

May 8, 2023

FLORENCE TOWNSHIP FIRE DISTRICT NO. 1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING MAY 8, 2023

Meeting ID: 864 1317 5318

Passcode: 267753

Board Chairman Jason Ryan 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 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, EMS Division Chief Chris Parks, Firefighter W. Blackwell, Firefighter Moran, Acting Captain Motta

**MINUTES:**

Minutes of the previous meeting April 24, 2023, workshop meeting.

A motion was made by Commissioner Schoen and seconded by Commissioner Fratinardo to approve the minutes of the previous meeting April 24, 2023, workshop meeting. The motion carried unanimously.

**TREASURER’S REPORT:**

A motion was made by Commissioner Schoen and seconded by Commissioner Arnold to approve the Treasurer’s report. The motion carried unanimously.

**PRESENTATION OF BILLS:**

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

**MEMBERSHIP APPLICATIONS:**

1. Fire Division Applicant Anthony Krause medical phase.
2. Fire Division Applicant Julian Arbaugh background phase

**FIRE DISTRICT ADMINISTRATOR REPORT – Robert Tharp**

1. Reported the Fire Division responded to 28 fire assignments since the last meeting. That brings the total to 280 for the year.
2. We had a total of 81 EMS calls since the last meeting, which brings the total to 748 for the year.
3. The next community CPR, which was well attended, is on May 16<sup>th</sup>.

4. Fire Department Training is going well, we've added props and put them through our last training.
5. Fire Marshall Richardson is still doing the Fountain of Life investigation. There is a meeting with the investigative task force on June 5<sup>th</sup>.
6. On June 7<sup>th</sup> the rollout and training for the Division of Fire Safety's new inspection software, which is replacing RIMS, Fire Mashall Richardson will be attending that training.
7. The training Division and members of the Fire Department, we had a site review for an acquired structure at 2009 Route 130 S. We met with the project manager and there are three buildings on this footprint property. One is a warehouse, there's a smaller bungalow-type structure, and there's also a 2 1/2 story multiple family. We're going to be able to get in there to do acquired structure training in the next few months. Then as the demolition gets closer, we'll do disruptive training over there. It just shows the partnerships that the Fire District and the Department have made with the Township Construction Office, and the Construction Official Huey was very instrumental. If there's a permit for demolition or a project going on in the town, he'll let us sit down with the project manager and discuss those things. That is a terrific partnership between the municipal government and the Fire District.
8. The car show was well attended in the town. Many residents stopped by our display and it was well received. There was good attendance by the volunteers and members, so we had a crew out there the whole time.
9. Currently, the Personnel Committee sat down and took the 12 resumes that were received for the full-time EMT positions. We are down to 8 candidates and now they've moved on to the formal application phase, and those formal applications are due back on May 24<sup>th</sup>, so we'll take all that information and start their vetting process.
10. On the EMS Division side, the community CPR class had good attendance and a lot of positivity from the community. All in attendance were completely pleased with the course and would recommend it to their friends and family. The next class is on May 16<sup>th</sup> and limited seats are available.
11. We've gotten reviews that Chief Parks has done a fantastic job with the planning and marketing it, all the comments on the social media pages were positive.
12. We've also released the flyer and advertised the Child and Babysitter Safety course on our social network platforms, and we receive a lot of positive feedback. We've been able to schedule the first class, which will be on May 21<sup>st</sup> from 2:00 to 6:00 to kick off EMS week, and there are still a few seats available.
13. EMS week will be from May 21<sup>st</sup> through May 27<sup>th</sup>. There are many events planned including going to the elementary, middle, and high schools, and conducting segments of the classes we offer. We're also conducting segments of the class here at the station throughout the week and all EMS week events will be posted on the social media page, and we've been working well together, getting the message out between the fire and EMS divisions.
14. I've certified the Civil Service list candidates. The top 30 candidates will be getting their certifications, and they have a five-day window to submit their interest in the position and we'll get them scheduled for the physical performance test received from Civil Service.
15. We got the approval for our title changes to Captain from Civil Service, we no longer will have the title of Lieutenant on the career side.
16. We got our first reimbursement deposit for the items that we ordered from the American Rescue Plan Firefighter Grant that was offered through the Department of Community Affairs. The balance of that grant I'm going to use to purchase full sets of personal protective equipment.
17. Our Employees Assistance program is scheduled to start on June 1<sup>st</sup>, so we'll be doing a rollout with the company and our case manager.

18. We've been working with the Township, the fuel pump pre-construction meeting was held last week, and everything is all ready to go with it. Unfortunately, they're trying to work with vendors, the 12,000-gallon tank is a self-contained tank, half diesel, half fuel, and the supply chain is affecting that. They're looking at a six-month window to obtain that, so that may be delayed.
19. I attended the Joint Insurance Fund Executive Committee meeting, the JIF is going to send out a company to do building appraisals. They're going to come out and look at the property and make an appraisal, obviously, with the cost of materials and everything, things are going up so. They want to find out who's underinsured, who's overinsured, and get a true idea of the liabilities and assets that are being insured by the JIF.
20. Wednesday evening, Public Service Electric and Gas will be performing natural gas emergency training for the department. We're also having a planning meeting for the full-scale exercise for New Jersey Transit on May 20<sup>th</sup>, and our PEOSHA report Hazard list has been abated. All the information has been through PEOSHA, they're very satisfied and we're also working with them to do some additional free training that they offer.

**OLD BUSINESS:**

1. Close Session from April 24, 2023, discussed personnel resumes.
2. Close Session from April 24, 2023, discussed hiring status civil service.

**NEW BUSINESS:**

1. Motion made by Commissioner Arnold and seconded by Commissioner Schoen to approve \$14,531 to replace and install the HVAC condenser and furnace unit 3 by Dowd-Fox Mechanical. 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:**

1. Received a thank you for the professionalism and assistance by members on a smoke detector installation at XXX Birch Hollow Drive.

**MEETING OPEN TO THE PUBLIC:**

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

Hearing none,

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

**CLOSED SESSION:**

1. Adopt **RESOLUTION 2023-22 EXCLUSION OF THE PUBLIC FROM MEETING**

A motion was made by Commissioner Schoen and seconded by Commissioner Popso to adopt **RESOLUTION 2023-22 EXCLUSION OF THE PUBLIC FROM MEETING** to discuss personnel and contracts. 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.

7:10 pm Closed session began.

8:00 pm Closed session ended.

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

**ADJOURNMENT:**

A motion was made by Commissioner Fratinardo and seconded by Commissioner Arnold to adjourn the meeting. Motion carried. The meeting adjourned at 8:00 pm.

Respectfully submitted,  
Robert Tharp  
Fire District Administrator