

December 15, 2014

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING DECEMBER 15, 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 5:30pm. 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 – A. Popso

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

Minutes of the previous meetings: (Open Session) – November 10, 2014 and November 24, 2014. A motion was made by Commissioner Arnold, and seconded by Commissioner Mayer to approve the minutes of the November 10, 2014 and November 24, 2014 meetings open session as distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. None

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported he has a couple of items that will be discussed in closed session.

BATTALION CHIEF/BUSINESS MANAGER REPORT:

Kevin Mullen submitted the following report via email:

- I would like to thank the Board, Chief and members for their support when my brother passed away.
- I met with Don Huber (Local Finance Board) on November 18. He reviewed the purchase of SCBA and the Capital Purchase Resolution.
- I have completed the 2015 Budget and required paperwork.
- I completed and submitted the 2014 Assistance to Firefighter Grant.
- I will contact Phoenix advisors to schedule a meeting in regards to refinancing our bonds. We have left phone messages (phone tag).
- I had a meeting scheduled for Dec. 1 with the high school principal to discuss recruitment and the scholarship program. I had to cancel the meeting and I will reschedule after Christmas.

BUREAU OF FIRE PREVENTION:

1. Chief Mullen reported FM Richardson will submit his report to the Board tomorrow.

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

Board of Commissioners:

Re: November 2014 report

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

- Responses:
 - 31-** Calls within Florence Twp
 - 1** – Lumberton Twp.
 - 5-** NJTP
 - 1** – Cinnaminson
 - 3-** Mansfield
 - 1** – Mt. Holly
 - 5-** Rt. 295
 - 1-** Springfield
 - 1** – Westampton Twp.
 - 521 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 November 2014 is –**5 min.39 seconds**
 - Goal 2** results for November 2014 is – **71%**
 - (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) Have some printed out for Chief 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. There will be a cost to keep the current program we are using, Chief Mullen was working on it before family emergency
- Met with the 5 year Planning Committee – Need to set up meeting
- Sent out another flyer for part time/per-diem EMTs, received 4 resumes at this time. Will start process after the first of the year.
- Officer meeting held, Chief Mullen went over 2015 budget and upcoming projects.
- Several pieces of equipment were repaired, see FM Richardson report

- Department and I are being countersued in reference to 2012 truck explosion, met with lawyer on 12/11/14 and Mr. Gaskill.
- Handled a couple personnel issues.
- Started the Captain and Lieutenant interview process at request of Chief Mullen due to family emergency.
- Met with FM Richardson in reference to new housing at the old Marcella Duffy School.

Outcomes of Call 408 responded to

Cancelled - Enroute	8
Cancelled - On Scene, No patient contact	10
Cancelled - Prior to Response	
Call reassigned	1
Refusal by action	
Patient Refused Care	15
Unfounded - No patient located	1
Dead at Scene	2
Public Assist	4
Fire Stand-by	19
Transported By BLS	51
Transported By BLS, ALS Cancelled SNN	4
Transported By BLS, ALS Released	7
Transported By BLS, ALS Treat	16
Transported By BLS, ALS Unavailable	
Transported By BLS, ALS cancelled due to prox	
Treated, Refused AMA	6
Treated, Transferred to Air Medical	
Grand Total	144

Second Rig Calls 408 responded to	
4081	
4082	1
Total	1

Calls per Shift including truck used		
Shift 1: 7a-4p	4081	43
	4082	7
Shift 1: 7a-4p Total		50
Shift 2: 4p-11p	4081	63
	4082	4
Shift 2: 4p-11p Total		67

Shift 3: 11p-7a	4081	24
	4082	3
Shift 3: 11p-7a Total		27
Grand Total of calls		144

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

Shift 1: 7a-4p	
Bordentown (NJTP)	1
Bordentown	3
Burlington	1
Columbus	
Florence (NJTP)	
Shift 2: 4p-11p	
Bordentown (NJTP)	2
Bordentown	1
Burlington	4
NTPK	
Columbus	4
Shift 3: 11p-7a	
Bordentown (NJTP)	1
Burlington	1
Bordentown	
Columbus	
Burlington (NJTP)	
Grand Total	18

Total calls handled by mutual aid

Shift 1: 7a-4p	2 - Thursday	
	2 - Tuesday	
Shift 1: 7a-4p Total		4
Shift 2: 4p-11p	Sunday	
	2 - Saturday	
Shift 2: 4p-11p Total		3
Shift 3: 11p-7a	Saturday	
Shift3: 11p-7a Total		1
Total calls handled by mutual aid		8

Comparison from November 2013 to November 2014

2013	153
2014	152

Turnpike calls for the month of November **9**

Please keep the Mullen and Fazekas families in your thoughts and prayers due to the passing of loved ones and members of the Department, Lawrence Mullen & Gloria Fazekas.

Respectfully,

Keith S Scully
Chief

COMMITTEE REPORTS:***Personnel:***

1. None.

5-Year Planning:

1. Commissioner Mayer reported they will meet the first of the year.

Insurance:

1. Commissioner Bauer reported that he has received several FYI emails from Ms. Wiener.

Purchases:

A list was emailed to the Board:

Policy:

1. B/C Mullen reported he put revised sections 1 through 400 out on the drop box. He will have the Chief and passed Chief Albert Jacoby review them.

Training: Marc Stranko submitted the following report via email:

- I was asked to look for an N-95 attachment for our fit test machine. I contacted TSI, the manufacture of our machine. Our model machine is no longer in production. They no longer make parts for our model and they no longer repair or service our machine. I looked around at the cost of a new Fit test machine. TSI, through their distributor AJ Abrams, will give a \$1,500 trade in credit for a final cost of \$11,310. Continental Fire and Safety said that their cost would be about the same as AJ Abrams. Fire Fighters Equipment Co. Quoted \$13,400. The new machine I received prices on does include the N-95 compatible hardware. The machine that we currently have needs to be sent to the manufacturer to be calibrated. There is a chance that because of the age of the machine that they may no longer be able to do calibrations. We must

use this Machine annually for our required fit tests as well as to fit test new members. The Police Department and Bordentown District # 2 also use our Machine every year.

- Kevin asked me to review some of our SOG and make comments. I did that and have returned the changes and suggestions to him.
 - I will schedule the mandatory training for January and distribute those lists later this month.
1. Commissioner Arnold inquired on the status of CPR training. B/C Mullen reported that he has no updates since the email that he had sent him. Carolyn Taylor reported that we had to cancel a CPR class and it will be rescheduled in January. Our CPR classes are all the same regardless of new or refresher.

Truck/Equipment/Building & Grounds:

1. B/C Mullen reported that pump testing and hose testing just got completed. Engine 4013 failed pump test and has been repaired. They will be coming back sometime this week to retest it.

Fire Company Liaison:

1. Commissioner Mayer had nothing to report as they will meet after this meeting.

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

- Checking on Daily backups.
 - Updated the Fire Departments Facebook page. When I took the page over it had 927 likes. It now has 1443 likes on the page.
 - Placed office supply order
 - Updated website. Still working on a member's only section for the website. Should have that done by the end of the month.
 - Have converted all web forms to Formstack. Will be publishing them on the website next week replacing the other forms.
 - Monitoring the antispan on the firewall.
 - Fire Inspection
 - Ordered new car adapter cords for the tablets in the chiefs cars.
 - Working with Dell on the problems with the tablets for the ambulances.
 - Lubed the ambulance bay door.
 - Truck Checks
1. Commissioner Arnold has requested a list of people from the B/C Mullen who are able to work on the web site besides Todd. Brian has the list.

Financial:

1. B/C Mullen reported he sent everything out.

Radio:

1. Commissioner Arnold inquired if Mercer County is now on their trunk system or is compatible with ours? They have a “County-wide” they are going to use on the highways and can it be patched? B/C Taylor reported it has been discussed and he doesn’t know if it is compatible. It is a 500 digital truck system that can be patched. Camden County went to 700 already and we are patching them at the southern end of the county.
2. B/C Taylor also reported that the Freeholders have committed their support. It is the single largest capital project that the County of Burlington has ever undertaken, to upgrade our radios to the 700 band. This was reported by Howard Black at the last County Chiefs meeting. They have not yet determined what they are going to be able to do to help us. Last time they gave allotments per apparatus. The plan is to do as much as they can.

APPLICATIONS FOR MEMBERSHIP:

1. None.

COMMUNICATIONS:

1. None.

PRESENTATION OF BILLS

- 1.

Bills List dated DECEMBER 12, 2014	\$24,831.15
Additional Bills	
December 2014 PSE&G	\$3,303.48
January 2015 Bond Payment	\$81,915.00
January 2015 Loan Payment – Ambulance	\$12,926.54
SUBTOTAL	\$98,145.02
TOTAL	\$122,976.17

A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to pay the bills as presented, including the PSE&G bill, the 2015 Bond payment, and the 2015 Loan Payment. Motion carried unanimously.

TREASURERS REPORT:

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

Treasurers Report – Period Ending November 31, 2014	
Beginning Cash Balance (11/1/2014)	\$309,530.68
Cash Receipts	\$156,517.88
Cash Disbursements	\$97,639.57
Bank Rec. Adjustment	\$23.43
Ending Cash Balance (11/30/2014)	\$368,432.42

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

OLD BUSINESS:

1. Hiring of Per-diem EMT's – Chief Scully reported that it has been put on hold and they will start again after the first of the year.
2. Commissioner Mayer inquired about the incentive changes. B/C Taylor reported the revisions reflecting the comments made after the August progress went to committee today and will go to the Chief on Wednesday. They will be ready for the workshop meeting. The changes are designed to reflect equality in the duty crew award.

NEW BUSINESS:

1. Adopt RESOLUTION 2014-22 CAPITAL PURCHASE QUESTION

B/C Mullen read aloud the resolution. There were several questions and discussions that followed:

- Commissioner Rzomp inquired which vehicles are being replaced. B/C Mullen reported this will replace one of the Crown Vics which will replace the Expedition, and also Engine 4013 which is a 1993. It was noted that 4013 has a new engine in it that is about 2 years old; and there has been no luck with acquiring one of the Tahoes from the police station.
- Solicitor Gaskill mentioned that if this is approved, it does not mean that we have to do it. It means we can do it.
- Commissioner Mayer inquired if we are sure that \$650,000.00 is enough to cover what we are looking at. She does not want a repeat of the ambulance. B/C Mullen stated that financing any more than that will have constraints on the district's budget.
- Commissioner Rzomp inquired if this will cause a tax increase. B/C Mullen reported this year we have \$650,000.00 coming off the district budget, so we will just be replacing debt with debt.
- Commission Arnold reported two weeks ago we had pump issues on a car fire. And last week it failed its pump test. It also has electrical issues when talking on the radio and the siren is going – one cuts out the other.
A motion was made by Commissioner Popso and seconded by Commissioner Mayer to approve all of the above tests. Motion carried unanimously.
- Commissioner Bauer inquired that if we needed more money for the truck, we could not get the command vehicle. Solicitor Gaskill confirmed that the way it is written, the \$650,000 can be used for a combination of them, or you don't have to buy either one of them, or use the whole \$650,000 for the pumper. This just gives you the ability to do it.

A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to adopt RESOLUTION 2014-22 CAPITAL PURCHASE QUESTION with the section numbering changes. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Popso is absent; Commissioner Rzomp – No; Commissioner Bauer – Yes. Motion carried 3-1.

2. Adopt RESOLUTION 2014-23 AMENDING THE 2014 BUDGET

B/C Mullen reported this is just moving money from accounts where we were under to where we were over. It is allow by law.

A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to adopt RESOLUTION 2014-23 AMENDING THE 2014 BUDGET. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Popso is absent; Commissioner Rzomp – Yes; Commissioner Bauer – Yes. Motion carried unanimously.

3. Adopt RESOLUTION 2014-24 2015 FIRE DISTRICT BUDGET

B/C Mullen reported he will advertise that the next district meeting will be the public hearing for the budget and also the public hearing on the capital question. The proposed budget will be on our website. The state now requires that we file in PDF format. The proposed tax rate will be .1213. It is .119 right now for a .0023 increase. That is \$2.30 for every \$100,000.00. A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to adopt RESOLUTION 2014-24 2015 FIRE DISTRICT BUDGET. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Popso is absent; Commissioner Rzomp – Yes; Commissioner Bauer – Yes. Motion carried unanimously.

4. Approve 2014 Officer Pay

A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer that we approve the 2014 Officer Pay as presented. Motion carried unanimously.

5. Approve EMS Supply Order – Not to exceed \$2,500.00.

A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to approve the EMS supply order not to exceed \$2,500.00. Motion carried unanimously.

GOOD OF THE BOARD:

1. Commissioner Mayor thanked everyone for their love and support with her mother over the past few months and this past weekend. It helped them through a very difficult time and was very much appreciated.

MEETING OPEN TO THE PUBLIC:

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

Hearing none,

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

CLOSED SESSION:

A motion was made by Commissioner Rzomp, and seconded by Commissioner Mayer to go into the closed session to discuss contract negotiations and litigation. Motion carried unanimously at 17:55.

A motion was made by Commissioner Mayer and seconded by Commissioner Rzomp to return to open session. Motion carried unanimously.

BACK TO NEW BUSINESS:

6. RESOLUTION 2014-25

A motion was made by Commissioner Rzomp and seconded by Commissioner Mayer that the Board adopt RESOLUTION 2014-25 stating “It shall be the policy of the Board when hiring a new employee, our intention is to give credit for each year of service as a career

firefighter on the salary guide when hiring.” Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Popso is absent; Commissioner Rzomp – Yes; Commissioner Bauer – Yes. Motion carried unanimously.

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 approximately 19:15 hours.

Respectfully submitted,
Carolyn Taylor