

July 13, 2015

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING JULY 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 –C. Bauer, B. Mayer, A. Popso, and R. Schoen

Absent – W. Berry

Also in attendance were Solicitor Robert Gaskill and Chief Kevin Mullen.

CLOSED SESSION

1. Adopt **Resolution 2015-26 Closed Session**

A motion was made by Commissioner Mayer and seconded by Commissioner Popso to adopt Resolution 2015-26 Closed Session. Roll call vote: Commissioner Berry – Absent; Commissioner Mayer – Yes; Commissioner Popso – Absent; Commissioner Schoen – Yes; Commissioner – Bauer – Yes. Motion carried 4-0.

- Discuss personnel contracts

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

MINUTES

1. Minutes of the previous meetings – Open Session: June 8, 2015 and June 22, 2015 Closed Session: March 10, 2015, April 13, 2015, May 11, 2015, May 26, 2015 and June 8, 2015. A motion was made by Commissioner Schoen seconded by Commissioner Popso to approve the minutes: Open Session: June 8, 2015 and June 22, 2015 Closed Session: March 10, 2015, April 13, 2015, May 11, 2015, May 26, 2015 and June 8, 2015. Motion carried unanimously.

AUDITORS REPORT: (Rob Inverso)

1. Nothing

SOLICITOR: Robert Gaskill

1. Solicitor Gaskill reported he reviewed: Bond Counsel’s opinion and brochure, EMSCharts contract and pricing, and responded to subpoenas for reports. All other matters were discussed in closed session. Commissioner Mayer questioned the status of EMSCharts. Chief Mullen replied the contract has been signed and he is waiting on EMSCharts.

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

- The District is in the process of switching to EMSCharts for our patient care reports.
 - The refinancing of the bonds has been successful. The results are:
 - Total debt service savings = \$435,282 (net present value savings are \$360,945) or 11.643%.
 - Approximately \$31,000/year savings.
 The next step is to re-purchase our outstanding bonds. This process will start on July 16.
 - I sent Richard Brook a letter regarding a donation of a Tahoe. He sent me an email stating the Township would donate a Tahoe this year when it is replaced from the Police Department's fleet.
 - The paperwork has been file with the Houston-Galveston Area Council procurement service. We are now a member. I have online training on July 23rd.
 - I have attended several of the SCBA demonstrations. I have also spoken with some members to get there opinion of the SCBA.
 - The Truck committee met on June 30. Subcommittees were formed and a concept was developed of the replacement engine of E-4013.
 - I started to analyze staffing data for Jan. 1 thru June 30. I should complete this by July 17.
 - D/C Scully and FM Richardson have been planning Patriot Day activities which include the parade and fireworks.
 - Fire responses:
 - 31- Calls within Florence Twp
 - 4 - NJTP
 - 3 – Bordentown Twp.
 - 7 – Mansfield
 - 4 – Burlington Twp.
 - 5 – Others
- 319 Total for year (January 1 – June 30)
- Commissioner Mayer asked if they are still receiving the EMS Report. Chief Mullen stated he received the report today and did not put in his report.

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

Bureau

- He is conducting inspections and registering new businesses
- He is working with businesses to come online with RIMS (State registration). This is an ongoing issue
- Multiple Smoke detector checks / Changes
- He has been worked (code enforcement) on the fireworks display
- He attended the Adopt a cop program at the Roebing Elementary School
- He has performed multiple permit inspections.

Trucks/Equipment

- Engine 4012, Engine 4013, Tower 4015, Tender 4016, and Rescue 4018 all had their DOT brake inspection.
- Engine 4013 had both front slack adjusters replaced.
- Ambulance 4081 and Ambulance 4082 had its semi-annual equipment inspection completed (stair chair / cot / stricker / locking device).
- Utility 4085 had a general maintenance check.
- Marine 40 had maintenance, engine repairs and access panels sealed.

Building

- The TVs installed for I-AM-Responding in bays 1 & 4.
- The 2nd floor HVAC unit repaired.
- The Radio room TV replaced.
- The Fire alarm monitoring being changed the week of 7/13 as well as the repairs to the fire alarm.

Training report

- The July drill lesson plans were completed and sent to the officers.
- The July Duty drill will be the driving course for driver recertification.
- We will continue the Driver Certification / re-certification over the next two months.
- A total of 8 Members attended the July Drill on air tools.
- The course book is out for the county. I have been submitting the registration forms for classes as they are requested.
- There are several new classes this semester.

IT/GIS

- The Old file server formatted
- The Hydrants placed in I-AM-Responding
- The WI-FI replaced and repaired in the training room

COMMITTEE REPORTS:

Personnel:

1. Commissioner Mayer reported Progress.

5-Year Planning:

1. Chief Mullen reported they will be meeting in August.

Building and Grounds: Commissioner Mayer

1. Commissioner Mayer report progress is being made on the building list. She said floor mats around exterior exits are being quoted. Chief Mullen asked who he should contact in regards

to the ping pong table. Commissioner Mayer responded FF Andrew Leach. Commissioner Mayer asked Chief Mullen to speak with Lt. Dave Motta in regards to getting a “Fat Head” of the Department logo for the wall.

2. Chairman Bauer asked who has been cutting the grass? He added it looks good. Chief Mullen answered the platoons, career staff and Mike Bock. He added there may be others he is not aware. Commissioner Mayer said somebody weeded. Chief Mullen replied the career staff, Albert A Jacoby and Toby Houseworth. Chief Mullen added they also applied weed killer.

Insurance:

1. Chief Mullen reported we are paying our last bill for this year tonight. He added he was unable to attend the last JIF meeting.
2. Chief Mullen said the JIF’s risk consultant has not made is annual visit. Chief Mullen said he will be conducting the driver license reviews this summer.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Chief Mullen reported September to start to review/adopt policies (sections 100-400).

Fire Company Liaison:

1. Commissioner Schoen reported the company is August 9th, 12p – 5p. Commissioner Mayer said the golf tournament will be August 22.

Radio:

1. No report.

APPLICATIONS FOR MEMBERSHIP:

None

COMMUNICATIONS:

1. Commissioner Popso received a letter from Endeavor EMS thanking the District for the donation of the EMS bikes.

PRESENTATION OF BILLS

- 1.

Bills List dated JULY 13, 2015	\$74,331.51
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2. A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to pay all the bills with the exception of the PSE&G. Motion carried unanimously.
3. A motion was made by Commissioner Schoen and seconded by Commissioner Popso to pay the PSE&G bill. Chairman Bauer abstained. Motion carried 4-0-1.

TREASURERS REPORT:

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

OLD BUSINESS:

1. None

NEW BUSINESS:

1. Resolution 2015-27 AUTHORIZING THE INTENT TO USE AN ALTERNATE PROCUREMENT METHOD PURSUANT TO N.J.S.A.52:34-6.2(b)(3)

A motion was made by Commissioner Popso and seconded by Commissioner Schoen to adopt Resolution 2015-27 Authorizing the Intent to Use an Alternative Procurement Method Pursuant to N.J.S.A.52:34-6.2(b)(3). Roll call vote: Commissioner Berry – Absent; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 4-0.

2. Resolution 2015-28 AUTHORIZING MEMBERSHIP IN A MUTUAL AID AND ASSISTANCE AGREEMENT WITH PARTICIPATING UNITS

A motion was made by Commissioner Mayer and seconded by Commissioner Berry to adopt Resolution 2015-28 Authorizing Membership in a Mutual Aid and Assistance Agreement with Participating Units. Roll call vote: Commissioner Berry – Absent; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 4-0.

3. A motion was made by Commissioner Mayer, seconded by Commissioner Schoen to approve training software, not to exceed \$7300.00. Commissioner Mayer asked if this is the software Training Officer Stranko put in his report. Chief Mullen replied yes. Motion carried unanimously.
4. A motion was made by Commissioner Schoen, seconded by Commissioner Mayer to approve the payment of the incentive plan per policy. Motion carried unanimously.
5. A motion was made by Commissioner Mayer, seconded by Commissioner Popso to approve preventive maintenance on automatic external defibrillators, not to exceed \$2300.00. Commissioner Popso asked if this was the same vendor we have used in the past. Chief Mullen replied yes. Motion carried unanimously.
6. A motion was made by Commissioner Mayer, seconded by Commissioner Popso to approve the Fire Marshal to purchase fire prevention supplies, not to exceed \$5000.00. Motion carried unanimously.
7. A motion was made by Commissioner Mayer, seconded by Commissioner Popso to approve all hours worked as of August 1st, all payment levels for EMS per-diems will be raised \$1.00 per hour and those with a valid paramedic license will get \$1.00 per hour above the rate they would normally receive. Motion carried unanimously.
8. A motion was made by Commissioner Popso, and seconded by Commissioner Mayer to increase the Baltimore training approval by \$500.00. Motion carried unanimously.

GOOD OF THE BOARD:

1. Commissioner Mayer thanked Deputy Chief Scully and Fire Marshall Richardson for all the hours worked prior to the Florence Township parade and fireworks. She also thanked all the

members who helped and participated in the Patriot Day events and responded to the incidents that day.

2. Commissioner Popso thanked the EMS Staff as we have been very busy lately and have handled some strange calls.
3. Commissioner Mayer thanked the crew who helped her father.

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

ADJOURNMENT:

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

The meeting was adjourned at 19:52 hours.

Respectfully submitted,
Kevin Mullen