

Mantua Township Fire District #1
Board of Fire Commissioners
Minutes of Regular Meeting
September 20, 2018

Chairman K. Howarth called the meeting to order pursuant to the Open Public Meetings Act.

Commissioners and Attendees Saluted the Flag

Roll Call:

In attendance were: Chairman K. Howarth, Commissioner L. Campbell, Commissioner J. Hauss and Commissioner C. Jones, as well as, Chief /Administrator and Recording Secretary B. Hauss

Absent: Commissioner N. Vacarino

Consideration of Minutes from Previous Regular Meeting:

A Motion was made by Commissioner L. Campbell to approve the Minutes from the previous Regular Meeting. Second by Commissioner J. Hauss, motion passed unanimously.

Resolutions, Bids:

Commissioner C. Jones read Resolution 2018-21 Approving and Authorizing Remittance of Employer's Share for Social Security. A motion was made by Commissioner L. Campbell to accept the resolution as read, second by Commissioner J. Hauss, motion passed unanimously.

Chief B. Hauss then explained the resolution, regarding the necessity of paperwork to allow the Mantua Fire District to be an new entity to make pension payments for the employees.

Commissioner C. Jones read Resolution 2018-22 Authorizing Commissioners to go into Closed Session to discuss personnel matters. A motion was made by Commissioner L. Campbell to accept the resolution as read, second by Commissioner J. Hauss, motion passed unanimously.

Chief B. Hauss then read bids for the Stone work for the front of the Jackson Road Station.

Guzzo Stucco was \$13,820.00
Vic's Concrete and Masonry which was \$8,790.00

BHR Contracting was \$9,375.00
Wayne Epting was \$9,500.00

Chief B. Hauss then read the bids for the stucco work for the side and rear of Jackson Road Station:

Guzzo Stucco was \$14,700.00
Vic's Concrete and Masonry which was \$16,875.00
BHR Contracting was \$14,280.00
Wayne Epting was \$13,200.00

After hearing all bids the commissioners discussed pros and cons to each bid. A motion was then made by Commissioner C. Jones to award the front of the building project to BHR Contracting due to previous work experience and scope of practice. Second by Commissioner L. Campbell, motion passed unanimously.

Commissioner C. Jones then motioned to award the rear of the building project to BHR Contracting due to previous work experience and removal of siding on the side of building to level the wall. Second by Commissioner L. Campbell, motion passed unanimously.

Chairman K. Howarth then requested to have two resolutions for both jobs ready for the next meeting.

Treasurer's Report:

Commissioner J. Hauss presented the Treasurer's Report.

Commissioner J. Hauss stated that there were 24 purchase orders totaling \$30,628.11 the payments over \$1,000.00 in this bill pay were for \$1,625.00 to Airpower International for Compressor Service Contract, \$1,000.00 to Firehouse Grants for 2018 AFG Grant, as well as, \$8,634.33, \$7,624.01 and \$8,886.42 to Payroll on August 31st, September 11th and September 18th respectively.

Chairman K. Howarth then asked about the price of fuel and gallonage utilized. Chairman K. Howarth to look into alternative ways of tracking the mileage of the apparatus.

A Motion was made by Commissioner C. Jones to accept the Treasurer's Report and pay the bills (\$30,628.11). Second by Commissioner L. Campbell, motion passed unanimously.

Chief's Report and Training Report:

Chief B. Hauss was presented his Chief/Training Report:

Call Log: August 2018

Total Dispatches: 56

Structures:	5
MVCs:	10
Alarm Systems:	12
Vehicle Fire:	3
Brush:	2
CO/Fumes:	9
EMS Assist:	3
Incidental:	12

Working Fires: 5

Extrications: 0

AM (0600-1800): 37

PM (1800-0600): 19

Station Response: 48

Duty Crew Response: 8

First Arriving Unit Average Response Time: 4 Minutes 06 Seconds

Average number of personnel responding - 8

Member Recognition:

Firefighter Kevin Gill, for his actions while operating on a working house fire on N. Oak Avenue in Borough of Pitman. He was able to rescue and remove a trapped fire fighter, who fell down collapsed steps into a basement during fire attack.

Officer Volunteer Percentages:

B. Hauss:	54.17%
J. Hauss:	54.17%
N. Lamana:	06.25%
D. Hauss:	43.75%
B. Thompson:	14.58%
K. West:	31.25%
M. Nahas:	14.58%

Notes:

Have been speaking with Glen Usdin of Command Fire Apparatus. Have a tentative offer \$285,000.00 for both trucks. Awaiting the buyer for the E-One.

Physicals and Fit Tests were completed on Tuesday, September 18, 2018. Only 7 members haven't completed their fit test. All Firefighters are up to date with physicals.

Roof leak above the Kitchen returned, waiting on All Risk to fix the issue.

Met with Firehouse Grants, we have contracted them to complete and write the AFG grant to purchase 30 new Scott 5.5 NFPA Compliant SCBA

Annual Softball game will be held this Saturday against Woodbury FD

Relief Association was a success, one more year for Brian Hauss and Shawn Layton, two more years for Dan Hauss, and Victor Torino will be a delegate next year

Night crews are becoming harder and harder to fill, due to lack of manpower and or pride of members. Might need to look into alternative methods to encourage membership and involvement.

Chief and Commissioners spoke in depth regarding possibly utilizing casual help for night time crews. It was determined that the shifts cannot be covered by Casual Help this year, but a split shift that is paid and volunteer.

Commission Minutes posted to the website

NFIRS reports are up to date, and monthly and yearly percentages are attached.

Training Report:

Dan Darnall in Fire Official Class held by Union

Victor Torino and Dan Darnall will be attending the NJIAAI Arson Investigators Training beginning in October.

Commissioners spoke about the issue with the roof above the kitchen and Commissioner J. Hauss stated that he has been in contact with All Risk.

A motion was made by Commissioner C. Jones that if the offer to purchase the two apparatus for \$285,000.00 is confirmed, to accept the offer for the money proposed. Second by Commissioner J. Hauss, motioned passed unanimously.

A Motion was made by Commissioner C. Jones to approve the Chief/Training Report. Second by Commissioner J. Hauss, motion passed unanimously.

Fire Marshal's Report:

Captain N. Lamana was absent and Chief B. Hauss presented his monthly report.

Fire Marshal's Report September 20, 2018

Inspections: Total for the year 214 inspections completes (34 completed since last report). Meeting with Willian Gigliotti from the County Fire Marshal's Office tomorrow to go over Pro Phoenix training.

Registration Fees:

Life Hazard Fees:

Year to date collected \$20,157.81

(total of 4 outstanding invoices that can be collected from state data base, letters were sent to contact Division for payment options)

Non-Life Hazard Fees:

Total to be collected for the year \$8,368.00 Pro Phoenix balance sheet attached with total payments to date, collection still in process

(26 local fees still outstanding going back to 2007 letters issued to businesses for payment)

Fire Prevention / Public Events:

The 9/11 ceremony went well with the assistance from Station 5-1 and 26-1, (Pitman had to bail out they didn't have driver for ladder)

Attended a couple local birthday parties within the last month, the families involved were grateful

Car Show at United Methodist Church we were invited to was canceled due to bad weather, rescheduled for September 29th 2018 10am-3pm weather permitting.

Fire Prevention for all Mantua Public Schools is scheduled (calendar attached) , just waiting for other daycares and any other organizations to get back to me to set up a date and time for a fire prevention demo .

Mantua Truck or Treat is moving along well, more local businesses have signed on board, meeting with Lowes tomorrow to go over layout of the apparatus involved in their parking lot. The flyer (purchased by Chick fila) that will be going to each Mantua school students is attached, Chief Hauss if you could scan this to be put on our website at your earliest convenience.

Fire Investigations for 2018:

Structure Fires: 2

Vehicle Fire: 3

Misc. Fire: 0

Respectfully Submitted,

Nic Lamana FM22

Chairman K. Howarth asked about status of fire lane tickets.

Commissioner C. Jones asked about resolution regarding Migrant Farm Inspections. Commissioner J. Hauss spoke about his knowledge of inspections and the statewide dilemma. He further advised that Captain N. Lamana has been in contact with the construction official.

A Motion was made by Commissioner C. Jones to approve the Fire Marshal's report. Second by Commissioner L. Campbell, motion passed unanimously.

Building Maintenance Report:

Firefighter V. Torino was present and provided the Building Maintenance report:

1. Both stations lawn cut weekly.
2. Both stations being cleaned daily.
3. Exterior lights at Jackson road repaired and are working normally.
4. All risk was contacted in reference to roof leak in kitchen.

A Motion was made by Commissioner L. Campbell to approve the Building Maintenance Report. Second by Commissioner C. Jones, motion passed unanimously.

Vehicle Maintenance Report:

Captain D. Hauss was not present and Chief B. Hauss provided the Vehicle Maintenance Report:

09/20/2018 **Vehicle & Equipment Maintenance Report**

1. For the time of 08/23/2018 – 09/20/2018 Vehicle maintenance
 - a. Three Valves replaced on 2213 (tank to pump, 2 ½ rear discharge, and 4'' discharge officer side)
 - b. Master Intake Valve replaced on 2211 officer side
 - c. Warning light strip replaced on 2211 officer side door
2. For the time of 08/23/2018 – 09/20/2018 Equipment maintenance
 - a. SCBA scheduled for flow testing next Tuesday 09/25/2018
 - b. I have 26 SCBA cylinders going out of service this month. Talking with the chief he is looking to do a grant. If we are not awarded a grant I would like to allot the money to purchase at least 10 new SCBA cylinders for next year
3. Other Notes
 - a. Working on Police Cars
 - b. All of Woodbury FD equipment has been serviced for the year
 - c. All of Wenonah FD equipment has been serviced for the year
 - d. All equipment for West Deptford new Fire Marshal vehicle has been ordered.

e. Installing Radios in Public Works Trucks for the Township

Respectfully submitted by:

Daniel Hauss

A Motion was made by Commissioner L. Campbell to approve the Vehicle Maintenance Report. Second by Commissioner C. Jones, motion passed unanimously.

Commissioner C. Jones then asked the Chief about purchasing new SCBA cylinders now, and he was advised that we would like to await the possible award of the AFG grant.

Solicitors Report:

Nothing to report

New Business:

Chairman K. Howarth asked about a possible shared services agreement with Township of West Deptford for Fire Apparatus Maintenance. Chief B. Hauss advised that he was contacted by Township Administrator L. DeHart regarding meeting about setting up Mechanic Services. The meeting will be on Tuesday, September 25th at 1600 hours at West Deptford Municipal Building.

Chairman K. Howarth then asked about the grant application with Firehouse Grants. Chief B. Hauss stated that the deposit has already been paid, and application is underway.

Old Business:

Chief B. Hauss spoke about the current issue with the PBA rental, that their current landlord has sold the building and that they may be bound to stay with the new owner until the end of the lease at 2019. If the building is not sold, they will be able to back out of their current lease. No further information.

The MUA Repairs are still on stand-by.

Information regarding the Jackson Road refurbishment was discussed during Resolutions and Bids.

There was no new information on the new rescue engine.

Open Meeting to Public:

There was a motion by Commissioner L. Campbell to open the meeting to the public. Second by Commissioner C. Jones, motion passed unanimously.

Motion to Close Public Portion:

There being no comments the Public Portion of the Meeting was closed on Motion by Commissioner L. Campbell. Second by Commissioner C. Jones, motion passed unanimously.

Closed Session:

The commissioners went into closed session at 2004 hours.

The commissioners came out of Closed Session at 2044 hours. The commissioners discussed personnel issues regarding salary and hiring of an employee.

Commissioner C. Jones motioned to hire Daniel Darnall as a provisional firefighter/mechanic at a rate of \$35,000.00 per year. The employee will be a temporary full-time employee with future consideration for full time employment. Second by Commissioner L. Campbell. Chairman K. Howarth called for a roll call vote. Motion passed on roll call, four (4) yes, one (1) absent.

Chairman K. Howarth, yes
Commissioner L. Campbell, yes
Commissioner J. Hauss, yes
Commissioner N. Vacarino, absent
Commissioner C. Jones, yes

Commissioner C. Jones then motioned to give Captain D. Hauss a merit raise in his salary from \$69,530.00 to \$75,080.00, due to the extra work load and amount of revenue made by Captain Hauss. Second by Commissioner L. Campbell. Chairman K. Howarth called for a roll call vote. Motion passed on roll call, three (3) yes, one (1) absent and one (1) abstain.

Chairman K. Howarth, yes
Commissioner L. Campbell, yes
Commissioner J. Hauss, abstain
Commissioner N. Vacarino, absent
Commissioner C. Jones, yes

Chairman K. Howarth then requested Chief B. Hauss speak with IAFF local 3592 regarding obtaining a Memorandum of Understanding for both positions, and also requested that Chief B. Hauss draw up two resolutions for the above motions.

Motion to Adjourn:

Commissioner L. Campbell made a motion to adjourn, second by Commissioner C. Jones, motion passed unanimously.

The Meeting was adjourned at 2044 hours

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B. Hauss". The signature is fluid and cursive, with a large initial "B" and a stylized "H".

Brian Hauss, District Chief/Administrator