

November 9, 2015

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

Board Vice-Chairman Barbara Mayer 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 vice-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, B. Mayer, A. Popso, R. Schoen

Absent – C. Bauer

Also in attendance were Solicitor Robert Gaskill, Chief Kevin Mullen, Deputy Chief Keith Scully, FM Brian Richardson, and Chief EMT Carolyn Taylor.

CLOSED SESSION

1. Adopt **Resolution 2015-37 Closed Session**

A motion was made by Commissioner Berry and seconded by Commissioner Popso to adopt Resolution 2015-37 Closed Session. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Absent. Motion carried unanimously.

2. A motion was made at 8:02 pm by Commissioner Schoen and seconded by Commissioner Berry to adjourn closed session. Motion carried unanimously.

MINUTES

1. Minutes of the previous meeting – Open Session October 12, 2015

A motion was made by Commissioner Berry and seconded by Commissioner Schoen to approve the minutes of the October 12, 2015 meeting as distributed. Motion carried. Commissioner Mayer abstained as she was not present at that meeting.

AUDITORS REPORT: (Rob Inverso)

1. None

SOLICITOR: Robert Gaskill

1. None

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

BUREAU OF FIRE PREVENTION: FM Richardson submitted his report via email:

COMMITTEE REPORTS:

Personnel:

1. Commissioner Mayer reported nothing at this time.

5-Year Planning:

1. Chief Mullen reported a meeting was held on October 19, 2015. The next meeting will be held on November 16, 2015 after the company meeting. They plan on having a resolution for the Board for capital purchase of ambulances.

Building and Grounds:

1. Commissioner Mayer reported she sent an email to Chief Mullen last week updating the status of some of the items on the list. It continues to be a work in progress. She requested committee members to meet next Monday before the Company meeting to look at paint colors for the training room and the radio room.

Insurance:

1. Chief Mullen reported there is a JIF meeting this Friday and he will have the premium for next year.
2. Commissioner Popso stated they received the paperwork so he is able to retrieve the piece of the World Trade Center steel on the eighteenth.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Commissioner Mayer reported policy Sections 100 and 200 were sent to the Solicitor for review; Sections 300-400 were sent to the Board for review; and Chief Mullen will be working on Sections 500 and up. The goal is to have all sections completed and have the first reading at the March 2016 meeting. They will then set up a schedule for policy reviews. Chief Mullen stated the revisions will be highlighted and strike-throughs, and "delete" will appear at the bottom of the page for outdated policies.

Fire Company Liaison:

1. Commissioner Schoen reported the gate of the dumpster area does not work properly, especially in the wintertime with snow. FM Richardson will look into that.
2. Chief Mullen reported they may move that entire enclosure back further after the retention ponds are filled in by the developer. The Township is working with us on this.

Radio:

1. Deputy Chief Scully reported we are supposed to change over by 2017.

APPLICATIONS FOR MEMBERSHIP:

1. Chief Mullen reported two applications have been received. One from Amanda Kropkowski and one from Brendon Riley, both for junior memberships.

A motion was made by Commissioner Popso and seconded by Commissioner Schoen to accept the applications from Amanda Kropkowski and Brendon Riley for junior memberships and they take their normal course. Motion carried unanimously.

COMMUNICATIONS:

1. Chief Mullen reported that he received letters from FEMA that we were turned down for both the Assistance to Firefighter Grant and the SAFER Grants.

PRESENTATION OF BILLS

1. A motion was made by Commissioner Berry and seconded by Commissioner Schoen to pay all the bills with the exception of the PSE&G and the Verizon bill. Motion carried unanimously.
2. A motion was made by Commissioner Berry and seconded by Commissioner Schoen to pay the PSE&G bill. Motion carried unanimously.
3. A motion was made by Commissioner Schoen and seconded by Commissioner Popso to pay the Verizon bill. Commissioner Berry abstained. Motion carried 3-0-1.

TREASURERS REPORT:

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

OLD BUSINESS:

1. None.

NEW BUSINESS:

1. Approve EMS Uniforms not to exceed \$1,500.00 – Job Shirts from A-Z
A motion was made by Commissioner Berry and seconded by Commissioner Popso to approve the purchase of EMS uniforms not to exceed \$1,500.00. Motion carried unanimously.
2. Approve the purchase of lockers for bunk rooms for career staff not to exceed \$1,500.00.
A motion was made by Commissioner Berry and seconded by Commissioner Popso to approve the purchase of lockers not to exceed \$1,500.00. Motion carried unanimously.
3. Approve purchase of fire helmets not to exceed \$4,500.00.
A motion was made by Commissioner Berry and seconded by Commissioner Popso to approve the purchase of helmets not to exceed \$4,500.00. Motion carried unanimously.
4. Adopt changes to policy POL210 Line Officer Appointments (Appointment of EMS Officers) – FIRST READING.
Commissioner Mayer read the changes aloud. Solicitor Gaskill recommended that the policy changes be sent out via email to everybody, every active firefighter, prior to the Company meeting so it can be reviewed and discussed, and they can give their suggestions.
A motion was made by Commissioner Berry and seconded by Commissioner Schoen to adopt the changes to POL210 Line Officer Appointments – First Reading. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Yes; Commissioner Schoen – Yes; Commissioner Bauer – Absent. Motion carried 4-0.

Commissioner Mayer reported that with this proposed change, they will be extending until

November 23rd, any letters for EMS staff to put in for positions. Chief Mullen will send an email out stating the same to all that are eligible.

5. Striping of Tahoe not to exceed \$1,500.00
A motion was made by Commissioner Berry and seconded by Commissioner Schoen that we stripe the Tahoe. Motion carried unanimously.
6. 2016 Budget Update
Chief Mullen reported he met with the treasurer and went over what they have of the 2016 budget. There are still a couple of pieces of information that they don't have. He would like to have that ready for the workshop meeting, certify it, and send it to the state with formal adoption being in January.
7. Donate Surplus Radios to Ship Bottom Volunteer Fire Company
Chief Mullen reported that Ship Bottom Fire Company was nice enough to bring a truck up here for us to review. Their chief saw that we had some old radios we're not using and was interested in having them. The radios are obsolete and we don't need them.
A motion was made by Commissioner Schoen and seconded by Commissioner Popso to donate the surplus radios to the Ship Bottom Fire Company. Motion carried unanimously.

GOOD OF THE BOARD:

1. None.

MEETING OPEN TO THE PUBLIC:

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

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

ADJOURNMENT:

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

The meeting was adjourned at 8:20 pm.

Respectfully submitted,
Carolyn Taylor