

October 9, 2023

**FLORENCE TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS REGULAR MEETING OCTOBER 9, 2023**

Meeting ID: 836 6889 5952

Passcode: 148896

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.

Also in attendance: Administrator Robert Tharp, EMS Division Chief Chris Parks, Firefighter Blackwell, S. Daily.

MINUTES:

A motion was made by Commissioner Arnold and seconded by Commissioner Fratinardo to approve the minutes of the previous meeting, September 25, 2023, workshop meeting. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.

TREASURER’S REPORT:

A motion was made by Commissioner Schoen and seconded by Commissioner Fratinardo to approve the Treasurer’s report. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.

PRESENTATION OF BILLS:

A motion was made by Commissioner Schoen and seconded by Commissioner Arnold to pay all the bills as presented. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.

MEMBERSHIP APPLICATIONS:

Fire Division Applicant Eric Pearson’s background is complete.

Fire Department Auxiliary applicant Chris Barella’s background is complete.

FIRE DISTRICT ADMINISTRATOR REPORT – Robert Tharp

1. Since the last meeting, we had 26 fire assignments for a total of 733 for the year and 83 EMS assignments for a total of 1,732 for the year.
2. Our open house is scheduled for October 13, 2023, from 5:30pm to 8:00pm.
3. Our recent purchase of PPE will be reimbursed by a NJ Grant.
4. The Captains' promotions were submitted to Civil Service Commission effective as of September 25, 2023.
5. A swearing in promotion's ceremony will be held in December.
6. The Florence Township Fall Fest is scheduled for October 14, 2023.
7. Touch a Truck at Roebling Museum is scheduled for October 21, 2023.
8. A mandatory extrication training is scheduled for October 27th and 28th.
9. Fire and Safety was out to repair 4011's pump transfer.
10. 4016's air brakes were repaired.
11. Chief Parks reports that the Community CPR class for October has been scheduled for Tuesday, October 17th, at 7:00pm.
12. Chief Parks reports that they have scheduled a blood drive with the American Red Cross for October 13th from 12:00pm to 5:00pm, with the fire department open house to follow.
13. The full-time EMT position is in the next phase of the hiring process.
14. 4081 and 4082 went out for repairs along with normal scheduled maintenance last week; both trucks are back in service and in their normal scheduled rotation.
15. We are currently looking into new methods of recruitment and retention of per diem EMS personnel.
16. The rear entry doors to the training room were repaired and replaced.
17. I attended a meeting with Dr. Ambrosius, the superintendent of Florence Township School District, to discuss our initiatives.
18. I'm working on getting the Seton Hall fire survivor lecture for the schools.
19. Working on a plan for recruiting and career talks at the schools.
20. We will be planning Operation Prom.
21. There are various building issues we are aware of – vacant houses, hoarding, etc.
22. Live fire training is scheduled for November 15, 2023 and November 22, 2023.
23. I attended the township staff meeting.
24. Hydrant flushing is being performed throughout the township.
25. The township has requested AED/CPR training for the recreation coaches.
26. The Division of Fire Safety Foam Survey has been returned.
27. The foam training went well.
28. Firefighter Estelow and I attended a virtual cyber – JIF meeting.
29. We had a meeting with Lexipol to review policies.
30. Diane is working on correcting audit items and establishing new protocols to correct audit items.
31. This concludes my report at this time.

OLD BUSINESS:

1. Closed Session from September 25, 2023, discussed hiring schedule for EMS division.
2. Closed Session from September 25, 2023, discussed personnel policies.

NEW BUSINESS:

1. A motion was made by Commissioner Arnold and seconded by Commissioner Schoen to approve Resolution 2023-35 Accepting Audit Report for the year 2022. Roll call vote:

Commissioner Fratinardo Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.

2. A motion was made by Commissioner Schoen and seconded by Commissioner Arnold to approve Resolution 2023-37 Administrative Policy 217 Duty Crew Requirements. Roll call vote: Commissioner Fratinardo Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.
3. A motion was made by Commissioner Schoen and seconded by Commissioner Arnold to approve payment of \$19,980.00 to Continental Fire and Safety for 6 complete sets of Ricochet Personal Protective Clothing coat and pants. Roll call vote: Commissioner Fratinardo Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.

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 Fratinardo and seconded by Commissioner Arnold to close the meeting to the public. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.

CLOSED SESSION:

1. A motion was made by Commissioner Arnold and seconded by Commissioner Fratinardo to adopt **RESOLUTION 2023-36 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 5-0-0-0.

Note: Action may be taken after the closed session.

7:12 pm Closed session began.

9:00 pm Closed session ended.

2. A motion was made by Commissioner Fratinardo and seconded by Commissioner Arnold to come out of closed session. Roll call vote: Commissioner Fratinardo – Yes; Commissioner Popso – Yes; Commissioner Ryan – Yes; Commissioner Schoen – Yes; Commissioner Arnold – Yes. The motion carried 5-0-0-0.

ADJOURNMENT:

A motion was made by Commissioner Schoen and seconded by Commissioner Arnold to adjourn the meeting. Motion carried. The meeting adjourned at 9:00 pm.

Respectfully submitted,

Robert Tharp
Fire District Administrator