

April 24, 2023

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1  
BOARD OF FIRE COMMISSIONERS  
WORKSHOP MEETING APRIL 24, 2023

Meeting ID: 884 5457 5893

Passcode: 133783

Board Chairman Jason Ryan called the workshop 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 placed on the department’s website, Facebook account, the Township calendar, and the Township website. Furthermore, it has been published in the Burlington County Times and the Trenton Times.”

**ROLL CALL: Present** – John Fratinardo, Andrew Popso, Jason Ryan, Robert Schoen, Scott Arnold

**Absent:**

Also in attendance: Administrator Robert Tharp, Battalion Chief Arnold Miller, EMS Division Chief Chris Parks, Firefighter W. Blackwell, J. Conrey

**MINUTES:**

Minutes of the previous meeting April 10, 2023, regular meeting.

A motion was made by Commissioner Schoen and seconded by Commissioner Popso to approve the minutes of the previous meeting April 10, 2023, regular meeting. The motion carried unanimously.

**PRESENTATION OF BILLS:**

A motion was made by Commissioner Schoen and seconded by Commissioner Arnold to pay all the bills as presented. The motion carried unanimously.

**MEMBERSHIP APPLICATIONS:**

1. No new applicants.

**FIRE DISTRICT ADMINISTRATOR REPORT – Robert Tharp**

1. Reported the Fire Division responded to 42 fire assignments since the last meeting, which brings the total to 253 for the year so far.
2. We have had 75 EMS assignments since the last meeting, which brings the total to 666 for the year.
3. Civil Service has released the firefighter results to the individual candidates. Releasing the list to the appointing authorities has been delayed due to some candidates not getting their results.
4. The Fire Department will be participating in the Car Show on Saturday, we’re going to use that as an opportunity for a community education event. We’re going to bring out some of our fire prevention material and community education material out there on display and to hand out to the public.

5. The EMT full time position application deadline was today. We received a total of 13 resumes.
6. We also start free community CPR classes that will continue in May. Classes will be held on the 3<sup>rd</sup> Tuesday of the month from 7:00pm to 10:00pm. We've done a great job forwarding it to the community. Chief Parks has done an outstanding job of getting people interested and meeting consistent points of contact to continue to provide these classes and others to the community.
7. EMS Week is from May 21<sup>st</sup> through the 26<sup>th</sup>, and we have a plan to reward the staff. We are also meeting with the schools to try to set up classes to teach basic life-saving skills to the students. We have classes planned at night for the community to educate them on life saving skills as well. Thursday, May 25<sup>th</sup> is Stop the Bleed Day and unfortunately the American Red Cross was unable to come out to host a blood drive that day, so we are looking for other activities to host that day instead.
8. Both the EMS and fire side have been busy lately.
9. We currently had an issue over the weekend the roof leaked in bay 7, Chief Schoen and Chief Richardson inspected the area today with the crews, it looked like it was an isolated event because the heavy rain that was wind driven and looked like it blew the water up underneath the shingles. There were no shingles missing, so it's something that we're going to keep our eye on.
10. We also had the engine block heater alarm on the generator fail. We ordered parts to replace that.
11. Just an update on our generator project with the replacement of the transfer switch on, we're still getting word that the parts are coming in on August 21st of this year, which pushed it out to about a year and a half that we've been waiting for the parts.
12. Engine 4012 is out of service over at Flynn's getting the new air chambers installed. We ordered new bump stops for Ambulance 4081. They were installed and all crews, and Chief Parks, have said that it handles very well. Now we're still trying to investigate the stretcher noise that's coming from the back of the 4081.
13. Tharp attended the Township staff meeting on April 26th, Nancy Earlston will become the acting administrator pending the hiring of a new Township administrator to replace Stephen Fazekas.
14. We've worked with the carnival organizers and have submitted our EMS cost to the organizers and to the carnival company for our additional personnel that will be standing by as EMS personnel at the carnival.
15. We've taken advantage of the center block wall that surrounds the dumpster and built several training props. We want to thank Battalion Chief Miller who obtained the supplies through a donation from Builders First Choice. With that material sitting down and communicating together, Battalion Chief Schoen and Battalion Chief Miller assisted with firefighter Cunningham and firefighter Danish, where able to build a roof prop outside. Chief Miller built a window bar cutting station out there today, and we're going to be also through Battalion Chief Miller's work with Brussels garage door, they're going to start giving us panels and we're going to make a cutting station on the other side of the cinder block wall. Over the last 6 to 8 months, we've improved the training division props significantly, we've done the entanglements and the forced entry prop that's out on the floor. So everybody's taken advantage of it and it's terrific to see the amount of training that we're doing with the people that we have available.

16. We had new the Office of Homeland Security and Preparedness Training on April 12<sup>th</sup> that went well, and the New Jersey Transit was attended very well about the light rail on the 19<sup>th</sup>.
17. On May 10<sup>th</sup> we'll have Public Service Gas in here for our training, and we've been opening these up to our mutual aid partners.
18. We have a meeting on April 26<sup>th</sup> virtually, with New Jersey Transit for a full-scale exercise on May 20<sup>th</sup> at the Florence Station for the light rail.
19. We got our report back from PEOSHA from our voluntary consultation. We did very well. There's only really three things that we have to address by the end of this week. We have to show that we're doing monthly fire extinguisher inspections that's required by OSHA. The other item was that we removed the material around one of the electrical panels up in the rec room area. We have to replace a plug on the shoreline to 4012 and we have to have a written emergency action plan for the facility.
20. We have a planning meeting for the Youth Academy that will come up this summer and we also met with our School Board of Education contact, Gina who is a teacher. She will be our point of contact to help us get into the schools to educate the students.

### **OLD BUSINESS:**

1. Closed Session from 4/10/23 discussed personnel sick leave use EMS.
2. Closed Session from 4/10/23 discussed personnel performance.

### **NEW BUSINESS:**

1. A motion made by Commissioner Arnold and seconded by Commissioner Fratinardo to approve \$ 53,497.53 payment to Florence Township for 2nd Quarter payment health and dental plan for district employees. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0.
2. A motion was made by Commissioner Schoen and seconded by Commissioner Popso to approve Resolution 2023-20 implementing an Employee Assistance Program. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0.
3. A motion was made by Commissioner Fratinardo and seconded by Commissioner Arnold to approve a \$ 3,300 contract with All One Health for an Employee Assistance program (EAP). Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0.

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

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

A motion was made by Commissioner Arnold and seconded by Commissioner Fratinardo to open the meeting to the public. The motion carried unanimously.

Hearing none,

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

**CLOSED SESSION:**1. Adopt **RESOLUTION 2023-21 EXCLUSION OF THE PUBLIC FROM MEETING**

A motion was made by Commissioner Popso and seconded by Commissioner Fratinardo to adopt **RESOLUTION 2023-21 EXCLUSION OF THE PUBLIC FROM MEETING** to discuss personnel, contract, and personnel administrative policies. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0.

Note: Action may be taken after closed session.

7:12 pm Closed session began.

7:54 pm Closed session ended.

## 2. A motion was made by Commissioner Fratinardo and seconded by Commissioner Arnold to come out of closed session. The motion carried unanimously.

**ADJOURNMENT:**

A motion was made by Commissioner Schoen and seconded by Commissioner Arnold to adjourn the meeting. Motion carried. The meeting adjourned at 7:54 pm.

Respectfully submitted,  
Robert Tharp  
Fire District Administrator