

May 11, 2015

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MAY 11, 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, and Battalion Chief Steve Taylor..

CLOSED SESSION

1. Adopt **Resolution 2015-18 Closed Session**

A motion was made by Commissioner Mayer and seconded by Commissioner Berry to adopt Resolution 2015-18 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 contracts

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

MINUTES

1. Minutes of the previous meetings – April 13, 2015 and March 23, 2015 Closed Session. A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to approve the minutes of the April 11, 2015 and March 23, 2015 Closed Session meetings as distributed. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. Chief Mullen reported the audit was completed and filed with DCA (New Jersey Department of Community Affairs). There is a resolution tonight pertaining to the 2014 Audit.

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported he has received policies from Chief Mullen. The only one he reviewed was sick time. The other policies he received need major work.

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

- We have transitioned from EMS Charts to ImageTrend for EMS charting. We will be re-evaluating ImageTrend since we have used it for over a month.

- The hiring process for per-diem EMT's is in process. The next step is the background checks and physicals, which are currently being conducted by the Florence Twp. PD.
- I have been working with Phoenix Advisors on the bond refunding.
- The Department set up a recruitment table at the Florence High School on April 30. I would like to thank FF Justin Reilly, FF Matt Taylor and FF Adam Schoen for staffing the table.
- I completed and submitted the Fire Prevention Grant.
- I have started to work on a strategic plan for the District.
- I have been working on an additional work hours and sick injury leave policy. I have submitted draft copies to the Board for review.
- We had some dropbox issues so I sent the policies via email to the committee. June 5th is the target date.
- The District's annual audit was completed on April 8th. The auditor filed the required paperwork with DCA.
- Spoke with Richard Brook about using the Township Engineer to look at possible issues (Engine Room floor and front ramp). I also spoke with him about getting a Police Tahoe donated to the Fire Department. We will have a meeting next week.
- Responses:

22- Calls within Florence Twp

0- Washington Twp.

8- NJTP

0 – Bordentown Twp.

6- Mansfield

1 – Westampton

1- Rt. 295

0 – Bordentown City

1 – Burlington Twp.

225 Total for year

- We had an average of 7 personnel on each call, 38 calls for the month
 - **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 April 2015 is –7 **min.51 seconds**
 - **Goal 2** results for April 2015 is – 34%
 - (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)

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) ongoing issue
- Multiple Smoke detector checks / Changes

2. Trucks/Equipment

- 08 Tahoe- Oil Change / Brake inspection

- 06 Crown Vic- Emission repair / New Fuel Cap
- 4012-Front bumper repaired
- 4013-Pump serviced and 3 valves rebuilt
- 4013-Pump packing changed
- 4013-various electrical repairs
- 4015-Hydraulic system inspected / waterway liberated
- 4015-Rear compartment shelving repaired.
- 4015-Primer diaphragm valve repaired.
- 4015-Rear front drive axle / oil leaked repaired / new filter installed.
- 4016-Front bumper repaired
- 4018-Passenger side front seat repaired
- 4081-Air ride repaired
- 4081-Front and rear brakes
- 4081-Flashlights and power point installed.
- 4082-Siren repaired
- 4082-Driveshaft carrier bearing replaced
- 4085-New starter installed
- Marine 40-Serviced and ready for the summer boating season

3. Building

- Backflow preventer failed inspection and leaked. Emergency repairs completed.
- ATS switched failed during a power failure. Same brought offline and emergency repairs started. It needs a new controller which is approximately \$9000. Without the requested repairs the switch will most likely fail to operate.
- Winter supplies put away
- Front façade cleaned and various lights replaced.

4. Training report

- The officers have the access to the Demo for target solutions training. I would like feedback from them and the board on whether or not we will move forward on getting this. I would like to know what to tell the salesman.
- The May Duty drill is written and passed on to the officers.
- The Live burn for 5/6/2015 was canceled. Capt. Peters did some pump training instead.
- I am reviewing NFPA standards on training to make sure we are not missing something. I would also like to get access to the ISO requirements on training.
- I am going to start the driver/ operator requalification next month. We will spread it out over the summer months and do different trucks each month. I will see if it works better that last year when we did it all in one month. We will likely do this as part of the Duty drills or within the platoons.

5. IT/GIS

- Placed office supply order and put away
- New file server is running fine. Having printers in the printer queue and not working has been corrected. Installed newer version of antivirus and distributed to all computers. Will be working on getting QuickBooks set up for 3 user use.
- Will be moving the website over to the old file server in the coming weeks. This will take care of the issue of Microsoft discontinuing Windows Server 2003 in June. The website is currently residing on a server that has window server 2003.
- Working on renewing the hydrant map and inputting it into IAMRESPONDING.
- Ordered parts for installing additional monitors in the garage.
- Had a problem with the key fob system with all the power fluctuations. The main card for the system lost the configuration. A new battery was placed into the system and batteries replaced on the controller cards. Technician came out to service it and also found that the system was never grounded since the installation. He fixed that. Technician also reprogramed the card and got the system back online. Due to that some keys aren't working. I'm fixing as I find them.

COMMITTEE REPORTS:

Personnel:

1. Commissioner Mayer reported Progress.

5-Year Planning:

1. Chief Mullen reported the next meeting is scheduled for late summer. He added there are activities going on before the meeting.

Building and Grounds: Commissioner Mayer

1. Fire Marshal Richardson is waiting for the cove base samples.
2. Chief Mullen reported:
 - a. The X-box has been purchased.
 - b. The ping pong table that was selected is no longer available.
 - c. Fire Marshal Richardson will be contacting Byers Lock to replace the lock on the bathroom and bunk room six.
 - d. Fire Marshal Richardson reported that Hutchinson HVAC cannot balance the HVAC. They recommended a company from Virginia which he has contacted and he is awaiting there reply.
 - e. Commissioner Mayer asked about the status Iamresponding televisions. Fire Marshal Richardson stated the electrician was scheduled to run electric to the areas where the televisions would be located but he had to cancel the electrician due an

issue with the generator (we had no electric in the building). Chief Mullen reported permits were issued for the electrical work.

Insurance:

1. Chief Mullen reported one workers compensation claim was filed.
6. Chief Mullen reported there is a resolution under New Business which will make Commissioner Popso the Alternate Fund Commissioner.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Chief Mullen reported sections 100-400 were sent out via email to the committee. He added he has received some of the policies back from committee members with tentative changes.
2. The Overtime and Sick Time Policies were sent to the Board for review. Commissioner Mayer asked if they were sent to the committee. Chief Mullen so no as they pertain to the career staff.

Fire Company Liaison:

1. Commissioner Schoen reported the company is considering moving the Company picnic off site. They are looking at having the picnic late July or early August.

Radio:

1. No report.

APPLICATIONS FOR MEMBERSHIP:

1. Chief Mullen reported an application has been received from Kenneth Korchma for Fire Police. A background check has been completed with the police department.

A motion was made by Commissioner Mayer and seconded by Commissioner Popso to accept the application from Kenneth Korchma for Fire Police membership. Motion carried unanimously.

COMMUNICATIONS:

1. None

PRESENTATION OF BILLS

- 1.

Bills List dated MAY 8, 2015	\$38,284.10
Additional Bills	
HD Supply Facilities Maintenance Ltd	\$363.06
Continental Fire and Safety Inc.	\$755.40

WB Mason	\$154.45
CDW Government	\$83.02
Comcast	\$454.42
Penn Care	\$100.00
JW Kennedy LLC	\$1899.00
Batteries Plus	\$86.48
Robert Gaskill LLC	\$2108.30
Stokleys Inc.	\$136.00
Verizon	\$79.29
Kevin Mullen	\$49.75
Corrected RMR Invoice	-\$56.27
Sub Total	\$6212.90
TOTAL	\$44,497.00

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. Chairman Bauer abstained. Motion carried 4-0-1.
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 April 30, 2015	
Beginning Cash Balance (03/01/2015)	\$295,346.35
Cash Receipts	\$294,919.35
Cash Disbursements	\$220,706.45
Bank Rec. Adjustment	\$54.90
Ending Cash Balance (01/31/2015)	\$369,614.15

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

OLD BUSINESS:

1. EMS Per Diems – Chief Mullen reported the background checks are being completed. Once they are completed he will issue purchase orders for physicals. Chairman Bauer asked how many candidates? Chief Mullen replied three.

NEW BUSINESS:

1. **Resolution 2015-19 APPOINTMENT OF A FUND COMMISSIONER TO THE FIRST RESPONDER JOINT INSURANCE FUND**

- A motion was made by Commissioner Berry and seconded by Commissioner Mayer to adopt Resolution 2015-19 Appointment of a Fund Commissioner to the First Responder Joint Insurance Fund. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 5-0.
2. **Resolution 2015-20 2014 AUDIT**
A motion was made by Commissioner Mayer and seconded by Commissioner Berry to adopt Resolution 2015-20 2014 Audit. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 5-0.
 3. **Resolution 2015-21 BOND REFUNDING FOR THE FLORENCE TOWNSHIP FIRE DISTRICT NO. 1.**
Chief Mullen stated a refunding timeline was in the commissioner's folders. A motion was made by Commissioner Berry and seconded by Commissioner Schoen to adopt Resolution 2015-21 Bond Refunding for the Florence Township Fire District No. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 5-0.
 4. Chief Mullen reported the District needs to purchase 8-10 Class A uniforms. Tonight, a salesman was in the stations from Action Uniform. They are opening a store in Maple Shade. A motion was made by Commissioner Popso and seconded by Commissioner Mayer to purchase the uniforms. Motion carried.
 5. A motion was made by Commissioner Schoen and seconded by Commissioner Popso to have the backflow preventer drain to the exterior for \$1200.00. Motion carried.
 6. A motion was made to remove and replace the ATS controller for the generator at a cost of \$9000.00 by Commissioner Mayer and seconded by Commissioner Berry. Fire Marshal Richardson stated the part alone costs \$7500.00 and with this repair, we do not have a generator. Motion carried.
 7. A discussion was held on the District's EMS bikes. Commissioner Popso suggested the EMS bikes be donated to other EMS agencies such as Virtua along with the bike equipment. Chief Mullen stated the bikes have been maintained. Commissioner Mayer stated we should check with the police department. Chief Mullen suggested to the Board to declare them surplus. A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to declare four EMS bikes as surplus. Motion carried.
 8. Chief Mullen stated he had a note from a meeting to contact Civil Service to start the process of hiring two firefighters. There was no approval in the minutes. Commissioner Mayer asked if we ask to hire two and we need to hire four, what happens? Do we have to start the process over and let them know? Chief Mullen responded yes. Commissioner Mayer asked if ask to hire six and only hire four, can you do that? Chief Mullen there is a book that has the process. Commissioner Berry asked can you do two now and two later. Chief Mullen stated yes. Commissioner Popso stated this is to start the process. Chief Mullen stated once we get the list it is good for six months. Chief Mullen added when you request a list, the forms asks how many you are hiring. Chief Mullen stated the form asks how many you are going to appoint and how many names your want. Commissioner Mayer ask how many names are you going to ask for to hire two? Chief Mullen stated ten. A motion as made by Commissioner Berry and seconded by Commissioner Schoen to start the process with Civil Service to hire two firefighters. Motion passed.

GOOD OF THE BOARD:

1. Commissioner Mayer thanked those who support the Relay for Life.
2. Commissioner Bauer stated Volunteers Park looked good.

MEETING OPEN TO THE PUBLIC:

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

Hearing none,

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

ADJOURNMENT:

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

The meeting was adjourned at 20:30 hours.

Respectfully submitted,
Kevin Mullen