

November 10, 2014

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING NOVEMBER 10, 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 – C. Bauer, B. Mayer, A. Popso

Absent – S. Arnold, W. Rzomp

Also in attendance were Solicitor Gaskill, Chief Scully, B/C Mullen, B/C Taylor, Captain Wargo, Lt. Motta, Lt Newell, Mayor Wilkie, and EMS Supervisor Taylor.

Minutes of the previous meetings: (Open Session) – October 13, 2014.

A motion was made by Commissioner Mayer, and seconded by Commissioner Popso to approve the minutes of the October 13, meeting open session as distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. None

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported he had a meeting with the Union negotiation team that will be discussed in closed session.

BATTALION CHIEF/BUSINESS MANAGER REPORT:

Kevin Mullen submitted the following report via email:

- I have started to get information for re-financing our bonds. So far, we can save approximately \$30k per year and not extend the term of the bonds. I have contacted Phoenix Advisors who can assist us to schedule a meeting.
- The hiring process (firefighter) is moving forward. The interviews have been scheduled.
- I have completed a draft 2015 budget for review. I would like to adopt a budget at the Nov. 24 workshop. I have been updating the 2014 Estimate and will send this out before the workshop meeting.
- I have met with the tax assessor several times to discuss the valuation of the town 2015 and beyond. The town will start to re-assess annually. This could mean a reduction in valuation over the next several years. As a result, this could cause a reduction in the amount the District can raise by taxation. Also, the District gets no tax revenue for the Payment in Lieu of Tax programs (PILOT). The township did budget \$5000.00 in the 2014 budget for us and I did submit an invoice for PPE for reimbursement.

- I have created a draft Resolution for a purchase of an Engine and Command vehicle. It has been reviewed by our solicitor and Don Huber from the Local Finance Board.
- I have been in contact with Don Huber of the Local Finance Board. I have a meeting scheduled with him on November 18th to discuss the purchase of the SCBA and the Capital question for the 2015 election.
- I will start to write the 2014 AFG. We received a letter stating we did not get the 2013 grant at the end of September.
- The 5-year planning committee has met twice. I will be creating a timeline for the committee to review then forward it to the Board.
- Chief Scully and I attended Ebola training at the Burlington County ESTC. This has been an evolving process. Chief Scully has issued a directive.
- Our accounts with 3rd Fed Bank have converted over National Penn. I will be meeting with National Penn to review our accounts.
- I have emailed the high school principal about recruiting at the high school and to discuss our scholarship plan. I asked Marc to review the plan he presented and he will be attending the meeting with the principal. I sent the email this week (Nov. 3) and I have not gotten a reply. I will follow up next week.
- I would like to thank the Board for their support when my father was in the hospital and the continued support as he recuperates at home.

BUREAU OF FIRE PREVENTION:

1. Brian Richardson is on vacation and will submit his report at later date.

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

Board of Commissioners:

Re: October 2014 report

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

Responses:

25- Calls within Florence Twp

0- Bordentown Twp.

4- NJTP

3 – Burlington Twp.

0 – Burlington City

2- Mansfield

1 – Mt. Laurel

2- Rt. 295

0- Springfield

0 – Hamilton Twp.

472 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 –4 **min.33 seconds**

Goal 2 results for August 2014 is – 50%

(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)
- 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.
- Met with the 5 year Planning Committee – progress
- Homes for Heroes – 10/24 attended at the Oak Mill development.
- 10/25 – Truck or Treat at the Riverbank Charter School 1800-1930hrs.
- Fall Festival was attended at the Riverfront School
- Truck was taken to Birch Hollow Halloween Parade
- Sent out another flyer for part time/per-diem EMTs, received 2 resumes at this time.
- Attended Ebola Training, working on policy for crews to adhere too.

Outcomes of Call 408 responded to

Cancelled - Enroute	7
Cancelled - On Scene, No patient contact	6
Cancelled - Prior to Response	1
Call reassigned	
Refusal by action	3
Patient Refused Care	12
Unfounded - No patient located	2
Dead at Scene	
Public Assist	2
Fire Stand-by	16
Transported By BLS	42
Transported By BLS, ALS Cancelled SNN	5
Transported By BLS, ALS Released	7
Transported By BLS, ALS Treat	18
Transported By BLS, ALS Unavailable	
Transported By BLS, ALS cancelled due to prox	
Treated, Refused AMA	7
Treated, Transferred to Air Medical	3
Grand Total	131

Second Rig Calls 408 responded to	
4081	1
4082	
Total	1

Calls per Shift including truck used		
Shift 1: 7a-4p	4081	32
	4082	26
Shift 1: 7a-4p Total		58
Shift 2: 4p-11p	4081	12
	4082	23
Shift 2: 4p-11p Total		35
Shift 3: 11p-7a	4081	20
	4082	18
Shift 3: 11p-7a Total		38
Grand Total of calls		131

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

Shift 1: 7a-4p	
Bordentown (NJTP)	4
Bordentown	2
Burlington	2
Columbus	1
Florence (NJTP)	2
Shift 2: 4p-11p	
Bordentown (NJTP)	1
Bordentown	1
Burlington	1
NTPK	2
Columbus	
Shift 3: 11p-7a	
Bordentown (NJTP)	
Burlington	3
Bordentown	
Columbus	
Burlington (NJTP)	
Grand Total	19

Total calls handled by mutual aid

Shift 1: 7a-4p	Su (2), Tu, Fri	4
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Shift 1: 7a-4p Total		4
Shift 2: 4p-11p	Sunday	1
Shift 2: 4p-11p Total		1
Shift 3: 11p-7a	Monday	1
Shift3: 11p-7a Total		1
Total calls handled by mutual aid		6

Comparison from October 2013 to October 2014

2013	130
2014	131
Turnpike calls for the month of October	11

Respectfully,

Keith S Scully
Chief

COMMITTEE REPORTS:

Personnel:

1. Commissioner Bauer reported they would be meeting this Friday.

5-Year Planning:

1. Commissioner Bauer reported they met and are moving right along. Commissioner Mayer reported they are still waiting for information from the Company. Both B/C Mullen and Commissioner Mayer had sent the Company emails with no responses.

Insurance:

1. B/C Mullen reported there is a meeting scheduled for this Wednesday.

Purchases:

The following list was emailed to the Board:

Type	Date	Name	Num	Deliv Date	Amount	
Purchase Order	10/03/2014	Burlington County ESTC - BCIT	4464	10/03/2014	360.00	Training
Purchase Order	10/09/2014	HD Supply Facilities Maintenance	4465	10/09/2014	95.92	Supplies

Purchase Order	10/09/2014	W.B. Mason Co., Inc.	4466	10/09/2014	82.73	Office supplies
Purchase Order	10/13/2014	Airgas USA, LLC	4467	10/13/2014	426.74	Oxygen
Purchase Order	10/15/2014	Moore Medical LLC	4468	10/15/2014	129.80	EMS Supplies
Purchase Order	10/22/2014	Moore Medical LLC	4469	10/22/2014	527.07	EMS Supplies
Purchase Order	10/22/2014	W.B. Mason Co., Inc.	4470	10/22/2014	967.92	Office supplies
Purchase Order	10/22/2014	Virtua at Work Mt. Holly	4471	10/22/2014	300.00	Physical
					2,890.18	

Policy:

1. B/C Mullen reported the updated policy will be ready for next meeting to have it for January. It is a policy that already exists so two readings are not necessary.

Training: Marc Stranko submitted the following report via email:

- On October 22nd, I conducted the annual safety training for Public Works and Water and Sewer.
- I did a fire investigation on November 1st at 340 W.3rd St. I am working on writing the report.
- Training attendance has been very light. We had live fire training scheduled for October 15th and November 5th. We did not have enough members on either night to do live Fire training.
- I filled out an injury report for one of our members who had back pain at the October 23rd Drill. I filed the report with Chief Taylor and the Member felt fine the next day.
- Carol and Steve held CPR classes here on October 11th and 14th. 9 members received the training.

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

1. Commissioner Mayer reported that Buildings and Grounds met with the 5-year planning. They have a list of “To Do” items. They are waiting for Brian to return for pricing on the floor. They also discussed possible movement of office furniture again.
2. B/C Mullen reported the utility is still out and the pick-up is still out getting fixed, and the Expedition has been repaired. It needed a new starter.

Fire Company Liaison:

1. Commissioner Mayer had nothing to report from the last meeting.

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 1406 likes on the page.
- Placed office supply order
- Update and enhanced website. Placed a history page up on the website. Working on a member’s only section for the website.
- Placed order with Formstack. Account has been made and I’m in the process of converting our existing web forms over to Formstack. After web forms have been converted, other forms will be made.
- New update to the firewall has been applied. Spam has lessened but non the less some is still getting thru. Still working with the firewall manufacture.

- 4081 had a new backup alarm installed.
- 4085 is getting fixed since it wouldn't start.
- Fixed issue with flag pole lights.
- Fire Inspection
- Researched speaker system for the weight room

Financial:

1. B/C Mullen reported progress. Everything looks good.

Radio:

1. Chief Scully reported radios are being left on the agenda because the County is still working on a new radio system.

APPLICATIONS FOR MEMBERSHIP:

1. None.

COMMUNICATIONS:

1. None.

PRESENTATION OF BILLS

- 1.

Bills List dated NOVEMBER 7, 2014	\$16,904.29
Additional Bills	
Comcast Business	\$453.77
Nutter's Landscape	\$420.00
Florence Twp - Fuel September & October 2014	\$4,148.02
Florence Twp - Estimated Fuel November & December 2014	\$3,600.00
Carolyn Taylor Postage Stamps Reimbursement	\$49.00
Sub Total	\$8,670.79
TOTAL	\$25,575.08

A motion was made by Commissioner Mayer and seconded by Commissioner Popso to pay the bills as presented, including the PSE&G bill for this month. Motion carried.

TREASURERS REPORT:

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

Treasurers Report – Period Ending October 31, 2014	
Beginning Cash Balance (10/1/2014)	\$130,079.63
Cash Receipts	\$281,606.72
Cash Disbursements	\$102,155.67
Ending Cash Balance (10/31/2014)	\$309,530.68

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 of Per-diem EMT's – Chief Scully reported that flyers have been sent out to solicit more applications. From the last process we have 2 EMT's currently working and the third is still in the process of getting a physical and background check.

NEW BUSINESS:

1. Approve the following tests:
 - a. Pump
 - b. Hose
 - c. Aerial
 - d. Ladder
 - e. Sprinkler
 - f. Fire Alarm

A motion was made by Commissioner Popso and seconded by Commissioner Mayer to approve all of the above tests. Motion carried unanimously.

2. 2015 Budget Discussion – B/C Mullen sent the budget to the Board for review to adopt it on November 24th at the workshop meeting.
3. Capital Question for 2015. Draft Resolution – B/C Mullen reported that it will include a new engine to replace 4013, and a Command/Utility vehicle. The Expedition is becoming very unreliable. He has discussed this question with the Chief and also reached out to Don Huber from the local finance board who also reviewed the resolution as well. There is a meeting scheduled with Mr. Huber for November 18th. From the resolution, a question will be put on the ballot, and then there is an explanation below it. Commissioner Mayer questioned if the amount in the draft is enough to cover what we need and B/C Mullen confirmed.
4. Approve 2015 AFG – Automatic External Defibrillators and Helmets. B/C Mullen reported this is the same grant as last year. This allows us to write the grant.
A motion was made by Commissioner Mayer and seconded by Commissioner Popso to allow B/C Mullen write the grant for Automatic External Defibrillators and Helmets. Motion carried unanimously.
5. Approve to pay Q3 (third quarter) Incentive Plan. The Incentive will be paid November 14, 2014.
A motion was made by Commissioner Mayer and seconded by Commissioner Popso to approve to pay the Q3 Incentive Plan. Motion carried unanimously.

GOOD OF THE BOARD:

1. None.

MEETING OPEN TO THE PUBLIC:

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

Hearing none,

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

CLOSED SESSION:

A motion was made by Commissioner Popso, and seconded by Commissioner Mayer to go into the closed session to discuss contract negotiations, Personnel, and Property negotiations. Motion carried unanimously at 18:43

A motion was made by Commissioner Mayer and seconded by Commissioner Popso to return to open session. Motion carried unanimously at 19:58 hours.

BACK TO NEW BUSINESS:

1. Approve Chief Officers -

A motion was made by Commissioner Mayer and seconded by Commissioner Popso to hold this motion until the workshop meeting in two weeks. Motion carried unanimously.

ADJOURNMENT:

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

The meeting was adjourned at 19:59 hours.

Respectfully submitted,
Carolyn Taylor