

January 11, 2016

**FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING JANUARY 11, 2016**

Board Chairman Charles Bauer called the regular meeting of the Board of Fire Commissioners of Florence Township Fire District No. 1 to order at 7:30 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 – Charles Bauer, William Berry, Barbara Mayer, Robert Schoen

Absent – Andrew Popso

Also in attendance were Solicitor Robert Gaskill, Chief Kevin Mullen, Deputy Chief Keith Scully, FM Brian Richardson, IT Specialist C. Todd Estelow, Chief EMT Carolyn Taylor, Lieutenant David Motta, Lieutenant Michael Newell, Fire Company President Craig Wilkie.

CLOSED SESSION

1. There was no closed session.

MINUTES

1. Minutes of the previous meeting – Open Session December 4, 2015.

A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to approve the minutes of Open Session December 4, 2015 meeting as distributed. Motion carried unanimously.

SWEARING IN CEREMONY

1. Solicitor Gaskill swore in Lieutenants Dave Motta and Mike Newell

Brief Recess – Refreshments (19:33 – 19:49)

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/MAINTENANCE: FM Richardson submitted his report via email.

COMMITTEE REPORTS:

Personnel:

1. Chief Mullen will meet with the personnel commissioners after the meeting regarding the hiring process.

5-Year Planning:

1. Chief Mullen reported they are meeting in February

Building and Grounds:

1. Stucco on front of building – FM Richardson reported the same person who did the repointing work can do the stucco work. They are waiting for money and warmer weather.
2. Chiefs List in History Room – Carolyn Taylor is waiting for the dates.

Insurance:

1. Chief Mullen reported there is a reorganization meeting next Wednesday in Hamilton Township and either he or Commissioner Popso will be attending.

Purchases:

1. A list was emailed to the Board.

Policy:

1. Chief Mullen reported policy review is still ongoing with a target date of the March 2016 meeting.
2. Commissioner Mayer requested to do the organization chart at the January workshop meeting or the February meeting.

Fire Company Liaison:

1. Commissioner Schoen – Nothing to report.

Radio:

1. Central lost F1 over the weekend due to a lightning strike. We used “Iamresponding” here to send messages if there was a call. It was back up in less than two hours.

APPLICATIONS FOR MEMBERSHIP:

1. We received an application for Anthony Silvestri Jr. – Junior Membership
A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to accept the application from Anthony Silvestri Jr. and it takes its normal course. Motion carried unanimously.

COMMUNICATIONS:

1. Chief Mullen reported that Rose Gyenge resigned as EMS Captain.
2. Chief Mullen reported that he received an email from Melissa Ford stating that our introduced budget has been conditionally approved which allows us to have the budget hearing tonight.
3. Chief Mullen reported we received a thank you note from the Sherriff’s Department of Burlington County for a very successful toy drive.

PRESENTATION OF BILLS

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

TREASURERS REPORT:

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

2016 BUDGET HEARING:

1. A motion was made by Commissioner Berry and seconded by Commissioner Schoen to open the meeting to the public on the 2016 Budget. Motion carried unanimously.

Chief Mullen gave a brief synopsis highlighting the major items of the 2016 budget:

- Operations salary and benefits which include salaries for the full-time staff, per-diem staff, and any and all volunteer incentives as well.
 - Supplies and Maintenance was increased based on the actual expenses in 2015 plus budgeting money to replace the large meeting room floor as that is a maintenance item.
 - There is an increase in pension costs this year
 - Money was added to the Capital section to put a down payment on the new engine that the voters approved in 2015, and \$30,000 for future capital for future projects that we see coming down.
 - Revenue is being offset with taxation and fund balance.
2. A motion was made by Commissioner Berry and seconded by Commissioner Mayer to close the meeting to the public on the 2016 Budget. Motion carried unanimously.

3. Adopt **Resolution 2016-1 BUDGET AMENDMENT**

Chief Mullen explained we had to issue to reclassify our budget, and while doing that some pension numbers were entered incorrectly caused a \$3,867.00 difference. So that amount will be put into fund balance and decrease the taxation amount by \$3,867.00. The Department of Community Affairs, Local Government Services has approved this resolution.

A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to adopt **Resolution 2016-1 BUDGET AMENDMENT**. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Absent; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 4-0.

4. Adopt **Resolution 2016-2 2016 BUDGET RESOLUTION**

A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to adopt **Resolution 2016-2 2016 BUDGET RESOLUTION**. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Absent; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 4-0.

HEARING – CAPITAL PURCHASE QUESTION AND FINANCING:

1. A motion was made by Commissioner Mayer and seconded by Commissioner Berry to open the meeting to the public for questions pertaining to anything on the Capital Purchase Question and Financing. Motion carried unanimously.

Chief Mullen explained that we are putting a capital question out this year asking permission to replace two ambulances – one ambulance in 2017, and one ambulance in 2019. This comes from the 5-Year Planning Committee. We are looking for approval of \$210,000 in 2017, and \$230,000 in 2019. The first ambulance we are replacing is a 2008 and currently has approximately 105,000 miles on it.

2. A motion was made by Commissioner Schoen and seconded by Commissioner Mayer to close the meeting to the public on the Capital Purchase Question and Financing. Motion carried unanimously.

OLD BUSINESS:

1. EMS Officers – In light of the resignation of EMS Captain Gyenge, Chief Mullen met with D/C Scully and Carol Taylor to discuss the day-to-day operations of EMS. We would also like to start the process of appointing the EMS officers. We have not received anything back from Civil Service as of yet on anything. The officers who are chosen will be the permanent 2016 EMS officers.

NEW BUSINESS:

1. Adopt **Resolution 2016-03 – 2016 TEMPORARY BUDGET**

Chief Mullen stated that state law requires us to adopt a temporary budget that is 12% of the 2015 budget. We have a bond payment that is due this month, so that will be included in there because we have to make that payment.

A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to adopt **Resolution 2016-03 – 2016 TEMPORARY BUDGET**. Roll call vote: Commissioner Berry – Yes; Commissioner Mayer – Yes; Commissioner Popso – Absent; Commissioner Schoen – Yes; Commissioner Bauer – Yes. Motion carried 4-0.

2. Approve Bond Payment Interest

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

3. Approve Incentive Payment Q4 per Policy

A motion was made by Commissioner Mayer and seconded by Commissioner Schoen to approve the incentive payment for the fourth quarter. Motion carried unanimously.

GOOD OF THE BOARD:

1. None.

MEETING OPEN TO THE PUBLIC:

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

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

The meeting was adjourned at 8:05 pm.

Respectfully submitted,
Carolyn Taylor