

March 9, 2015

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

Board Vice-chairman Scott Arnold 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, B. Mayer, A. Popso

Absent – C. Bauer, W. Rzomp

Also in attendance were Solicitor Robert Gaskill, Chief Kevin Mullen, Deputy Chief Keith Scully, Battalion Chief Steven Taylor, IT C. Todd Estelow, Captin Joe Wargo, and Lieutenant David Motta, EMS Supervisor Carolyn Taylor. Special guests attending were Mayer Craig Wilkie and retired Chief William Hartman.

RESULTS OF FEBRUARY 21st, 2015 ELECTION – Chief Mullen reported:

Fire Commissioner (vote for 2)

William Berry – 114 votes

Clinton J. Boyd – 73 votes

Robert Schoen – 103 votes

Question #1 – 115 Yes; 66 No

Question #2 – 121 Yes; 54 No

OATH OF OFFICE

Mayer Craig Wilke swore in Commissioner William Berry and Commissioner Robert Schoen.

ROLL CALL: Present – W. Berry, B. Mayer, A. Popso, R. Schoen

Absent – C. Bauer

REORGANIZATION:

1. Nominations for Chairman:

A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to nominate Commissioner Charles Bauer for Chairman. There were no other nominations. Motion carried unanimously.

2. Nominations for Vice-Chairman:

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to nominate Commissioner Barbara Mayer for Vice-Chairman. There were no other nominations. Motion carried unanimously.

3. Nominations for Treasurer:

A motion was made by Commissioner Popso and seconded by Commissioner Berry to nominate Commissioner Robert Schoen for Treasurer. There were no other nominations. Motion carried unanimously.

4. Nominations for Secretary:

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to nominate Commissioner Andrew Popso for Secretary. There were no other nominations. Motion carried unanimously.

Year 2015 Commissioners:

Chairman – Charles Bauer
 Vice-Chairman – Barbara Mayer
 Secretary – Andrew Popso
 Treasurer – Robert Schoen
 Commissioner – William Berry

Minutes of the previous meeting: February 9, 2015.

A motion was made by Commissioner Popso, and seconded by Commissioner Berry to approve the minutes of the February 9, 2015 meeting as distributed. Motion carried unanimously.

SWEARING IN CEREMONY

1. Firefighter Adam Schoen was sworn in by Mayer Wilkie. Adam was recently hired as one of our career firefighters.
2. Firefighters Brianna Padua and Matthew Taylor were sworn in as Firefighter I.

CEREMONY

1. Commissioners Scott Arnold & William Rzomp (absent) – Commissioner Mayer, on behalf of the Fire Commission and the District, thanked Scott Arnold for his years of service as Fire Commissioner. Scott thanked everyone and looks forward to getting back on a truck.
2. Chief William Hartman, Bordentown Fire District No. 2 – Chief Mullen thanked Chief Hartman for his years of service to Bordentown and also Florence Township, and presented a plaque to Chief Hartman.

There was a short recess for cake and refreshments at 18:43 hours. At 18:58, the meeting continued.

AUDITORS REPORT: (Rob Inverso)

1. Chief Mullen reported progress.

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported he has the union contract for closed session.

CHIEF REPORT: Chief Mullen submitted his report to the Board via email.

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

Attached is the report for March 2015 which contains the reports for the Bureau, Trucks, Building, Training and IT. Just an update of some weekly and/or repetitive items which are

excluded from the reports for brevity.

- Weekly truck checks-all staff
- Weekly equipment checks-all staff
- General Cleaning-all staff
- IT backups, reports, website and Facebook-Todd
- Individual training scheduling-Marc
- Bills / Minutes-Carol
- Building checks Generator, Sprinkler and Fire Alarm and Gas Meter-Brian

COMMITTEE REPORTS:

Personnel:

1. Commissioner Mayer reported they are still in negotiations with the career staff and it will be discussed in closed session.
2. Commissioner Mayer reported that have begun to look at Chief Mullen's contract and there is progress with that.

5-Year Planning: Commissioner Mayer

1. They will meet again on March 30, 2015. There was a meeting scheduled for last week that had to be rescheduled due to other meetings and weather.

Building and Grounds: Commissioner Mayer

1. They were also to meet last week and had to be postponed due to weather. They will meet on March 30, 2015 at 6:30 pm.
2. A list has been created for downstairs work they would like to see completed. Some of the Projects have already been started. The office area has been rearranged to give the EMS staff a more private area to enter their reports.
3. They will create a list for the upstairs at the March 30th meeting, and make a schedule for those improvements.

Insurance:

1. Chief Mullen reported there is a JIF First Responder meeting on Wednesday.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Chief Mullen reported the policies are being updated and he will start sending them to the Board and Solicitor Gaskill for review.

Fire Company Liaison:

1. Commissioner Mayer reported the contract was given to President Wainwright over the weekend. He sent it back with suggested changes and Commissioner Mayer forwarded it to the rest of the Board for review. It will be discussed in tonight's closed session.

Radio:

1. Progress

APPLICATIONS FOR MEMBERSHIP:

1. Chief Mullen reported an application has been received from Mark Brown for Active membership. A background check has been completed with the police department.

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to accept the application from Mark Brown for active membership. Motion carried unanimously.

COMMUNICATIONS:

1. Chief Mullen reported the request for proposals were due on Monday, March 2nd, 2015 and we received a total of three proposals:
 - One proposal for District Solicitor – Robert F. Gaskill
 - Two proposals for Auditor – Inverso & Stewart; and Holman Frenia Allison, P.C.

PRESENTATION OF BILLS

- 1.

Bills List dated March 6, 2015	\$28,482.40
Additional Bills	
BC Fire Chiefs Assoc - Ad 2015 Directory	\$100.00
Continental Fire & Safety - Training Manikin	\$709.75
Comcast Business	\$453.83
Hutchinson Mechanical - Contract Invoice 04/15-10/14	\$1,144.00
A-2-Z Emblems, LLC - Uniforms	\$1,097.83
Kevin Mullen - Reimbursement	\$221.54
Roebing Town Market - Refreshments	\$130.57
Virtua Health EMS - Failure to Attend PHTLS	\$35.00
Sub Total	\$3,892.52
TOTAL	\$32,374.92

A motion was made by Commissioner Popso and seconded by Commissioner Schoen to pay the bills as presented, including the PSE&G bill. Commissioner Berry abstained. Motion carried 3-0-1.

TREASURERS REPORT:

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

Treasurers Report – Period Ending February 28, 2015	
Beginning Cash Balance (02/01/2015)	\$371,938.47
Cash Receipts	\$145,647.18
Cash Disbursements	\$163,743.31
Bank Rec. Adjustment	\$00.00
Ending Cash Balance (01/31/2015)	\$353,842.34

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

OLD BUSINESS:

1. Firefighter Hiring – Chief Mullen reported the paperwork has been filed with the NJ Civil Service Commission.
2. EMS Per Diems – Chief Mullen reported all the interviews have been completed. The practical and written exams have been scheduled for March 29, 2015 at 08:00 am.

NEW BUSINESS:

1. **Resolution 2015-3 RESOLUTION APPOINTING A SOLICITOR FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1**

A motion was made by Commissioner Popso and seconded by Commissioner Schoen to adopt Resolution 2015-3 appointing Robert F. Gaskill to the position of Solicitor for the Florence Township Fire District No. 1. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

2. **Resolution 2015-4 RESOLUTION APPOINTING AN AUDITOR FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1**

A motion was made by Commissioner Popso and seconded by Commissioner Schoen to adopt Resolution 2015-4 to continue with the current auditor Inverso & Stewart for the Florence Township Fire District No. 1. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

3. **Resolution 2015-5 RESOLUTION DESIGNATING THE NEWSPAPERS IN WHICH ALL PUBLIC NOTICES FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 WILL BE TRANSMITTED**

A motion was made by Commissioner Berry and seconded by Commissioner Popso to adopt Resolution 2015-5 designating The Register News and The Burlington County Times for all Florence Township Fire District No. 1's public notices. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

4. **Resolution 2015-6 RESOLUTION SETTING DATES AND PLACES WHERE THE REGULAR AND WORKSHOP MEETINGS FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 SHALL BE HELD**

The Board received a list from Chief Mullen of dates including the change of start times to 7 pm for Closed Session, and 7:30 pm for Open Session.

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to adopt Resolution 2015-6 setting the Dates and Places, including the change in start times of the Regular and Workshop meetings for the Florence Township Fire District No. 1. Roll call

vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

5. **Resolution 2015-7 RESOLUTION APPOINTING OFFICIAL DEPOSITORIES OF FUNDS FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1**

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to adopt Resolution 2015-7 appointing the National Penn Bank as the official depository of funds for the Florence Township Fire District No. 1. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

6. **Resolution 2015-8 RESOLUTION PERMITTING THE EXECUTION BY THE BOARD OF FIRE COMMISSIONERS IN THE TOWNSHIP OF FLORENCE OF A CONTRACT WITH THE FLORENCE TOWNSHIP VOLUNTEER FIRE COMPANY NO. 1 SITUATED WITHIN THE BOUNDARIES OF SAID FIRE DISTRICT FOR THE PURPOSES OF PROVIDING FIRE PROTECTION**

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to adopt Resolution 2015-8 permitting the Board of Fire Commissioners to execute a contract with the Florence Township Volunteer Fire Company No. 1. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

7. **Resolution 2015-9 RESOLUTION AUTHORIZING ONLINE AUCTIONS WITH GOV DEALS FOR DISPOSAL OF FIRE DISTRICT PROPERTY**

A motion was made by Commissioner Popso and seconded by Commissioner Schoen to adopt Resolution 2015-9 authorizing online auctions with Gov Deals for disposal of Fire District Property. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

8. **Resolution 2015-10 RESOLUTION APPOINTING DISTRICT PHYSICIANS FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1**

A motion was made by Commissioner Popso and seconded by Commissioner Schoen to adopt Resolution 2015-10 appointing Florence Medical and Virtua at Work for District Physicians for the Florence Township Fire District No. 1. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

9. **Resolution 2015-11 RESOLUTION AUTHORIZING PARTICIPATION IN THE BURLINGTON COUNTY SHARED SERVICES FORUM**

A motion was made by Commissioner Popso and seconded by Commissioner Berry to adopt Resolution 2015-11 authorizing participation of Chief Mullen and Commissioner Bauer in the Burlington County Shared Services Forum. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

10. **Payment of Pensions - \$27,182.00 Public Employees Retirement System and \$39,464.00 Police and Firemen's Retirement System.**

A motion was made by Commissioner Schoen and seconded by Commissioner Berry to approve Chief Mullen to make the annual required payment of pensions. Motion carried unanimously.

11. **Purchase of Flashlights not to exceed \$2,000.00.**

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to approve the purchase of flashlights not to exceed \$2,000.00. Motion carried unanimously.

12. Purchase of PPE – up to ten pairs of boots not to exceed \$3,500.00.
A motion was made by Commissioner Schoen and seconded by Commissioner Popso to approve the purchase of up to 10 pairs of PPE boots. Motion carried unanimously.
13. Purchase of office furniture/equipment – not to exceed \$3,000.00. This is a continuance to replace the conference room chairs in which the old ones will replace the radio room chairs. The old radio room chairs will be disposed of.
A motion was made by Commissioner Schoen and seconded by Commissioner Berry to approve the purchase of conference room chairs not to exceed \$3,000.00. Motion carried unanimously.
14. Apply for FEMA Fire Prevention Grant – Sparky Outfit.
Chief Mullen explained to the Board that FEMA is now requiring that governing bodies approve the grants to make sure that the matching funds are there.
A motion was made by Commissioner Schoen and seconded by Commissioner Popso to approve Chief Mullen to apply for the FEMA fire prevention grant for the Sparky outfit. Motion carried unanimously.
15. New Gear Room Door – Not to exceed \$2,200.00
A motion was made by Commissioner Berry and seconded by Commissioner Schoen to approve the purchase of a new (outside) door for gear room. Motion carried unanimously.
16. New File Server – Not to exceed \$8,500.00
A motion was made by Commissioner Schoen and seconded by Commissioner Popso to approve the purchase of a new file server not to exceed \$8,500.00. Motion carried unanimously.

GOOD OF THE BOARD:

1. Commissioner Mayer thanked everyone who worked over the past few of weeks during the multiple storm modes and also for Libby's funeral Friday night and Saturday. We were very well represented both evening and morning. She appreciates everything that everybody did, especially those who stayed overnight during the storm modes.
2. Commissioner Berry echoed Commissioner Mayer's comments for the storm related incidents.

MEETING OPEN TO THE PUBLIC:

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

Hearing none,

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

RESOLUTION 2015-12 EXCLUSION OF THE PUBLIC FROM MEETING

Commissioner Mayer read Resolution 2015-12 aloud in its entirety.

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to adopt Resolution 2015-12 **EXCLUSION OF THE PUBLIC FROM MEETING**. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

CLOSED SESSION at 19:19 hours

- Personnel Contracts
- Fire Company Contract

A motion was made by Commissioner Berry, and seconded by Commissioner Schoen to return to the open session. Motion carried unanimously at 20:40 hours.

OLD BUSINESS

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to accept the proposed Company Contract with the changes proposed by President Wainwright. A formal copy will be sent to him this week for approval at their next meeting. Roll call vote: Commissioner Bauer is absent; Commissioner Berry – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Mayer – Yes. Motion carried 4-0.

ADJOURNMENT:

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

The meeting was adjourned at 20:42 hours.

Respectfully submitted,
Carolyn Taylor