

April 13, 2015

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING APRIL 13, 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 7:00 pm. 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 – W. Berry, C. Bauer, B. Mayer, A. Popso, R. Schoen

Absent – None

Also in attendance were Solicitor Robert Gaskill, Chief Kevin Mullen, Deputy Chief Keith Scully, IT C. Todd Estelow, and EMS Supervisor Carolyn Taylor.

CLOSED SESSION

1. Adopt **Resolution 2015-14 Closed Session**

A motion was made by Commissioner Berry and seconded by Commissioner Mayer to adopt Resolution 2015-14 Closed Session. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner – Bauer – Yes. Motion carried unanimously.

- Discuss personnel

2. A motion was made Commissioner Mayer and seconded by Commissioner Berry to come out of closed session. Motion carried unanimously.

MINUTES

1. Minutes of the previous meetings – March 9, 2015 and March 23, 2015

A motion was made by Commissioner Berry and seconded by Commissioner Mayer to approve the minutes of the March 9, 2015 and March 23, 2015 meetings as distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. Chief Mullen reported the audit was completed April 8th. The statutory dates are either April 30th or May 15th, 2015. We are good.

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported the final proposed contract from the Board has been forwarded to the folks in the union and they are awaiting a response to same. They will respond back to Solicitor Gaskill.

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

- We have transitioned from EMS Charts to ImageTrend for EMS charting. I would like to thank D/C Scully and EMS Supervisor Carol Taylor for making the transition happen. I followed up with DM Medical and there are no issues with ImageTrend as far as EMS billing.
- The hiring process for per-diem EMT's is in process. The next step is the practical stations/written test (April 11) and background checks. D/C Scully, Capt. Gyenge and I will be coordinating this process.
- I met with Phoenix Advisors LLC in regards to the re-financing of the bonds and future capital projects. I sent the Board the information on re-financing of the bonds.
- The Planning Committee met on 3/30.
- SAFER Grant was submitted. I will be working on the Fire Prevention Grant next week.
- Surplus pager parts were sold on gov-deals. I will be gathering more items in the near future.
- I have been working on an additional work hours and sick injury leave policy. I ran into an issue and have to make changes to the draft.
- The District's annual audit was completed on April 8th. The auditor will file the required paperwork with DCA.

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

1. **Bureau**

- Conducting inspections and registering new businesses
- Working with businesses to come online with RIMS (State registration)
- Multiple Smoke detector checks / Changes

2. **Trucks/Equipment**

- 4015-Prox sensor replaced
- 4016-Coolant leak repaired / pump cooler
- 4018-Officers front seat adjusted
- 4081-Front and rear brakes installed
- 4081-Rear air ride suspension repaired / new shocks installed
- 4081-Flash lights installed / Stream light
- 4082-Coolant leak repaired
- 4082-Rear brakes installed
- 4085-Front passenger side window replaced

3. **Building**

- Gear room side door and frame replaced
- Bay # 2 garage door / rollers replaced
- Outdoor flagpole timer repaired / adjusted
- Door closures adjusted around the firehouse
- Micro switch adjusted on utility room door.

4. **Misc.:**

- Chain saw number 5 repaired / new bar and chain

5. **Training report**

- I have an information package and a quote on the image trend online training platform. I am trying to get a demo password that would allow us to use the site on a trial basis.

- The April duty drill lesson plan is written and distributed to the officers.
- Steve and I are working on some changes to the driver training program.
- Attendance to the last two drills has been good.
- I have been contacting John Irwin and inviting Burlington Township to train with us. They have participated in two drills so far and they will be sending us invitations to their training. The results so far have been positive.

6. IT/GIS

- Took website down for maintenance with no issues. Will be installing PHP for the member's only section. Microsoft announced that as of July 14, 2015 windows server 2003 will no longer be supported. Coming up with game plan for this. The webserver is currently running on window server 2003.
- Received new updated GIS data from the county. Received the new roads and tax map info.
- Received new file server and it was racked up. We had an issue with the configuration and dell fixed it immediately. Will be completing the provisioning of it and transferring all data to it by the end of next week.

COMMITTEE REPORTS:

Personnel:

1. Commissioner Mayer reported Progress.

5-Year Planning:

1. Commissioner Schoen reported they met on March 30, 2015. Progress.

Building and Grounds: Commissioner Mayer

1. The floor for the blue room has been ordered. There are some final things she has to pick out for that.
2. A new X-box was purchased from the incentive money for upstairs.
3. The committee came up with a list of items they would like to see done for upstairs. The list has been forwarded to Chief Mullen.
4. The Company has given \$2,500.00 towards the projects in the building minus the meeting room. When a quote comes in for the floor and everything they want to do in the meeting room, the Company will discuss again donating money towards those projects.

Insurance:

1. Commissioner Baurer requested that Chief Mullen remove his (Commissioner Bauer's) name and add Commissioner Popso's name so that he will receive the emails.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Chief Mullen reported they are all in the drop box. They will meet at the end of this month to make sure there are no issues or concerns.
2. Chief Mullen reported he is working on policy for Sick Time and Additional Work Hours and ran into a snag, but will have something for review.

Fire Company Liaison:

1. Commissioner Schoen reported he starts as Liaison next week.

Radio:

1. D/C Scully reported that sometime in the beginning to middle of 2017 the new 700 MHz radio system will be in the county.

APPLICATIONS FOR MEMBERSHIP:

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

A motion was made by Commissioner Mayer and seconded by Commissioner Berry to accept the application from Kellon Moses for active membership. Motion carried unanimously.

COMMUNICATIONS:

1. None

PRESENTATION OF BILLS

- 1.

Bills List dated APRIL 10, 2015	\$61,821.29
Additional Bills	
DM Medical Billings, LLC	\$1,208.13
Fire & Safety Services, LTD	\$120.38
Inverso & Steward, LLC	\$4,800.00
Overhead Door Corp (Eastern Door Service)	\$1,885.00
PennCare Public Safety Technology (emsCharts)	\$100.00
Rosemarie Gyenge - Reimbursement	\$7.99
VCI Emergency Vehicle Specialists	\$37.00
Verizon - April Statement	\$84.21
Kevin Mullen Reimbursement	\$674.48
Sub Total	\$8,917.19
TOTAL	\$70,738.48

2. A motion was made by Commissioner Mayer and seconded by Commissioner Berry to pay all the bills with the exception of the PSE&G and the Verizon bill. Motion carried unanimously.

3. A motion was made by Commissioner Mayer and seconded by Commissioner Berry to pay the PSE&G bill. Motion carried unanimously.
4. A motion was made by Commissioner Mayer and seconded by Commissioner Popso to pay the Verizon bill. Commissioner Berry abstained. Motion carried 4-0-1.

TREASURERS REPORT:

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

Treasurers Report – Period Ending March 31, 2015	
Beginning Cash Balance (03/01/2015)	\$353,842.34
Cash Receipts	\$39,690.62
Cash Disbursements	\$98,186.61
Bank Rec. Adjustment	\$00.00
Ending Cash Balance (01/31/2015)	\$295,346.35

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

OLD BUSINESS:

1. EMS Per Diems – Chief Mullen reported the evaluations and testing was this weekend. Out of seven applicants, three will continue on for background checks. Brian Schwartz, Ryan Mead, and Crystal Barnes. Once that background checks are completed, they will be offered a position.

NEW BUSINESS:

1. Refinancing of Callable Maturities – Chief Mullen reported that he met with Phoenix advisors basically recalling our bonds that cover the building and reissuing them. The term is the same, and the principle is the same. The interest payment will be lower. They are estimating a \$32,000 to \$37,000 a year savings for a total estimated savings of \$485,000 over the life. Chief Mullen reported that he spoke with Richard Brook about the Phoenix Group and they have had no issue with them.
2. **Resolution 2015-15 RESOLUTION APPOINTING A FINANCIAL ADVISOR FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1**
A motion was made by Commissioner Mayer and seconded by Commissioner Berry to adopt Resolution 2015-15 Appointing a Financial Advisor for the Florence Township Fire District No. 1. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 5-0.
3. **Resolution 2015-16 RESOLUTION APPOINTING BOND COUNCIL FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 WILL BE TRANSMITTED**
Chief Mullen reported it was recommended that we use the same bond council, McMannum, Scotland, and Bowman, because they have all of our paperwork from the initial bonds offering.
A motion was made by Commissioner Berry and seconded by Commissioner Mayer to adopt Resolution 2015-16 Appointing Bond Council for the Florence Township Fire District No. 1.

Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 5-0.

4. **Resolution 2015-17 RESOLUTION DESIGNATING THE NEWSPAPERS IN WHICH ALL PUBLIC NOTICES FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 WILL BE TRANSMITED.**

Chief Mullen reported that the Register News was one of our newspapers and they are no longer in business. We will use the Trenton Times as it is a local newspaper.

A motion was made by Commissioner Mayer and seconded by Commissioner Berry to adopt Resolution 2015-17 Designating the Newspapers in Which all Public Notices for the Florence Township Fire District No. 1 Will be Transmitted. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 5-0.

5. Approval of Incentive Plan – Calculated by Department Policy

A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to approve the Incentives. Motion carried unanimously.

6. Approval to spend up to \$5,000.00 out of the training budget for the Baltimore Expo Training – Chief Mullen reported this was discussed at the Officer's meeting tonight and they would like to send 4 people to Baltimore for training. The training is very well received. This amount covers the training, lodging and food for four people. They will take a department vehicle and drive down. A motion was made by Commissioner Mayer and seconded by Commissioner Popso to approve up to \$5,000.00 out of the training budget for the Baltimore Expo. Motion carried unanimously.

GOOD OF THE BOARD:

1. Commissioner Mayer thanked those who gave up their time for the hoax incident in town.
2. Commissioner Bauer would like to thank the members who cleared the ramp so that we could get Marine 401 in this weekend.

MEETING OPEN TO THE PUBLIC:

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

Hearing none,

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

ADJOURNMENT:

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

The meeting was adjourned at 19:55 hours.

Respectfully submitted,
Carolyn Taylor