

August 10, 2015

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING August 10, 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, Deputy Chief Scully and FM Richardson

**CLOSED SESSION**

1. Adopt **Resolution 2015-29 Closed Session**

A motion was made by Commissioner Schoen and seconded by Commissioner Mayer 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: July13, 2015 Closed Session: June 22, 2015. A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to approve the minutes  
Motion carried unanimously.

**AUDITORS REPORT: (Rob Inverso)**

1. Nothing

**SOLICITOR: Robert Gaskill**

1. Solicitor Gaskill reported. Nothing other than closed session matters.

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

- The District has switched to EMSCharts.
- SCBA – The committee met and discussed the evaluations of the packs by the membership. At this time, we are waiting for the HGAC Contract pricing worksheets to evaluate the costs. I will advertise a notice for the intent to use a national cooperative for

purchasing for the August 24 meeting since we were unable to have the costs for this meeting. This process is new to the vendors.

- I have spoken with Don Huber from the NJ Local Finance Board and gave him an update on the SCBA project. I will have resolution(s) for the August 24 meeting for the Local Finance Board. I will call him after my vacation to schedule a meeting.
- I participated in on-line training for HGACBuy.
- Staffing data for January through July 2015 is complete. Here is the data and comparisons for responses with 2 firefighters or less:
  - 2013 – 46 out of 521 incidents (8.8%)
  - 2014 – 43 out of 555 incidents (7.8%)
  - 2015 (January through June) – 21 out of 319 (6.6%)
 Of the 21 incidents, 15 occurred between Friday 6p through Monday 6a. I have noticed the career staff has been responding to incidents over the weekends.
- The Officer reviews have been completed (paperwork). I will schedule meetings with the officers when I come back from vacation.
- We had a surprise Department of Health inspection. They conducted a PEOSHA inspection. I am waiting for their report. I sent the Board an email the day of the inspection.
- I have updated the 2015 Estimate (financial). I have started to work on the 2016 Budget. I met with the tax assessor. The Township overvalued (values of properties are overstated for taxes). This means the town's valuation will be decreased. Hopefully this will be done over several years rather than a re-evaluation of the entire township.
- The Police Department should be giving us a Tahoe in the near future.
- Fire responses:
  - 41- Calls within Florence Twp
  - 13- NJTP
  - 3 – Bordentown Twp.
  - 3 – Mansfield
  - 5 – Burlington Twp.
  - 5 – Others

389 Total for year (January 1 – June 30)

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

#### **Bureau**

- Conducting inspections and registering new businesses
- Working with businesses to come online with RIMS (State registration) ongoing issue
- Multiple Smoke detector checks / Changes
- Multiple permit inspections
- River Front School Fire Alarm back online
- One fire investigation at the Twp. Community Center

#### **Trucks/Equipment**

- 4012-AC repaired
- 4015-Aerial hydraulic leak repaired

- 4018-Multiple wiring repairs / transmission parts ordered
- 4019-Brake repair and replacement / inspection
- 4081-Front end alinement at Mercer spring / front tie rod bar replaced.
- 4081-Antenna repair
- 4082-@ VCI and Miller ford for multiple Warranty / non warranty repairs
- 4082-Antenna repair
- 4082-Passenger side step repaired and remounted.
- 4085-Oxygen sensor / Fuel sending unit
- 06 Crown Vic-Paint repaired on hood and both the drivers front and rear passenger doors painted. Pin stripping replaced and driver's side door seal.
- 06 Crown Vic-Rear brakes

### **Building**

- 2<sup>nd</sup> floor west side Condenser / parts on order
- Fire alarm monitoring changed
- Fire Alarm repairs completed
- Radio room floor stripped and waxed
- Front hallway floor stripped and waxed

### **Training report**

1. I have been working on getting target solutions platform up and running. They have a list of users and their E mails. I am compiling a list of credential information from the users now. I will be scheduling a conference call training session in the near future.
2. Drill training records are complete and up to date in firehouse software.
3. Steve and I will be meeting with a rep from the new fit test company one day next week for training.
4. The Live Burn/ SCBA test on 07/28 Had 14 members attend.
5. All requests for class registration at the fire academy have been submitted.
6. The officers are behind on the monthly duty drill training so Steve asked that I do not make one for august.

### **IT/GIS**

- Updated the Fire Departments Facebook page. When I took the page over it had 927 likes. It now has 1685 likes on the page.
- Placed multiple office supply orders
- Contacting Dell for a quote on an additional hard drive to extend the primary partition as that is running out of room. Also getting drivers from Dell for the array on the old file server to bring that back online for the webserver.
- Working on the member's only section of the website. Getting minutes from the company to place on the page. Working with Marvin and getting the information.
- Working with the new templates to redo some of the website.

**COMMITTEE REPORTS:**

***Personnel:***

- 1. Chairman Bauer reported that he and Commissioner Mayer have had meetings and everything is moving along.

***5-Year Planning:***

- 1. Commissioner Schoen stated it is scheduled for August

***Building and Grounds: Commissioner Mayer***

- 1. Commissioner Mayer reported progress.

***Insurance:***

- 1. Commissioner Popso reported that he and Chief Mullen will be attending some upcoming JIF classes together. Deputy Chief Scully added that an injury occurred earlier today and a workers comp claim will follow. Chairman Bauer advises Commissioner Popso to follow-up on the injury.

***Purchases:***

- 1. A list was emailed to the Board.

***Policy:***

- 1. A brief discussion occurred about which commissioners were on the committee and Chairman Bauer advised the list was left in his office.

***Fire Company Liaison:***

- 1. Commissioner Schoen reported that there is no to report at this time.

***Radio:***

- 1. 2017 FCC transition to the 800MHZ is coming quickly.

**APPLICATIONS FOR MEMBERSHIP:**

None

**COMMUNICATIONS:**

- 1. Commissioner Popso reported that we have been officially offered a piece of World Trade Center Steel which is referred to as a Processed Steel Extension. It is a 900lbs piece of steel and there is some required paperwork to complete which will be forwarded to Solicitor Gaskill. We also received our mutual aid agreement with Virtua which will be forwarded to Solicitor Gaskill as it is a contract as well.

**PRESENTATION OF BILLS**

- 1.

List dated <b>August 10, 2015</b>	<b>\$93,058.36</b>
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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 Mayer and seconded by Commissioner Popso to pay the PSE&G bill. Chairman Bauer abstained. Motion carried 4-0-1.

#### **TREASURERS REPORT:**

1. Commissioner Schoen reported that the treasures report has been submitted. Motion made by Commissioner Mayer and seconded by Commissioner Popso to accept the treasures report as submitted.

#### **PUBLIC HEARING**

1. A motion was made by Commissioner Popso and seconded by Commissioner Schoen to open the meeting to the public to discuss an alternate procurement method, the Houston Galveston Area Council to purchase self-contained breathing apparatus.
2. Hearing no public commits a motion was made by Commissioner Mayer and seconded by Commissioner Popso to close the meeting to the public.

#### **OLD BUSINESS:**

1. None

#### **NEW BUSINESS:**

1. A motion was made by Commissioner Mayer and seconded by Commissioner Popso to ratify the contract with the career staff as agreed upon by the personal committee.

Roll call: Yes-C. Bauer, B. Mayer and A. Popso Abstain-R. Schoen Absent-W. Berry

2. A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to allow the career staff including Kevin and Brian to transfer up to 2 weeks sick time to Carol Taylor on an as needed basis. Motion carried unanimously.
3. A motion was made by Commissioner Mayer and Seconded by Commissioner Schoen to waive the testing requirements for the Chiefs position.

Roll Call: Yes-C. Bauer, B. Mayer, A. Popso and R. Schoen Absent-W. Berry

#### **GOOD OF THE BOARD**

None

#### **MEETING OPEN TO THE PUBLIC:**

A motion was made by Commissioner Popso and seconded by Commissioner Schoen 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.

**ADJOURNMENT:**

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

Respectfully submitted,  
Brian Richardson