There is a live burn in the class A building scheduled for this Wednesday.

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

#### ***Building:***

- Station compressor air leak repaired

#### ***Trucks:***

- Various light bulbs replaced
- 4012- New light bar installed
- 4082-Tire repaired
- 99 Expedition-Exhaust leak repaired
- 08 F-250-Exhaust leak repaired

#### ***Miscellaneous:***

- Multi-gas meters calibrated and bump tested.
- Garage door safety switches checked
- Garage doors lubed

1. Commissioner Arnold requested that FM Richardson put in either a motion switch or a timer switch (set to 1 hour) in all the rooms because the lights are being left on and no one is using the room(s).

***Fire Company Liaison:***

1. Commissioner May is absent.

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

- Checking on Daily backups – backups working well with new device.
- Updated the Fire Departments Facebook page. When I took the page over it had 927 likes. It now has 1378 likes on the page.
- Placed office supply order
- Update and enhanced website. Working with Scott Arnold for a history page.
- Would like to get approval for Form Stack. The forms can be used for much more than just the website. It will give us more flexibility with web forms then we currently do. The total cost for a year is \$1,188.
- Working on a IT budget for coming year
- Fire Prevention activities.

***Financial:***

1. Reports were email to the Board.

***Radio:***

1. Chief Scully reported all the radios are in. “Radio” will be removed from the agenda.

**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.

|  |                    |
|--|--------------------|
| Bills List dated <b>October 13, 2014</b> | <b>\$40,602.46</b> |
|  |                    |
| <b>Additional Bills</b>                  | <b>\$0.00</b>      |
|  |                    |
| <b>TOTAL</b>                             | <b>\$40,602.46</b> |

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.

### **TREASURERS REPORT:**

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

| <b>Treasurers Report – Period Ending September 30, 2014</b> |              |
|---|--------------|
| Beginning Cash Balance (9/1/2014)                           | \$186,957.54 |
| Cash Receipts   | \$32,675.78  |
| Cash Disbursements  | \$89,553.69  |
| Ending Cash Balance (9/30/2014)                             | \$130,079.63 |

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

### **OLD BUSINESS:**

1. Discuss Tobacco Use Policy – was tabled until after the workshop meeting at the request of the people on that committee.
2. Formstack Software – Commissioner Arnold reported in talking with IT Specialist Estelow, this is not just a website item. It was in his report last month and is in his report again this month. It is a web-based program not only for on-line forms (such as filling out the 72-page application form on-line and submitting it), it can be used for rig checks, truck checks, everything that we would want it to do. Rig/truck checks would automatically get emailed to the chief and the captain of EMS; Smoke detector applications; Members can reserve the room on-line and it be sent right to the trustees; Policies; Gear requests, etc. There have been problems with communication in the past with members needing new pants, or new gear. They would fill out the request and it goes directly to the officers. The software would cost \$1,188.00 and it will take only about one hour to get our current forms up and running. A motion was made by Commissioner Rzomp and seconded by Commissioner Popso to approve the purchase of Formstack Software for \$1,188.00 as presented by Todd. Commissioner Bauer had a question on the motion with the compatibility of Formstack with other softwares talking to each other. Todd explained it is strictly web based. The form gets submitted and goes to their server and then an email comes to whoever is on the email list. Any problems would be on their end, not ours. Motion carried unanimously.

### **NEW BUSINESS:**

1. Expert Pest Control Service Contract for treatment of Bed Bugs - \$1,200.00. Chief Scully reported we already have a contract with them that covers a totally different treatment process. FM Richardson stated this is a separate service and is an additional cost to our current contract. Commissioner Arnold asked that FM Richardson contact them and see if they can add it to our current contract and prorate it for the five or six months left. He will call them tomorrow. Commissioner Bauer also pointed out that according to the contract, we cannot use anything "over-the-counter" or it will void the contract. Brian stated the only things we have done in-house to remedy the situation is sealed the mattresses with an approved pest/moisture barrier cover and the same thing for the pillows.

A motion was made by Commissioner Arnold and seconded by Commissioner Popso to approve Brian to take care of this contract and try to get it amended so that it syncs up. Motion carried unanimously.

2. Flu Shots for Active Members, EMS Per-Diems, and Company Active. Cost is \$25.00 per shot.

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to approve the flu shots for active members, EMS, and Company active members at \$25.00 a shot. Motion carried unanimously.

3. Approve Resolution 2014-19 APPOINTING OFFICIAL DEPOSITORIES OF FUNDS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1

Chief Scully reported National Penn will be taking over 3<sup>rd</sup> Fed Bank. Commissioner Bauer read the resolution aloud.

A motion was made by Commissioner Arnold and seconded by Commissioner Popso to approve Resolution 2014-19 APPOINTING OFFICIAL DEPOSITORIES OF FUNDS FOR THE FLORENCE TWP. FIRE DISTRICT NO. 1. Roll call vote: Commissioner Arnold-Yes; Commissioner Bauer-Yes; Commissioner Mayer-Absent; Commissioner Popso-Yes; Commissioner Rzomp-Yes. Motion carried unanimously.

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

1. Commissioner Arnold thanked FM Richardson, the Chief, staff, and all of the members for a good week of fire prevention. There was a lot of stuff posted on the website and on our Facebook page. Thank you to all involved. Open house was very well attended.

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

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

Hearing none,

A motion was made by Commissioner Rzomp, 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 Popso to go into the closed session to discuss the contract. Motion carried unanimously at 18:51.

A motion was made by Commissioner Rzomp and seconded by Commissioner Arnold to return to open session. Motion carried unanimously at 20:10 hours.

### **ADJOURNMENT:**

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

The meeting was adjourned at 20:11 hours.

Respectfully submitted,  
Carolyn Taylor