

JANUARY 9, 2012

The regular monthly meeting of the BOARD OF FIRE COMMISSIONERS of the FLORENCE TOWNSHIP FIRE DISTRICT NO. 1 was held on the above date at 19:30 with Commissioner Miller presiding. We saluted the flag, the "Sunshine Statement" was read, and roll call was taken.

**ROLL CALL: Present** – C. Bauer, J. Dulo, J. Fratinardo, A. Miller, and C. Sklodowski.  
**Absent** – None

Minutes of the previous meetings (December 12, 2011)

A motion was made by Commissioner Bauer, seconded by Commissioner Dulo to approve the minutes of the December 12, 2011 meetings as printed and distributed. Motion carried.

### **SWEARING IN OFFICERS**

1. Department Chief Keith Scully
2. Battalion Chiefs Andrew Popso and Steve Taylor. BC Popso was absent.
3. Captains Jason Peters and Rose Estelow
4. Lieutenants Joe Wargo, Mike Newell, Wayne Compagnucci, John Wood and Ken Cunningham Sr. Lt. Compagnucci was absent.

Brief Adjournment occurred for refreshments.

### **AUDITORS REPORT: (Rob Inverso)**

1. None

### **SOLICITOR: Robert Gaskill**

1. None

### **BATTALION CHIEF/BUSINESS MANAGER REPORT: B/C Mullen reported:**

1. 2012 Election – All legal ads were posted; Letters were sent to the County Board of Elections requesting a voting machine and to the County Clerk requesting a voters list. The petitions are out. They are kept in the same spot in the front of the office, and a legal ad went out stating they are due the 20<sup>th</sup> of January.
2. FEMA – BC Mullen received notification from FEMA. The reimbursement for Hurricane Irene was submitted in two separate projects, one for labor for responding to calls, and the other for the truck. They have approved the labor project and we should receive payment within 5-7 days. We are still waiting to hear for the truck.
3. Year-end Projects – Paperwork, pension reports etc. He will be finishing the

turnpike reports tomorrow.

4. He met with Chief Scully to discuss what he is looking at for the upcoming year as Department Chief and a direction for the department.
5. He has contacted several civic groups: Greenbriar, Roebling Seniors, and Florence Seniors; to schedule a meeting to update them about our budget and what is going on with the fire department. FM Richardson also attends to discuss fire prevention as well.

**BUREAU OF FIRE PREVENTION:** FM Richardson's report submitted via email:

1. 50 Inspections were done last year.
2. Working on finishing the year-end to send to the Division of Fire Safety.
3. There was 1 fire investigation last month which was accidental at Griffin Pipe.

**EMS REPORT:** B/C Popso's was absent.

1. BC Mullen reported that no report was issued from BC Popso. He spoke with Chief Scully about it. BC Mullen suggested that if the Board wishes to discuss it, that it be in closed session because Chief Scully has something that was on a time-line as well as far as getting information from BC Popso.

### **COMMITTEE REPORTS:**

**Insurance:** BC Mullen reported:

1. A sprinkler valve broke in his office on January 4, 2012. He called the insurance company and started a claim. FM Richardson met with the claims adjuster on Wednesday night, they had a clean-up rep. come on Thursday, and clean-up crews on Thursday and Friday. They put an industrial dehumidifier in, and will be back tomorrow to clean the carpet and put the ceiling tiles back. A discussion ensued on frozen pipes in the building. FM Richardson reported we have had 3 so far since moving into this building. He is looking into spray foam insulation and/or a temperature monitor.

**Purchases:**

- 1 3832 BCIT ESTC (Training) - \$55.00
- 2 3833 BCIT ESTC (Training) - \$55.00
- 3 3834 CDW (Copier) - \$4200.00
- 4 3835 Burlington Co. Fire Chief Assoc. (Dinner) - \$200.00
- 5 3836 Office Depot (Office Supplies) - \$375.00
- 6 3837 Dell (Computer for Bureau) - \$2050.00
- 7 3838 BCIT ESTC (Training) - \$55.00
- 8 3839 BCIT ESTC (Training) - \$55.00
- 9 3840 BCIT ESTC (Training) - \$55.00
- 10 3841 BCIT ESTC (Training) - \$225.00

***Policy:***

1. POL 320 MINIMUM TRAINING FOR OFFICERS – Updated (see New Business)
2. A Committee was formed to update Incentive Policy consisting of BC Mullen, Chief Scully, and Commissioner Dulo. They should have an updated policy for the February meeting.

***Training:*** Marc Stranko submitted his report via email.

***Truck/Equipment/Building:*** Brian Richardson submitted via email and reported:

1. We received full reimbursement from FORD for the out of warranty radiator.
2. We discussed the frozen valve earlier.
3. The transfer switch was serviced, no major issues only a couple of loose connections.
4. We were approached by PSE&G to participate in their “Cool Customer Program.” We would receive 11 new thermostats free of charge and a \$7.50 credit per unit in the months of June through September (\$330.00 annually). It allows them at high energy peaks to cycle our units on and off at 15 minute intervals. FM Richardson will contact them to participate.

***Fire Company Liaison:*** Commissioner Dulo reported:

1. The fire company received 30 new cones for the fire police unit through the police department through our agreement with them. They are 28” cones good till 55 mph. He gave Brian the 36” cones for the Fire Company to put on the trucks which are good past 65 mph. They have all marked appropriately and are in service.

***Information Technology Report:*** Todd Estelow submitted via email

***Radio:***

1. Commissioner Dulo asked if there is information on the narrow banding for the pagers and radios when we are mandatoried. BC Mullen stated the Minitor V’s are fine. We wrote the Assistance to Firefighters Grant for 30 pagers so that we will meet the requirements of the narrow banding. He & Chief Scully discussed pagers or Swiss phones, and they don’t want to purchase too early because if we get the grant, we can’t go back. The deadline is January 1, 2013. There is enough in this year’s budget to go and get the pagers we need. Chief Scully added as far as the radios that are in the trucks, the county is working on going to 700 mHz and hasn’t heard anything else. The Swiss phone is being passed around to test out and get opinions. Chief Jacoby has it now. Chief Scully prefers the Minitor V’s over the Swiss phone.

**APPLICATIONS FOR MEMBERSHIP:**

1. BC Mullen received an application from Vincent Pensyl for Junior Membership. It is on an old application form. He suggested to the fire company to accept the application as is, and not to stop the momentum. BC Mullen will have Mr. Pensyl fill out the new application form.  
A motion was made by Commissioner Dulo and seconded by Commissioner Bauer to accept the application and go through the process. Motion carried.

#### **COMMUNICATIONS:**

1. BC Mullen reported that Chief Jacoby forwarded an email to him and Chief Scully from Chief Vierick from the Burlington City FD regarding the 2012 AFG. They are reaching out to other departments to see if there is “interest” in writing a regional grant for the AFG for replacing SCBA’s. They are not looking for a firm commitment at this time. BC Mullen feels this would be a good opportunity if we don’t get the AFG this year. The other benefit is the cost will be driven way down through the economy as a scale. The Board agreed to permit BC Mullen to contact Chief Vierick and let him know that we are interested in sitting down and starting the process, and get some ideas.

#### **PRESENTATION OF BILLS**

1. A motion was made by Commissioner Dulo, seconded by Commissioner Fratinardo that we pay the bills as presented. Motion carried.
2. BC Mullen indicated there is a \$91,000.00 payment to Roebing Bank for our Bond payment, and needs one of the Board members to go down there because it needs to be handled via “a wire.” Commissioner Dulo will handle.

#### **TREASURERS REPORT:**

1. A motion was made by Commissioner Dulo, seconded by Commissioner Sklodowski to approve the treasurer’s report as printed and distributed. Motion carried.

#### **2012 BUDGET HEARING:**

1. A motion was made by Commissioner Fratinardo and seconded by Commissioner Dulo to open the meeting to the public. Motion carried.

There were no questions from the public.

A motion was made by Commissioner Bauer and seconded by Commissioner Fratinardo to close the meeting to the public.

2. Adopt Resolution 2012-1: 2012 Budget  
A motion was made by Commissioner Bauer and seconded by Commissioner Dulo to adopt Resolution 2012-1 The 2012 Budget. Roll call vote: Commissioner Bauer – Yes; Commissioner Dulo – Yes; Commissioner Fratinardo – Yes; Commissioner

Miller – Yes; Commissioner Sklodowski – Yes. Motion carried 5/0.

### **OLD BUSINESS:**

1. Adopt POL 706 District Passenger Vehicles – updated.  
A motion was made by Commissioner Dulo to adopt POL 706 District Passenger Vehicles with the change to section 3D.  
On the question, Commissioner Bauer is deleting the statement in Section 4, page 2: “Stopping between work and home to perform brief minor personal business matters is acceptable.” Commissioner Miller would like to change the following sentence “Fire District passenger vehicle should not be used, utilized for personal purposes, or as transportation to primary or secondary employment unless the operator is immediately able to respond to emergency scenes” to “... primary or secondary employment within Florence Township, unless the operator...”  
Commissioner Dulo rescinded his motion. A discussion ensued.  
A motion was made by Commissioner Bauer and seconded by Commissioner Fratinardo to adopt POL 706 with the changes and as read back by Solicitor Gaskill. Motion carried.
2. 2012 Election update – was discussed earlier.
3. Poll Workers for Election and Compensation – BC Mullen will contact the people that worked the polls last year to see if they are available to work them this year.  
A motion was made by Commissioner Dulo and seconded by Commissioner Fratinardo to compensate the pollsters at the same rate as last year. (\$150.00?)  
Motion carried.

### **NEW BUSINESS:**

1. Adopt Resolution 2012-02 – 2012 Temporary Budget  
BC Mullen reported that the temporary budget, with the exception of the interest payment, is 10 percent of the budget by statute. It will keep us going for a couple of months.  
A motion was made by Commissioner Dulo and seconded by Commissioner Bauer to adopt Resolution 2012-02 – 2012 Temporary Budget. Motion carried.
2. POL 320 Minimum Training for Officers – Updated – First Reading  
BC Mullen and Chief Scully discussed the officer stipends and reviewed and updated the training standards for officers with the EMS Division and the new ranking system. The policy currently shows the changes for review purposes and will be clean for the second reading. All officers will be reviewed every four months by Chief Scully. Chief Scully reported he emailed a review questionnaire to the Board that each officer would be reviewed on, and each officer was assigned their duties at their first meeting, both verbally and in writing.  
Commissioner Dulo would like each officer to sign their duty assignments list so that the Board may have a record of it.  
A motion was made by Commissioner Bauer and seconded by Commissioner Fratinardo to approve Policy 320 Minimum Training for Officers.
3. FM Richardson requested permission to purchase two temperature sensor units in light of our recent water problem. FM Richardson described the function of the

units. One unit would be placed in the void of BC Mullen's office and cover the computer room, meeting room, the general office, the offices, and the radio room. The second unit would cover the bunk rooms, the general meeting room, the engine room, the water and utility room, and the hallway. The only space that is controlled climate-wise that we wouldn't cover is the kitchen (because he is out of inputs).

A motion was made by Commissioner Dulo and Seconded by Commissioner Bauer to authorize FM Richardson to purchase and install the monitoring system with the expense not to exceed \$1,500.00. Motion carried.

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

Motion by Commissioner Bauer, and seconded by Commissioner Fratinardo to open the meeting to the public. Motion carried.

Mike Stranko asked if there is any possibility they can put an alarm system in that will contact the duty crew since they are here 24/7?

FM Richardson replied what he is looking into in particular to the water is a normally closed contact, so interrupting that will set off a local alarm. Water is going to be the only true emergency we have.

Commissioner Miller added that some of the people that work the duty crews do not have access to the full building.

Mike Stranko asked where the main water shut-off is, and does everyone have access?

FM Richardson replied in the utility room, and yes, it is open.

Mike Stranko suggested when the water alarm goes off, the first order of business should be to shut the water off. That would save a whole lot of problems, and save a whole lot on immediate damage.

Commissioner Dulo commented that sometimes the electrical room door is mistakenly locked and not everybody has keys to that.

Commissioner Miller suggested that the lock be removed.

FM Richardson stated he could remove the lock, and suggested to just take the thumb screw off.

Commissioner Dulo suggested to just turn the thumb screw down. Because all of these doors that we have problems with, the thumb screw is up and when you open the door, sometimes your hand locks the door because that thumb screw is pointing up. Just turn it around and point it down.

Commissioner Bauer stated just take the lock off.

A motion was made by Commissioner Bauer, and seconded by Commissioner Dulo to close the public portion of the meeting. Motion carried.

### **CLOSED SESSION:**

A motion was made by Commissioner Bauer and seconded by Commissioner Dulo to go into closed session. Motion carried.

A motion was made by Commissioner Fratinardo and seconded by Commissioner Sklodowski to go back into regular session. Motion carried.

A motion was made by Commissioner Fratinardo and seconded by Commissioner Dulo to authorize the Chief to distribute badges we have now to some active members who are not involved in the EMS field and to purchase others that need be. Motion carried.

**GOOD OF THE BOARD:**

1. Commissioner Miller mentioned the passing of Joseph McHugh. BC Mullen will check and see if a donation was sent to the family. Chief Scully reported the department was represented at Joe McHugh's viewing.

**ADJOURNMENT:**

A motion was made by Commissioner Dulo seconded by Commissioner Bauer to adjourn the meeting. Motion carried.

Respectfully submitted,  
Carolyn Taylor