

February 9, 2015

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING FEBRUARY 9, 2015

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 Robert Gaskill, Chief Kevin Mullen, Deputy Chief Keith Scully, Battalion Chief Steven Taylor, IT C. Todd Estelow, Captain Rose Gyenge, and Lieutenant David Motta, EMS Supervisor Carolyn Taylor.

Minutes of the previous meeting: January 12, 2015.

A motion was made by Commissioner Arnold, and seconded by Commissioner Mayer to approve the minutes of the January 12, 2015 meeting as distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. None

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill has nothing for open session.

CHIEF REPORT: Chief Mullen submitted the following report via email:

- 2015 Budget – Sent to DCA. I am waiting for its return.
- I have a meeting scheduled for Thursday, Feb. 12 with Marc Moritz (GovDeals) to get the surplus pagers/parts out for sale.
- I have advertised a RFP (Request for Proposal) with an opening date of March 2, 2015 for Solicitor and Auditor.
- 2015 Election – Resolutions and notices have been advertised. The Resolution for the Capital Question was posted at 11 public places (a minimum of 10 per law). I asked Tom Sahol to put info on channel 19 and our sign will also have election info as well. I received the updated Florence Township valuation this afternoon. On Monday, I will compare it to the District budget.
- I met with the Line Officers on 2/2.
- I met with the Company Officers on 1/19 and attended the Company meeting.

- The Chief Officers planned for a major snow event for Jan. 26. Even though the event did not occur, it was a good planning exercise which included a meeting with Florence Township Officials.
- I attended the Burlington County Chief Update meeting held on February 4, 2015.
- Policies are under review (sections 100-400). March is still the target date to send them to the Board for review. So far, D/C Scully and I have reviewed them.
- I have received positive feedback on the weekly Department email.

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

- Working with developers for permits, Fire extinguisher placement, Knox boxes and building tours.
- Site plan reviews
- Multiple Smoke detector checks / Changes
- Completed 2014 year-end report for the NJ State Fire Marshal
- Attended operation 6 Save-A-Life at the Philadelphia Fire Academy with FF Riley. 48 10-year sealed smoke detectors were received.

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

Board of Commissioners:

Re: January 2015 report

Please accept the following as a report for the Month of January 2015.

- Responses:
 - 30-** Calls within Florence Twp.
 - 0-** Lumberton Twp.
 - 20-** NJTP
 - 2 –** Bordentown Twp.
 - 6–** Mansfield
 - 1 –** Mt. Holly
 - 4–** Rt. 295
 - 0 -** Fieldsboro
 - 0 –** Westampton Twp.
 - 63 Total for year**

We had an average of 6 personnel on each call

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 January 2015 is **–5 min.41 seconds**

Goal 2 results for January 2015 is **– 70%**

(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)
- Please see EMS report attached.
- EMS charts are being QA'd 100%. Crews need to complete the charts in a timely matter. There are still open charts from the beginning of January.
- Working on updating policies and procedures. Progress (Scully/Mullen) Have some printed out for Chief Mullen
- Image Trend program set up is 90% complete. Will be starting training by end of month with staff.
- Have 8 resumes for Per-diem/Part time EMTs. Interviews will start February 10, 2015.

Respectfully,

Keith S Scully
Deputy Chief

COMMITTEE REPORTS:

Personnel:

1. None.

5-Year Planning:

1. They were supposed to meet Thursday but needed to reschedule. They will also reschedule the walk around the building.

Insurance:

1. A couple of emails were received.
2. A worker's comp claim was filed.

Purchases:

A list was emailed to the Board:

Policy:

1. Chief Mullen reported the policies are out on Dropbox. The target date for the Board to review will be in March. It is still on target.

Training: Marc Stranko submitted the following report via email:

- Mandatory training is complete.
- The new schedule is out for February and March.
- Everybody with a QTO must recertify this year.

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

Trucks/Equipment

- 4012-Left rear turn signal repaired.
- 4016-Rear left work light repaired.
- 4082-Two marker lights replaced.
- 4089-Oil change.
- 05 Crown Vic-Battery installed.
- 09 Tahoe-Oil change and front brakes / rotors installed.

Building

- Engine room heater repaired (Bay 2 & 3)
- Radio room heater repaired
- Damaged ceiling repaired in the rear of the training room.
- Sprinkler system inspected

Fire Company Liaison:

1. Commissioner Mayer reported they met last month before the company meeting. Darlene Boyd was unable to attend that meeting, but she and Chief Mullen will work to get the on-line calendar going for the meeting room.
2. They had also discussed the dinner and would like to have more people involved in the dinner planning committee which is already happening.

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

- Updated website. Still working on a member's only section for the website. Was trying to use free software to secure the page and it didn't work out. Contacted a company called SiteLok and working with them to set up their software. Once I see how it works, we will buy this software. The cost is \$39 dollars for the year.
- Working with Brian on Form stack to create online truck check forms.
- New adapters for the tablets in the chief's cars have come in. Seems to be working, holding a charge now.
- Still working with Dell on the table situation for the ambulances. Have received one replacement, waiting on the second one. We are holding off on placing the tablets back in service until we switch over to Image Trend.
- Working on reports for Kevin for the response data.

Financial:

1. Commissioner Popso reported all looks good.
2. Chief Mullen stated he received the new valuation from the Township of Friday. The projected tax rate on our budget was 12.1 cents when they did the budget. His estimate now is going to be about 12.3 cents because the valuation of the town has decreased. Last year the opposite happened where there was a \$60M increase in the town valuation that we were unable to capture because of timing. Chief Mullen is planning on doing something on Tuesday or Thursday to get the information out to the public before the election. They will

also post it of Facebook. He also will be doing a PowerPoint presentation at the company meeting so that all the members understand the budget and the extra question and has a chance to ask any questions they may have.

APPLICATIONS FOR MEMBERSHIP:

1. None.

COMMUNICATIONS:

1. Chief Mullen received a letter from FEMA and they received our close-out documentation for the 2012 Assistance to Firefighter Grant. They are officially closing the agreement.

PRESENTATION OF BILLS

- 1.

Bills List dated February 06, 2015	\$87,695.92
Additional Bills	
A-2-Z Emblems, LLC - Medic Patch	\$24.00
Central Jersey Equipment, LLC - Parts	\$812.54
DXE Medical - AED repair	\$472.00
J.W. Kennedy, LLC - Annual Sprinkler Inspection	\$575.00
Lucas Ford Motor Company - Invoice 222125	\$356.44
The Princeton Packet - Proposed 2015 Budget	\$59.88
Sub Total	\$2,299.86
TOTAL	\$89,995.78

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

TREASURERS REPORT:

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

Treasurers Report – Period Ending December 31, 2014	
Beginning Cash Balance (01/01/2015)	\$423,862.78
Cash Receipts	\$165,655.26
Cash Disbursements	\$217,579.57
Bank Rec. Adjustment	\$00.00
Ending Cash Balance (01/31/2015)	\$371,938.47

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

OLD BUSINESS:

1. EMS Hiring Per-Diem Employees – D/C Scully reported he has received 11 resumes and will start the interviews tomorrow night. There will also be two or three interview held next week.
2. Approve updates to Policy 225 Participation Requirements
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to approve the updates to Policy 225 Participation Requirements. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Rzomp – Yes; Commissioner Bauer – Yes. Motion carried unanimously 5-0.
3. Approve updates to Policy 270 Incentive Program
A motion was made by Commissioner Arnold and seconded by Commissioner Mayer to approve the updates to Policy 270 Incentive Program. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Rzomp – Yes; Commissioner Bauer – Yes. Motion carried unanimously 5-0.
4. Hiring of Career Firefighter – Adam Schoen
Chief Mullen reported the personnel committee started back in October and they went through Civil Service and have the list. They interviewed two candidates in which at this time only one is still interested in the position, Adam Schoen. A background check has been completed. This allows us Chief Mullen to fill out the paperwork and submit it back to Civil Service to move forward. Then a starting date will be discussed.
A motion was made by Commissioner Arnold and seconded by Commissioner Popso to hire Adam Schoen as a career firefighter. Roll call vote: Commissioner Arnold – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Rzomp – Yes; Commissioner Bauer – Yes. Motion carried unanimously 5-0.

NEW BUSINESS:

1. Approve stipend of \$150.00 each for three poll workers.
A motion was made by Commissioner Mayer and seconded by Commissioner Arnold to approve the \$150.00 stipend for each of the three poll workers. Motion carried unanimously.
2. Apply for SAFER Grant – 2 Firefighters
Chief Mullen explained the application process is open for the SAFER Grant for hiring, and feels the District should apply for the grant as we did last year. We were not awarded the grant last year. If the District went and hired the two firefighters now, and we are awarded the grant afterwards, we would not be able to use that money for those two firefighters. We would have to either hire two additional firefighters or return the money. In talking with Deputy Chief Scully, there are other things we do with that money that we have budgeted for to help beef up the staffing.
A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to approve Chief Mullen to apply for the SAFER Grant to hire two firefighters.
3. EMS Uniforms - \$5,000.00 – Chief Mullen explained that it is also for raincoats, helmets, and gear bags.
A motion was made by Commissioner Popso and seconded by Commissioner Arnold to approve up to \$5,000.00 for EMS uniforms and equipment.

4. Commissioner Arnold inquired about Bordentown Township Chief Hartman's retirement dinner. It is scheduled for February 28, 2015, the same night as our dinner. Greg Swanson is handling the dinner.
A motion was made by Commissioner Arnold and seconded by Commissioner Rzomp to purchase tickets for a table at Chief Hartman's retirement dinner if tickets are available.

GOOD OF THE BOARD:

1. Commissioner Popso had started a research project last May with the approval of Chairman Bauer. Commissioner Popso just received an official 911 New York/New Jersey Port Authority World Trade Center Flag. The sending of the flag means congratulations, we are on the list to receive some type of piece from the World Trade Center. We will be contacted shortly and we will be receiving some piece of the World Trade Center to be put on display here at the firehouse. The flag is 3'x5' and should be hung inside the building. For the time being, Chief Mullen will hold on to the flag until we received our piece of the World Trade Center to decide how to display them. Job well done Commissioner Popso!
2. Commissioner Mayer thanked the career staff that helped one of our members that had a flat tire out in the back parking lot. The career staff changed the tire for his so that he could get the flat fixed.
3. Commissioner Arnold thanked everyone for the opportunity to serve the past three years on the Board. He wishes those who are running next week and whoever gets elected good luck.
4. Commissioner Bauer thanked Commissioner Arnold and Commissioner Rzomp for their time serving on the Board and they will be receiving their Ex-Commissioner badges.

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

CLOSED SESSION:

A motion was made by Commissioner Mayer, and seconded by Commissioner Popso to go into closed session to discuss personnel contracts. Motion carried unanimously at 18:53 hours.

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

Note: Commissioner Arnold did not return from closed session.

Chairman Commissioner Bauer took this time to appoint Commissioner Barbara Mayer to replace Commissioner Bill Rzomp on the Personnel Committee with himself.

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 19:12 hours.

Respectfully submitted,
Carolyn Taylor